

## OVERVIEW: STYLE GUIDELINES FOR THE NATIONAL TAX JOURNAL

All papers must be submitted as **MS-WORD files** (no PDFs or LaTeX files, please). All text should be double-spaced in Times New Roman 12 point font. Please prepare all tables in MS-WORD; do not cut and paste into the manuscript from other programs. Table entries should also be in Times New Roman font, but table and figure titles and all items in figures should use the Arial font. Indicate the use of percentages or dollars in the table title or headings (e.g., \$Billion); do not put the % and \$ symbols by each number. Choose units so that you use no more than five significant digits in table entries. Put each table and each figure on a separate page, preferably at the end of the manuscript. All equations should be composed using **MathType** equation editor, with left-adjusted equation numbers. Use only one space after the period at the end of a sentence, do not right-adjust the text, and do not add a line of space between paragraphs. Page numbers should start on the second page of the paper, centered at the bottom of the page. Use footnotes with Arabic numbers. Sections (do not use auto-numbering and please make sure there are at least two sections) and subsections should be numbered as shown below, using a maximum of three headers in the following style (using Arial font):

### II. FIRST HEADER

#### A. Second Header

##### 1. Third Header

Citations to references should take one of the following two forms: (1) as discussed by Brown (1999, 2002b), Jackson (2004), and Smith and Jones (2009), or (2) as discussed in the literature (Brown, 1999, 2002b; Jackson, 2004; Smith and Jones, 2009). The most common reference formats are illustrated by the following sample references:

Shoven, John B., and John Whalley, 1972. "A General Equilibrium Calculation of the Effects of Differential Taxation of Income from Capital." *Journal of Public Economics* 1 (3–4), 281–321.

Hubbard, R. Glenn, 2002. "Capital Income Taxation in Tax Reform: Implications for Analysis of Distribution and Efficiency." In Zodrow, George R., and Peter Mieszkowski (eds.), *United States Tax Reform in the 21st Century*, 89–109. Cambridge University Press, Cambridge, UK.

Auerbach, Alan J., and Laurence J. Kotlikoff, 1987. *Dynamic Fiscal Policy*. Cambridge University Press, Cambridge, UK.

Feldstein, Martin, 1994. "Tax Policy and International Capital Flows." NBER Working Paper No. 4851. National Bureau of Economic Research, Cambridge, MA.

Congressional Budget Office, 2005. *Taxing Capital Income: Effective Rates and Approaches to Reform*. Congressional Budget Office, Washington, DC.

Piketty, Thomas and Emmanuel Saez, 2007. "Income Inequality in the United States, Tables and Figures Updated to 2005." University of California, Berkeley, CA, <http://elsa.berkeley.edu/~saez/>.

All articles must include a **conflict of interest disclosure statement** and all refereed articles must include a **300–500 word non-technical summary** as a separate MS-WORD document. Authors are strongly encouraged to provide an online appendix that provides enough details on research methodology so that other researchers could replicate the study.



## STYLE GUIDELINES FOR THE NATIONAL TAX JOURNAL

Your paper should contain the following (details on each item are provided below):

- A 300–500 word non-technical summary (if required, as specified below)
- A cover page, including abstract, keywords, JEL classification codes, affiliations
- Text of the paper, including any footnotes (no endnotes)
- Any tables and figures
- Any acknowledgments and disclaimers
- A conflict of interest disclosure statement
- References
- Any appendices

Please submit the final version of your paper at the NTJ website: <http://editorialexpress.com/ntj>. Your submission must include the document, including all tables and figures, as a single MS-WORD file (no PDFs, LaTeX, or Word Perfect files, please), with all equations entered using MathType and no automatic formatting or macros. When submitting online, include a pdf of the paper in Step 4, and the MS-WORD file and any other files under “other files” in Step 5. Authors are strongly encouraged to provide an online appendix on their own websites that provides enough details on research methodology so that other researchers could replicate the study.

### **Summary**

All papers, with the exception of invited papers, papers for the December Spring Symposium issue, Forum papers, Notes, Comments, Replies, and Book Reviews, should be accompanied by a non-technical summary of 300–500 words. The summary should be easily accessible to the non-specialist, and should identify the main results of the paper, explain their importance, and relate the work to the previous literature. The title of the paper (in all caps, bold and italics) and the names of the authors should be centered at the top of the first page. The summary should not include any citations, and should be prepared as a separate MS-WORD file.

