

Hello, and thank you for considering submitting an article to the *Cato Journal*!

In the following pages, you'll find an updated style guide that contains formatting, citation, and spelling and grammatical guidelines for *Cato Journal* articles. Many of these guidelines are similar, if not identical, to those printed in the Cato Institute's general style guide, although our citation guidelines are somewhat distinct.

The easiest way to become acquainted with our style is to go to the *Cato Journal* website and download an article (e.g., <https://www.cato.org/cato-journal/winter-2020>). This style guide provides a bird's-eye view.

Although it is recommended that you submit your article using CJ style, you may first submit it without adhering to CJ style. If we accept your article for publication, you will have to conform with CJ style before we can publish it. Note, however, that initially submitting your paper in CJ style may improve its likelihood of publication.

Please take care to look through this guide when preparing and reviewing your submission. Feel free to submit any queries, in addition to final articles, to editor-in-chief Jim Dorn ([jdorn@cato.org](mailto:jdorn@cato.org)) or managing editor Amanda Griffiths ([agriffiths@cato.org](mailto:agriffiths@cato.org)).

Thank you.

## Formatting Guidelines

### I. File Type

Please submit your article as a **Microsoft Word** document, using **12 pt., standard-style font** (Times New Roman, Arial, Garamond, or similar). Use **2.0 spacing except for bloc quotes**. Include **page numbers** in the top right-hand corner. You do not need to number the first page.

See **Section VII** for guidelines on formatting **tables and figures (charts or graphs)**. **Please keep in mind that we cannot edit tables or figures if you insert them directly into Microsoft Word as “pictures.” They should be pasted in using the “keep source formatting” option.** We cannot print in color, so all figures should be in **B&W**.

Please **attach the original files** for your tables and charts along with your submission, and **cite sources** for all tables and figures. Examples of how to do so are provided in this guide.

In addition to using **in-text citations (Section IV)**, please provide a complete **reference list** at the end of your article. **Footnotes** should be minimized.

### II. First Page

Your first page should contain a **title, byline, and bio**. The title should be **centered**, in **14 pt.** font. Your **byline** should also be **centered**, in **12 pt. italics**.

Please insert a **footer** on the first page for your **bio**, which should be brief and include only your **job title, affiliation, and any acknowledgements**.

### III. Headings

Use headings judiciously. A heading should serve as a signpost that helps readers to follow the scope and structure of your article, and not as one of many “nesting dolls” of sections and subsections. *Cato Journal* articles use A, B, and (rarely) C heads. These are also formatted below.

#### A Heads, 14 pt., No Italics

There should be one line between your A Head and the text below it. (The A Head is also the proper heading format for your “References” section, which will come at the end of your article.)

#### *B Heads, 12 pt., italics*

There should be one line between your B Head and the text below it.

*C Heads, 12 pt., italics.* There should be no lines separating your C Head from the text that follows. Many authors find that they do not need to use C heads at all in their articles, but occasionally they are useful.

#### **IV. In-Text Citations and Footnotes**

In addition to a reference list at the end of your article, please include **in-text citations** after each direct reference or quotation. Below are some examples of properly formatted in-text citations. Note that, whereas your reference list should provide complete citations, in-text citations need only contain the author's surname, year of publication, and page number if applicable. The general formula for formatting in-text citations is: **(Surname Publication Year: page number or range)**.

Note that for single authors, you should not place any punctuation after the author's surname, e.g.: **(McCormick 2017: 6–10)**. Be sure to separate numbers using **en-dashes (–)**, not hyphens (-).

Separate multiple sources with semicolons, e.g.: **(Lowrie 2016: 9; Schnur 2013: 1–6)**.

When citing **more than three** authors, use 'et al.,' e.g.: **(Sabatini et al. 1904)**.

If your article cites more than one publication during a given year by the same author, use lowercase letters to distinguish each source (chronologically); e.g.: **(Zuckert 1990a: 14), (Zuckert 1990b: 69)**.

Below are some additional examples of when and how to insert in-text citations:

Policies based on the opposite view—for instance, proposing that poorer societies need a more interventionist state because poor farmers do not respond well to the standard economic incentives—have been a major reason for the perpetuation of poverty in the Third World (Bauer 1976; Schultz 1980).

Such issues are at the heart of the constitutional debate in the European Union (Creveld 1999: 402–21; Mathews 1997: 50–65).

According to Friedman (1984: 22), the...

