

MANUSCRIPT PREPARATION AND STYLE

The American Accounting Association journals' manuscript preparation guidelines follow *The Chicago Manual of Style* (16th ed.; University of Chicago Press). Another helpful guide to usage and style is *The Elements of Style*, by William Strunk, Jr., and E. B. White (Macmillan). Spelling follows *Webster's Collegiate Dictionary*.

TABLE OF CONTENTS

- I. [Manuscript Formatting](#)
 - i. [Word Document and General Manuscript Information](#)
 - ii. [Title Page](#)
 - iii. [Abstracts, Keywords, and Article Text Page](#)
 - [Abstract](#)
 - [Keywords](#)
 - [Article Text](#)
 - iv. [Section and Subsection Headings](#)
 - v. [General Formatting](#)
 - [Pagination](#)
 - [Numbers](#)
 - [Percentages](#)
 - [Mathematical Notation](#)
 - [Equations](#)
 - [Footnotes](#)
 - vi. [Tables and Figures](#)
- II. [Citations and References](#)
 - vii. [Citations](#)
 - viii. [Reference List](#)
 - ix. [Sample Reference Entries](#)
 - x. [Tax Journal Citations and Sample References](#)
- III. [Editorial Policies](#)
- IV. [Publications Policies](#)
 - xi. [Policy on Prior Publication](#)
 - xii. [Policies on Publication Ethics](#)
 - [Authorship](#)
 - [Plagiarism](#)
 - [Data Integrity](#)
 - [Citing Corrected Articles](#)
- V. [Title Page Example](#)
- VI. [Abstract, Keywords, and Article Text Page Example](#)

MANUSCRIPT FORMATTING

Word Document and General Manuscript Information

1. All manuscripts must be in Microsoft[®] Word (.doc or .docx) and formatted in 12-point Times New Roman and double-spaced (except for indented quotations).
2. Manuscripts should be no longer than 7,000 words. That is, 30 pages of main text and an overall total not to exceed 50 pages including references, figures, tables, and appendices. The only exception is for *Current Issues in Auditing*, which has a maximum word count of 2,500. Manuscripts should be as concise as the subject and research method permit.
3. Set margins at 1 inch from top, bottom, and sides.
4. To promote anonymous review, authors must not identify themselves directly or indirectly in their papers or in experimental test instruments included with the submission. Single authors must not use the editorial “we.”
5. The American Accounting Association encourages use of gender-neutral language in its publications.
6. Experimental studies or surveys using human subjects must include a footnote that affirms approval has been granted by the institution at which the experiment took place. The submitting author will be asked to verify approval during the web-based submission process. Authors should also submit a copy of the IRB approval or IRB exemption letter. Alternatively, if no IRB exists at their institution, authors should include a letter from their university dean stating that there is no formal IRB at that university, affirming that subjects were protected and describing how they were protected. Such a letter should be specific to the submitted article and not a general statement from the university.
7. A wide range of supplemental materials can be hosted on the AAA Digital Library including audio and/or video files, spreadsheets, financial reports, data sets, and full color versions of graphics appearing only as black and white in the journal pages. Online only, published, supplemental material is at the discretion of the editor, not the author, and is the result of peer review. Because these materials will be subject to normal editorial review, they should not include author-identifying information.

Title Page

The title of the paper, preferred running head (maximum 115 characters and spaces), all authors' names, affiliations, email addresses, and acknowledgments (if desired) must appear in a stand-alone Word document. See example [here](#).

Abstract, Keywords, and Article Text Page

Abstract

The article file must begin with the abstract of no more than 150 words and immediately precede the text, which should start on a new page. The abstract should concisely inform the reader of the manuscript's topic, its methods, and its findings. The manuscript's title, without author names or affiliations, must appear on the abstract page.

Keywords

The abstract must be followed by at least three keywords to assist in indexing the paper and identifying qualified reviewers. JEL Classifications and Data Availability may be included, if desired. See example [here](#).

Article Text

The text of the paper starts below the keywords, with a section labeled: I. INTRODUCTION (with a roman number I). The introduction should provide more details about the paper’s purpose, motivation, methodology, and findings. Both the abstract and the “Introduction” section should be relatively nontechnical, yet clear enough for an informed reader to understand the manuscript’s contribution. See example [here](#).

Section and Subsection Headings

First-level headings are to be arranged so that major headings are centered, bold, capitalized, and be numbered using roman numerals I, II, III, etc.

