

Journal of Consumer Policy (COPO) Style Sheet

(Updated version as of November 2021)

For questions, please contact Assistant Editor Friederike Doebbe at the Editorial Office (friederike.dobbe@phdstudent.hhs.se)

0. General Matter

The journal offers “your paper, your way” submissions for the first submission.

Page Layout

- We urge authors to submit a **WORD document** (not .txt or others); this will simplify the production process.
- 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 and Page Limit

The author suggests the category in the Editorial Manager, final decision by editors:

- Original Article
- Short communication
- Book Notes or Book Review
- Corrigendum

We do not have strict page limits, but content must fit length. We rarely carry articles that are longer than 12,000 words overall.

I. Front Matter

Article Title

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

Author(s)

- **Bold Roman**, Centre dot between authors.

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

Headings are not numbered; levels are indicated by format as follows:

1. **First-Order Heading: Bold Roman**
2. Second-Order Heading: Standard Roman
3. *Third-Order Heading: Italics*

Note:

- Major Words in Headings are Capitalized.
- Please use no more than three levels of displayed headings.
- 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, also use the abbreviation, e.g., in **Fig. 1**.
- Provide figures and tables **in a separate file**, labelled accordingly.

Figure and Table Captions

- 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 place after the number, nor at the end of the caption.

Example:

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

Table 1 Distribution of the responses

Alignment of Columns 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

- Defaults is British English, 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, behav*io*ur, flav*ou*r (“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.
- Please follow the [‘Sex and Gender Equity in Research – SAGER – guidelines’](#).
- Ethnic and racial groups are capitalized (e.g., “Christians and Jews”).

II. References

As of 2021, JCP follows the updated rules of the American Psychological Association APA 7 (7th edition) (see the full APA Guidelines at: www.apastyle.org).

Hence, do not use previous JCP papers as example.

Citation of References in Text

Narrative in-text citations:

Ahlgren and Boberg (1992)

Ahlgren et al. (2006)

Parenthetical in-text citations:

(Ahlgren & 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 & Suter, 2006, pp. 56-58).
- When a work has *more than one author*, include only the surname of the first author, followed by et al. ("et al." not italicized) from the first citation onwards. E.g., (Ölander et al., 2005, p. 20).
- Provide the *exact* page numbers (not "ff." or "passim").

b) Citation in Reference List

Journal

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

Note: Only add DOI for articles that are only published online. For DOI use the URL format, no need to write "DOI" before.

Example : <https://doi.org/10.1007/s10603-020-09461-1>

Proceedings

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

Books

Leeflang, P. S. H., Wittink, D. R., Wedel, M., & Naert, P. A. (2000). *Building models for marketing decisions*. 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). Lawrence Erlbaum.

Internet Document

Szabo, N. (1997). The idea of smart contracts. <https://nakamotoinstitute.org/the-idea-of-smart-contracts/> (accessed 23 August 2019).

Note:

- "Retrieved from" no longer needed before URLs, access date should be included though.
- For reports only published as webpages (i.e., not as a downloadable file), please put the title of the report in *italics*. Add website name and webpage title.

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). Publisher.

Note:

- No need to add publisher location any longer.

European Commission. (2010). *Nanotechnology as a chance and challenge*. Policy Report. 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). Author.

Newspaper article

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

SSRN Materials

Working papers published on SSRN should be cited as per the citation on SSRN and using the format as set out above (for journal articles, working papers, etc.) and add “(accessed on SSRN at <https://papers.ssrn.com/>...)”.

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 the 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.
- Provide the initials and surnames of the *first 20 authors*, and shorten any remaining authors to et al.
- For documents published on-line, please provide author, date, title, and the URL (web-address) as follows: Author, A. (date). Title of document (webpage).

- Name of website. <http://...> (accessed XX Month 20xx).
- Place extra information regarding a piece of work, such as “Notater 18” (or Working Paper No. 24, or Ph. D. dissertation, etc.) *after* the name of publisher.
 - In case of a corporate author (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 and 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*. 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*.

c) Additional instructions for Law References

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

This section provides additional guidance specific to law references. 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 stylesheet carefully and avoid using footnotes altogether if 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 Britton* (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* (case 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 (EU) 2019/770 on certain aspects concerning contracts for the supply of digital content and digital services (2019) OJ L 136/1

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

III. 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 (⁻¹) – 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