

Manuscript preparation guidelines for NBER/University of Chicago Press books

- 1) 12-point font and double-spaced throughout, *i.e.*, all text, quotes, notes, table and figure notes, appendices, references, etc.;
- 2) double-spaced endnotes instead of footnotes;
- 3) tables, charts, figures, etc. should be placed after the text or in a separate file, and in the text there should be a note that says, *e.g.*, “insert table 1 here”;
- 4) figures should be black and white only (no gray shading or small dots that will read as shading), and all figures must have a title;
- 5) there should be a short (1 or 2 sentence) blurb on the title page for each author, *e.g.*, “John Smith is professor of economics at XYZ University, and a research associate of the National Bureau of Economic Research;
- 6) each author’s complete address should be listed on the title page