Second-level headings are flush left, bold, and both uppercase and lowercase. Third-level headings are flush left, bold, italic, and both uppercase and lowercase. Fourth-level headings are paragraph indent, bold, and lowercase. See below for the correct formatting:

**I. A CENTERED, BOLD, ALL CAPITALIZED, FIRST-LEVEL
HEADING**
A Flush Left, Bold, Uppercase and Lowercase, Second-Level Heading
A Flush Left, Bold, Italic, Uppercase and Lowercase, Third-Level Heading
A paragraph indent, bold, lowercase, fourth-level heading. Text starts ...

General Formatting

Pagination

All pages, including references, appendices, and tables are to be serially numbered.

Numbers

Spell out numbers from one to ten, except when used in tables and lists, and when used with mathematical, statistical, scientific, or technical units and quantities, such as distances, weights and measures. For example: three days; 7 percent; 3 kilometers; 30 years. All other numbers are expressed numerically.

Percentages

In nontechnical copy use the word percent in the text, e.g., “We find that approximately 28 percent of the sample has a new CEO.”; in tables and figures, the symbol % is used, e.g., 28%.

Mathematical Notation

Mathematical notation should be employed only where its rigor and precision are necessary, and in such circumstances, authors should explain the principal operations performed in narrative format. Notation should be avoided in footnotes. Use standard mathematical notation and symbols. Do not use windings, geometric shapes, or images.

Equations

Equations should be consecutively numbered in parentheses flush with the right-hand margin.

Footnotes

Footnotes are not used for documentation (citations). Textual footnotes should be used only for extensions and useful excursions of information that, if included in the body of the text, might disrupt its continuity. Footnotes must be inserted using the “Footnote” feature in Microsoft Word, which will automatically number the footnotes. Footnote callouts are to be formatted as Arabic numerals. Do not use “endnote” formatting.

Journal articles that use legal-style footnote documentation should follow *The Bluebook: A Uniform System of Citation*, as used by the *Harvard Law Review*.

Tables and Figures

1. Each table and figure (graphic) appears on a new page at the end of the text, after the References section. Use an Arabic number and a complete title that indicates the exact contents of the table/figure. The titles should be sufficiently detailed to enable the reader to interpret the tables and figures without reference to the text.
2. Variables used in tables and figures can either be defined in every table/figure, or defined in an appendix. Include a table/figure note when variables are defined in a prior table or an appendix.
3. Create tables using the table editor in Microsoft Word or Excel. Do not format tables using keyboard spaces, tabs, and hard returns or by revising the page layout using the “Columns” feature in Word.
4. A reference to each table/figure must be made in the text. Tables/figures must be mentioned in numerical order. Tables/figures will be positioned in the article as close to the first mention of the table/figure as possible during the final page-layout process. Note that tables/figures cannot be positioned in specific places throughout the article due to our current XML-related formatting constraints.
5. Figure graphics must be interpretable in B&W or grayscale, and should also be reasonably interpreted without reference to the text. We cannot support color graphics in the published journal. Original color graphics can be included in the submission files to be provided as downloadable supplemental material files.
6. Figures must be provided as B&W/grayscale PDF (preferred), JPG, PPT, or PNG files.
7. Source attribution and re-use permission notes should be included as necessary. Please note that it is the responsibility of the author to obtain re-use permissions.
8. Please ensure that reporting of descriptive statistics and of models and tests of hypotheses is complete. For experimental papers, this would generally include: (1) reporting standard deviation and cell sizes in any tables of means, (2) including degrees of freedom along with any reported test statistics that have degrees of freedom, whether in the tables, footnotes, or text, and (3) ensuring ANOVA, MANOVA, ANCOVA, etc. tables are complete, including all estimated terms, including the error term, along with the associated degrees of freedom. Note that if test statistics and associated degrees of freedom are reported in the tables, authors need not repeat these statistics in the text. For example, authors could provide only the p-values for effects (tests) of interest in the text, if desired.
9. When tabular values are not applicable in a column, use “NA” capitalized with no slash between. When tabular values are non-significant in a column and therefore no value is shown, use “n.s.”
10. Decimal places for numbers in the tables are required, and the number of decimal places is consistent within and across tables for the same type of item (except integers) on a column-by-column basis. For example, if coefficient estimates are presented to three decimal places, then all coefficient estimates in that a column should be presented the same way.
11. Column headings must apply to the entire panel. Different panels in the same table may have different column headings.

CITATIONS AND REFERENCES

Citations

In-text citations are made using an author-date format. Cited works must correspond to the works listed in the “References” section. Authors should make an effort to include the relevant page numbers in the in-text citations.

