

Journal of Cooperatives

Guidelines for Submitting Manuscripts

1. **Submission:** The Journal of Cooperatives accepts articles in electronic (PDF) format only from a single designated corresponding author who will be responsible for all subsequent communication with the editor. The corresponding author should send the manuscript and cover page (as separate PDF files) as email attachments to phil.kenkel@okstate.edu. The corresponding author should include a complete mailing address (with zip code) in the email message. Authors who have questions can contact the editor phil.kenkel@okstate.edu.
2. **Conditions:** Submission of an article will be held to imply that (a) the material in the manuscript has not been published, is not being published or considered for publication elsewhere, and will not be submitted for publication elsewhere unless rejected by the Journal of Cooperatives' editor or withdrawn by the author(s) and (b) the material in the manuscript, so far as the author(s) knows, does not infringe upon other published material covered by copyright.
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4. **Author Identification and Cover Page:** In order to preserve author anonymity during the review process, authors should avoid identifying themselves in the manuscript. Include only the manuscript title on the first page of text. A cover page with the manuscript title, author(s) name(s) and bibliographical information, an abstract of 100 words or less, and up to eight key words should be provided in a separate file.
5. **Style:** Follow the Chicago Manual of Style Author-Date system, University of Chicago Press, 15th edition. All text excluding footnotes should be double spaced in a single column layout using a 12-point Times New Roman or the closest comparable font size and 1-inch (2.5 cm) margins. The pages should be numbered, all paragraphs should be indented, and headings and subheadings should be in italics flush left.
6. **Language & Grammar:** All submissions must be in English. Except for common non-English words and phrases, the use of non-English words and phrases should be avoided.
7. **Mathematical Notations:** Please use only essential mathematical notations. Consecutively number equations throughout the text placing the numbers on the right hand side margin of the page.
8. **Endnotes:** Number endnotes consecutively throughout the entire manuscript. Place all endnotes on a separate page at the end of the text. 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 citations to references.

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