

GUIDE FOR CONTRIBUTORS TO THE PHILIPPINE REVIEW OF ECONOMICS AND BUSINESS

FORMAT OF MANUSCRIPT

The manuscript should be typed on bond paper size 8.5 by 11 inches, using only one side. Margins should be one to one-and-a-quarter inches on all sides. All material in the manuscript including captions, footnotes, references, etc., should be double-spaced.

1. Title, By-Line, and Sections

The title of the manuscript should be centered and typed all in capitals. (If it exceeds one line, it should be double-spaced, as stated above). The author's name, following the word "By," should be typed as illustrated below:

MEASUREMENT OF BASIC NEEDS

By Juan Manalo*

The footnote to the asterisk should appear at the bottom of the first page of the manuscript and should give the author's institutional affiliation. Any acknowledgements should appear in this footnote.

The manuscript should be divided into numbered sections, using Arabic numerals. Section titles should be centered and typed in upper and lower case, as in the heading of this section. Subsection headings, if any, may or may not be numbered. If numbered, they should take on the number of the section, e.g. 4.1, 4.2, etc.

2. Footnotes

Footnote numbers in the text should appear as superscripts. The footnotes themselves, numbered consecutively throughout the paper, should be collected on a separate page or pages (typed double-spaced) and placed at the end of the manuscript, after the Appendixes and Tables (if any) and before the References.

3. References

The references should be collected on a separate page or pages and placed at the end of the manuscript. They should be arranged alphabetically by last name. If there are two or more references by the same author, these should appear in chronological order. If there are two or more references of the same year by the same author, they should be distinguished by adding letters a, b, etc. for example:

Abad, F.X. (1974), . . .

Abad, F.X. (1974a), . . .

Abad, F.X., and Santos, R. M. (1962), . . .

Abad, F.X., Santos, R.M., and Lopez, C. (1958), . . .

In the text it would suffice to refer simply to, for example, Abad (1974). If a page citation is needed, it should be in the following form: Abad (1974, p. 128).

References should be listed in the following forms for articles, books, and papers in collections.

Arrow, K. J. (1959), "Rational Choice Functions and Orderings," *Economica*, 26: 121-127.

Arrow, K. J. (1963), *Social Choice and Individual Values*, 2nd ed., New York: Wiley.

Gale, D. (1956), "The Closed Linear Model of Production," In *Linear Inequalities and Related Systems*, ed. H.W. Kuhn and A.W. Tucker, Princeton: Princeton University Press, pp. 285-303.

4. Mathematical Material

Sentences should not start with lower case mathematical symbols or equation numbers not preceded by "Eq." or "Equation." Theorems, definitions, assumptions, etc. when presented formally should be set out as separate paragraphs in the following style:

THEOREM 2. For all x, \dots

An ellipsis consists of three dots exactly, though a period may follow it. Equation numbers for displayed equations should be Arabic, enclosed in parentheses, and placed flush left. For example:

$$(5) \sum_{i=1}^n x_i = y.$$

In a line of text, this equation should be written $\sum_{i=1}^n x_i = y$. Since displayed mathematical material will be automatically italicized by the printer, mathematical material should not be underlined in the manuscript. In a line of text, the use of a mathematical symbol should be signalled by extra spaces at the left and at the right of the symbol. For example: "If x is preferred to $y \dots$ " Expressions like i th or j th, however, should be typed this way. In the printed version, " i " and " j " will be italicized and "th" will be Roman.

A mathematical expression should be in the line of text rather than displayed unless it is numbered for later reference, or over half a line long, or requires extra vertical spacing when printed. Parentheses within parentheses may be used. If a displayed mathematical expression is followed by "where" and definitions, the word "where" should begin a new line. Mathematical expressions should be avoided in footnotes (they could appear parenthetically in the text). Special care should be taken about alignment and spacing in mathematical expressions.

5. Tables

Tables should be collected on a separate page or pages and placed after the Appendixes (if any) and before the Footnotes. They should be numbered with Arabic numerals and captioned as in the following example.

Table 4 — Estimated Response of w

Partial Derivative	First Specification ^{a/}	Second Specification ^{b/}
F_x	2.39	0
F_y	0	3.28
F_z	1.54	4.17

^{a/} Evaluated at the means and calculated by using the method described in Section 2.

^{b/} From Table 3.

The top rule is a double rule and other rules are single. Vertical rules are unnecessary and to be avoided. Any footnotes should appear at the bottom of the table as in the example.

6. Figures

Figures should be drawn with India ink and professional lettering (not typewritten), complete with all necessary labels and ready for photo reproduction. They should be on separate pages, one page for each figure, numbered with Arabic numerals and collected together at the very end of the manuscript. Figure captions should follow the style

Figure 2 — Quality Variations

which should be typed at the very bottom of the page so as not to show in photo reproduction. Figure captions will be typeset by the printer and will appear below the figures in the printed version.

7. Summary

To summarize, the manuscript should have the following sequence of materials.

- Title
- Author
- Body of Paper
- Appendix (Appendix A, Appendix B, etc. if more than one)
- Tables
- Footnotes
- References
- Figures.

The task of the Editors would be easier if authors were to follow the above suggestions, and they would appreciate their doing so.