

## 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. Topical areas of interest to the journal include accounting information systems, auditing and assurance services, financial accounting, management accounting, taxation, and all other areas of accounting, broadly defined. The journal is also open to all rigorous research methods.

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 editors are responsible for providing constructive and prompt evaluations of submitted research papers based on the significance of their contribution and on the rigor of analysis and presentation.

### MANUSCRIPT PREPARATION AND STYLE

*The Accounting Review's* manuscript preparation guidelines follow *The Chicago Manual of Style* (15th 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 formatted in 12-point font on 8 1/2 x 11" paper and should 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 should be at least one inch from top, bottom, and sides.
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, all authors' names, titles and affiliations, email addresses, and any acknowledgments.

**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 cross-sectional equation; re-form*. See *Webster's* for correct usage.

**Keywords:** The abstract must be followed by at least three keywords to assist in indexing the paper and identifying qualified reviewers.

**Data Availability:** A line immediately following the Keyword identifiers should indicate whether the data are available (see “Data Availability” later in this statement).

## ABSTRACT/INTRODUCTION

An Abstract of about 100 words (150 maximum) 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 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:** Within-text citations are made using an author-year format. Cited works must correspond to the list of works listed in the "References" section. Authors should make an effort to include the relevant page numbers in the within-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 or more authors, (Dechow et al. 1998); more than one work cited, (Cole and Yakushiji 1984; Dechow et al. 1995; Levitt 1998); with two works by the same author(s), (Nelson 2003, 2005).
2. Unless confusion would result, do not use "p." or "pp." before page numbers. For example, (Dechow and Dichev 2002, 41–42).
3. For cited works that include more than one work by an author (or same co-authors) that are published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the "References" section. For example: (Baiman and Rajan 2002a, 2002b).
4. 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 ..."
5. Citations to institutional works should use acronyms or short titles where practicable. For example: (NCFRR, The Treadway Commission 1987).
6. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews 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 follow *The Chicago Manual of Style*):

1. Arrange citations in *alphabetical order* according to the surname of the first author or the name of the institution or body responsible for the published work.
2. Arrange citations in *chronological order* when two or more works are by the same first author (regardless of co-authors). Two or more works by the *same author(s)* published in the same year are distinguished by letters a, b, etc., after the year.
3. Use authors' initials instead of proper names.
4. For two or more authors, separate authors with a comma, including a comma before "and" (Dechow, P. M., R. Sloan, and A. Sweeney).
5. Date of publication follows the author's (authors') name(s).
6. Titles of journals or newspapers should not be abbreviated.

Sample entries are as follows:

- 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.
- , and ———. 2002b. Incentive issues in inter-firm relationships. *Accounting, Organizations and Society* 27 (3): 213–238.
- Berry, R. 2003. Testimony before the Senate Committee on Homeland Security and Governmental Affairs Permanent Subcommittee on Investigations. November 18. Available at: [http://hsgac.senate.gov/\\_files/111803berry.pdf](http://hsgac.senate.gov/_files/111803berry.pdf).
- 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, 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., R. Sloan, and A. Sweeney. 1995. Detecting earnings management. *The Accounting Review* 70 (2): 193–225.
- , S. P. Kothari, and R. L. Watts. 1998. The relation between earnings and cash flows. *Journal of Accounting and Economics* 25: 133–168.
- , and I. Dichev. 2002. The quality of accruals and earnings: The role of accrual estimation errors. *The Accounting Review* 77 (Supplement): 35–59.
- 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).
- Financial Accounting Standards Board (FASB). 2006. *Accounting for Uncertainty in Income Taxes, and Interpretation of FASB Statement No. 109*. FASB Interpretation No. 48. Financial Accounting Series. Norwalk, CT: FASB.
- 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.
- Janis, I. L. 1982. *Groupthink: Psychological Studies of Policy Decisions and Fiascoes*. 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.
- National Commission on Fraudulent Reporting (the Treadway Commission). 1987. *Report of the National Commission on Fraudulent Financial Reporting*. Washington, D.C.: NCFRR.
- Nelson, M. W. 2003. Behavioral evidence on the effects of principles- and rules-based standards. *Accounting Horizons* 17 (1): 91–104.
- . 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.
- 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.
- Securities and Exchange Commission (SEC). 2002. *Certification of Disclosure in Companies' Quarterly and Annual Reports*. Release Nos. 33-8124, 34-46427. Washington, D.C.: SEC.
- U.S. House of Representatives. 2002. The Sarbanes-Oxley Act of 2002. Public Law 107-204 [H. R. 3763]. Washington, D.C.: Government Printing Office.

**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 inserted using the "footnote" or "endnote" feature of the word processing software which will automatically number the footnotes throughout the manuscript with superscript Arabic numerals.

## 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 upon submission that the work is not submitted or published elsewhere.
2. For manuscripts reporting on field surveys or experiments: If the additional documentation (e.g., questionnaire, case, interview schedule) is sent as a separate file, then all information that might identify the author(s) must be deleted from the instrument.
3. Manuscripts should be submitted via email as Microsoft Word or PDF file to the Senior Editor, Steven Kachelmeier, at email address tar@mcombs.utexas.edu. Please submit separate files for (1) the manuscript's title page with identifying information (not forwarded to reviewers), (2) the manuscript with title page and all other identifying information removed, and (3) any necessary supplemental files, such as experimental instructions and/or response memoranda on invited revisions. The body or subject line of the email should also indicate the submission fee receipt code from AAA (see step 4 below).
4. A submission fee is required unless explicitly waived by the editor for invited revisions of previous submissions. 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 Ms. Mary Capps, Editorial Assistant, *The Accounting Review*, The University of Texas at Austin, McCombs School of Business, Department of Accounting CBA 4M.202, 1 University Station B6400, Austin, TX 78712-0211. The submission fee in U.S. funds is \$200.00 for members and \$400.00 for nonmembers of the AAA. The submission fee is nonrefundable.
5. Revisions must be submitted within 12 months from the decision letter inviting a revision.

## COMMENTS

*The Accounting Review* welcomes submissions of comments on previous *TAR* articles. Comments on articles previously published in *The Accounting Review* will generally be reviewed by two reviewers, usually including an author of the original article (to assist the editor in evaluating whether the submitted comment represents the prior article accurately) and an additional reviewer who is independent of the original article. If a comment is accepted for publication, the original author will generally be invited to reply. All other editorial requirements, as enumerated above, apply to proposed comments.

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## POLICY ON DATA AVAILABILITY

The following policy was adopted by the Executive Committee in its 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.”