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Guidelines for the Submission of Manuscripts

Submission of Manuscripts

- Text, title page and abstract should be sent as an unencoded **e-mail attachment** in a Word or PDF file to kyklos-wwz@unibas.ch; figures should be sent separately or embedded in the main file.
- A PDF submission is only sufficient for initial review purposes, but a Word or rtf version is essential for publication.

General Requirements

- **Language:** English
- **Length:** Maximum 35 pages (1½ line spacing), approx. 18,000 words; 15-20 pages ideal length
- **Authors' name(s)** to be indicated below the paper title, with an * for a footnote giving title(s), full affiliation(s), full address(es), including e-mail addresses.
- **A summary (abstract)** in English, of 200 words at most
- **Figures:** Original format to be submitted either in a separate file (Word, rtf, jpeg, Excel, and Powerpoint are all acceptable) or embedded in the text.
- **Alphabetical list of references** (bibliography) at the end with full details.
The presentation of references is as follows:
Books: Baumol, William J. and Wallace E. Oates (1988). *The Theory of Environmental Policy*. Cambridge: Cambridge University Press.
Articles: Weitzman, Martin L. (1974). Prices vs. Quantities, *Review of Economic Studies*. 41: 477-499.
Articles from books: Borchering, Thomas E., Werner W. Pommerehne and Friedrich F. Schneider (1990). Comparing the Efficiency of Private and Public Production, in: Samuel H. Baker and Catherine S. Elliot (eds.), *Readings in Public Sector Economics*. Lexington (Mass.): D.C. Heath and Company: 397-413.
- **Citation in the text:** Downs (1987, p. 123) states '.....' (single marks for quotations).

Formatting

- **Footnote** numbers should follow on throughout the manuscript. Footnotes should be indicated as follows: abc¹, and enumerated thus: 1. xxx.
- **Headings:** – Main Headings with Roman numerals (I., II., ...) and CAPITALS (not bold)
– Sub-headings with Arabic numerals and in italics (1., 2., ...)
- **Expressions foreign to the language** of the article should be in *italics*.
- **Equations** to be numbered on the right-hand side, near the margin, (1), (2), etc.
- Please use as few abbreviations as possible.
- Carefully check all citations: the editorial staff are not responsible for the accuracy of the bibliographical references.

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