The Upjohn Institute is an author-friendly publisher. The author’s preferences are primary, and exceptions within reason to house style and formatting will be accommodated. Customary usage in the author’s field is accepted. That said, effectively communicating the author’s idea is paramount, and editors should edit for accuracy, clarity, and grace. Unless otherwise indicated, all style and formatting guidelines can be applied to books, journals, newsletters, working papers, and technical reports.

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- Initiate editor’s process (project #, clean up manuscript, get Excel data files for figures, clean up figures, file soft or hard copy)
- Assign editor (if freelance, execute agreement for services; send soft/hard copies; substantive edit versus light edit. NOTE: editors fix and/or style figures at this point)
- If freelance, review edit and ensure queries
- Send edited copy to author(s) with queries and style sheet
- Author(s) review
- Assign production, preproduction review/annotation
- Set pages (usually first pass without tables or figures in place)
- In-house review/copyread against edited copy
- Send page proofs to author(s)
- Authors/editors review
- Final revisions
- Set copy; copyread
- Indexing
- Set final copy with index and front/back matter
- Final proofs
- Manufacture
- Digital proofs: text and covers
- Receive books
REGULAR BOOKS

COVER

- Cover design determined by designer in consult with Pubs staff, sometimes authors.
- Dust jackets are preferred but optional. When chosen, foil stamping goes only on spine.
- Flap copy. We suggest that the author or editor contribute this. Bio of the author(s) or editor(s) is also included.
- Back cover blurbs. We suggest that the author arranges these with noted colleagues and associates willing to comment on the book’s importance. We send galleys or a copy of the manuscript.
- Paperback cover done in four colors, cases stamped with one foil.
- Back cover of paperback and rear of dust jacket to contain bar code on lower right and Upjohn Institute logo on lower left, along with designer attribution.

PAGE SIZE

- 6" x 9" book with text in 26 x 41 pica parameters offset right/left pages to allow for binding space
- Text to start 6.5 picas (approximately 1 inch) from top of page
**WEFOCUS BOOKS**

- Cover dimensions: 8.5 x 5.5 inches
- Inside pages: 33 picas wide, 51 picas tall
- Inside margins: 5 picas
- Top and bottom margins: 6 picas, 5 pts
AUTHORED BOOKS

TOP
• Edition [horizontal text]
• Author(s) name [vertical placement; type size smaller than title; stack names if more than one author]
  ▪ Last name only
  ▪ List all authors, with “and” between names. EXAMPLE: Jordan and Smith

CENTER
• Title of book [larger type than authors]. Include subtitle if sufficient space is available.

BOTTOM
• Spine is to contain “Upjohn Institute” stacked and parallel to the title and authors.

EDITED BOOKS

TOP
• Edition [horizontal text]
• Editor(s) name [vertical placement; type size smaller than title; stack names if more than one editor]
  ▪ Last name only
  ▪ Two editors: list both last names with “and” between names
  ▪ More than two editors: List all last names, with commas between names, and “and” before last name. Follow final editor with comma and “Editors.”
    EXAMPLE: Duncan, Weber, and Whitener, Editors
    EXAMPLE: Duncan and Weber, Editors

CENTER
• Title of book [larger type than authors]

BOTTOM
• Upjohn logo [horizontal placement]
HALF TITLE PAGE

- List title only [Times New Roman, 24 pt, bold, centered, 6.5 picas (approximately 1 inch) down from top of page]

TITLE PAGE

- Title [Times New Roman, 24 pt, bold, centered, 6.5 picas (approximately 1 inch) down from top of page]
- Subtitle [Times New Roman, 20 pt, centered, no colon after main title, 1.5 picas (0.25 inch) down from last line of main title]
- Edition [Times New Roman, 20 pt, centered, 3.5 picas (0.58 inch) down from last line of title or subtitle, spell out edition: e.g., fourth edition]
- Volume [Times New Roman, 20 pt, centered, 3.5 picas (0.58 inch) down from last line of title or subtitle] (See example title page.)
  - Volume title follows “Volume X” on separate line, 3.5 picas (0.58 inch) down]
- Author, editor, translator [Times New Roman, 14 pt, centered, 3.5 picas (0.58 inch) down from prior line of text] (See example title page.)
  - List each author on separate line, no punctuation; no “and” preceding last name in list. Do not list affiliations. (See example title page.)
  - Edited volumes: Insert “Editors” [Times New Roman, 12 pt, italics, centered] on separate line following last name (See example title page).
- Year of publication [Times New Roman, 12 pt, centered on page between last line of author information and publisher’s name, at bottom] (See example title page.)
- Publisher’s full name: [Times New Roman, 12 pt, centered, 6.5 picas (approximately 1 inch) from bottom of page]

W.E. Upjohn Institute for Employment Research
Kalamazoo, Michigan

- Note: spacing between entries can be modified to fit the page should the information be too long to fit the indicated spacing.
The Road through the Rust Belt

From Preeminence to Decline to Prosperity

William M. Bowen

Editor

2014

W.E. Upjohn Institute for Employment Research
Kalamazoo, Michigan
COPYRIGHT PAGE

- Order of elements:
  - Copyright insignia/information (preformatted from Library of Congress)
  - Year of publication
  - Publisher address
  - Prior publication, permissions, and acknowledgments
  - Press disclaimer: “The facts presented in this study and the observations and viewpoints expressed are the sole responsibility of the authors. They do not necessarily represent positions of the W. E. Upjohn Institute for Employment Research.”
  - Cover designer, indexer, and “Printed in United States of America”
  - “Printed on recycled paper”
  - Books published late in the year may carry the next year’s pub date.

DEDICATIONS

- Text [Times New Roman, 12 pt, centered on page. Author initials (optional) flush right, below text.]