### **Cover Page**

The first page of your paper should be a cover page, and should contain (1) the title of the article, centered, in bold, all caps and italicized, (2) the names of each author, centered, (3) an abstract of 50–100 words in italics, (4) two to six keywords and one to three JEL classification codes (listed at [http://www.aeaweb.org/journal/jel\\_class\\_system.php](http://www.aeaweb.org/journal/jel_class_system.php)), also in italics, and (5) each author’s primary affiliation and an email address. A sample cover page is shown on the following page. Any acknowledgments should be placed at the end of the paper, immediately before the references.

## ***INTERNATIONAL TAX AVOIDANCE***

James L. Jackson and John D. Smith

*This paper examines the tax policy consequences of international tax avoidance. Income shifting is examined by estimating the relationship between U.S. subsidiary profit rates and foreign country statutory tax rates. Estimates of both financial and real responsiveness to tax rate differences among countries are then used to calculate how profits would differ from their current levels in the absence of tax incentives for income shifting. Finally, several policy options for dealing with international tax avoidance are discussed.*

*Keywords: international taxation, tax avoidance, income shifting*

*JEL Codes: H25, H26, H73*

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## Text

Use the Times New Roman font, 12 point, for the text and the Symbol font in the MathType equation editor for equations. All text, including appendices, should be double-spaced with one-inch margins. Footnotes and references should be single-spaced. Indent the first word of a new paragraph by one-half inch.

Use only one space after the period at the end of a sentence, do not right-adjust the text, do not add a line of space between paragraphs, and do not auto-number section headers or references.

Sections and subsections should be numbered as shown below, using a maximum of three headers in the following style (using Arial font):

## **II. FIRST HEADER**

### **A. Second Header**

#### *1. Third Header*

Page numbers should start on the second page of the paper, centered at the bottom of the page.

References in the text to specific tables, figures and sections should be capitalized (e.g., as shown in Column 3 of Table 2 and Figure 3 in Section II).

Citations to references should take one of the following two forms: (1) as discussed by Brown (1999, 2002), Jackson (2004), and Smith and Jones (2009), or (2) as discussed in the literature (Brown, 1999, 2002; Jackson, 2004; Smith and Jones, 2009); avoid the use of “see” in the latter type of citation. If a direct quote is cited (and only in this case), include the page numbers on which the quote is found, e.g., Brown (2014, p. 45) or Smith and Jones (2009, pp. 3–4). Use single quotes only inside double quotes to indicate a quote within a quote. Long quotes can be inset, single-spaced, with no quotation marks. Direct quotes from websites with no page numbers need only the URL in a footnote or in the references.

For lengthy lists within the text, use the format: “The case is clear for three reasons: (1) ... ; (2) ... ; and (3) ... .” Please minimize the use of bullets.

In the text (and footnotes), “et al.” should be used only in the case of four or more authors. All authors should be listed in the references.

Variable names cited in the text (and in tables) should be italicized. Bold face may be used for vectors. Words or phrases in foreign languages including “et al.” should not be italicized.

Please limit the use of the first person tense, do not use second person, and be sure to avoid an informal or conversational style.

## Equations

Equations should be entered in the text using the **MathType equation editor** and indented one-half inch from equation numbers, which should be in parentheses and left-adjusted. When grouping items in equations, first use parentheses, then brackets, then braces. Equations should be cited using

only their numbers (e.g., as shown in (4), rather than as shown in equation (4)), unless the word “Equation” begins a sentence. Equations should not be preceded by colons, and should include punctuation as needed. Variable names should be italicized and can include carets or tildes; however, please do not use overbars.

### **Footnotes**

All footnotes should be left-adjusted and single-spaced in Times New Roman 10 point font, and should be numbered consecutively using Arabic numerals and appear on the page on which they are referenced. Extensive footnotes are generally not needed; please try to limit footnotes to a maximum of 4–5 lines. Do not use *op. cit.*, *ibid*, *supra*, etc., and do not include parenthetical expressions that explain why a citation is relevant.

Footnotes should not simply contain references. For example, rather than writing, “See Brown (1999, 2002) and Smith and Jones (2009a, 2009b)” in a footnote, the text should include “as discussed in the literature (Brown, 1999, 2002; Smith and Jones, 2009a, 2009b).”

