

EDITORIAL POLICY AND STYLE INFORMATION

EDITORIAL POLICY

According to the policies set by the Publications Committee (which were endorsed by the Executive Committee and were published in the *Accounting Education News*, June 1987), *The Accounting Review* “should be viewed as the premier journal for publishing articles reporting the results of accounting research and explaining and illustrating related research methodology. The scope of acceptable articles should embrace any research methodology and any accounting-related subject, as long as the articles meet the standards established for publication in the journal ... No special sections should be necessary. The primary, but not exclusive, audience should be—as it is now—academicians, graduate students, and others interested in accounting research.”

The primary criterion for publication in *The Accounting Review* is the significance of the contribution an article makes to the literature.

The efficiency and effectiveness of the editorial review process is critically dependent upon the actions of both authors submitting papers and the reviewers. Authors accept the responsibility of preparing research papers at a level suitable for evaluation by independent reviewers. Such preparation, therefore, should include subjecting the manuscript to critique by colleagues and others and revising it accordingly prior to submission. The review process is not to be used as a means of obtaining feedback at early stages of developing the research.

Reviewers and associate editors are responsible for providing critically constructive and prompt evaluations of submitted research papers based on the significance of their contribution and on the rigor of analysis and presentation. Associate editors also make editorial recommendations to the editor.

MANUSCRIPT PREPARATION AND STYLE

The Accounting Review's manuscript preparation guidelines follow (with a slight modification) the B-format of *The Chicago Manual of Style* (14th 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*.

FORMAT

1. All manuscripts should be typed in 12-point font on one side of 8½ × 11" good quality paper and be double-spaced, except for indented quotations.
2. Manuscripts should be as concise as the subject and research method permit, generally not to exceed 7,000 words.
3. Margins of at least one inch from top, bottom, and sides should facilitate editing and duplication.
4. To promote anonymous review, authors should not identify themselves directly or indirectly in their papers or in experimental test instruments included with the submission. Single authors should not use the editorial “we.”
5. A cover page should show the title of the paper, the author's name, title and affiliation, email address, any acknowledgments, and a footnote indicating whether the author would be willing to share the data (see last paragraph in this statement).

Pagination: All pages, including tables, appendices and references, should be serially numbered. Major sections should be numbered in Roman numerals. Subsections should not be 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; 3 kilometers; 30 years*. All other numbers are expressed numerically.

Percentages and Decimal Fractions: In nontechnical copy use the word percent in the text.

Hyphens: Use a hyphen to join unit modifiers or to clarify usage. For example: *a well-presented analysis; re-form*. See *Webster's* for correct usage.

Keywords: The abstract is to be followed by four keywords that will assist in indexing the paper.

ABSTRACT/INTRODUCTION

An Abstract of about 100 words should be presented on a separate page immediately preceding the text. The Abstract should concisely inform the reader of the manuscript's topic, its methods, and its findings. Keywords and the Data Availability statements should follow the Abstract. The text of the paper should start with a section labeled "I. Introduction," which provides more details about the paper's purpose, motivation, methodology, and findings. Both the Abstract and the Introduction should be relatively nontechnical, yet clear enough for an informed reader to understand the manuscript's contribution. The manuscript's title, but neither the author's name nor other identification designations, should appear on the Abstract page.

TABLES AND FIGURES

The author should note the following general requirements:

1. Each table and figure (graphic) should appear on a separate page and should be placed at the end of the text. Each should bear an Arabic number and a complete title indicating the exact contents of the table or figure. Tables and figures should define each variable. The titles and definitions should be sufficiently detailed to enable the reader to interpret the tables and figures without reference to the text.
2. A reference to each graphic should be made in the text.
3. The author should indicate by marginal notation where each graphic should be inserted in the text.
4. Graphics should be reasonably interpreted without reference to the text.
5. Source lines and notes should be included as necessary.

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

DOCUMENTATION

Citations: Work cited should use the "author-date system" keyed to a list of works in the reference list (see below). Authors should make an effort to include the relevant page numbers in the cited works.

1. In the text, works are cited as follows: authors' last name and date, without comma, in parentheses: for example, (Jones 1987); with two authors: (Jones and Freeman 1973); with more than two: (Jones et al. 1985); with more than one source cited together (Jones 1987; Freeman 1986); with two or more works by one author: (Jones 1985, 1987).
2. Unless confusion would result, do not use "p." or "pp." before page numbers: for example, (Jones 1987, 115).
3. When the reference list contains more than one work of an author published in the same year, the suffix a, b, etc. follows the date in the text citation: for example, (Jones 1987a) or (Jones 1987a; Freeman 1985b).
4. If an author's name is mentioned in the text, it need not be repeated in the citation; for example, "Jones (1987, 115) says ..."
5. Citations to institutional works should use acronyms or short titles where practicable; for example, (AAA ASOBAT 1966); (AICPA Cohen Commission Report 1977). Where brief, the full title of an institutional work might be shown in a citation: for example, (ICAEW *The Corporate Report* 1975).
6. If the manuscript refers to statutes, legal treatises or court cases, citations acceptable in law reviews should be used.

