ISEJ THE INTERNATIONAL STUDENT ECONOMICS JOURNAL

ISEJ Author Guidelines and Pre-Submission Checklist

You may use this document to check your paper before it is submitted. Formatting slips can be fixed in revision but should be avoided. The submission form is embedded in the website – if you cannot access it, please email operations@isejournal.org. Do not contact editors or referees directly.

1. Eligibility

You may only submit an article if you are a current undergraduate at any university or if you have graduated within the last year, and wrote the submitted work while a student. If you are submitting with co-authors, all of them must be eligible.

- ☐ Every author is a current undergraduate, or graduated within the last twelve months and did the work as a student.
- ☐ This is the only paper you are submitting in this call.
- ☐ The paper is not published, and it is not under review anywhere else. Preprints, working papers, and theses are fine.

2. Scope and substance

- ☐ The paper fits within one or more of the journal's sections.
- ☐ The introduction states a clear research question.
- ☐ The paper rests on a defensible empirical or analytical basis. Opinion pieces, pure summaries, and literature reviews without contributions of their own will not be accepted.

3. Originality and similarity

Plagiarism is grounds for rejection, and, in extreme cases, notification to your university or employer.

- ☐ All text, ideas and data from other sources are cited.
- ☐ Every reference is real; appears in the reference list exactly as cited.

4. Length and exhibits

ITEM	RULE
Main text	4,000 to 6,000 words, excluding references, tables, figures and appendices
Abstract	200 words maximum; no citations, no undefined abbreviations
Keywords	1 to 6
JEL codes	1 to 3
Exhibits	No more than 8 tables and figures combined in the main text

- ☐ The main text word count is between 4,000 and 6,000.
- ☐ The abstract makes sense when read on its own.
- ☐ The main text has eight tables and figures or fewer. Anything else is in an appendix.

5. Format

- ☐ The paper is one anonymised PDF in single-column layout, with appendices included.
- ☐ Sections are numbered (1, 1.1, 1.1.1). We recommend this order: Introduction, Background or Literature, Data and Method (or Theory), Results, Discussion, Conclusion, then end matter.
- ☐ Each table and figure is numbered, captioned, and cited in the text. It is readable in greyscale. Notes go below exhibits and give the source, the sample, and the type of error/standard error.
- ☐ Equations are numbered; variables are in italics.
- ☐ References follow a consistent style. Every citation matches an entry in the list. DOIs are given where available.

6. Required statements

Place these directly before the references.

- ☐ **AI declaration.** Name each AI tool you used and what it was used for. Grammar and spelling tools are exempt. You may use AI for code, but not for prose or analysis.
- ☐ **Data availability statement.** Where can the data be found? Otherwise: why can't it be shared?
- ☐ **Competing interests and funding.** Either declare or report that "This research did not receive any specific funding."

7. Anonymity

Review at ISEJ is triple-blind at every stage. The editors and referees do not know who wrote your paper, and you will not be told who reviewed it. Operations will work to remove any remaining personal details before editors see the paper, but it is ultimately your responsibility to ensure that the manuscript itself does not contain any identifying information.

- ☐ Your name and university do not appear on the title page, in headers, footers, or on the first page.
- ☐ Manuscript has no acknowledgements naming individuals or institutions; put these on a separate title page.
- ☐ There are no course codes, supervisor names, or phrases such as "my dissertation at…".

- ☐ There are no links to a personal repository or website. Data and code links should be on the title page.
- ☐ Citations of your own earlier work should be written in the third person ("Smith (2025) shows…", not "In my earlier paper…").
- ☐ The PDF properties (File > Properties) show no author name.

8. AI use

You may not pass off AI-generated text, analysis, or results as your own. Substantive AI use that you have not disclosed is grounds for rejection at any stage, including after acceptance, and, in extreme cases, notification to your university or employer. You may use AI for code, but not for prose or analysis.

- ☐ Your AI declaration covers every tool you used beyond grammar and spelling checkers.

9. Data and code

If your paper uses data, the data and code behind its tables and figures will be, other than in exceptional circumstances, published alongside your work. Our team will check that your code runs and reproduces your main results before your paper is accepted.

- ☐ You have the data ready, or access instructions and reasons it cannot be shared.
- ☐ You have compiled and organised the scripts necessary for going from raw data to the final results.
- ☐ You have a README that lists the software versions and the order in which to run the scripts.
- ☐ If your data is confidential or licensed, you have said so.

10. The submission package

- ☐ Anonymised manuscript (PDF)
- ☐ Separate title page: authors, affiliations, contact details, acknowledgements
- ☐ Cover note of 200 words or fewer: your research question, your contribution, whether the paper comes from coursework or a dissertation, and anywhere it has been circulated before
- ☐ Data and code declaration
- ☐ AI-use disclosure
- ☐ Word count entered on the form

11. Revisions

- ☐ Your revision comes with a point-by-point response letter. Revisions without one are not accepted.
- ☐ You have answered every point offered in the decision letter, either by making the change, or by explaining why you have not.
- ☐ The revised files are anonymised to the same standard as your first submission.

Publication is conditional on your adopting the edits set out in the decision letter. Revised papers, minor or major, are sent only to the editors, not back to referees. If you miss the revision deadline the paper will be considered withdrawn.