

## **Fiscal Studies Style Guide**

Paper titles should use initial capitals on the main words, e.g. The Distributional Impact of the Greek Crisis in 2010

Sections should be numbered with roman numerals and a full stop, e.g. I. and II.

Subsections should be numbered with a full stop, e.g. 1. and 2.

Subsubsections should be lettered with a full stop, e.g. a. and b.

Titles for all types of sections should be in lower case (apart from the first letter and proper nouns).

## **Figures**

Figures should be numbered consecutively throughout, not by section (so Figure 1, Figure 2, Figure 3, etc.).

Figures should be headed within the paper (not embedded in the graphs) by:

- on the first line, their number, using all capitals (e.g. FIGURE 1);
- on the next line, their title all in lower case (apart from the first letter and proper nouns).

Text on figures should be in Arial 8pt.

*Axis titles* should be in bold, with y-axis titles vertical and rotated through 90 degrees. *Axis labels* should be horizontal on the y-axis; x-axis labels should be horizontal if space allows, and slanted or vertical otherwise.

*Bars* (and other plots with areas) should be in grey scale and outlined in black.

*Plotted lines* should be distinguished by style (i.e. solid / dashes etc.) in black and then in grey scale.

*Scatter plots* should use solid diamonds in the first instance, then solid circles, plus signs, hollow diamonds and hollow circles, all in black.

*Grid lines* should only be used where they assist the reading of the graph.

*Legends* should be centred under the figure and outlined with a border.

## **Graphs**

If you wish to include *colour graphs* for the online version, identical colour and greyscale graphs should be provided in the submitted manuscript. There is no extra charge for colour graphs in the online version; authors can also choose to pay a fee to have colour graphs in the printed version of the article.

[A .scheme file is available here](#) for use in Stata to create the *basis* of Fiscal Studies style graphs. [Further details about its use are available here.](#)

Choice of style should be consistent across figures.

## **Tables**

Tables should be numbered consecutively throughout, not by section (so Table 1, Table 2, Table 3, etc.).

Tables should be headed by:

- on the first line, their number, using all capitals (e.g. TABLE 1);
- on the next line, their title all in lower case (apart from the first letter and proper nouns).

## References

For references in the text, give all names when there are three or fewer authors but use et al. when there are four or more authors.

List full references in a section at the back of the paper. The following examples indicate what information to give and how to lay it out, including use of capital letters and italics:

### *Book*

Gruber, J. and Wise, D. (1999), *Social Security and Retirement around the World*, Chicago: National Bureau of Economic Research (NBER) / University of Chicago Press.

### *Chapter in book*

Blundell, R. and Hoynes, H. (2004), 'Has "in-work" benefit reform helped the labor market?', in R. Blundell, D. Card and R. Freeman (eds), *Seeking a Premier League Economy*, Washington DC: National Bureau of Economic Research.

### *Journal article*

Blau, F. and Kahn, L. (2007), 'Changes in the labor supply behavior of married women: 1980–2000', *Journal of Labor Economics*, vol. 25, pp. 393–438.

### *Working/Discussion Paper*

Blundell, R., Bozio, A. and Laroque, G. (2011a), 'Extensive and intensive margins of labour supply: working hours in the US, UK and France', Institute for Fiscal Studies (IFS), Working Paper no. 11/01.

### *Mimeo*

Brewer, M., Joyce, R., Muriel, A., O'Dea, C., Paull, G., Phillips, D. and Sibieta, L. (2009), 'Response of IFS researchers to child poverty consultation', Institute for Fiscal Studies (IFS), mimeo.

## Some house style

Eliminate double spaces, including any after punctuation

Use top alignment in table cells

Give dates in the format *1 October 2008*

For decades, use e.g. *the 2000s* (not *the 2000's* or *the noughties*)

In ranges of years and financial years, use – (an en rule, achieved in Word with Ctrl and minus on the number pad), not /

In ranges of years, don't repeat the 19/20 bit unnecessarily, e.g. 1989–95, 2012–13, but 1999–2001

In ranges of numbers (e.g. for page numbers), use as few numbers as possible, bearing in mind that the teens need to be repeated, e.g. 1–20, 246–51, 302–12, 115–17

For a minus sign, use – (an en rule, achieved in Word with Ctrl and minus on the number pad)

For a dash in text, use an en rule preceded and followed by a space, i.e. ' – ' (achieved in Word with Ctrl and minus on the number pad)

For omission in quotations, use ellipses preceded and followed by a space, i.e. ' ... '

Use single smart quotes ( ' and ' ), retaining double ones ( " and " ) for quotes within quotes

Use *per cent* (% is acceptable in tables and figures)

Spell out *million* and *billion* (*m* and *bn* are acceptable in tables and figures)

Spell out numbers *one* to *nine* (use numerals beyond that), but use numerals before units

Use capitals when referring to chapters, sections, tables and figures with their numbers (e.g. Section II.4, Figure 3) but lower case for 'the next section' etc.

Refer to tables and figures by number, not as e.g. 'the table below'

Use the forms *Note:* and *Source:* (in italic) below tables and figures

Use the endings *-ise*, *-isation*, etc. (not *-ize*, *-ization*, etc.)