

WRITING FOR PUBLICATION IN ECONOMICS & BUSINESS JOURNALS

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Look for	Remedy, etc.
% or percent?	Check journal and be consistent throughout
In-text citations	Check for consistency in formatting and alphabetical or chronological order
Title/figure numbers and capitalization	Check journal style and be consistent throughout
Pronouns	Only use “we”/“our” if you have a coauthor(s); never use third person (“the researchers”)
Don’t justify text	Text should be left-justified with a “ragged” right margin
“All mistakes are ours”	If you believe a disclaimer is necessary, use “Any mistakes...”
Extra/superfluous words	Read through carefully and delete wherever possible
In addition...also	Use one or the other, not both
“There are...”	This can frequently be deleted—e.g., “There are many studies that find...” should be “Many studies find...”
Adjectives/adverbs	Use as sparingly as possible—they weigh down your text and should only be used when necessary
Intensifiers	Avoid “very,” “really,” etc. as much as possible—they can have the effect of weakening your statement if overused.

“Him/her”	It’s OK to use “their,” “they,” and “them” instead of their first person singular counterparts
“Data” is plural	If the plural seems awkward in a given context (rare), use “the dataset” instead
“The,” Rule 1	Use “the” to refer to a specific item, person, condition, etc.: The model, the student
“The,” Rule 2	Don’t use “the” to refer to items, people, conditions, etc., <i>in general</i> : The models, the students
“The,” Rule 3	BUT use “the” when you’re referring to a <i>specific</i> person, item, condition, etc. out of a larger group: The models in their study differ from our, the students in my advanced class have to write a paper
A/an with acronyms/initialisms	Based on what your reader “hears” when reading the acronym/initialism—“an OLS”; “a NASA”
Acronyms/initialisms	Define before first use; don’t assume your reader will know what it means
Less vs. fewer	Use “fewer” with things you can count—regulations, quarters, months; use “less” with things you can’t—praise, money, effort
“Where” vs. “in which”	Case/model/context/situation, etc., in which (not where)
That/which	“ <i>Which</i> informs, <i>that</i> defines”
Respectively	Only use when you’re matching two or more things to two or more things

While	Don't overuse "while" in the sense of "although" or "whereas"
Among	Only use if you don't mean "between," "in," "for," etc.
As	Avoid in the sense of "since" or "because"
Parallel construction	Check lists carefully and correct if necessary—e.g., Change "We obtained IRB approval, recruited participants, and firms gave us access to the data" to "We obtained IRB approval and recruited participants, and firms gave us access to the data"
Utilize	Avoid! Delete! Use "use" or "employ"
"Besides, ..."	Don't use when you mean "also," "in addition," etc.
On the contrary	Only use if you intend to refute what you said in the previous sentence. Usually, you want "in contrast" instead
Firstly, secondly, etc.	First, second, etc.
Amongst/amidst	Among, amid (but "in the midst of")
-ward	No "s" on words that end in "-ward"—"toward," etc.
-genous	Heterogenous, homogeneous
Currencies	Don't capitalize
Whether or not	Only use "or not" when you mean "regardless of whether..."
If	Only use in a conditional statement—"Text me [only] if you're coming"

Serial comma	Always use a comma after the last item in a series
Comma after “i.e.” and “e.g.”	Always use a comma, as you would in English—“That is, ...”; “For instance, ...”
Commas with numbers >999	The comma helps your reader quickly grasp the number
Only one period at the end of a sentence	E.g., “We read Adam Smith, John Maynard Keynes, Milton Friedman, etc.”
Space after “p.”	p. 18, pp. 18-30
Extra space after “e.g.,” etc. in LaTeX	If the extra space is obvious (it’s not always), delete it
Colons	If a full sentence follows the colon, capitalize the first word
Em dashes	Format correctly—like these—with no spaces on either side
Compound modifiers	“The book is well known”; “It’s a well-known book”
Incorrect hyphenation	Nonlinear, semiparametric, counterfactual, etc.
“From” with a number or date	From 2015 to 2019
“Between” with a number or date	Between 2015 and 2019
i), 1), etc.	Use both open and closed parentheses: (i), (1)
Double quotes for US formatting	Periods and commas always go inside the closing quote: She said, “I’m going to study calculus this semester.”

No italics in quoted material	Use quote marks alone; OK to use italics (but without quotes) in epigraphs at the beginning of a paper, etc.
Equations	Format as if the equation is within the same sentence
Numbers with units of measurement	Use numbers with days, years, etc., even <10
Latin terms	Don't italicize <i>et al.</i> , <i>ex ante</i> , <i>ex post</i> , <i>ceteris paribus</i> , etc.
Unnecessary italics	Keep italics to a minimum—they're distracting for the reader
Author possessives	Lee and Zhong's (2014) study
Reference cross-check	Check to be sure all sources cited in the text are on the reference list and vice versa, and that author names and publication dates match exactly