TABLE OF CONTENTS—AUTHORED BOOKS

- “Contents” [Times New Roman, 14 pt, bold, centered, 6.5 picas (approximately 1 inch) from top]
- Front matter [Times New Roman, 10 pt, regular, first line of copy begins 3.5 picas (0.58 inch) down from “Contents” line]
  - Foreword (optional)
  - Acknowledgment (optional)
  - Preface (optional)
- Section heads
  - Part 1, Part 2 [no roman numerals, Times New Roman 10 pt, bold. End with colon, 0.75 pica (0.125 inch) preceding title]
  - Title of Section: List full title [Times New Roman, 10 pt, bold, set on same line as Part 1]
EXAMPLE: Part 1: Welfare Reform and Rural Labor Markets
Table of Contents

- Chapter headings
  - List chapter numerals only (not word “chapter”): [flush right, bold, 10 pt, 0.75 pica (0.125 inch) preceding title].
  - Title of chapter [Times New Roman, 10 pt, bold, initial caps, carryover chapter title lines align on first letter of line above]
  - If the first chapter includes references and tables or figures, it probably should carry a descriptive title other than “Introduction.” Regardless of the title, this chapter is numbered 1.
  - Level 1 headings appear under chapter title, indented 0.5 pica, in 10 pt, carryover indented 0.5 pica.
  - Page numbers [Times New Roman, flush right]

- Back matter
  - List all appendices [flush left, Times New Roman, 10 pt, bold]
  - References [Times New Roman, flush left, 10 pt, bold]
  - Authors [Times New Roman, flush left 10 pt, regular]
  - Index [Times New Roman, 10 pt, bold]
  - About the Institute [Times New Roman, flush left 10 pt, regular]

- Figures and Tables (Begin on separate page, unless list is very short)
  - Heading: Do not write as “List of Figures”; just use “Figures.” Include appendix tables in listing. [Times New Roman, 14 pt, bold, centered]
  - List: [Match table of contents in typeface and style; list tables and figures as written in text, 5.1, 6.1, A.1, B.1, etc.]

**TABLE OF CONTENTS - EDITED BOOKS**

- “Contents” [Times New Roman, 14 pt, bold, centered, 6.5 picas (approximately 1 inch) from top]
- Front matter [Times New Roman, regular, flush left, first line of copy begins 3.5 picas (0.58 inch) down from “Contents” line]
  - Foreword (optional)
  - Acknowledgment (optional)
  - Preface (optional)

- Section heads
  - Part 1: Part 2: [no roman numerals, Times New Roman 10 pt, bold. End with colon, 0.75 picas (0.125 inch) preceding title]
Table of Contents/Front Matter

- Title of Section: List full title, Times New Roman, 10 pt, bold, set on same line as Part 1:
  
  EXAMPLE: Part 1: Welfare Reform and Rural Labor Markets
- Chapter headings
  - If applicable, the first chapter should carry a descriptive title other than “Introduction.” Regardless of the title, this chapter is numbered 1.
  - List chapter numerals only (not word “chapter”): [flush right, bold, 10 pt, 0.75 pica (0.125 inch) preceding title]
  - Title of chapter followed by colon (:) and subtitle [Times New Roman, 10 pt, bold, initial caps, carryover chapter title lines align on first letter of line above].
  - Authors [Indented, Times New Roman, italic] (list all authors)
- Page numbers [Times New Roman, flush right]
- Back matter
  - Authors [Times New Roman, 10 pt, regular]
  - Index [Times New Roman, 10 pt, bold]
  - About the Institute [Times New Roman, 10 pt, regular]

ACKNOWLEDGMENT, PREFACE, FOREWORD

- Headings: [Times New Roman, 14 pt, bold, centered, 6.5 picas (approximately 1 inch) down from top]
- Text: [Times New Roman, 10 pt, standard text paragraph style, 3.5 picas (0.58 inch) down from heading]

BLURB PAGE

- Occasionally, there may be too many blurbs to fit on the back cover or back of jacket. In this case, we may insert a page with the additional blurbs in front of the half-title page.

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First chapters should be titled something other than “Introduction.” If the author(s) insists on using “Introduction,” then suggest adding a subtitle to help describe the content of the chapter.

**AUTHORED BOOKS**

- Chapter numeral, title, author, affiliation: centered, on separate lines. Body text begins on same page as title/authors. Folio is centered at bottom of page, no running head (see example chapter title page).
  - Chapter numeral: No roman numbers. Do not precede numeral with word “chapter”; list numeral only [Times New Roman, 20 pt, bold, centered, 6.5 picas (approximately 1 inch) down from top]
  - Chapter title [Times New Roman, 20 pt, bold, centered, one line below numeral]
  - Subtitle [Times New Roman, 14 pt, centered, 1.5 picas below main title].

**EDITED BOOKS**

- Title numeral, title, author, affiliation: centered. Body text begins on same page as title/authors. Folio is centered at bottom of page, no running head (see example chapter title page).
  - Chapter numeral: No roman numbers. Do not precede numeral with word “chapter”; list only numeral [Times New Roman 20 pt, bold, centered, 6.5 picas (approximately 1 inch) down from top]
  - Chapter title [Times New Roman, 20 pt, bold, centered, one line below numeral]
  - Subtitle [Times New Roman, 14 pt, centered, 1.5 picas below main title]
  - Authors/affiliations
    - Author’s full name [Times New Roman, 11 pt, centered, 2 picas from title]
    - Author’s affiliation [Times New Roman, 11 pt, italic, centered]
    
    [If all authors share the same affiliation, stack authors’ names one per line, followed by affiliation on separate line. If affiliations are mixed, list each author/affiliation separately. Author is listed on one line, followed on a second line by affiliation (see example).]

**WEFOCUS BOOKS**

- Chapter number 14 pt bold, 6 pts beneath
- Title 18 pt Bold, 1 pica beneath
- Subtitle, if applicable, 14 pt bold, 1 pica space beneath (measuring to top of large cap, below)
- Chapter text begins with large cap, 24 pt bold, flush left (no indent)
2
Approaching the Limit

Early National Lessons from Welfare Reform

Greg Duncan
Northwestern University

Bruce Meyer
Northwestern University

Leslie Whitener
U.S. Department of Agriculture

Text begins here and …

3
Rural Labor Markets

Greg Duncan
Bruce Meyer
Lindsay Chase-Lansdale
Northwestern University

Text begins here and …
Chapter 6

Spillover Benefits

How Does Early Childhood Education Affect Other Groups Than Those Families Directly Served by These Programs?

So far, this book has focused on how early childhood education benefits child participants or their parents. But what about the rest of society?

If I think my children will be OK without government intervention in early childhood education, why should I be willing to pay increased taxes for early childhood education to help “other people’s children”? Altruism is one reason, but is there also an argument to be made based on enlightened self-interest?

Yes, there is: When some children get more skills, this has large spillover benefits for the rest of society. The most important spillover benefits, in my view, are the productivity benefits for the entire economy. Other spillover benefits include peer effects in education, lower crime, short-term and long-term fiscal benefits, and long-term benefits for the next generation.

SKILL SPILLOVERS

Some people picture the economy as having a fixed number of good jobs. If my children don’t need government help for early childhood education, then I might think that expanding early childhood education harms my children’s prospects. It’s more competition for the fixed number of good jobs.

