

Prairie Centre **Working Paper** Series

Appendix A

BASIC FORMAT

- **Microsoft Word** is preferred word processing software.
- Margins are to be 1 inch from top, bottom, and sides.
- Double space all text including block quotes, references, and notes.
- Typeface should be Times New Roman or Palatino in 12-point size.
- Do not indent paragraphs, use 3 spaces between each paragraph (i.e., text should be double spaced therefore add another space to make 3).
- Do not underline for emphasis. Use italics instead. Underline only to indicate the title of a book, introduction of new terms and labels (first time only), statistical symbols.
- Do not use any automatic formatting functions of the software package.

TABLES/CHARTS/GRAPHICS

- **Microsoft Excel** is preferred spreadsheet software.
- Provide a camera-ready paper copy of each table, chart or graphic *in addition* to electronic copy.

SPELLING

- Writing must be standardized to UK spelling.
- Abbreviations consisting of acronyms, contractions and capital letters should not contain periods, e.g. UK, PhD, AD, USA, Dr, Mr.
- The following abbreviations should contain periods: No., Co., Vol., Ch., e.g., et al., etc., i.e.

FOOTNOTES

- Do not use footnotes (endnotes and a reference list at the end of the paper are preferred)
- Do not use the automatic note function of the software package.

ENDNOTES

- Endnotes may be used for substantive comments.
- All endnotes must appear at the end of the text.
- Do not use the automatic note function of the software package

REFERENCES

- List only references cited in paper
- Place all references in alphabetical order at the end of the paper