



International Journal of Microsimulation

Stylistic recommendations

This version: 13 October 2017.

1 MAXIMUM PAGES

- 35 pages for articles;
- 5-10 pages for research notes and data watch;
- up to 5 pages for book and software reviews.

2 SECTIONS

- Section title should be capitalised, ending with no full stop.
- Sections order is: (i) Article sections, (ii) Acknowledgements, (iii) References, (iv) Appendix, (v) Endnotes.
- All references to sections and subsections ought to be capitalized, as in
as described in Section 3.
- Do NOT abbreviate Section with Sec.

3 LISTS AND EMPHASIS

(Enumerated and itemized) lists should be avoided whenever possible. Enumerate lists in the text instead, as in section 2) above. Note that enumeration in the text should preferentially use Roman

numerals.

If absolutely necessary to use an enumerated or itemized list, capitalise items depending on the punctuation of previous item or sentence (upper case after a full stop, lower case after comma, colon, semi-colon).

Bold and underlined text should also be avoided (bold text is used in this tutorial as it is meant to be *prescriptive*).

4 SPACING

Do **NOT** add additional spacing between paragraphs.

5 ASIDES

Use long hyphens to start and conclude asides, with a space separating the aside from text that comes before and after, but without space towards the aside, as in

The p90-p10 ratio —the ratio of the 90th to the 10th percentile— has increased.

6 ACRONYMS AND SYMBOLS

Always explain what acronyms mean before using them, with the exception of those of prominent international institution such as the IMF, WB, OECD, ILO, UN, etc.

Please use currency symbols, currency names and units **consistently**. For instance, the following is deprecated.

I paid 3 dollars for a kilo of tomatoes; USD 2.5 for a pound of apples, 4 USD for a kilogram of blackberries, 1.8 \$ for a kg of potatoes.

7 ABBREVIATIONS

Do not use abbreviations such as e.g. and i.e. Use “for instance” and “that is” instead.

8 FOOTNOTES

You can add endnotes to your article. Please keep endnotes at a minimum, put at most one endnote per sentence, unless absolutely necessary, and place endnotes at the end of the sentence, after the full stop.

Endnotes should immediately follow the text that precedes them, without empty spaces. Endnote should start with a lowercase¹ if they are in the middle of the sentence, and be capitalised if they they come at the end of a sentence, just as normal text.² If at the end of a sentence, endnotes should end with a full stop.

9 TABLES, FIGURES, ALGORITHMS

- All tables/figures/algorithms should be centered.
- Titles are always placed on top of tables/figures/algorithms. Titles should always end with a full stop.
- Put any note after the table/figure/algorithm. Notes to specific columns/cells in a table, specific axis/legend entries in a figure, and specific code lines in an algorithm should be enumerated alphabetically, in parenthesis (see example in table 1 below).
- Always put a full stop at the end of each sentence of a note.
- Always include a citation of external sources, if any, at the end of the notes.
- All references to tables, figures and code ought to be capitalized, as in

as shown in Figure xyx.

- Do NOT abbreviate Figure with Fig. and Table with Tab.

9.1 Tables

Use horizontal lines to delimit the table, and add an horizontal line below the headers row, as shown in the templates. Extra horizontal and vertical lines should be avoided whenever possible.

Rather than repeating the units for each value, specify them at the top of the table, as in the following example:

Always add thousands separators.

Always include at least three non-zero digits. If they are preceded by 0 decimal digits, as in 0.000123456, use the scientific notation (0.123e-3), or change the units of accounting, as in the following example:

Weight (tons)	0.000	is wrong;
Weight (tons)	0.000123456	is wrong;
Weight (tons)	0.123e-3	is correct;
Weight (kg)	0.123	is correct;
Weight (g)	123.456	is correct.

Table 1: Average net income by age.

	Net income (EUR)
16 to 25 years ^(a)	10,054
26 to 35 years	18,260
35 to 45 years	22,306
46 to 55 years	25,133
56 to 65 years	22,313
66+ years ^(b)	16,682
Total	19,179

(a) Students excluded.

(b) Pensioners included.

Source: Small (2017).

Figure 1: This is the figure title



Source: International Microsimulation Association.

9.2 Figures

- Avoid borders around figures.
- Use font Arial 8 for axes labels and Arial font 10 for axes titles when producing your figures.
- Figure can be in colour, but check before how figure looks like when printed in black-and-white or greyscale.
- Check figure quality.

9.3 Algorithms and pseudocode

Delimit algorithms with horizontal lines, as with tables.

10 REFERENCES

Please try not to use a citation in parentheses after a text in parentheses. For instance,

This (equivalent to that)(Big, 2017),

is deprecated. Use instead something like

Algorithm 1: Algorithm caption

```
1: if some condition is true then  
2:   do some processing  
3: else if some other condition is true then  
4:   do some different processing  
5: else  
6:   do the default actions  
7: end if
```

Source: Big (2017).

This (equivalent to that —see Big, 2017)

or

This (equivalent to some that) —see Big (2017),

depending on the context.

ACKNOWLEDGEMENTS

Do NOT put acknowledgements on the title page. Use the specific (un-numbered) section before the Bibliography.

REFERENCES

Big, G. (2017). A small paper. *The journal of small papers*, -1. (to appear)
Small, G. (2017). A big paper. *The journal of big papers*, MCMXCVII.

APPENDIX

Appendixes should start on a separate page and be numbered “APPENDIX A.... Z” Tables, figures, algorithms and equations should be numbered “A.1, etc....” Note that if the Appendix is longer than 10 pages, you should put them in a separate file, using the specific template.

NOTES

¹lower case (note that there is no full stop at the end of the footnote, as the sentence is continuing)

²Upper case (note the full stop at the end of the footnote, as the footnote is a sentence on its own).