**Use footnotes sparingly**, if at all. Use the same reference system for footnotes as you do for your in-text citations; e.g.: For an extended analysis of..., see Grossman (1988: 34–45).

#### **V. Bloc Quotes**

For direct quotes of **more than five lines**, use bloc form. Bloc quotes are **single-spaced**, with an additional **right indent**.

#### **VI. Dashes**

**Em-dashes—like these—should not have any spacing** between them and the words they separate (not this — but this—). On most keyboards (including Apple computers), you can insert an em-dash by pressing and holding the **Alt (or Option) key+Shift+dash**.

**En-dashes (–)**, denoting numeric ranges (e.g., May 3–June 21; pp. 1469–1527), do not always have a built-in keyboard shortcut, particularly on newer computers. Note that these are *not the smaller dashes* that appear on the number pad (-) but the longer ones (–).

Because en-dashes are rarer than em-dashes, we don't find it too time-consuming to insert them manually during copyediting. However, we always appreciate when authors are able to insert them in their drafts. You may find it helpful to do so by creating a simple keyboard shortcut yourself. (You can do this in Word by clicking on "Tools→Customize Keyboard," selecting "Common Symbol" in the "Categories" column of the pop-up—the en-dash should then appear as an option—and specifying the keyboard command of your choice. I have mine set to **Alt+dash**.)

## **VII. Tables and Figures**

**Please create all tables and figures in Excel and attach their files separately.**

We ask that you adhere to the following table formatting guidelines, which are the same for all Cato publications:

- **Title:** Label your table TABLE (or FIGURE) 1, 2, 3, etc., and then give it a suitable title for its data on the line below. Titles should be in 12 pt. standard font, using capitals/small capital lettering.
- **Capitalization:** Use sentence-style capitalization for the legends, axis titles, and column heads.
- **Symbols:** If appropriate, label figure axes with words instead of their symbols (for example: write "percent" rather than % and "dollars" rather than \$). Please also spell out "percent" in running text. However, you may use \$ or % in tabular material (notwithstanding the axes).
- **Numbers:** If your table or figure contains whole numbers, do not use decimals (e.g., write "7" instead of "7.0.")
- **Y-Axis Label:** Standard font, 12 pt., rotated 270 degrees.
- **X-Axis Label:** Standard font, 12 pt.
- **Axis Data:** For axis text, use Crimson Pro font, 12 pt.
- **Axis Width:** 0.75 pt

Below are some examples of properly formatted figures, which the authors created in Excel. Source citations should be placed in Microsoft Word immediately below where you intend to place your table. (To signal table location, something like 'Insert Figure 1 here' will suffice.)

FIGURE 2  
GLOBAL TRADE AS A SHARE OF GDP AND GROWTH, 1960–2017



SOURCE: The trade data are from the Penn World Table (Feenstra et al. 2015) and the growth figures are from (Bolt et al. 2018). The aggregated figures are for the 134 countries of our primary dataset.

TABLE 2  
FORTY MOST GEOGRAPHICALLY DISADVANTAGED COUNTRIES

Rank	Country	Distance to Major Markets (km)	Malaria Ecology	Population Share Within 100km of Coast	Standardized Geographic Disadvantage
1	Burkina Faso	4,480	31.5	0	2.54
2	Mali	4,500	30.1	0	2.44
3	Niger	4,460	21.9	0	1.86
4	Chad	4,550	21.5	0	1.85
5	Central African Rep.	5,450	18.0	0	1.78
6	Nigeria	4,770	21.6	0.23	1.63

SOURCES: .....

## Reference Formatting

Rather than using endnotes or footnotes, please provide in-text citations (formatting details are in Section IV above). **At the end of your article, provide an alphabetical reference list** that includes complete references for each source cited.

The *Cato Journal* follows **Chicago style citations, with some exceptions**. Below are our formatting guidelines for different types of citations. You'll see a general template for each citation type, followed by examples, including those for citations with multiple authors, translators, etc. Please note punctuation use as well as formatting for multiple sources by the same author. Also note that, **for authors with a first and middle initial, you should place a space between each initial**.

### I. Journal Articles, Papers, or Published Proceedings

**Surname, Init. (Year) "Title." *Journal Title* Vol (Issue, Season, or Month): page range. DOI (if available).**

(See the next section of this guide for more on DOIs and where to locate them. To save time during the editing and proofreading process, we encourage you to add DOIs for references to journal articles.)

