General points:

- Paper size should be British A4 with 'normal' margins.
- Language should be set to UK English unless quoting from a non-British source, or if the title of the source uses US English.
- All body text should be Latex default font, 12 point, 1.5 line spacing.
- Footnotes should be Latex default font, 10 point, single line spacing.
- All text to be justified unless otherwise stated.
- New paragraphs should not be indented – please start on a new line.
- Charts/diagrams can be either in text, or appendices. In either case, title should be above the diagram (in Latex default font 12 point), and underlined. Notes/sources should be beneath the diagram (in Latex default font, 10 point) with the words '***Notes/sources'*** in bold and italicised.

Document order:

1. Title should be in bold and ranged left.
2. Author(s) details should be italicised and ranged right.
3. JEL codes and Keywords should be supplied and ranged left.
4. Optional abstract: An optional abstract should appear two lines beneath the JEL and Keywords, indented by one tab mark on both left and right margin, single line spaced and justified.
5. Section titles should be bold, first sub-section should be underlined, second sub-section should be italicized, eg:

   1. A note about sources
      1.1 Current debate
         1.1.1 Discounted ideas

6. The word 'Bibliography/references' (you can use either term) should be underlined, and a list of sources mentioned in the text should be provided in single line spacing. If a source runs to two or more lines, the second and subsequent lines should be indented by one tab mark. Biblio can be ranged left to avoid 'stretching' of web addresses.