

Style guide & checklist:

This is a guide on how to format your paper for the CEP DP Series. Please follow this style guide as far as possible. This document is also a checklist of all the information and documents you need to submit your paper.

An example of an 'ideal' DP you can follow as a reference is DP0564 available at <http://cep.lse.ac.uk/pubs/download/dp0564.pdf>

Information you must submit on the DP Submission Form

<http://cep.lse.ac.uk/pubs/submissions/>

- **Abstract:** Maximum of 250 words. Your abstract must read easily and communicate what has been found from your research as well as indicate what has been investigated in the paper.
- **JEL classification numbers**
(a list available at http://cep.lse.ac.uk/pubs/submissions/jel_classification_system.pdf) and **Keywords** must be given.
- All **DATA** used in your research for the paper. This is absolutely vital
- **Names, affiliations and contact information** (email and postal addresses) for all authors.
- General **acknowledgments**.
(for examples on all of the above see <http://cep.lse.ac.uk/pubs/submissions/example.pdf>)

Style guide for the main paper:

- **Order of paper:** text, tables, figures, appendices, references.
- Paper formatted as PDF file for submission.
- **Font** 12pt and Times New Roman.
- **A4 paper size only**; margins 2.54 cm throughout.
- **1.5 linespacing** throughout text. Quotations, footnotes and references single spacing.
- **Pagination** centred at bottom of page.

- **Text headings:**

Main headings

- Title case
- Font 14 pt
- Numbered
- Flush left
- Bold
- Two lines left clear above;
- one below

Secondary headings

- Sentence case
- Font 12 pt
- Numbered
- Flush left
- Bold
- One line left clear above; One below

Tertiary headings

- Sentence case
- No numbering
- Flush left
- No bold; no italics
- One line left clear above; one below

Text Headings

2. Empirical Model and Methods

2.1 The impact of crime

Data sources

- **Paragraphs to be fully justified.**

First paragraph of each section flush left, then run on paragraphs with indent of one tab stop.

- **Footnotes** only, no endnotes.

- **Equations** to be numbered consecutively; place the numbers flush right. Equations in Appendices begin with A1 or B1 if Appendix B.
- **Figures and Tables** to be numbered consecutively. Tables and Figures in Appendices will begin with A1 etc.

Paragraph Style

2. Property Price Data

Our main data source for property transactions is a sample provided by Ekins Surveyors. Ekins is the trading name of Woolwich Surveying Services Ltd.

Although the sample has a good range of variables characterising the property, many of these have missing or implausible zero values. Keeping only those observations with non-missing data means a massive reduction in sample size.

Equation Format

$$ST_{it} = F(R_{it}, N_t) \quad (1)$$

$$ST_{it} = \alpha_i R_{it} + \beta_i N_t \quad (A1)$$

$$ST_{it} - ST_t^c = h_t(Z_{it}) \quad (B1)$$

References mentioned in the text **MUST** appear in the Reference Section and vice versa. See an example of reference formatting below:

Please Follow This Style For References

Journal Article

Alesina, A. and Drazen, A. (1991), 'Why Are Stabilisations Delayed?', American Economic Review, 81(5), pp. 29-42.

Chapter in book

Brown, G. A., Smith, M. and Carley, D. F. (1970), 'Dual Challenges', in J. Johnson and B. Boyle (eds), *Job Satisfaction*, Farnworth Press: London.

Book

Kwan, L. (1986), *Work Harder*, Dent Publishers: London.

Mimeos, Working Papers, Discussion Papers

Willer, D. (1997), 'Corporate Governance and Shareholder Rights in Russia', Discussion Paper No. 298, Centre for Economic Performance, London School of Economics.

Checklist before submitting your paper

1. LSE Contributors Agreement Permissions Letter printed, signed and sent to Helen Durrant, Publications Administrator. Helen will send you one copy for your records while CEP will keep one copy on file. The Contributors Agreement is at http://cep.lse.ac.uk/pubs/submissions/lse_contributors_agreement.pdf
2. Before completing the DP Submissions form at <http://cep.lse.ac.uk/pubs/submissions> make sure you have:
 - The paper saved as an Adobe PDF file
 - Summary information:
 - title, authors, author affiliation and contact details, abstract, JEL classification numbers, keywords, data used.

Every CEP member should be submitting papers. Thank you for your cooperation.