Reference List: Every manuscript must include a list of references containing only those works cited. Each entry should contain all data necessary for unambiguous identification. With the author-date system, use the following format recommended by *The Chicago Manual*:

1. Arrange citations in alphabetical order according to surname of the first author or the name of the institution responsible for the citation.
2. Use author's initials instead of proper names.
3. Date of publication should be placed immediately after author's name.
4. Titles of journals should not be abbreviated.
5. Multiple works by the same author(s) in the same year are distinguished by letters after the date.
6. Inclusive page numbers are treated as recommended in *Chicago Manual* section 8.67.

Sample entries are as follows:

American Accounting Association, Committee on Concepts and Standards for External Financial Reports. 1977. *Statement on Accounting Theory and Theory Acceptance*. Sarasota, FL: AAA.

- Demski, J. S., and D. E. M. Sappington. 1989. Hierarchical structure and responsibility accounting. *Journal of Accounting Research* 27 (Spring): 40–58.
- Dye, R., B. Balachandran, and R. Magee. 1989. Contingent fees for audit firms. Working paper, Northwestern University, Evanston, IL.
- Fabozzi, F., and I. Pollack, eds. 1987. *The Handbook of Fixed Income Securities*. 2nd edition. Homewood, IL: Dow Jones-Irwin.
- Kahneman, D., P. Slovic, and A. Tversky, eds. 1982. *Judgment Under Uncertainty: Heuristics and Biases*. Cambridge, U.K.: Cambridge University Press.
- Porcano, T. M. 1984a. Distributive justice and tax policy. *The Accounting Review* 59 (October): 619–636.
- . 1984b. The perceived effects of tax policy on corporate investment intentions. *The Journal of the American Taxation Association* 6 (Fall): 7–19.
- Shaw, W. H. 1985. Empirical evidence on the market impact of the safe harbor leasing law. Ph.D. dissertation, The University of Texas at Austin.
- Sherman, T. M., ed. 1984. *Conceptual Framework for Financial Accounting*. Cambridge, MA: Harvard Business School.

Footnotes: Footnotes are not used for documentation. 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 should be consecutively numbered throughout the manuscript with superscript Arabic numerals. Footnote text should be doubled-spaced and placed at the end of the article.

SUBMISSION OF MANUSCRIPTS

Authors should note the following guidelines for submitting manuscripts:

1. Manuscripts currently under consideration by another journal or publisher should not be submitted. The author must state that the work is not submitted or published elsewhere.
2. In the case of manuscripts reporting on field surveys or experiments, four copies of the instrument (questionnaire, case, interview plan or the like) should be submitted. Information that might identify the author(s) must be deleted from the instrument.
3. MS should be submitted via email as Microsoft® Word or PDF files to the TAR office at taruw@u.washington.edu. A submission letter, a separate cover page, and the MS containing no author identification should be emailed as separate files. The submission fee should be paid online (VISA or MasterCard only) at: <https://aaahq.org/AAAforms/journals/tarsubmit.cfm>. If unable to pay online, a check in U.S. funds, made payable to the American Accounting Association, may be sent to Professor Terry Shevlin, Senior Editor TAR, School of Business, Box 353200, University of Washington, Seattle, WA 98195-3200. The submission fee in U.S. funds is \$125.00 for members and \$200.00 for nonmembers of the AAA. Effective January 1990, the submission fee is nonrefundable.
4. The author should retain a copy of the paper.
5. Revisions must be submitted within 12 months from request, otherwise they will be considered new submissions.

COMMENTS

Comments on articles previously published in *The Accounting Review* will be reviewed (anonymously) by two reviewers in sequence. The first reviewer will be the author of the original article being subjected to critique. If substance permits, a suitably revised comment will be sent to a second reviewer to determine its publishability in *The Accounting Review*. If a comment is accepted for publication, the original author will be invited to reply. All other editorial requirements, as enumerated above, also apply to proposed comments.

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POLICY ON DATA AVAILABILITY

The following policy has been adopted by the Executive Committee in its April 1989 meeting. “An objective of (*The Accounting Review, Accounting Horizons, Issues in Accounting Education*) is to provide the widest possible dissemination of knowledge based on systematic scholarly inquiries into accounting as a field of professional research, and educational activity. As part of this process, authors are encouraged to make their data available for use by others in extending or replicating results reported in their articles. Authors of articles which report data dependent results should footnote the status of data availability and, when pertinent, this should be accompanied by information on how the data may be obtained.”