### **Length**

Regular and forum articles should be around 30–40 pages, double-spaced, including all references, tables, figures and footnotes, with 50 pages an absolute maximum. Papers for the spring symposium (December) issue should be a maximum of 30 double-spaced pages in total.

### **Tables**

Tables and figures should be kept to a minimum. Please put each table and figure on a separate page at the end of the manuscript, and indicate where it should appear in the text. Additional data can be provided in an online appendix on the author’s website, or made “available upon request from the authors.” Use descriptive table and figure titles, while avoiding excessively long titles.

Tables should be prepared directly in MS-WORD, rather than imported or scanned from another program.

Tables should use the Arial font for the table title and Times New Roman font for everything else, and should be numbered using Arabic numerals. Only the table number should be in bold face. Indicate use of percentages or dollars in the table title or headings — e.g., Rates (%) or \$Billion — and do not put the % and \$ symbols by each number or describe dollar units in a footnote. If a cell in a table has no entry, either leave it blank or enter “NA” for “not applicable.” Use complete sentences in any table notes; please minimize the use of notes, and do not repeat information presented in the text. Use only horizontal lines as separators; do not use a grid or vertical lines. **Do not use more than five significant digits**, make sure that the number of decimal places in standard errors match the number in coefficient estimates, and center entries in each column. Numbers less than one should have leading zeros. Variable names should be italicized and appear exactly as in the text. The first row headers and any panel names should be capitalized, but capitalize only the first word of all other headers. The following illustrates the general format for a table:

**Table 1**  
 Title of Table  
 (Any Parenthetical Expressions)

Heading One	Heading Two (\$Million)	Heading Three (%)
		Subheading One    Subheading Two
<i>Panel A</i>		
Row heading one (2014-\$)		
	Item one <sup>1</sup>	
	Item two	
Row heading two		
	<i>VARIABLE NAME 1</i>	
	<i>VARIABLE NAME 2 (%)</i>	
<i>Panel B</i>		
Row heading one		
	Item one	
	Item two	

Notes: List all general notes that apply to the entire table, separated by periods, using complete sentences. In particular, if appropriate, please use the wording: “Asterisks denote significance at the 1% (\*\*\*) , 5% (\*\*), and 10% (\*) levels.”

<sup>1</sup> Note for a specific table entry.

Sources: List of sources if not clear from the text, separated by semicolons.

## **Figures**

Each figure should be on a separate page and placed at the end of the paper. Figures should be numbered using Arabic numerals. Use the Arial font for the title and all axis labels, legends, numbers, etc. Only the figure number should be in bold face. The title of the figure should be centered and in the following format:

**Figure 1**  
 Title of Figure  
 (Any Parenthetical Expressions)

Since your work will appear in black and white print when published, avoid using any color-coded data points, legends, etc. Use complete sentences in any figure notes. Do not use a font size larger than the text. For examples of figures, consult a recent issue of the *NTJ*.

## **Acknowledgments and Disclaimers**

If you include acknowledgments and/or disclaimers in your paper, they should not be in a footnote but instead should appear after the text, immediately prior to the references section. The titles “**ACKNOWLEDGMENTS**” and “**DISCLAIMERS**” “**ACKNOWLEDGMENTS AND DISCLAIMERS**” should be used as appropriate, in bold face and all caps.

## **Conflict of Interest Disclosure**

All papers must include a conflict of interest disclosure that either identifies any financial arrangements that might give rise to a conflict of interest or states that no such financial arrangements exist. The title “**DISCLOSURES**” should be used, in bold face and all caps.

Sample disclosures: (1) The authors have received financial support for this or related research from the X foundation and the Y business group; (2) The authors have no financial arrangements that might give rise to conflicts of interest with respect to the research reported in this paper.

Detailed information on the *NTJ* conflict of interest disclosure policy is available at <http://www.ntanet.org/images/stories/pdf/ntj%20conflict%20of%20interest%20disclosure%20policy.pdf>.

## **References**

The title “**REFERENCES**” should be used, in bold face and all caps.

Please make sure that all cited references are included in the reference list, and that all items in the reference list are cited in the text.

References should be single-spaced with a line of space between each item and should be ordered alphabetically by the last name(s) of the author(s). They should appear at the end of the paper, after any acknowledgements, disclaimers, and disclosures. Be sure to include all available publication information, including: authors’ and editors’ first names, volume number, issue number, page numbers (including page numbers for articles in books), locations of manuscripts or working papers, city of publication, and publisher. Multiple references from the same author(s) should be listed in chronological order; list the author’s name for each entry (i.e., do not substitute “\_\_\_\_\_.”). Multiple references from the same author(s) in the same year should be listed as 2001a and 2001b, etc., and ordered alphabetically by title. List the names of all authors in the references, i.e., do not use “et al.”