Akerlof, G. A. (1982) "Labor Contracts as Partial Gift Exchange." *Quarterly Journal of Economics* 97 (4): 543–69. <https://doi.org/10.2307/1885099>

Sargent, T. J. (1979) "Estimating Vector Autoregressions Using Methods Not Based on Explicit Economic Theories." Federal Reserve Bank of Minneapolis *Quarterly Review* 3 (3): 8–15.

### II. Working Papers, Policy Briefs, etc.

**Surname, Init. (Year) "Title." Institution Working Paper No. X. City: Publisher.**

Tanzi, V. (1998) "Fundamental Determinants of Inequality and the Role of Government." IMF Working Paper No. 178. Washington: International Monetary Fund.

Fuhrer, J.; Olivei, G. P.; Rosengren, E. S.; and Tootell, G. M. B. (2018) "Should the Fed Regularly Evaluate Its Monetary Policy Framework?" Federal Reserve Bank of Boston, Working Papers 18–8.

### III. Memoranda and Other Briefs

**Surname, Init. (Year) "Title." Type of Communication Vol. or No. (if applicable). City: Publisher (if applicable). Available at... (if applicable).**

Doyle, B.; Kole, L.; and Wood, P. (2007) "Foreign Experience with the Formulation and Discussion of Inflation Objectives." Memorandum to FOMC. Available at

www.federalreserve.gov/monetarypolicy/files/FOMC20070103memo001.pdf.

#### IV. **Books**

**Surname, Init. (Year) *Title*. City: Publisher.**

Allen, F., and Gale, D. (2000) *Comparing Financial Systems*. Cambridge, Mass: MIT Press.

Balcerowicz, L. (1995a) *Freedom and Development*. Kraków: Znak (in Polish).

\_\_\_\_\_ (1995b) *Socialism, Capitalism, Transformation*. Budapest: Central European University Press.

Hayek, F. A. (1931) *Prices and Production*. Reprint. New York: Augustus M. Kelly.

Nietzsche, F. (1989) *Beyond Good and Evil*, trans. W. Kaufmann. Reprint. New York: Vintage.

Nozick, R. (1974) *Anarchy, State, and Utopia*. New York: Basic Books.

#### V. **Book Chapters or Sections**

**Surname, Init. (Year) “Chapter or Section Title.” In Init. Lastname (ed.), *Book Title*, page range. City: Publisher.** (Only include editor’s name if editor is different from the author of the chapter.)

Buchanan, J. M. (1998) “The Constitution of Economic Policy.” In J. A. Gwartney and R. E. Wagner (eds.), *Public Choice and Constitutional Economics*. Greenwich, Conn.: JAI Press.

Nozick, R. (1997) “Why Do Intellectuals Oppose Capitalism?” In *Socratic Puzzles*. Cambridge, Mass.: Harvard University Press.

#### VI. **Webpages/Webpage Data, Including Blog Posts**

An excellent and thorough resource for formatting various websites can be found here: <https://www.bibme.org/citation-guide/chicago/website/>. In general, webpage citations should be formatted as follows:

**Surname, Init. or Website Owner if no author is listed. (Year if available) “Page Title.” *Website Title* (Publication date if available).**

Selgin, G. (2020) “Handouts, Helicopters, Hong Kong Dollars, and Hogwash.” *Alt-M* (February 26).

Bibme. “Chicago/Turbian Website Citation.” *Bibme.org*.

**Note:** Only include the URL in your citation if your source cannot be easily located via a typical search engine.

## VII. Newspaper Articles and Op-eds

**Surname, Init. (Year) “Article Title.” *Newspaper Name*, (Publication date): Section if accessed in print.**

Otani, A. (2020) “Some Stocks Are Diamonds in Rough Patch.” *Wall Street Journal* (February 28): B1.

Bernanke, B. S.; Mishkin, F. S.; and Posen, A. S. (2000) “What Happens When Greenspan Is Gone?” *Wall Street Journal* (January 5).

## VIII. Press Conferences and Other Public Transcripts

**Surname, Init. (Year) “Press Conference on Date.” Transcript available at...**

**Source (Year) “Title with Date.” Available at...**

Board of Governors of the Federal Reserve System (2006) “Minutes of the Federal Open Market Committee” (May 10). Available at [www.federalreserve.gov/fomc/minutes/20060510.htm](http://www.federalreserve.gov/fomc/minutes/20060510.htm)

\_\_\_\_\_ (1983) “Transcript of Discussion Held on August 22, 1983.” Available at [www.federalreserve.gov/monetarypolicy/files/FOMC19830823material.pdf](http://www.federalreserve.gov/monetarypolicy/files/FOMC19830823material.pdf).

