Guidelines for submitting working papers to the Socio-Economic Research Center

Please visit the SECO website: https://ruc.dk/en/SECO-working-paper-series for the email address to submit your article to.

Your submission should be formatted in the SECO house style, described below for **Word** and **LaTeX**. It should include an abstract, author(s) institutional affiliation(s), email address of the corresponding author(s), and any acknowledgements.

If your article includes equations, prioritize typesetting in LaTeX.

1. Typesetting in Word

- **Citation format**: *(author, year)* and *author (year)*, also known as Harvard Citation Style
    - If there are more than three authors, cite as *(author1 et al, year)* or *author1 et al (year)*
- **Font** (including table of content, all tables and figures, appendix and bibliography): Times New Roman, Font Size: 12.
    - Headings: main section headings in font 16 and bold; sub-section headings in font 14 and bold; sub-sub-section headings in font 12 and bold
- **Numbering of headings:** hierarchical numbering, must be consistent throughout the document
    - 1.1, 1.1.1,1.1.2; 1.2,1.2.1,1.2.2, etc.
    - Make sure that the headings are numbered correctly and that they are at the correct level, *i.e.,* clear differentiation between main headings (1, 2, 3, …), sub-headings (1.1, 1.2, 2.1, …), sub-sub-headings (1.1.1, 1.1.2,…), etc.
- **Line Spacing**: 1.15
- **Paragraph spacing**: No automatic spacing before and after paragraphs throughout the document
    - See in *Paragraph/Indents and Spacing/Spacing/ Set both 'Before' and 'After' to 0 pt*.
- **Text Alignment**: justified
- **Footnotes**:
    - Font: Times New Roman, size 10
    - Line Spacing 1.0
    - Text alignment: justified.
- **Tables and figures**:
    - Should be numbered consistently throughout the document
    - Try to fit individual tables/figures on one page, and keep individual tables/figures including caption together
        - See in *Paragraph/Line and Page Breaks/Pagination/Tick boxes for 'Keep with next' & 'Keep lines together.*

- **Spelling**: consistency required, including hyphenation, capitalization, grammar, and numbers (writing out numbers until 13 or not), currencies, dates, percentage (write out "per cent" or use the sign %), UK English vs US English, etc.
- **Page numbering**: each page should be numbered

2. Typesetting in LaTeX

The default settings of the article document class work fine. See below for specific requirements:

- **Document class:** article
- **Font:** Latin Modern, size 12
- **Position of figures and tables:** embed them into a floating environment such as `figure` and `table` but make sure they remain close enough to the relevant part of the text. Use any of these options, if necessary, alone or in combination:
    - `h` (here): place the float approximately here in the text, if possible.
        - LaTeX may still move it if there is insufficient space.
    - `t` (top): place the float at the top of a page.
    - `b` (bottom): place the float at the bottom of a page.
    - `p` (page of floats): place the float on a dedicated page containing only floats (figures and/or tables).
    - `!` (override): tell LaTeX to ignore some of its internal restrictions and try harder to place the float where requested.
    - `H` (exactly here): place the float exactly at this location, with no floating allowed
        - Requires package `float`
- **References to figures and tables within the document:** please use `\label{label_of_table/figure}` and `\ref{label_of_table/figure}` to ensure automatic and up-to-date numbering within the text
- **Hyperlinks** (including internal ones, such as bibliographic references and references to figures and tables): no colour
    - Please add the following to your preamble to disable coloured frames around hyperlinks and enable line breaks for urls
        - `\hypersetup{hidelinks, breaklinks}`