But that’s not how the economy works. The empirical evidence suggests that when skills of one group increase, this enhances overall wages of most workers. The underlying reason is that the number of
AUTHORED BOOKS

- 3.75 picas (0.623 inch) from top; running head to outside of each page
- Chapter title page: no running heads
- Shorten title if it doesn’t fit
  
  Recto (right-hand/front page): Chapter title (shortened if necessary) and Folio (page number positioned flush right)
  
  Verso (left-hand/back page): Folio (page number) and author(s) (use “et al.” for four or more authors) positioned flush right

  EXAMPLE OF SHORTENED TITLE
  Changes in Wage Structure within and between Employers
  Shortened: Changes in Wage Structure

- Running head for reference list = “References”
- Running head for Appendices = Appendix A, Appendix B, etc.

  Recto: Chapter title (positioned at left margin) and Folio, flush right [Times New Roman, 10 pt]
  
  Verso: Folio (positioned at left margin) and author positioned flush right [Times New Roman, 10 pt]

  No running heads in front matter or on chapter title pages.

  Use only page numbers on pages containing landscape-oriented tables and figures.

EDITED BOOKS

- 3.75 picas (0.623 inch) from top; running head to outside of each page
- Chapter title page: no running heads
- Shorten title if it doesn’t fit
  
  Recto: Folio positioned at left margin and chapter title (shortened if necessary) positioned flush right
  
  Verso: Folio positioned at left margin and chapter authors (use “et al.” for more than 3 authors) positioned flush right

- Running head for reference list = same as text.
- Running head for Appendices = same as text.

  No running heads in front matter or on chapter title pages.

  Use only page numbers on pages containing landscape-oriented tables and figures.

WEFOCUS BOOKS

- Large cap, 24 pt bold, at beginning of each chapter.
- Body text is 10 pt on 13.5 pt.
Chapter Text

FOLIOS/PAGINATION

- Chapter title page: folio centered, bottom of page [50 picas (8.3 inches) from top]
- Text page: Right/left text page folios 3.75 picas (0.623 inch) from top; folio to outside of each page

BODY TEXT

- Text: [Times New Roman, 11/13 pt, fully justified, 1.5 pica (0.25 inch) paragraph indent. Indent first line under heading.]
- One space after period.
- Hyphenation: set body text defaults so that there are no more than 3 hyphens stacked on consecutive lines and so that words can only be broken if there will be 3 or more letters remaining after the break.
  - To hyphenate or not? 2 percentage point increase (no hyphens); value-added (always hyphenated)
- Bulleted list: [Times New Roman, 11pt, indented 1.5 picas (0.25 inch). Text starts at 2.5 picas (0.42 inch) from margin, 4 pts above and below entries. Carryover text aligns with first letter of list, not bullet.] Bullet lists include all material that is not part of an enumerated series (see numbered list below). See sections 6.124–6.130 in the University of Chicago Style Guide for rules of punctuation.
- Numbered list: Lists can flow in-text or be set apart from text on separate lines. Use numerals (1, 2, 3), not letters (a, b, c). [Times New Roman; 11pt, enclose numerals in closing parenthesis, i.e., 1), 2), etc.; list numbers indented 1.5 picas (0.25 inch); 4 pts above and below entries; carryover text aligns with first letter of list, not numeral]. Numbered lists are used when the text specifically mentions an enumerated series, as in, “There were seven choices;” or “Three points to be made are …” Only capitalize each item if it is a complete sentence. See sections 6.124–6.130 in the University of Chicago Style Guide for rules of punctuation.
- Lists should follow sentence-style punctuation. Precede the list with a colon and separate the elements with a comma, unless the elements contain punctuation. If list entries are complete sentences, punctuate accordingly. See sections 6.127–6.129 in the University of Chicago Style Guide for more information.

EXAMPLES

The following three points are worth mentioning:

1) For many early retirees, we expect a period of bridge employment between career employment and full retirement.

2) For those who return to work, they will likely return to nonstandard employment.

3) We expect the decision to be related to health status.

***
Dr. Mayfield developed five indicators of conditions that were considered sufficiently severe or chronic to warrant: 1) substantial medical expense, 2) the need for additional monitoring, 3) the need for immediate hospitalization, 4) the need for continued surveillance of the patient in an out-patient setting, or 5) the need for child welfare intervention.

- Block quotation: [Times New Roman, 10 pt, justified, 2 pica (0.33 inch) indent left and right, 4 pts above and below quote.] Use block quotes when quotation is more than 10 lines. Do not enclose block quote in quotation marks. Typesetter has the discretion to make block quotes of fewer lines, and will do so in the event that several quotes appear near each other. Quoted material also requires a page number(s).

- Equation: [Equation numeral: Times New Roman, 11pt, in full parentheses, 1 pica (0.166 inch) space between numeral and equation.] Place equation numeral on left side of equation. In text, spell out and capitalize “Equation”: Based on Equation (1.1), the results indicate …

- Table and figures are capitalized in text and on tables/figures: Table 1.1, 2.1, etc. Figure 1.1, 2.1, etc.

- Examples of en-dash use with compound words:
  - the post–World War II years
  - the hospital–nursing home connection
  - the University of Wisconsin–Madison

- Capitalize nationalities, e.g., African American, Latino.
- Do not capitalize “white” or “black” when referring to people of a certain race.

- Studies cited in the text are generally referred to in the present tense, e.g., “Hollenbeck (2003) shows…” or “Jones (2004) uses data created with…,” etc.

- For how to deal with acronyms, initialisms, and abbreviations and preceding articles, see 15.9 of The Chicago Manual of Style, 15th ed., which says

  “When an abbreviation follows an indefinite article, the choice of a or an is determined by the way the abbreviation would be read aloud. Acronyms are read as words and, except when used adjectively, are rarely preceded by a, an, or the (“member nations of NATO”). Initialisms are read as a series of letters and are often preceded by an article (“member nations of the EU”). An initialism such as AAA, normally pronounced “Triple A,” should not follow an indefinite article; resort to rewording (e.g., “a map from AAA,” not “a AAA map”).

For acronyms, initialisms, and abbreviations, spell out the first usage in each chapter, whether monograph or edited volume. If used more than once in a chapter, include acronym in caps enclosed by parentheses at first usage. Acronym is used thereafter.

Ordinals are always spelled out in the text even if they are expressed numerically in the title; e.g., use “twenty-first century” in text even if it is “21st Century” in the title.
• When citing a chapter in the same volume, instead of using a standard text citation use per this example: (Chapter 2 in this volume).

