Journal of Consumer Policy (COPO) Style Sheet

In case of doubt, please contact Lucia Reisch at the Editorial Office lr.ikl@cbs.dk

0. General Matter

Page Layout
- 12 Times Roman normal everywhere and same type of spacing (1.5) for all parts of the manuscript, including abstract, quotations, references, and footnotes.
- Do not justify lines and do not hyphenate words at the end of lines.
- No boldface in the text (except for headings).
- Tables and figures should be placed in an extra document, not in the text (but: indicate where the tables / figures should be included in the text).
- Footnotes are allowed, but should be minimized; no references in footnotes! Put only court decisions, additional information, and websites in footnotes. Footnotes are to be numbered in article order, and indexed by a superscript number. Footnotes appear on the respective pages (no “endnotes”).

Article Categories (decided by Editor):
- Article
- Notes & Reports
- Editorial Note
- Book Notes
- Book Review
- Erratum

I. Front Matter

Article Title
- Major words in titles are capitalized, Bold Roman, caps after colon.

Author(s)
- Bold Roman, Centre dot between authors.

Affiliations (provided by Editor)
- To be set as (non-numbered) footnote, e.g.:
  R. Incardona · C. Poncibio (✉)
  Freshfields Bruckhaus Deringer, via Fonteiana 48, 00183 Rome, Italy
  e-mail: cristinapontcibo@tin.it

Note: City & Country must be in English.
Article History (provided by Editor)
- Received and Accepted date and Copyright line present.

For example:
Received: 15 May 2006/ Accepted 10 December 2006
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Abstract
- Heading Abstract in Bold roman and the text run on with the heading with a quad space.
- Single paragraph.
- No references in abstracts.

Keywords
- Provide four to five keywords.

II. Body Matter

Headings
1. First-Order Heading: Bold Roman
2. Second-Order Heading: Unbold Roman
3. Third-Order Heading: Italics

Note:
- Major Words in Headings are Capitalized!
- 1st para followed by the Head levels left adjusted.
- Following paras 1 cm indented.
- Split long paragraphs into two or more briefer ones. If a paragraph takes up one page of copy or more, try to divide it.

Figures and Tables
Text citation in brackets as
(Fig. 3), (Figs. 3 and 4)
(Table 5), (Tables 5 and 8), etc.

Within the text, use the full word as, e.g., in Figure 1.

Provide figures and tables in a separate file labelled accordingly.
Figure Caption:

Fig. 1 Proposed non-linear relationships between attitudes and behaviour

Table Heading:

Table 1 Distribution of the responses

Alignment of Column in Tables:

- Left alignment is followed, if it is a mix of decimals, operators, unit, etc. Character/unit alignment is followed for decimals and units.

Text and Language

- Generally: British spelling, not US spelling – unless author is North American!
- “…….” – commas and full stops should be within the quotation marks.
- , i.e., , e.g., (in both cases commas before and after).
- labour, behaviour, flavour (“ou“ - not ”o“).
- programme (not: “program”); centred; fulfil, wilful; but: modelled, labelling.
- chapter, part (unless a specific chapter/part is meant, e.g., “Chapter Two,” Part 5).
- to analyse, to exercise, an analysis; but: to organize, organization, to standardize, to minimize, to maximize; to emphasize, industrialized, globalization, institutionalization.
- “the media” and “the data” are used in plural (i.e., the data come from).
- Italicize statistical symbols (e.g., p for probability), but not Greek letters (e.g., µ).
- Use real dashes – .
- .28 should be 0.28. However: There is no zero before a decimal when the number cannot be greater than 1 (e.g., correlations, proportions, level of significance).
- a) should be (a); b) should be (b), 1) should be (1), etc.
- If a full sentence follows after a colon, the first letter should always be capitalized.
- Always use ” as quotations mark instead of ’ (unless there is a quote within a quote).
- Insert commas before each element in all lists or parts of a sentence that consists of more than two elements, e.g., “we bought apples, bananas, and milk.”
- Capitalize words such as: Member State, European Commission, Congress.
- Avoid ”we” and ”I” in the abstract. In the main text, use these pronouns sparingly and never “we” to designate a single author.
III. References

a) Citation of References in Text

Direct citation:
Ahlgren and Boberg (1992)
Ahlgren et al. (2006)

Indirect citation:
(Ahlgren and Boberg 1992; Ahlgren et al. 2006)

Citation in the text:
- Place several references in brackets in alphabetical order (not chronological).
- When a work has two authors, always cite both names every time the reference occurs in text, e.g., (Mathios and Suter 2006, pp. 56-58).
- When a work has more than two authors, include only the surname of the first author, followed by et al. (“et al.” not italicized), e.g., (Ölander et al. 2005, p. 20).
- Provide the exact page numbers (not “ff.” or “passim”).

b) Citation in Reference List

For the reference list, JCP follows the rules of the American Psychological Association (APA Guidelines at: www.apastyle.org).