Reagan, R. W. (1981) “Press Conference on January 29.” Transcript available at <https://millercenter.org/the-presidency/presidential-speeches/january-29-1981-first-press-conference>.

## IX. Press Releases

**Institution. “Press Release Title.” Press Release, Date. Available at...**

Board of Governors of the Federal Reserve (2020) “Statement from Federal Reserve Chair Jerome H. Powell.” Press Release (February 28). Available at [www.federalreserve.gov/newsevents/pressreleases/other20200228a.htm](http://www.federalreserve.gov/newsevents/pressreleases/other20200228a.htm).

## X. Congressional Testimonies or Proceedings

**Surname, Init. (Year) “Testimony of [Name], Type of Hearing if Applicable.” Available at... (Date).**

Bernanke, B. S. (2005) “Testimony of Ben S. Bernanke, Nomination Hearing.” Available at [www.federalreserve.gov/boarddocs/testimony/2005/20051115/default.htm](http://www.federalreserve.gov/boarddocs/testimony/2005/20051115/default.htm) (November 15).

## **XI. Speeches or Lectures**

**Surname, Init. (Year) “Presentation Title.” Type of Presentation at Location of Presentation, Event Sponsor or Institution (Date).**

Bernanke, B. S. (2010) “Monetary Policy Objectives and Tools in a Low-Inflation Environment.” Speech at the Revisiting Monetary Policy in a Low-Inflation Environment Conference, Federal Reserve Bank of Boston (October 15).

Clarida, R. H. (2019) “The Federal Reserve’s Review of Its Monetary Policy Strategy, Tools, and Communication Practices.” Speech at Fed Listens: Distributional Consequences of the Cycle and Monetary Policy Conference, Hosted by the Opportunity and Inclusive Growth Institute, Federal Reserve Bank of Minneapolis (April 9).

Saez, E. (2014) “Income and Wealth Inequality: Evidence and Policy Implications.” Video Lecture at University of Chicago Neubauer Collegium for Culture and Society (October 9). Available at [https://nebauercollegium.uchicago.edu/directors\\_lecture/2014\\_15\\_directors\\_lectures/emmanuel\\_saez](https://nebauercollegium.uchicago.edu/directors_lecture/2014_15_directors_lectures/emmanuel_saez).

## **XII. Government Documents and U.S. Supreme Court Decisions**

For an excellent and thorough resource for formatting various government documents, please refer to the PDF linked here: <https://library.bowdoin.edu/research/chicago-gov.pdf>.

### **CrossRef and DOIs**

The *Cato Journal* is now an official member of CrossRef, an online platform that makes it easier for other scholars to search for and locate your article in digital catalogues and library databases. It does so by issuing each article published by every host institution (e.g., the *Cato Journal*) a unique digital object identifier (DOI).

If you have ever used an academic search engine, you have almost certainly seen DOIs listed alongside the titles returned via your search. The example below includes an active DOI, which, if clicked, will give you a good example of where to check for a source’s DOI. Essentially, a DOI allows a database to “see” your article when returning suggested articles to researchers who enter keywords relevant to your work.

M. Dietz (2012): “Between Polis and Empire: Aristotle’s Politics.” *American Political Science Review* 106 (2): 275–293. <https://doi.org/10.1017/S0003055412000184>

One key condition of CrossRef membership is that **all of its members’ authors include the DOIs (digital object identifiers) for any sources that they have located through online databases.** Not all, but most, online databases will use DOIs (some free sources do not).

**If you are using a research database and do not see a DOI immediately listed next to an article’s title, the DOI should appear in the article itself, typically on the first page and close to the title or author’s name.**

When citing articles that use DOIs, please include these in your reference section, following each citation where the source provides one. Formatting DOIs is very straightforward and simply a matter of copying and pasting their code. Please refer to the citation above for an example.

### Style Guidelines

Below are some of Cato’s general style guidelines. Many of these are excerpted from the Cato Institute’s general style guide. (Please note that your article will **not** be discarded simply because you forget or fail to follow these guidelines, but it always helps when authors are aware of them in advance!)