• Set spans of years as, for example 1990–1991 (not 1990–91).

• Digital mentions: use “online,” not “on-line.” Use “website,” not “Web site.” Internet is capitalized.

• Age reference: set as, for example, “For youths aged 14–19.” Do not use “ages 14–10” or “age 14–19.”

**HEADING STYLE**

• Do not begin chapter, article, or working paper with “Introduction,” unless it is something like “An Introduction to the Concept of Good Governance.”

• Headings should convey the outline or main ideas of the chapter and should not be labeled “Introduction.”

• Don’t use abbreviations or acronyms in headings.

• In heading titles, the words “and” and “of” should carry over to the next line if they are at the end of a line.

• Heading levels:
  
  ▪ First-level head (Note: chapter title is not a Level 1 heading): [Times New Roman, 11 pt, all caps, bold, flush left, 30 pts above, 24 pts below]
  
  ▪ Second-level subhead: [Times New Roman, 11 pt, Title Caps, bold, flush left, 12 pts above and below]
  
  ▪ Third-level subhead: [Indented 1.5 picas (0.25 inches), Times New Roman, 11 pt, bold, initial cap, 12 pts above, 6 pts below]
  
  ▪ Fourth-level subhead: [Indented 1.5 picas (0.25 inches), Times New Roman, bold, 11 pt, initial cap, 12 pts above, ends in period, run in to body text]

**EXAMPLE: HEADING STYLES**

**ECONOMICS OF LABOR MARKETS** (Level 1)

**Expected Outcomes** (Level 2)

**Short-term outcomes in electronics** (Level 3)

  **Market distinctions.** Paragraph text runs in… (Level 4)
HEADING STYLE - WEFOCUS BOOKS

- First-level head: [Times New Roman, 10 pt, all caps, bold, flush left, 2p2 above, 1p8 below]
- Second-level subhead: [Times New Roman, 10 pt, Title Caps, bold, flush left, 1 pica above and below]
- Fourth-level subhead: [Times New Roman, 10 pt., Sentence caps, bold, period after. Run in to paragraph. 8 pts above.]

APPENDIX

- In text, refer to appendices as Appendix A, Appendix B, etc. [capitalized]
- Appendices begin on first recto page after main text (and after Notes). Appendix number, title, and subtitle are set the same as are chapter titles. See example.
- Text: 10/12.
- Label equations as per tables and figures, e.g., “7.1A.”
- If there is an appendix with notes, the order at the end of a chapter is: Notes, Appendix, Appendix Notes, References.
- If appendix starts with a landscape table, begin appendix with half-title page, listing title of appendix only, as in “Appendix A” [Times New Roman, 20 pt, bold, centered, and start on next recto page]. Start text or portrait tables on same page whenever possible.
- Notes to individual appendices: Follow at end of appendix text, same page, and following tables (if included). Heading: “Notes” [Times New Roman, bold, centered, 12 pt]. Begin numbering with “1.” Heading is “Appendix Notes.”
- Titles: Label Appendix A, Appendix B, C, … etc., and set the same as for chapter titles.
- Tables within each appendix are labeled Table A.1, A.2, B.1, B.2, etc.
- Set at end of each chapter, after notes and preceding references.
- Title: Label Appendix 1A, Appendix 1B, Appendix 2A, … etc. (chapter numeral and appendix letter) [Times New Roman, 14pt, bold, centered, one blank line in between heading (Appendix A) and title of appendix if provided (e.g., Explanation of the Panel Study of Income Dynamics)].
- Tables within each appendix are labeled Table 1A.1, 1A.2, 1B.1, 2A.1, etc. (i.e., Chapter 1, Appendix A, Table 1; Chapter 1, Appendix A, Table 2; Chapter 1, Appendix B, Table 1; Chapter 2, Appendix A, Table 1). General table format rules apply.
- In authored books, group all appendices at end of volume, before reference list.
- In edited books, appendices go at the end of each corresponding chapter, and appendix titles are set in 14 pt bold, with one line space between appendix number and title.
Appendix B
Estimation of Pension and Social Security Wealth

I generally follow the methodology laid out in the 1983 SCF codebook. However, even though estimates of both pension and Social Security wealth are provided in the 1983 SCF, I reestimate the values of both to be consistent with later years. The computations of retirement wealth use the following steps:

**DEFINED BENEFIT PENSION WEALTH**

Defined benefit pension wealth consists of two main components.¹

1) The present value of DB pensions from past jobs: The sum of the present value of past DB job pensions for head and spouse.

2) The present value of DB pensions from current jobs: The sum of the present value of current job nonthrift benefits for head and spouse. Expectations data are used for calculations.

The procedure is as follows. Pension coverage is first ascertained for current jobs. There are five possible categories:

1) covered and vested, anticipates benefits;
2) covered but not vested yet, anticipates benefits;
3) covered but not vested yet, does not anticipate benefits;
4) not covered but anticipates will be (the age when expected to be covered is ascertained); and
5) not covered, never will be.

For those who are covered by a pension plan or expect coverage, the person is asked how many distinct pension plans he or she is covered by. For each plan, the age at which the pension benefits are expected to be given is then asked.

The actual expected annual retirement benefit is then determined by the following steps. First, the age at which the respondent will be vested in each...
Appendix 9B

Estimation Results for WIA Dislocated Workers and Youth Programs

DISLOCATED WORKER PROGRAM

The results for the WIA Dislocated Worker program, shown in Table 9B.2, yield patterns of effects similar to those found for the Adult WIA program, shown in Table 9.2. Unemployment rates have a negative and statistically significant effect on all four performance measures. The magnitude of the effects is slightly smaller than that found for the WIA Adult program participants but is in the same general range. For example, a 1.0-percentage-point increase in unemployment rates lowers the entered employment rate by 0.008 points, compared with 0.018 points for the Adult WIA program participants. As seen in Table 9.6, which displays the mean characteristics of the Dislocated Worker participants, dislocated workers are better educated and more strongly attached to the workforce. These traits may explain their ability to weather economic downturns a little better. As with the WIA Adult program, prior employment and age exhibited the largest effects on the performance measures.