Journal

Proceedings

Book

Article in edited Book

Dissertation
Report

NOTE:

- Do *not* capitalize any word other than the first word of titles of articles and books or names; however, if titles of articles and books include a colon, always capitalize the first letter after the colon. The same rule holds for dashes.
- Italicize *titles* of books and journals as well as *volume number* of journal – but not the issue number.
- Citation of authors in reference section: ”Smith, A., Smith, B., & Smith, C. (2001)” as well as “Smith, A., & Smith, B. (2005)” – i.e., place a comma also before the ampersand.
- Cross-check citations between text and reference list; compare the spelling of authors’ names between text and reference.
- Use a space between author’s initials, i.e., E. J. Johnson (not: E.J. Johnson).
- When a Journal uses *continuous pagination*, one only gives the number of the volume, but omits the number of the particular *issue* (since this is redundant information). But if a journal paginates each issue (as, e.g., *Journal of Marketing* does), the issue number *must* be provided. It is the author’s responsibility to check whether the journal paginates through or not.
- If there are more than six authors, provide the initials and surnames of the *first six authors*, and shorten any remaining authors to et al.
- Place extra information regarding a piece of work, such as “Notater 18” (or Working Paper No. 24, or Ph. D. dissertation, etc.) *after* place of publication and name of publisher.
- If there is a corporate author - which may include a commission, a committee, or a group that does not identify individual members on the title page – use the name of the corporate author in the place where an author’s name typically appears at the beginning of the entry end set a dot behind the name of the corporate author, e.g., European Commission. (2005).
- If a paper is produced by an organization that is also the publisher whose name can be abbreviated, it is a good idea to use the abbreviated word as the entry in the reference list and the full name as ”publisher,” e.g., CEC. (1990). *Green paper on food safety*. Brussels: Commission of the European Communities.
- Whereas it is good idea, in the reference list, to provide an English translation of titles of articles and books (which are not French or German), for articles/chapters within a book it is sufficient to translate their *titles*.
- Washington, DC is given in the same way as Berkeley, CA.
- When there is more than one place of publication (the publisher is represented in several places), it is sufficient to mention the *first place*, e.g., Oxford: Oxford University Press.
IV. Stylistic Preferences

Equations

- Centred
- Single-letter variables and scalars are in *italics*
- Multi-letter variables are in roman
- Equation citation in text: Eq. 1 / Eqs. 1 and 6
- At the beginning of the Para/Sentence: Equation 1 / Equations 1 and 6, etc.

Abbreviations

Lower case is followed for all the expanded form at the 1st occurrences for common abbreviations except for proper names.

<table>
<thead>
<tr>
<th>Greek variables</th>
<th>Lower case – italics</th>
</tr>
</thead>
<tbody>
<tr>
<td>μ as a unit</td>
<td>Upper case – roman</td>
</tr>
<tr>
<td>Between No. &amp; °C</td>
<td>Closed up</td>
</tr>
<tr>
<td>Dash</td>
<td>Closed up em</td>
</tr>
<tr>
<td>Between No. &amp; Units</td>
<td>Thin space</td>
</tr>
<tr>
<td>Units</td>
<td>Either (/) or (¹) – follow author</td>
</tr>
<tr>
<td>Thousand separator (ten thousand)</td>
<td>Thin space</td>
</tr>
<tr>
<td>Ratio</td>
<td>Closed up</td>
</tr>
<tr>
<td>Percentage</td>
<td>30–90%, 30% and 45%</td>
</tr>
<tr>
<td>Numbers (except units)</td>
<td>Spell out zero to nine</td>
</tr>
<tr>
<td></td>
<td>10, 11, 12, …</td>
</tr>
<tr>
<td></td>
<td>use a thousand comma in values above</td>
</tr>
<tr>
<td></td>
<td>999, e.g. 1,000</td>
</tr>
<tr>
<td>Centrifugal ‘g’</td>
<td>Nonbold italics</td>
</tr>
<tr>
<td>Probability ‘p’</td>
<td>Lower case italics</td>
</tr>
<tr>
<td>Days, months, year, hour, minute, second</td>
<td>Days/Months/Year/h/min/s</td>
</tr>
<tr>
<td>ANOVA, ANCOVA, TWINSPAN</td>
<td>Small caps</td>
</tr>
<tr>
<td>In vivo, in vitro, ad libitum, post hoc, per se, a priori, et al., etc.</td>
<td>Roman</td>
</tr>
<tr>
<td>Italic text (for emphasis)</td>
<td>Follow author</td>
</tr>
<tr>
<td>Versus</td>
<td>versus in running text/vs. inside parenthesis</td>
</tr>
<tr>
<td>Quotes</td>
<td>Follow author</td>
</tr>
<tr>
<td>Non, pre, post words - hyphenation</td>
<td>Follow author</td>
</tr>
</tbody>
</table>