

# Journal of Cost Analysis & Parametrics Author Submission Guidelines

The Journal of Cost Analysis and Parametrics publishes biannually in August and February. To be considered for inclusion in an upcoming issue of the Journal of Cost Analysis & Parametrics, refer to the submission guidelines below before sending your files to [JCAP.Editor@gmail.com](mailto:JCAP.Editor@gmail.com). Submissions will be returned if the following guidelines are not followed:

## General:

- Manuscripts should be 3,000 – 8,000 words. Manuscripts outside these bounds will not be considered. Manuscripts within these word limits but with excessive graphs or tables, will not be accepted for publication consideration.
- Manuscripts must be formatted in accordance with APA citation guidelines.
- Endnotes and Footnotes are not permitted.
- Submissions for the *Journal of Cost Analysis and Parametrics* should contain the barest amount of formatting possible in preparation for use with publishing software.
- Submissions will be provided in a Word document with a single column format.
- All paragraphs will be left justified. Do not indent paragraphs.
- Font will be Times New Roman, size 10
- Titles should be written in (or will be changed to) the AP style title case: [https://en.wikipedia.org/wiki/Title\\_case](https://en.wikipedia.org/wiki/Title_case)
- Do not use quotation marks, italics, or underlines for emphasis. In the rare circumstance where emphasis is necessary, use bold.
- Underlines may only be used to identify hyperlinks. Provide a URL for any underlined text.
- Do not denote jargon, technical terms, or colloquialisms with quotation marks.
- Parenthetical acronyms should only be provided if the acronym is used independently later in the document. Every acronym will be spelled out when first used.
- The same acronym may not be used for more than one term per document.
- Denote document/article/book titles within the body of the work with italics.
- Separate sentences with a single space.

## Special Sections:

- Do not use any automatic section-creating, text-linking, or automatic-updating features in MS Word (including but not limited to all features under the References tab).
- Provide section headers in bold on a separate line. See section headers in this document for examples.
- Do not create call-out boxes, other text boxes, or drop-caps.
- If providing a block quote, mark the beginning with [START BLOCK QUOTE] and end with [END BLOCK QUOTE].
- Inserting equations using the Insert>Equation feature is permitted, but only when text cannot be used.

- Where a formula is to be part of a sentence, use italics, superscript, and if necessary, the Insert>Symbol feature in Word. **Do not use** a symbolic font like Webdings. The symbol must be in the Times New Roman font. For example:  $y^2+x=\mu$
- Use text or inserted symbols for your formula wherever possible; the equation feature does not render as cleanly as Times New Roman symbols.

### Tables, graphs, and images:

- Do not insert your table, graph, or chart into the Word document. Send a single Excel file that contains the **source data and generated graph** on a tab/worksheet labeled with the graph/table/figure reference number.
- All supplementary file names will include the author's last name, and the term used to identify it in the document. Examples: Jones\_table1.xls; Jones\_image1.png
- Excel files containing the source data for all tables and graphs must be provided as a single file, independent of links or embedding. Each table/graph will be on its own labeled worksheet.
- Depending on available space, tables and graphs may be resized or differently proportioned, and are unlikely to be placed in the exact location requested in the final publication.
- Be efficient with Figures. When creating graphs, be mindful of empty space. Format axes and chart area to reduce unnecessary empty space.
- Authors may provide screen caps or saved images of tables or graphs for the editors' reference.
- Authors will be given the opportunity to review all tables or graphs before final publishing.
- Mark the **approximate** location where you would like the object inserted by providing the filename and caption in brackets.  
Example: [Jones\_image1.png Caption: "Image 1: a photo of the object discussed"]
- Do not use words like "below," "above," or "here" when referring to your images, as due to sizing and formatting constraints, they **may not be in the precise location** you indicate. Refer to your images by their title, e.g. "In Figure 3, we show..."
- All images must be high resolution and either .png or .jpg format. Images with poor resolution will not be used.
  - To check the resolution of your image, right click on the file and choose Properties > Details.
  - For .png, the Bit Depth required is 32
  - For .jpg the Horizontal resolution and Vertical resolution should be 300dpi or greater
  - If a file is too large to email, a cloud transfer or other means to send the image will be arranged.
- The author is responsible for securing permission to use any images downloaded from the internet or taken from other sources. For any image not originally created (i.e., any photo you did not take yourself with your own camera or graph/table you built yourself in Excel or similar program), the author must provide documentation (usually a hyperlink) showing either permission has been granted to use the image, the proper usage fees have

been paid, or that the image is free for public use. ICEAA will not purchase image use licenses on authors' behalf.