Older Youth

Results for the WIA Older Youth program are in the range of estimates established by the two previously described programs. The means and standard deviations of the variables used in the estimation are displayed in Table 9B.3. Unemployment rates negatively affect the four performance measures, but they are found to be statistically significant only for entered employment, as shown in Table 9B.4. As with the two adult programs, prior employment history has the largest effect on the four performance measures, increasing significantly the likelihood of finding and retaining a job and of holding a job with higher earnings. Unlike the two adult programs, age is not a large factor, but education is important. Those without a high school degree—nearly half the participants—are at a significant disadvantage in their employment prospects.
ENDNOTES

- Use endnotes rather than footnotes. Number consecutively within each chapter.
- In-text numerals: [Times New Roman, 11 pt, superscript]. Wherever possible, a note number should fall at the end of the sentence. Place note outside punctuation.
- Place notes at end of chapter, before appendix. Appendix notes go after appendix and are labeled “Appendix Notes.”
- Begin notes on same page as text, unless space is tight (should be able to fit at least 6 lines of text on the page).
- Heading “Notes” [Times New Roman, 12 pt, bold, centered, 18 pts above and below]
- Text [Times New Roman, 9/11 pt, note numerals decimal-aligned, period follows numeral (not superscript), text indents 0.75 picas (0.125 inch) after period. Carryover lines align with first letter of note.]
- Citations within notes should refer reader to the reference list. Use author/date system, as in general text.
- Author acknowledgement precedes notes as unnumbered text.
- When author refers to a specific note (e.g., “see Note 1”), “Note” is capitalized.
- OK to abbreviate/use acronyms for previously defined names, titles, phrases, etc.

BAD LINE BREAKS

Hyphenated terms should break at the hyphen; words within those terms should not be broken. The minimum number of letters to carry over to the next line is three.

EXAMPLES OF WHAT NOT TO DO

1. Economists tend to look at earnings to measure economic integration, but some social scientists emphasize other indicators, such as entrepreneurship and the creation of new businesses. Immigrant-owned businesses are highly visible in many cities, from ethnic restaurants and shops to gardening and cleaning services.

2. As the ACS has now replaced the Decennial Census long-form survey, and it has become the standard upon which all such surveys are now based, it has become the only survey that has nearly complete coverage of the entire U.S. population. Thus, it is very important for the ACS to continuously and
AUTHORS

- Authors section precedes the index. It is not to be called “The Authors.”
- Heading: “Authors” [Times New Roman, 14 pt, centered]
- Text: [Times New Roman, 10 pt, normal paragraph style]
- Order of authors
  - Conference volume: List all contributors in alphabetical order.
  - Authored book: List authors as shown on book cover.

INDEX

- Heading: List as “Index” only [Times New Roman, 14 pt, initial caps, bold, centered, 18 pt down]
- Set 1.5 picas (0.25 inch) below “Index” is the phrase, “The italic letters f, n, and t following a page number indicate that the cited name is within a figure, note, or table, respectively, on that page.”
- Index entries begin 1.25 picas (0.21 inch) below the f, n, t explanation.
- Main entries are flush left, hanging indent at 2 picas (0.33 inch)
  - Subentries indented 1 pica (0.166 inch), hanging indent at 2 picas (0.33 inch)
  - About 1.25 picas (0.21 inch) of vertical space between A’s, B’s, C’s, etc.

Author index: The Institute does not include an author index.

- Running heads:
  - Authored book: verso contains author last names unless there are more than three authors, then use “first author (last name) et al.”; recto says “Index”
  - Edited volume: use “Index” on both verso and recto.

ABOUT THE INSTITUTE

This boilerplate text is placed as the last recto page following the end of the subject index. [Heading: Times New Roman, 14 pt, bold, centered. Text: Times New Roman, 10 pt, justified]

BACK COVER

- Blurbs: optional
- Bar code for paperbacks in lower right corner
- Upjohn logo is placed in lower left corner of back cover
Math and Numerals

• Numerals: spell out numbers one through nine, use numerals for 10 and above (one dog, nine rabbits, but 11 sheep). Use numerals for all quantities in a list in which numerals are mixed (e.g., 2 rabbits, 3 dogs, 11 cats, and 14 sheep). BUT:
  - Percent and other mathematical text, use numerals (4 percent; a factor of 2; 9.25).
  - Ages: Spell out numbers one through nine; use numerals for 10 and above: three-year-old boy; 10 to 12 years old.
  - Fractions: Spell out (one-third). Use case fractions for an integer and a fraction: 1 ⅓.
  - Large quantities: Use “million” and “billion” in place of numerals (17 million), but use numerals for thousands (17,000); but: Thousands of reporters were watching.
• Percentage. Spell out “percent” except in tables, where “%” is to be used.
  - Ensure author has not confused percentage points with percent increase.
  - In range, do not repeat “percent” (Between 30 and 55 percent).
  - Never use fraction symbols; instead: 3.5 percent, 3.75 percent.
• Decimals: All decimal numbers smaller than 1 have a leading zero (0.43, not .43). If possible, limit numerals right of the decimal to two, but author preference holds.
• Ordinals: Spell out in text: Twenty-first century; twentieth century. The student placed tenth in the competition. Students in eighth grade compared to students in twelfth grade. In reference lists and tables, abbreviate: 1st, 2nd, 3rd, 4th, etc. (st, rd, etc. on baseline, same font size as text).
• Equations: [Equation numeral: Times New Roman, 11pt, in full parentheses, 1 pica (0.166 inch) space between numeral and equation.] Place equation numeral on left side of equation. In text, spell out and capitalize “Equation” with numeral in parentheses: Based on Equation (1), the results indicate…
• Variables: Always italic. Variables include: a, b, c, x, etc.; p; X, Y, N
• Vectors and matrices are not set in bold.
• Statistical significance is denoted as follows: * significant at the 0.10 level; ** significant at the 0.05 level; *** significant at the 0.01 level. Any deviation from this is to be avoided.
• Scientific notation (e.g., 1.85 x 10^7) is to be avoided.
• Operators and functions: set in roman:
  ∆ [Delta: Times New Roman symbol: mathematical operator]
  = [equal: keyboard stroke]
  e^ [exponential function; keyboard strokes] In text: Exp (n)
  f [y = f(x)]
  > [greater than: keyboard stroke]
Math and Numerals

≥ [greater than or equal to: Times New Roman symbol: mathematical operator]
< [less than: keyboard stroke]
≤ [less than or equal to: Times New Roman symbol: mathematical operator]
ln [natural log: keyboard stroke] [In text: log (v)]
− [minus: Times New Roman symbol, mathematical operator]
□ [multiply: Times New Roman symbol, mathematical operator]
≠ [not equal to: Times New Roman symbol, mathematical operator]
+ [plus: keyboard stroke]
Σ [summation: Greek capital Sigma]

• Definitions, terms: Set in Small caps. (Examples: HUMCAP = …; ATTITUDE I: Pay cuts are considered more fair. In HOUSE PRICE.)
• Spacing: In text, insert spaces on both sides of equal, plus, and minus signs. In equations done in the equation editor, use thin spaces. Within tables, no spaces are necessary.
• Ellipsis points are always spaced: C1, C3, … , Cn
• Currency: Spell out foreign currency at first reference in text; thereafter, use symbol preceding amount, no space. [e.g., DM3 million; US$5,002]. Spell out million, but enumerate 1,000 and below: $3 million; $5,462. Do not include cents, if zero (e.g., $54 vs. $54.00). Repeat currency symbol in range ($54–$65).