#### I. Acronyms and Abbreviations

- **Spell out acronyms on first use** and include their abbreviated forms as a parenthetical; for example: “Although Yang resolutely defends his universal basic income (UBI) proposal...” When a term reappears after a long interval, the spelled-out name can be repeated as a reminder. Use your discretion.
- **Spell out UN and EU on first use.** Use the abbreviation “U.S.” as an adjective and to designate an official government entity (e.g., write “U.S. citizens” and “U.S. Department of Agriculture,” but spell out “in the United States”).
- **Use abbreviated titles such as Sen. and Rep. (or Sens. and Reps.) only before full names** (e.g., Sens. Harry Reid and Mitch McConnell). Generally, use full names only on their first mention; thereafter, use only the last name. When referring to a titled individual by last name only (i.e., after their first mention), spell out the title in full (e.g., Reid, Senator Reid; Boehner, Representative Boehner). The choice of Reid or Senator Reid is a judgment call based on how well known the person is and frequency of mention. Both forms may be used in a single document. Military and professional titles may be abbreviated according to the same rules.
- **The name of the incumbent president is an exception** to these rules.
- **Omit first names** when using titles.

- **i.e. and e.g.** are used only within parentheses. If information is not parenthetical, use “that is,” “namely,” or “for example.”
- **Versus** is abbreviated in text to vs. (not v.); v. is used only in names of legal cases and is italicized along with the rest of the name, as in *Brown v. Board of Education*.
- Use noon and midnight, not 12 a.m. or p.m.
- For **fiscal years**, spell these out on first use (fiscal year 1998); use FY thereafter (FY 77) except for 2000, which is FY 2000.

## II. Capitalization

Cato uses lowercase whenever possible.

**Political parties** (e.g., Communist Party, Democratic Party) and Social Security are **capitalized when referring to the U.S.** system. (The word “communist” is lowercase unless reference is being made to the actual party. **Do not capitalize the words “left” or “right”** when referring to the political spectrum.

Capitalize Founders and Framers of the United States and its Constitution.

Capitalize Cold War, Great Recession, and Third World.

Geographic terms are capitalized when part of the name (e.g., Korean Peninsula, the peninsula)

Capitalize Table and Figure when referring to specific parts of the current document.

## III. Hyphenation

Cato usage differs considerably from that suggested by Chicago. The following words are solid:

- Policymaking
- Policymaker
- Precrisis
- Postcrisis
- Decisionmaking
- Decisionmaker
- Workforce
- Worldview
- Longtime

Preceding a noun, the following are hyphenated:

- Public-sector
- Private-sector
- Land-use
- Free-market
- Market-liberal.

The following are not hyphenated, even as adjectives preceding nouns:

- Third World
- Public policy
- Foreign policy
- Free trade
- Domestic policy
- Public choice
- Global warming
- Per capita.

#### **IV. Contractions**

Minimize the use of contractions.

#### **V. Some Words on Words**

**Distinguish between “which” and “that.”** Use a comma before “which.”

**Please remember that “data” are plural** and be mindful of verb agreement in this regard. (E.g., “the data show”; not “the data shows.”)

**Use “compare with”** only if you mean to suggest that two items are **similar**. Use **“compare to”** when you wish to emphasize that two items are **different**.

**Subjects of gerunds are possessives** (e.g., your dog’s barking is annoying) unless traditional correct usage sounds absolutely awful, in which case consider revising to avoid the construction.

**Capitalize the first word after a colon** only if it introduces **two or more complete sentences** or a **direct question**.

**Use “the mathematical ‘or’”—that is, do not use “and/or”.** “Or” alone suffices for “either one or the other” as well as “either one, or both.” Usually the sense is not altered by deleting “and.”

**Use quotation marks for English words** (that depends on what the meaning of “is” is) and **italics for foreign ones** that do not appear in American Heritage (e.g., *de minimis*).

**For academic degrees, omit punctuation.** (MA, PhD, JS.)

#### **VI. Numbers**

**Use words for one through nine and figures for 10 and above** (e.g., three blind mice, 21st century).

If a number in a sentence—or a paragraph and sometimes even a whole study—is 10 or more for a given category, all the items in that category are given as numerals (e.g., “The study covers 4 EU countries and 24 U.S. states.”).

## **VII. The Oxford Comma**

Cato policy is to use the serial (Oxford) comma in journal articles, policy analyses, blog posts, and all other publications, including style guides.