

Journal of Cooperatives

Final Article Formatting Instructions

1. **Formatting Responsibility:** Upon acceptance, the Journal's technical editor thoroughly reviews the article for clarity; organization of content; emphasis; grammatical, spelling and style errors; and adherence to formatting and reference standards. At the conclusion of the technical editing process, the author will be provided with a copy of the edited article, along with any additional instructions from the technical editor. The edited article will be formatted for the journal layout with the title page, abstract, pagination, and headers. It is the responsibility of the author to provide an electronic version of the final article in a Microsoft Word, WordPerfect, or RTF file that the Journal can convert to a PDF file. This means that authors need to pay greater attention to the editing and appearance of their manuscripts than is typically required by print journals, which do the final copyediting and typesetting. While the technical editor will proof read the final version, the final layout and placement of tables and figures, control of white space, and other readability issues are left with the author. The advantage of this system is that it allows the journal to maintain a lower page charge structure, minimize publication delays, and eliminate the inadvertent introduction of errors during typesetting with the resulting need for authors to carefully review final page proofs.
2. **Style:** The template provided with your manuscript acceptance email provides the basic margins (1.75 inches left and right, 2.0 inches top and bottom) along with the title page, running headers and page numbering.

Follow the Chicago Manual of Style Author-Date system, University of Chicago Press, 15th edition. An online citation guide is available at http://www.chicagomanualofstyle.org/tools_citationguide.html All text excluding abstract and endnotes should be single spaced in a single column layout using a 12-point Times New Roman or the closest comparable font size. Abstract and endnotes should use a 10-point Times New Roman or a closely available font size. Use a single space between the end of one sentence and the beginning of the next sentence. Indent all paragraphs 3 spaces.

Provide short headings for each section and subsection and do not number the sections or subheadings. Section headings are denoted in bold and subsection headings, in italics. All headings and subheadings should be flush left. Insert a 12 point space before and a 6 point space after each section or subsection heading.

Sequence of Manuscript Components

- Title page (unnumbered)
- Title, abstract with key words (10 point type, 200 word maximum) followed by text narrative (page numbering commences with first assigned page number of the article)
- **Section**
- *Subsection*

- Endnotes-optional (separate page following text, 10 point type)
- References (begin on separate page immediately following endnotes)
- Appendix-optional (If more than one appendix, label Appendix A, Appendix B, etc.; assign titles to all appendices.)

Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, and other similar elements. These elements should be set off from the surrounding text by additional space above and below. Do not "widow" or "orphan" text (ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph). When possible, there should be not pages where more than a quarter of the page is empty space. Use lowercase for the words "table" and "figure" in the text unless they appear at the beginning of a sentence.

3. **Mathematical Notations:** Please use only essential mathematical notations. Consecutively number equations throughout the text placing the numbers on the right-hand margin of the page. Use italic typeface for all variables, and use boldface (no italics) for all vectors and matrices--both within equations and within the narrative. Use a spacing of 6 pts. before and after each of the equation to make them easier to read. Simplify notations whenever possible. A stacked fraction is preferably changed to a one-line form (such as $a = b/c$). For more math notations that must be displayed, the Journal prefers use of the Microsoft Word Equation Editor.
4. **Endnotes:** Number endnotes consecutively throughout the entire manuscript. Place all endnotes on a separate page at the end of the text. Reduce the font size for the endnotes and references to 10 pts. Use endnotes only for explanatory purposes or for citation to judicial or legislative materials. Citations to these materials should follow *A Uniform System of Citation* by the Harvard Law Review Association. Do not use endnotes for citation to references or for directing the reader to a particular work. Such information can be incorporated into the text
5. **Within Text Citations:** All citations should appear in the text and contain the author(s) name(s) and year, with page numbers when necessary. Text citations should omit any comma or other punctuation between the author(s) name and the year of publication. Citations may appear parenthetically (e.g. Baarda 2005) or as part of the narrative e.g. "Baarda and Barton 2005 who show that cooperatives are more efficient." For text citations listing more than one source, separate sources by a semi-colon: (Baarda, Barton and Boland 2004 ; Royer, Fulton and Ginder 2001). The term "et al." should be used only for four or more authors. When citing a direct quotation, include page number(s) from the author(s) work. When checking citations in text against references, make sure that the author(s) name(s) and year are consistent.
6. **Reference Section:** Place all references cited in the text, alphabetized by the first author's last name starting on a separate page immediately after the endnote page. Follow the style of the AJAE Reference Guide
http://aem.cornell.edu/special_programs/AJAE/documents/ReferenceGuideMarch2006.pdf

7. **Tables:** Number tables consecutively with the title in bold, located flush left on the top of each table. Only the first word of the title should be capitalized. Tables should appear in the document near where they are referenced in the text and should be inserted between paragraphs, not within them. Large tables may be put on pages by themselves. Avoid the use of overly small type in tables and omit vertical rules. In no case should tables or figures be in a separate document or file. Use lower case English letters to attach footnotes to specific items within the table, and place the footnotes below the bottom line of the table in (un-indented) paragraph form. When using asterisks to denote levels of significance/probability, describe the convention in the footnote.
8. **Figures:** Number figures consecutively with the legend in bold, located flush left at the bottom of each figure. Only the first word of the legend should be capitalized. To the extent possible, charts and figures should be embedded in the document near where they are referenced in the text. Large figures may be put on a page by themselves, positioned at the top of the page. In no case should figures be in a separate document or file.