SOME INTERNATIONAL CURRENCIES

AS  Austrian schillings
AUD  Australian dollar
BF  Belgian francs
BR  Brazil real
CAD  Canadian dollars
DKK  Denmark kroner
DM  German deutsche mark
FR  French franc
ITL  Italian lira
GBP  British pounds
NLG  Netherlands/Dutch guilders
P  Peso
SFR  Swiss francs
Y  Japanese yen
USD  U.S. dollar (if necessary in text with mixed dollars, such as Canadian or Belizean)
€  Euro
Tables

- Tables should clearly and logically relay the intended information.
- There should be a source for all tables containing data, even if it is simply “Author’s calculations.” This is not necessary for tables comprised only of text.
- Where a row is defined by a term requiring more than one line to describe it, the column values should align with the top line of that term.
- Blank cells: 1/M (em dash) = data not available; n/a = not available, and may be used in some cases, but the default should be an em dash; blank = not applicable. The use of these should then be defined in table note.
- When defining abbreviations in the table in the note, follow this style: FTE = full-time equivalent.
- Table layout: Use a three-rule format as default style.
- Decimal-align like values (see column 4 in example below).
- For values that have a superscript and an asterisk, the superscript comes first.

NOTE: not used if only items are superscript items.

Table 1.1  Revenue per Worker Hired (US$ 1999)

<table>
<thead>
<tr>
<th>Stub head</th>
<th>Column head ($)</th>
<th>Column head ($)</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row heading 1</td>
<td>Data*</td>
<td>Data</td>
<td>33.0</td>
</tr>
<tr>
<td>Row heading 2</td>
<td>Data**</td>
<td>Data</td>
<td>4.5***</td>
</tr>
</tbody>
</table>

NOTE: * significant at the 0.10 level; ** significant at the 0.05 level; *** significant at the 0.01 level.

SOURCE: Placement of source note.

Statistical significance statement and explanatory notes are the first entries after the table. Carryover and explanatory notes are indented 0.5 pica.

If two or more levels of headings are needed, use decked heads. In a decked head, the first heading, which applies to at least two columns, is called the spanner head. A horizontal rule underneath the spanner head indicates the columns to which the heading applies. Insert a small vertical space between multiple spanner heads.

Table 2.1  Demographics of Workers Hired, by Age and Ethnicity, 1999

<table>
<thead>
<tr>
<th>Stub head</th>
<th>Age range</th>
<th>Race/ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19–24</td>
<td>25–32</td>
</tr>
<tr>
<td>Row heading 1</td>
<td>35</td>
<td>15</td>
</tr>
<tr>
<td>Row heading 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STYLE & FORMATTING

• In text, tables and figures are capitalized. Table 1.1 shows …; (see Figure 1.1).

• Table title: [10 pt, Times New Roman, bold, flush left, initial caps, 2 spaces between numeral and title. Carryover lines, hanging indent to first letter of title.] Table titles should relay the table's “story” (based mainly on its column heads) in a descriptive way. In Table 2.1 above, for example, the title should not stop after “Demographics of Workers Hired.” It should also include “by Age and Ethnicity, 1999.”

• Column headings: [10 pt, Times New Roman, sentence-style caps.] Use symbol for percent (%) in column heads. Column headings = centered, except stub, which is flush left. Carryover lines indented 1 pica.]

• Row heads: [10 pt, Times New Roman, flush left; Subheads are indented 0.5 pica with carryover line(s) indented 1 pica.

• Table body: [10 pt, Times New Roman, (9 pt okay if necessary)]

• Notes to table and Source: [9 pt, Times New Roman, colon + 1 space. Carryover lines indented at 0.5 pica]
  ▪ “NOTE” or “SOURCE”: [9 pt, Times New Roman, all caps]
  ▪ Order is: NOTE (including significance statement), superscripts; SOURCE.
  ▪ Use superscript letters, not numbers or asterisks. Within table order note letters across, then down.
  ▪ All tables should have a source unless the table is based on the author(s) own calculations. However, the editor has the discretion to include author(s)’ calculations as a source if it is deemed to be helpful.
  ▪ “NOTE” is not used if only items listed under table are superscripted items

• If all data in the table are the same units, designate unit in parentheses following table title. If all data in a column are the same units, designate unit in column head.

• Empty cells: Leave blank in regression analyses and where consecutive blocks of cells are empty. If only one or two cells are blank in the entire table, use em dash. (RULE OF THUMB: if leaving a cell blank could be construed as an error on the copyeditor’s part, insert an em dash.)

• Align numerical data on decimal if all data in the column are the same unit. Columns of data in which the units are mixed should be centered to not imply that the numbers are comparable.

• Do not spell out or abbreviate percent in tables; use %

• Abbreviate second set of numerals in inclusive numbers: 1976–78.

• Scientific notation (e.g., 1.85 x 10^7) is to be avoided.
For tables comprised only of text, the stub head is set flush left and column heads are centered. All text is set flush left.

<table>
<thead>
<tr>
<th>Stub head</th>
<th>Text only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan State University</td>
<td>text</td>
</tr>
<tr>
<td>“Sparty” is their mascot</td>
<td>text</td>
</tr>
</tbody>
</table>

- Use commas in numerals as thousands separator (e.g., 123,456,789).
- Use a zero to the left of a decimal in all numerals less than zero (e.g., 0.34).
- Where possible, limit to two decimal places to the right of the decimal (e.g., 0.46, not 0.4569). **BUT:** Author preference should be followed consistently for all data in table body.
- Asterisks are used for statistical significance. In Note—run together on same line to save space. Separate with semi-colons. (General significance statement: * significant at the 0.10 level; ** significant at the 0.05 level; *** significant at the 0.01 level.

