

## Author's Final Checklist

Please check each of the following items carefully to facilitate the processing of your manuscript for publication. Check off each item, initial at the bottom, and return this form to the editor who accepted your manuscript.

### General

- Original manuscript is double-spaced.
- Manuscript conforms with the guidelines posted on the *AJAE* website (<http://ajae.arec.umd.edu/formatting.htm>) in every detail.
- All tables and figures are supplied on separate pages at the back of the manuscript.
- All pages are numbered.
- Native file (e.g., MS word .doc file) copy of manuscript should be uploaded to the *AJAE* website.

### Title Page (<http://ajae.arec.umd.edu/tak.htm>)

- No acronyms or abbreviations are used in the article title.
- An abstract of 100 words or less (no acronyms or abbreviations) is provided.
- A list of key words (no more than eight) is provided in alphabetical order.
- A suggested running head of no more than 50 characters to appear as a single line at the top of published pages.
- Author information and acknowledgements should appear at the bottom of the title page, in un-indented, paragraph form, and should include:
  - (a) Full name of each author
  - (b) Title of each author
  - (c) Organizational affiliation of each author
  - (d) Acknowledgements and other relevant information
- Acknowledgment of financial support of research is included (e.g., "The project was supported by the USDA Cooperative State Research, Education and Extension Service, Hatch grant number #...") or author has verified that none is appropriate.

### Equations and Math Notation:

- All display equations are numbered, in proper sequence, with numbering in parentheses on the left-hand side.
- All vectors and matrices have been formatted in boldface or otherwise indicated clearly in the native file.
- Math notation follows *AJAE* style guidelines
- All variable names are italicized throughout the manuscript (equations, text, tables, figures, footnotes).

### Footnotes

- Footnotes are placed at the end of the manuscript in numerical sequence. (Do not use your word processor's controls to place footnotes at the bottom of the page on which they are cited.)

### References and Citations

When page numbering is *not* continuous throughout the volume of a serial publication (e.g., journals), issue numbers are always given along with page numbers. (Otherwise, issue numbers may be included at the authors' option. They are preferred by the journal.)

- References give authors' initials rather than full names.
- Wherever possible, all "in press" or "forthcoming" references have been updated. Authors are responsible for verification of all references.

- Inclusive page numbers for each reference have been given.
- The reference list has been ordered alphabetically (not chronologically) by authors' last names. Citations with identical authors are listed chronologically. See reference guidelines for more details (<http://ajae.arec.umd.edu/documents/newrefguide.pdf>).
- Citations in text use "et al." only with four or more authors.
- Citations in text give year of reference in all cases.

**Tables**

- Tables are each given on a separate page, at the end of the file, and each has a title.
- Each table is referred to somewhere in the text.
- Text references to tables are given in proper sequence.
- All table columns have a heading. All headings are separated by a horizontal rule from tabular material, variable names are italicized. No vertical rules in tables.
- Notes and footnotes to tables: use lower case English letters to attach footnotes to specific items within the table. Place the footnotes below the bottom line of the table in un-indented paragraph form. For general explanatory notes, use the heading "Note:" and continue on the same line with the first word of the note, in paragraph form. The note paragraph may define the use of asterisks (e.g. \*, \*\* and \*\*\* for 10%, 5% and 1% significance levels, respectively).

**Figures**

- High-quality images of all figures have been supplied and each figure has a title.
- Each figure is referred to somewhere in the text. Text references to figures are given in proper sequence.
- Unnecessary lines such as gridlines and boxes around the figure have been deleted.

**Appendices**

The article should use and cite a supplementary appendix posted on *AgEcon Search* (<http://ageconsearch.umn.edu>) rather than simply telling readers that supplementary materials are available upon request.

- Check here if this paper has a supplementary appendix of material that will not be published in the journal article but to which readers may refer for additional details. For details, see the instructions on supplementary appendices at [http://ajae.arec.umd.edu/InstructionsToAuthors\\_SupplementaryAppendix\\_August2008.pdf](http://ajae.arec.umd.edu/InstructionsToAuthors_SupplementaryAppendix_August2008.pdf).

If there is a supplementary appendix use the following checklist:

- Title page conforms to guidelines for a supplementary appendix to be posted on *AgEcon Search*, including the title "AJAE Appendix: *'insert final title of article here'*."
- Final version of manuscript removes statements such as "additional details available from the authors on request" and replaces these with statements and citations (preferably in endnotes) directing readers to the supplementary appendix.
- Style of supplementary appendix follows the guidelines for articles.
- References list in the article includes a reference to an appendix forthcoming on *AgEcon Search*, and is cited at least once in text.
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