Well-known data sets (PSID, SCF, etc.) and financial indexes (DJIA, Russell 2000, etc.) need not be added to the references. Similarly, government data sources need not be added to the references if they are fully cited in footnotes, figures, or tables, including website URLs as available (e.g., Bureau of Economic Analysis, National Income and Product Accounts, Table 1.1.5, “Gross Domestic Product,” <http://www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1>). Please make sure that all URLs you provide are working links.

Newspaper articles should be cited in a footnote, with a URL if available, e.g.:

<sup>1</sup> Wessel, David, “Political Perceptions: Stepping Up to the Cliff,” *Wall Street Journal*, February 8, 2012, <http://blogs.wsj.com/washwire/2012/08/02/political-perceptions-stepping-up-to-the-cliff/>.

<sup>2</sup> “Senate Agrees on Tax Breaks,” *Wall Street Journal*, August 2, 2012, [http://online.wsj.com/article/SB10000872396390443545504577563491369976670.html?mod=WSJ\\_hps\\_MIDDLENexttoWhatsNewsForth](http://online.wsj.com/article/SB10000872396390443545504577563491369976670.html?mod=WSJ_hps_MIDDLENexttoWhatsNewsForth).

Direct quotes from newspaper articles do not need a page number if the URL is provided.

Court cases can be cited by name only, e.g., “See *Quill Corp. v. North Dakota*” or can be cited more completely in a footnote, e.g., “*Quill Corp. v. North Dakota*, 504 US 298 (1992).” All subsequent references should simply refer to an abbreviation of the name of the case (e.g., *Quill*); please do not use *op. cit.*, *ibid.*, etc.

When possible, cite laws using their common names, e.g., the “Congressional Budget and Impoundment Control Act of 1974,” rather than “2 U.S.C. §622(3).” Please cite specific sections of code and regulations only when absolutely necessary.

For your references, please follow carefully the examples shown below.

### **Articles**

Zodrow, George R., and Peter Mieszkowski, 1986. “Pigou, Tiebout, Property Taxation and the Under-Provision of Local Public Goods.” *Journal of Urban Economics* 19 (3), 356–370.

Gentry, William M., and R. Glenn Hubbard, forthcoming. “The Effects of Progressive Income Taxation on Job Turnover.” *Journal of Public Economics*.

Gravelle, Jane G., and Kent A. Smetters, 2006. “Does the Open Economy Assumption Really Mean that Labor Bears the Burden of a Capital Income Tax?” *Advances in Economic Analysis & Policy* 6 (1), Article 3, <https://www.degruyter.com/view/j/bejeap.2006.6.1/bejeap.2006.6.1.1548/bejeap.2006.6.1.1548.xml>

### **Articles in Books**

Grubert, Harry, and Rosanne Altshuler, 2008. “Corporate Taxes in the World Economy: Reforming the Taxation of Cross-border Income.” In Diamond, John W., and George R. Zodrow (eds.), *Fundamental Tax Reform: Issues, Choices and Implications*, 319–354. MIT Press, Cambridge, MA.

### **Articles in Conference Proceedings**

Marron, Donald, and Eric Toder, 2011. “Tax Policy and the Size of Government.” In *Proceedings of the One Hundred and Fourth Annual Conference on Taxation*, 30–40. National Tax Association, Washington, DC.

### **Books**

Auerbach, Alan J., and Laurence J. Kotlikoff, 1987. *Dynamic Fiscal Policy*. Cambridge University Press, Cambridge, UK.

## ***Websites***

Piketty, Thomas, and Emmanuel Saez, 2007. "Income Inequality in the United States, Tables and Figures Updated to 2005." University of California, Berkeley, CA, <http://elsa.berkeley.edu/~saez/>.

Utt, Ronald, 2009. "The Economic Stimulus Package and the Limits of Infrastructure Jobs Creation." WebMemo # 2273. Heritage Foundation, Washington, DC, <http://www.heritage.org/research/economy/wm2273.cfm>.