**Figures/Graphs**

- In text, capitalize Figure (See Figure 1.1, or Figure 1.1 shows…)
- Figure title: [10 pt, Times New Roman, bold, flush left, initial caps, two spaces between numeral and title. Carryover lines, hanging indent to first letter of title.] Figure titles should relay the figure’s “story” in a descriptive way.

**Example**

Figure 5.1 Age-Adjusted Death Rate

or

Figure 5.1 Percent Change in U.S. Age-Adjusted Death Rate from 1950 to 1970

- Figures and graphs should be designed to emphasize the “story” being told. Design should draw attention to the data by limiting background busyness and other superfluous design elements that draw attention from the data.
- Limit use of grids, borders, busy line patterns, or other unnecessary graphical elements. If grid is used, use thin lines in gray or light colors. Keep plotting symbols (square, circle, or diamond on the graph line) simple and small. Use solid symbols (such as a square versus an ”x”) to aid in visibility when graphs are reduced to fit the book page.
- Use “Percent” rather than “%” for axis label.
- Limit border to X and Y axis only; do not box the graph, unless there are two vertical axes.
• Avoid too many conflicting patterns in bar graphs. First preference is black/white/gray. Light gray and dark gray may be used for a total of three shades of black plus white.

• Use same font for entire graph.

• Y axis should always be identified. X axis should be identified only for clarity (e.g., years do not need a label “Year”).

• Unit label examples:
  - 000s
  - $000s
  - $ millions
  - 2010 $
  - 000s of 2012 $

• Notes and source information should be set in 9 pt, Times New Roman, flush left, placed at bottom of the graph.

FIGURE EXAMPLES:

Figure 9.4 Change in Share for Source Country for Bananas, 2000–2010

SOURCE: Authors’ calculations.
Figure 5.2 Injury and Death Rates for Electricians, 1992–2007

NOTE: Injury and death rates were computed as follows: Injury Rate = (Sum of the weight for the national estimate from the...
SOURCE: Census of Fatal Occupational Injuries (CFOI) and Survey of Occupational Injuries and Illnesses (SOII).

Figure 5.6 Severity of Injuries Due to Nonfatal Injuries for Electricians and Laborers, by the Percentage Who Lost Days of Work

Ethics and scholarly tradition require authors to cite the sources of their statements and give other authors credit where credit is due. There are a number of ways to cite sources, among them footnotes, endnotes, author-date style, and a numbered list of references cited in text by number. The Upjohn Institute uses a modified author-date system, following closely the University of Chicago Manual of Style.

In the author-date style, sources are cited in text, in parentheses, with the author’s last name and the date of publication (Johnson 1999). The full reference is found in an alphabetical reference list placed, in conference volumes at the end of each chapter, and in authored volumes at the end of the book, following any appendices, and prior to the index. In working papers, reference lists are at the end of the manuscript, following any appendices and after endnotes. The reference list differs from a bibliography in that only citations included in the text are listed in the reference list. (A bibliography can list many additional sources not cited).

FORMATTING

• The Reference list follows notes, on the same page if three references and heading will fit.
• Heading: [“References” set in Times New Roman, 12 pt, bold, centered]
• Body [Times New Roman, 10 pt, justified, 1 pica (0.166 inch) hanging indent]

OVERVIEW AND DEFINITIONS

• Common elements of a citation:
  ▪ Author(‘s) first and last names (first-name initials acceptable)
  ▪ Publication date
  ▪ Title of work cited
  ▪ Publisher and other publication information
  ▪ URL and date accessed

These basic elements should appear in all citations, although the exact details of each will differ depending on the type of publication.

• Common types of publications:
  ▪ Book
  ▪ Chapter in an edited book
  ▪ Article in a periodical
  ▪ Published reports, public documents, and other nonbook material
  ▪ Unpublished documents (including working papers and papers presented at conferences)
  ▪ Databases (such as Lexis-Nexis, Wikipedia and other online encyclopedias, etc.)
• Definitions
  
  • **Volume of a book.** A book can be published in multiple parts, or volumes. This differs from an edition (see below). The volume number is indicated on the title page or cover. In the citation, include the title of the series (if noted) and the title of the specific volume. Also include the volume number itself. **Example:** Working Time in Comparative Perspective. Vol. 2, Life-Cycle Working Time and Nonstandard Work.
  
  • **Edition of a book.** When books are reprinted with revisions, they carry an edition number. **Example:** Ending Welfare as We Know It, 2nd ed.
  
  • **Journals, issue and volume numbers.** Journals are often numbered annually from the first year of publication, which is represented by the volume number. The issue number, in contrast, reflects a particular issue within the year, or volume. Often journals are published quarterly, and therefore there are four issues per year. This can be indicated with numerals (1, 2, 3, or 4), or by months or seasons. Example Business Outlook 18(2) [the journal is in its eighteenth year of publication, and this is the second issue].
  
  • **Unpublished documents.** These include documents that are still in manuscript form, not yet peer-reviewed for journals, or accepted for publication by a journal or book publisher. Working papers, conference papers, dissertations, and any papers circulated to a limited number of people (usually no more than 100 people) fall into this category. Web documents are not considered “unpublished” given their potentially large viewing audience. Unpublished documents are indicated with quotation marks surrounding the title, and are not italicized.
  
  • **Forthcoming publications.** These are works that have been accepted by a publisher but are still pending final publication. In the citation, the publication date is substituted with the word “forthcoming.” Journal volume number and issue number is dropped. All else remains the same.
  
  • **Government and institutional reports.** Reports in this category can range from institutional technical papers (Upjohn Institute technical reports), to government public documents (e.g., House and Senate reports on hearings). These are considered “published” documents, given their circulation and should be italicized. Government documents should include as much information as possible, including any series or session number, and any other identifying information.
  
  • **Online or web documents.** Many of the above documents are now available online. Other publications are available only on the web. These documents should be treated as other publications, but given their wide potential viewership, the document should always be considered “published” and therefore italicized. In addition to the common elements of a citation (author, title, publisher, etc), online citations should include the date accessed by the author. The order is: author, title of document (italicized), publisher (if available), URL, date of access. Authors citing web pages should be as specific as possible to make locating the exact document easy for the reader. Avoid citing entire websites or home pages. Break URLs after a slash or before a period.
  