1. In the text, works are cited as follows: author’s last name and year, without comma, in parentheses. For example: one author, (Berry 2003); two authors, (Fehr and Schmidt 2003); three to five authors, (Scholes, Wolfson, Erickson, Maydew, and Shevlin 2008); six or more authors, (Dikolli et al. 2013); more than one work cited, (Cole and Yakushiji 1984; Dechow, Sloan, and Sweeney 1995; Levitt 1998); with two works by the same author(s), (Nelson 2003, 2005).

2. When the author's name is mentioned in the text, it need not be repeated in the citation. For example: "Cohen et al. (2005) provide ..."
3. Authors should cite themselves, in the third person, as though they would any work that is cited in the text.
4. For repeated citations of works that have three or more authors, use only the first author's last name followed by "et al." (et is not followed by a period): first citation, Dechow, Kothari, and Watts (1998); subsequent citations, Dechow et al. (1998).
5. Unless confusion would result, do not use "p." or "pp." before page numbers. For example, (Dechow and Dichev 2002, 41–42).
6. When the reference list contains two or more works by the same author (the only author or first of two or more authors) published in the same year, the suffix a, b, etc., is appended to the date in both the in-text citations and in the "References" section. For example, (Johansson 2004a, 2004b, 2004c; Baiman and Rajan 2002a, 2002b; Dhaliwal, Erickson, and Li 2005a; Dhaliwal, Krull, Li, and Moser 2005b).
7. First initials of same-surname authors are added to the first citation of the work to conform to AAA standard style, e.g., P. Podsakoff, MacKenzie, Lee, and N. Podsakoff (2003).
8. Citations to institutional works should use acronyms or short titles where practicable. For example: (NCFRR, The Treadway Commission 1987).
9. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews, such as the *Harvard Law Review*, should be used.

Reference List

Every manuscript must include a "References" section that contains only those works cited within the text. Each entry should contain all information necessary for unambiguous identification of the published work. Use the following formats (which generally follow *The Chicago Manual of Style*):

1. Arrange citations in alphabetical order according to the family name of the first author, firm name, or the name of the institution or body responsible for the published work.
2. Use authors' initials instead of proper names.
3. For two or more authors, separate authors with a comma, including a comma before "and" (Dechow, P. M., R. Sloan, and A. Sweeney).
4. Date of publication follows the name(s) or author(s).
5. Titles of journals or newspapers are not to be abbreviated.
6. For resource materials that were only available online and are now no longer available, please include a "last accessed" date as a parenthetical note appended to the end of the URL.

Sample Reference List Entries

Association to Advance Collegiate Schools of Business (AACSB). 2003. *Eligibility Procedures and Standards for Accreditation*. St. Louis, MO: AACSB.

Baiman, S., and M. Rajan. 2002a. The role of information and opportunism in the choice of buyer-supplier relationships. *Journal of Accounting Research* 40 (2): 247–278.

Baiman, S., and M. Rajan. 2002b. Incentive issues in inter-firm relationships. *Accounting, Organizations and Society* 27 (3): 213–238.

Carcello, J. V., C. W. Hollingsworth, A. Klein, and T. L. Neal. 2006. *Audit committee financial expertise, competing corporate governance mechanisms, and earnings management*. Available at: http://papers.ssrn.com/sol3/papers.cfm?abstract_id=887512

CFO.com. 2009. *What to do on the way to CFO*. (July 22). Available at: http://www.cfo.com/article.cfm/14082133/c_14082420?f=home_todayinfinance

Charity Navigator. 2010. *CEO compensation study*. Available at: http://www.charitynavigator.org/asset/studies/2010_CEO_Compensation_Study_Revised_Final.pdf (last accessed September 15, 2012).

