VBA Journal style instructions

1. Theme, headings and scope
The VBA Journal is published four times a year. Each publication covers a particular investment theme. About 6 months before publication the editors determine the theme of the publication. The theme is announced by means of a 'call for papers' on the VBA/CFA website, a mail-circulation and in the VBA Journal.

The articles in the VBA Journal are classified in the following sections:
- Research: Article in which the author's own research in the field of the theme is presented or in which existing studies or other publications are compared and conclusions are drawn from this comparison. The maximum number of words is 4,200. Including introduction, 'streamers', tables, graphs and photo of the author (s) this means it can cover between 4 to 6 pages in the VBA Journal.
- Opinion: Article directly related to the theme in which a certain position is opined and substantiated. The maximum number of words is 2,800. Including introduction, streamers, tables, charts and photo of the author (s) it means that an article can cover between 3 or 4 pages in the VBA Journal.
- Practice: Analysis of how organizations such as banks, insurers, pension funds and asset managers, are putting into practice related developments. The maximum number of words is 2,800. Including introduction, streamers, tables, graphs and photo of the author (s) it means that an article can cover 3 or 4 pages in the VBA Journal.
- Interview: In principle, this is at the initiative of the editors.
- Column: Short 1-page article with a clear opinion related to the theme. The maximum number of words is 700. A column does not include tables or graphs.
- Book review: Book review of 1 page with a maximum number of words of 700. If possible the topic of the book is related to the theme.
- Thesis: Summary of 1 page of a recently written thesis for the VU-VBA Investment Management Course or the Risk Management for Financial Institutions course or another financial and economic training. The maximum number of words is 700.

2. Numbering
Paragraphs and subsections are not assigned a number. The paragraph layout is not allowed to be more granular. A header can be added to a long subsection by adding first a blank line followed by a short bold title for the paragraph. The paragraph text follows immediately afterwards.

3. Footnotes and endnotes
The VBA Journal has no footnotes. The use of endnotes (under the heading 'Notes') must be limited. In the first endnote, state the first and last name of the authors with academic titles as well as their affiliation and function. If you have used comments and suggestions from sponsors, reviewers or others, this can also be included in this first endnote.

4. Literature list and references
Literature references, exclusively from literature publications cited in the article, are listed alphabetically under the heading 'Literature' at the end of the article. Provide references in the text with, in brackets, the name of the authors without initials and the year of publication, for example: (Bacharach, 1997). If the author of the underlying article is cited, only the year should be mentioned in the current text between brackets. For example: " *…. as*

demonstrated by Klaassen (2000)'". Quotes must be placed between "*double quotes*" followed by a reference source.

The references to articles, book contributions and reports in the reference list, respectively should look like this:

- *Blanchard, O. and J. Tirole, 2004, Redesigning the employment protection system, The Economist, vol. 127 No. 1: 1-20.*
- *Nickell, S. and R. Layard, 1999, Labor market institutions and economic performance, in Ashenfelter,*
- *O. and D. Card, eds., Handbook of labor economics, vol. 3c: 3029-3084, Amsterdam.*
- *Caballero, R., D. Cowan, E. Engel and A. Micco, 2004, Effective labor regulation and microeconomic flexibility, Economic Growth Center Discussion Paper 893, Economic Growth Center, New Haven.*
- *European Securities and Markets Authority (ESMA), 2012, ESMA's report on the supervision of Credit Rating Agencies, Paris. Report on www.esma.europa.eu/system/files/2012-207.pdf.*
- *Internet referral can be added as above, that is: Report or Article on www.xyz.com.*

5. Tables, figures and text frames

Tables, figures and text frames increase the attractiveness of an article, as long as it is used functionally. Tables, figures and text boxes must be referred to in the text. A reader must be able to independently digest a graph or table from the text. The aim is for a maximum of 1 graph or table per page. Figures and tables number continuously. Provide text frames with a clear title.

6. Language and spelling

The VBA Journal has a predominantly Dutch-speaking audience and therefore publications are in principle in Dutch. Use the spelling according to the Dutch Glossary Language (http://woordenlijst.org).

Articles are only published in the English language if the author is not a Dutch person. English-language articles are always checked by a native speaker or translation agency at cost from the author.

7. Other style instructions

The accessibility of articles benefits from:

- active use of language and short sentences;
- a short, sparkling and/or provocative title that covers the topic of the publication, possibly with a subtitle; do not use question marks and other punctuation marks in the title;
- a catchy introduction that informs the reader why this article is relevant to him and what roughly can be expected in the article;
- regular use of intermediate headings to support the structure;
- avoiding unnecessary use of foreign terms; when using foreign or unknown words for the first time, these can be posted in the text between 'single quotes';
- avoiding the use of the first and second person form; for example me, my, we, our, you, your, you, your;
- limited use of formulas; only if they have added value;
- two or three streamers; catchy sentences that appear between the text in a larger font and placed to capture the reader's attention and to be representative of the core of it argument;
- clear conclusions.

8. Delivery

The following instructions apply for delivery:

- Deliver the article in Word format. Keep texts 'flat' as much as possible. Do not use of automatic styles.

- Indicate for which section the item is intended, i.e research, opinion etc.
- State the title and any subtitle on the first page, with the names of the authors; first and last name.
- List the streamers at the end of the article, after the conclusions.
- Deliver figures in separate (Excel) files containing the underlying data. Please make sure that the figures have a sufficiently high resolution.
- Indicate in the accompanying e-mail the name, e-mail address and telephone number of the contact person(s).
- The editors appoint two or three coordinators per theme number. These persons will communicate with the contact person (author) about, among other things, the timelines for the delivery of subsequent versions of the article and about the outcome of reviews of the article by the editors.

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