  • **Databases.** See 17.359 News and journal databases in CMS 15th edition.
STYLE

In text

• List author’s last name and date of publication; no comma (Smith 1999).
• When more than one entry is included, order entries alphabetically and separate by semi-colon. (Adams 2000; Medill 1997; Smith 1999).
• Additional works by the same author are listed as (Smith 1999, 2000).
• Use “et al.” (period follows al. only) with four or more authors.
• Use “a,” “b,” “c,” etc. to distinguish two entries by the same author in the same year (Smith 1999a). If referring to both entries a and b in the cite, list as: (Smith 1999a,b)
• If referring to a specific page in the text, or if quoting, include page number following year, with “p.” for page (Smith 1999, p. 125).

In reference list

• Reference list must include only those citations noted in text.
• List all authors; do not use et al. in reference list.
• Use full first names of authors, not just initials (unless that is an how author identifies herself, e.g., P.D. James).
• Order alphabetically by last name (including second and subsequent authors).
• Multiple entries by same author(s): order reversed chronologically (earliest publication first). Replace second and subsequent entries by the same author(s) with three em dashes:
  Houseman, Susan. 1999. High School Career Academies ...
  ————. 2000. Working Time in Comparative Perspective ...
• A single-author entry comes before a multi-author entry beginning with the same name:
  Smith, Robert. 1990
  Smith, Robert, and Jose Ramirez. 2000.
• Two or more works by the same author and in the same year are distinguished by letters following the year.
  Houseman, Susan. 2000a. Working Time in Comparative Perspective ...
  ————. 2000b. High School Career Academies ...
• Do not invert second and subsequent authors’ names: Jones, Davey, Michael Nesmith, and Peter Tork. 1967.
• Use “and” not &
• Use quotation marks around book chapter titles, journal articles, and unpublished manuscripts.
• Use italic for book and journal titles.
• No comma between journal name and volume number.
• Use all numerals in inclusive page numbers: 155–156. Page numbers follow publisher information, at end of citation. En dash between numerals.
• Ordinals for editions, etc., are: 2nd, 3d, 4th, 5th, … 21st.
• Insert 1 space following periods that define separate items in the citation.
• One space between colon and page numbers.
• Use only an issue number or a month/season, not both, for designating a journal issue; issue no. is preferred.
• Issue numbers, months, or seasons are in parentheses, with no space between volume number and the following colon.
• Use zip code abbreviation for states (e.g. MI, WI, DC without periods). Common cities do not need state identification.
• Online publications. Use complete URL (not simply homepage URL). To break URLs, see Chicago (16th ed.) 14.12 and examples below. Insert the date that the online document was accessed by the author in parentheses at end of citation (accessed October 21, 2002). Italicize title of document, unless part of a larger publication (e.g., an article in an online newsletter). If the latter, follow style conventions for appropriate publication.
• No “tiny” URLs (e.g., Bitly URLs). Use DOI if available.

EXAMPLES

Journal article


References

**Newsletter article**


**Newspaper article**

[with byline]
Solomon, Andrew. 2002. “Unemployment on the Rise Again.” *New York Times*, October 14, C:33. [Note: “C” is the section, “33” is the page number] On newspaper article references where the article lacks a section and page number and is available only on the Web, a URL can substitute for the section and page number.

[no byline]

**Paper presented at a meeting or conference**


**Unpublished manuscript and working paper**


References

Institutional author


[NOTE: No need to spell out organization on second mention, if abbreviation is commonly used. Include institutional departments (e.g. U.S. Census Bureau, Department of Commerce) where possible.]

Book


Edited book


Chapter in an edited volume


Chapter in the same edited volume


Edition

References

Revised edition


Volume


Series


Online publications

[working paper available online]

[article in online publication]

[Fact sheet on website—no author listed: Attribute to main web page host]

[institutional author—data resource]
References

Court cases


Legislation

Text citation: (Homeland Security Act of 2002)

Testimony


Dissertation


Reports


U.S. Department of Labor and other commonly used references


References


News agencies

When cited as the “author,” news agencies, e.g., Associated Press and Business Wire, are not italicized. When publications are cited as the “author,” they are italicized, e.g., New York Times and Business Week. This applies to both text citations and listings in the References.

Interviews and Personal Communications


BAD LINE BREAKS/URLs

EXAMPLES


EDITED AND AUTHORED BOOKS

Index heading should be bold, 12 pt, 14 pt leading
14 pt line space between heading and text
Text should be 9 pt, 10.8 leading, 2 columns, 1 pica gutter between

Indents: The only lines that get first indent are subheadings. All other carryover lines get second indent.
Tab stops are at 1 and 2 picas.

No bold anywhere in body of index.

No capital letters ahead of groupings (e.g., a “C” above the entries beginning with “c”).

For entries where both text and tables or figures are cited on the same page, the text is listed first (e.g.,
192, 192t, or 292–294, 292t–293t).

Tables, figures, and notes

Two separate tables (or figures) on consecutive pages 18t, 19t
Same table (or figure) continuing on consecutive pages 18t–19t

Consecutive notes on same page 59nn2–3
Note that runs consecutive pages 124–125n5

Abbreviations

Earned Income Tax Credit (EITC), 9, 99, 101
EITC. See Earned Income Tax Credit

Continued columns

Avoid having page numbers carry over to the top of a page. When headings continue from one page to
another (facing pages or turning to the next spread) repeat the heading and or subheading.

Example: Heading, cont.
cont. is used only when a column entry jumps to the next page.

Running heads

Authored book: verso contains author last names unless there are more than three authors, then use
“first author (last name) et al.; recto says “Index”
Edited volume: use “Index” on both verso and recto.
WEFOCUS BOOKS

Index heading should be bold, 11 pt., 14 pt line space between heading and text
Text should be 8 pt, auto leading, 2 columns, 1 pica gutter between
Tabs and indents same as for edited/authored books
Index

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Proofreader’s Marks

Delete and Insert
- Delete, take it out
- Delete and close up
- Delete extra space
- Insert space
- Insert text
- Correct letter

Punctuation marks
(use caret to show point of insertion)
- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert quotation marks
- Insert single quotes
- Insert apostrophe
- Insert question mark
- Insert exclamation point
- Insert hyphen
- Insert parentheses
- Insert dash

Style of Type
- Wrong font
- Make lower Case
- Set in LOWER CASE
- capital letter
- SET IN capitals
- Set in Lower case with Initial Caps
- Set in Roman type
- Set in italic type
- Set in lightface type
- Set in boldface type

Paragraph and Position
- Move to right
- Move to left
- Center
- Move up
- Move down
- Flush left
- Flush right
- Align horizontally
- Align vertically
- Break, start new line
- New paragraph
- No new paragraph
- Run on
- No paragraph indentation
- Transpose letters words or