- Chen, T. Y., S. Dasgupta, and Y. Yu. 2014. Transparency and financing choices of family firms. *Journal of Financial and Quantitative Analysis* (forthcoming).
- Cohen, D., A. Dey, and T. Lys. 2005. *The Sarbanes-Oxley Act of 2002: Implications for compensation structure and risk-taking incentives of CEOs*. Working paper, New York University, The University of Chicago, and Northwestern University.
- Cole, R., and T. Yakushiji, eds. 1984. *The American and Japanese Auto Industries in Transition*. Ann Arbor, MI: University of Michigan.
- Dechow, P. M., and I. Dichev. 2002. The quality of accruals and earnings: The role of accrual estimation errors. *The Accounting Review* 77 (Supplement): 35–59.
- Dechow, P. M., R. Sloan, and A. Sweeney. 1995. Detecting earnings management. *The Accounting Review* 70 (2): 193–225.
- Dechow, P. M., S. P. Kothari, and R. L. Watts. 1998. The relation between earnings and cash flows. *Journal of Accounting and Economics* 25: 133–168.
- Dhaliwal, D., Erickson, and O. Li. 2005a. Shareholder income taxes and the relation between earnings and returns. *Contemporary Accounting Research* 22: 587–616.
- Dhaliwal, D., L. Krull, O. Li, and W. Moser. 2005b. Dividend taxes and implied cost of equity capital. *Journal of Accounting Research* 43: 675–708.
- Easton, P. 2003. Discussion of: The predictive value of expenses excluded from pro forma earnings. *Review of Accounting Studies* 8: 175–183.
- Engel, E., R. Hayes, and X. Wang. 2007. The Sarbanes-Oxley Act and firms' going-private decisions. *Journal of Accounting and Economics* (forthcoming).
- Fehr, E., and K. Schmidt. 2003. A theory of fairness, competition, and cooperation. In *Advances in Behavioral Economics*, edited by C. Camerer, G. Loewenstein, and M. Rabin, 271–296. New York, NY: Princeton University Press.
- Financial Accounting Standards Board (FASB). 2006. *Accounting for Uncertainty in Income Taxes, and Interpretation of FASB Statement No. 109. FASB Interpretation No. 48*. Norwalk, CT: FASB.
- Government Accountability Office (GAO). 2006. *Report to the Committee on Small Business and Entrepreneurship, U.S. Senate. GAO-06-361*. Available at: <http://www.gao.gov/new.items/d06361.pdf>
- Internal Revenue Service (IRS). 2002. *Relief from Joint and Several Liability on Joint Return. Internal Revenue Code (IRC) Section 6015*. Washington, DC: Government Printing Office.
- Janis, I. L. 1982. *Groupthink: Psychological Studies of Policy Decisions and Fiascos*. Boston, MA: Houghton Mifflin.
- Levitt, A. 1998. The numbers game. Speech delivered at New York University, Center for Law and Business, September 28.
- Maggi, G. 1999. The value of commitment with imperfect observability and private information. *RAND Journal of Economics* (Winter) 30: 555–574.
- Microsoft Corporation. 2004. *Microsoft 2004 Proxy Statement*. Bellevue, WA: Microsoft Corporation.
- National Commission on Fraudulent Reporting (the Treadway Commission). 1987. *Report of the National Commission on Fraudulent Financial Reporting*. Washington, DC: NCFRR.
- Nelson, M. W. 2003. Behavioral evidence on the effects of principles- and rules-based standards. *Accounting Horizons* 17 (1): 91–104.
- Nelson, M. W. 2005. A review of experimental and archival conflicts-of-interest research in auditing. In *Conflicts of Interest: Challenges and Solutions in Business, Law, Medicine, and Public Policy*, edited by D. A. Moore, D. M. Cain, G. Loewenstein, and M. H. Bazerman. Cambridge, U.K.: Cambridge University Press.
- Podsakoff, P. M., S. B. MacKenzie, J. Y. Lee, and N. P. Podsakoff. 2003. Common method biases in behavior research: A critical review of the literature and recommended remedies. *Journal of Applied Psychology* 88 (5): 897–903.
- Rigdon, E. E., R. E. Schumacker, and W. Wothke. 1998. A comparative review of interaction and nonlinear modeling. In *Interaction and Nonlinear Effects in Structural Equation Modeling*, edited by R. E. Schumacker, and G. A. Marcoulides, 1–16. Mahwah, NJ: Erlbaum Associates.

- Schultz, E., and T. Francis. 2002. Companies profit on workers' deaths through "dead peasants" insurance. *Wall Street Journal* (April 19): 1.
- Schutze, H., and C. Silverstein. 1997. *Projections for efficient document clustering*. Proceedings of the 20th Annual International ACM SIGIR Conference on Research and Development in Information Retrieval, Philadelphia, PA, July 27–31.
- Securities and Exchange Commission (SEC). 2002. *Certification of Disclosure in Companies' Quarterly and Annual Reports*. Release Nos. 33-8124, 34-46427. Washington, DC: SEC.
- U.S. House of Representatives. 2002. The Sarbanes-Oxley Act of 2002. Public Law 107-204 [H. R. 3763]. Washington, DC: Government Printing Office.
- Wall Street Journal*. 2007. Letters to the editor. (December 15): C10.
- Waymire, G. B. 2014. Neuroscience and ultimate causation in accounting research. *The Accounting Review* 89 (6): 2011–2019. doi: 10.2308/accr-50881.
- Wulf, S. 1997. A level playing field. *Time Magazine* (May 5): 79–80.
- Yadron, D., K. Linebaugh, and J. Lessin 2013. Apple avoided taxes on overseas billions, senate panel finds. *WSJ.online* (May 20). Available at: <http://online.wsj.com/news/articles/SB10001424127887324787004578495250424727708>
- Young, M. 1983. *The effects of subordinate's private information and participation on budgetary slack and worker satisfaction in a simulated production setting*. Doctoral dissertation, University of Pittsburgh.

