

# **Journal of Consumer Policy (COPO) Style Sheet**

*In case of doubt, please contact Lucia Reisch at the Editorial Office [lre.msc@cbs.dk](mailto:lre.msc@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*; Footnotes should not be used to provide bibliographic details of a reference. Put only additional information (but no discursive materials), 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):**

- Original Article
- Short communication
- 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  
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Note: City & Country must be in English.

### **Article History** (provided by Editor)

- Received and Accepted date and Copyright line present.

For example:

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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 six 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!
- Please use no more than three levels of displayed headings.
- 1<sup>st</sup> 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, also use the abbreviation, e.g., in **Fig. 1**.
- Provide figures and tables **in a separate file** labelled accordingly.

### **Figure and Table Captions**

**Fig. 1** Proposed non-linear relationships between attitudes and behaviour  
**Table 1** Distribution of the responses

- Figures and Tables are numbered using Arabic numbers and should be cited in the text in consecutive numerical order respectively.
- Identify any previously published material by giving the original source in form of a reference at the end of the table caption.
- No punctuation is to be placed after the number, nor at the end of the caption.

#### **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.,  $\mu$ ).
- 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](http://www.apastyle.org)).

### *Journal*

Agustin, C., & Singh, J. (2005). Curvilinear effects of consumer loyalty determinants in relational exchanges. *Journal of Marketing Research*, 42, 96–108.

### *Proceedings*

Smith, J. H., & Thomas, R. (1985a). Adults in a learning society. *Proceedings of the 24<sup>th</sup> Annual Meeting of Adult Education Researchers*, 24, 44–55.

### *Book*

Leeflang, P. S. H., Wittink, D. R., Wedel, M., & Naert, P. A. (2000). *Building models for marketing decisions*. Boston: Kluwer Academic Publishers.

### *Article in edited Book*

Abelson, R. P. (1995). Attitude extremity. In R. E. Petty & J. A. Krosnich (Eds.), *Attitude strength: Antecedents and consequences* (pp. 25–41). Mahwah: Lawrence Erlbaum.

### *Dissertation*

Able, C. D. (1991). Learning is lifelong (Doctoral dissertation, Nebraska State University, 1980). *Dissertation Abstracts International*, 36, 4311A.

### *Report*

Author, A. A. (1998). *Title of work* (Report No. xxx). Location: Publisher.

European Commission. (2010). *Nanotechnology as a chance and challenge*. Policy Report. Brussels: DG SANCO.

Issue briefs, working papers and other corporate documents

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

*Newspaper article*

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

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.

### ***c) Additional instructions for Law References***

All law articles **must** follow the instructions given above. This means that the use of footnotes should be kept to an **absolute minimum**.

If you regularly publish in law journals, you will be familiar with the OSCOLA footnote-citation method and the practice of using footnotes for ancillary comments or explanations. **However**, as the *Journal of Consumer Policy* is a multi-disciplinary journal, our house-style follows conventions which are widely used in the majority of disciplines relevant to the *Journal*. **Please follow the guidance in our style-sheet carefully, and avoid using footnotes altogether if at all possible.**

#### Cases/Court judgments

In the **text** of your article, please provide the name of the case in *italics*, and the year when it was decided in round brackets, e.g., *Arnold v Brittan* (2015).

In the **reference list**, below the list of articles and books as per the instructions in a) and b), above, please add "Cases" as a sub-heading. Below this sub-heading, list the cases by names, in alphabetical order of the first-named party, followed by the full case citation. If you are referring to cases from several jurisdictions, then separate the list of cases by jurisdiction. Arrange jurisdictions in alphabetical order, and the list of cases from each respective jurisdiction below the relevant heading, also in alphabetical order.

E.g.:

#### Cases

*Arnold v Britton* [2015] UKSC 36

*Davis Contractors v Fareham UDC* [1956] AC 696

*Donoghue v Stevenson* [1932] AC 562

#### Cases

##### **England and Wales**

*Arnold v Britton* [2015] UKSC 36

*Davis Contractors v Fareham UDC* [1956] AC 696

*Donoghue v Stevenson* [1932] AC 562

### **European Union**

*Froukje Faber v Autobedrijf Hazet Ochten BV* (case C-497/13)

ECLI:EU:C:2015:357

*Weber v Wittmer and C-87/09 Putz v Medianess Electronics* (C-65/09)

ECLI:EU:C:2011:396

### Legislation

In the **text** of your article, please provide the name, or short title, of the legislation followed by the year it was enacted. Do not separate the name and the year by a comma. E.g., “European Union (Withdrawal) Act 2015”.

In the **reference list**, below the sub-heading “Cases” and the list of cases, please add “Legislation” as a sub-heading. If you are referring to legislation from different jurisdictions, then separate these by jurisdiction. Arrange jurisdictions in alphabetical order, and the list of legislation below each heading also in alphabetical order.

E.g.:

#### Legislation

Consumer Protection Act 1987

Consumer Rights Act 2015

Sale of Goods Act 1979

#### Legislation

##### **European Union**

Directive 99/44/EC on Certain Aspects of the Sale of Consumer Goods and Associated Guarantees (1999) OJ L 171/12

Directive 2011/83/EU on Consumer Rights (2011) OJ L 304/64

##### **United Kingdom**

Consumer Protection Act 1987

Consumer Rights Act 2015

Sale of Goods Act 1979

## **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***

- Abbreviations should be defined at first mention and used consistently thereafter.
- Lower case is followed for all the expanded form at the 1st occurrences for common abbreviations except for proper names.

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

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