Congressional Budget Office, 2009. "Analysis of Subsidies and Payments at Different Income Levels." Letter to the Honorable Harry Reid (November 20). Congressional Budget Office, Washington, DC, [http://www.cbo.gov/ftpdocs/108xx/doc10822/Reid\\_Subsidy\\_Examples\\_11-20.pdf](http://www.cbo.gov/ftpdocs/108xx/doc10822/Reid_Subsidy_Examples_11-20.pdf).

Note: For general websites without a specific year for a posting, provide the website name (if available) and publisher and URL in a footnote rather than in the references, for example:

<sup>1</sup> "Maximizing Your Aid Eligibility," FinAid: The Smart Student Guide to Financial Aid, <http://www.finaid.org/fafsa/maximize.phtml>.

Direct quotes from a website do not need a page number if the URL is provided.

Do not include the date a website was accessed.

## ***Working Papers***

Auten, Gerald, and Geoffrey Gee, 2007. "Income Mobility in the U.S.: Evidence from Income Tax Returns for 1987 and 1996." OTA Paper No. 99. U.S. Department of the Treasury, Office of Tax Analysis, Washington, DC.

## ***Unpublished Manuscripts***

Diamond, John W., 2016. "Houston's Pension Shortfall." Manuscript. Baker Institute for Public Policy, Houston, TX.

## ***Government Publications***

U. S. Government Accountability Office, 2008a. *U.S. Multinational Corporations: Effective Tax Rates are Correlated With Where Income is Reported*. GAO-08-950. USGAO, Washington, DC.

Gravelle, Jane G., 2007. *The Cigarette Tax Increase to Finance SCHIP*. CRS Report RS22681. Congressional Research Service, Washington, DC.

## ***Presentations***

Romer, Christina D., and David H. Romer, 2006. "The Evolution of Economic Understanding and Postwar Stabilization Policy." Paper presented at a symposium on "Rethinking Stabilization Policy," March 15, sponsored by the Federal Reserve Bank of Kansas, Jackson Hole, WY.

## ***Testimony***

Gold, Steven D., 1992. “State Government Experience with Balanced Budget Requirements: Relevance to Federal Proposals.” Testimony, May 13. U.S. House of Representatives, Budget Committee, Washington, DC.

## ***Dissertations***

Nash, John, 1950. *Non-Cooperative Games*. Ph.D. dissertation. Princeton University, Princeton, NJ.

## **Appendices**

Any appendices should follow the references, and should be titled **APPENDIX A** or **APPENDIX B: PARAMETER VALUES**, etc., with at most one level of section headings labeled **A1. First Heading**, or **B2. Second Heading**, etc.

Tables and figures should be numbered “Table A2” and “Figure A4,” etc., and equation numbers should follow the same format as in the text and begin with (A1).

All authors are strongly encouraged to make available in a personal online appendix enough details on their data collection and processing, other methodologies, simulation programs, etc., so that other researchers will be able replicate their studies.

## **Miscellaneous Items**

In the text and in footnotes, use “percent” rather than “%”. The % symbol can be used in tables.

Indicate ranges with an “en-dash” (e.g., 2000–2009, rather than 2000-2009). This includes page ranges on articles cited in the references.

Indicate parenthetical phrases — such as this one — with an “em-dash” separated by spaces.

Spell out “versus” in the text rather than using “vs.”

In general, in the text spell out the numbers one through nine, and use Arabic numerals for all other numbers. However, the numbers 1–9 should also be used for data, with “percent” and “percentage points,” etc.

Use “U.S.” and “UK” as adjectives and “United States” and “United Kingdom” as nouns.

## NATIONAL TAX JOURNAL: STYLE GUIDELINES FOR A BOOK REVIEW

A typical book review published in the *NTJ* is approximately 8–12 double-spaced pages.

In general, a book review should follow the style guidelines provided above. In particular, the format for references should be followed carefully, and the book review should be prepared as a WORD document. Direct quotations or material paraphrased from the book being reviewed should be cited following the format “quotation or material from book” (pp. 345–346).

Summaries, abstracts, JEL codes and keywords are not needed for book reviews, and the cover page should follow the following format:

*National Tax Journal*, June 2011, 64 (2), 000–000

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### **Book Review**

#### ***USING TAXES TO REFORM HEALTH INSURANCE***

*edited by HENRY J. AARON and LEONARD E. BURMAN*

(The Brookings Institution, 2008, Washington, DC, 282 pages)

Vivian Ho

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