Tax Journal Citations and Sample References

For journal articles that use legal-style footnotes, reference to a single regulation, government promulgation, or court case should be made as shown below. Generally, references to multiple works of the same type (e.g., two revenue rulings) or multiple works of different types (e.g., a revenue ruling and a court case) should be made through the use of a footnote unless they are brief and do not disrupt the flow of the text. The form for tax citations often encountered is presented below.

I.R.C. § 1248(a)	LTR 8208047 (11/26/80)
Treas. Reg. § 1.1248–3(a)(4)	43 TC 1654 (1975)
Rev. Rul. 82-1, 1982-1 CB 417	TC Memo 1943–496 (1943)
Rev. Proc. 82-1, 1982-1 CB 751	370 F. Supp. 69 (DC-Tx., 1974)
656 F. 2d 659 (CT. Cl., 1981)	388 U.S. 1492 (1980)
411 F. 2d 1275 (CA-6, 1975)	

EDITORIAL POLICIES

See the Editorial Polices (see below) for other journal-specific guidelines.

[Issues in Accounting Education](#)
[Accounting Horizons](#)
[The Accounting Review](#)
[Auditing: A Journal of Practice & Theory](#)
[Behavioral Research in Accounting](#)
[Current Issues in Auditing](#)
[Journal of Emerging Technologies in Accounting](#)
[Journal of Forensic Accounting Research](#)
[Journal of Governmental & Nonprofit Accounting](#)

[Accounting Historians Journal](#)
[Journal of International Accounting Research](#)
[The ATA Journal of Legal Tax Research](#)
[Journal of Management Accounting Research](#)
[Accounting and the Public Interest](#)
[Journal of Financial Reporting](#)
[Journal of Information Systems](#)
[The Journal of the American Taxation Association](#)

PUBLICATIONS POLICIES

[Policy on Prior Publication](#)

Manuscripts appearing in AAA journals are normally original papers that have not been published by the author(s) elsewhere. The availability of a previous version of a manuscript on a working paper series such as SSRN, or a conference website created to distribute papers to conference participants in advance of a conference does not constitute prior publication. A publicly available conference proceeding could represent a form of publication, however. A conference proceeding is the official record of a conference meeting consisting of a collection of documents in paper or electronic form, which corresponds to papers presented at the conference along with additional information such as title page, foreword, and other material that identifies the collection as a set or connected group.

Policies on Publication Ethics

- [Authorship](#)
- [Plagiarism](#)
- [Data Integrity](#)
- [Citing Corrected Articles](#)

TITLE PAGE EXAMPLE

Tortor Consequat Id Porta Nibh Venenatis Cras Sed Felis Eget Velit Aliquet Sagittis Id
Consectetur Purus Ut

First X. Last Name
University of XXX

First X. Last Name
University of XXX

First X. Last Name
University of XXX

Running Head: Tortor Consequat Id Porta Nibh Venenatis Cras Sed Felis Eget Velit Aliquet Sagittis Id Consectetur
Purus Ut

We thank Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Egestas maecenas pharetra convallis posuere morbi leo. Dolor sed viverra ipsum nunc aliquet. Ac odio tempor orci dapibus ultrices in iaculis. Ornare lectus sit amet est placerat in egestas. Posuere ac ut consequat semper viverra. Felis eget nunc lobortis mattis aliquam faucibus purus in massa. Eget magna fermentum iaculis eu non diam phasellus vestibulum. Malesuada pellentesque elit eget gravida cum. Curabitur gravida arcu ac tortor dignissim convallis. Erat nam at lectus urna duis. Mi tempus imperdiet nulla malesuada pellentesque elit eget gravida cum. At tellus at urna condimentum. Suscipit tellus mauris a diam maecenas sed enim ut sem. Quis risus sed vulputate odio ut.

First X. Last Name, University of XXX, Department of XXX, City, ST, USA; First X. Last Name, University of XXX,
Department of XXX, City, Country; First X. Last Name, Name of Firm, City, ST, USA.

ABSTRACT, KEYWORDS, AND ARTICLE TITLE PAGE EXAMPLE

Id Eu Nisl Nunc Mi Ipsum Faucibus Vitae Aliquet Nec Ullamcorper Sit Amet

ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Keywords: pulvinar; elementum; integer.

JEL Classifications: G31, G32, G33, M21.

Data Availability: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

I. INTRODUCTION

Text of article starts here and must be double spaced...