



# JICE SUBMISSION GUIDELINES

## What is JICE?

The Journal of International Commerce and Economics (also known as JICE) is the peer-reviewed, internal staff journal for employees of the U.S. International Trade Commission.

## Who can submit articles to JICE for review?

All JICE submissions must be authored or co-authored by a USITC employee. Although external authors may co-author articles with a JICE employee, submissions that are solely the work of persons outside USITC are not accepted.

## What kinds of articles get published in JICE?

JICE accepts submissions of original staff research on a wide variety of topics related to trade. However, JICE is intended for a non-technical, but sophisticated audience, so articles should strive to explain concepts in layman's terms, including defining any industry jargon and explaining research methodologies in simplified terms. Submissions should be original research (i.e., not included in a previous USITC publication or other external publication).

In accordance, with these guidelines, here are some examples of submissions that WOULD be acceptable:

- articles on topics developed for statutory work, but not included in official USITC publications
- posted working papers not intended for future submission to external journals
- articles developed around a topic covered in an Executive Briefing on Trade
- other independent, non-statutory staff research

Conversely, these are examples of submissions that WOULD NOT be acceptable for JICE:

- extended text included as part of a USITC statutory report
- research articles that have already been published by, are under review by, or are intended to be submitted to an external journal

## What are the other requirements for submissions?

Because JICE accepts articles on various topics and of many different types, there are few hard and fast rules for submissions, but authors are encouraged to follow these guidelines:

**Length:** There are no limits on minimum or maximum article length, but authors should be mindful that their articles will eventually be compiled into a volume including other articles. For reference, the average length of past submissions has been around 20 pages, ranging from 7 to 48 pages.

**Modeling and/or econometric estimation:** JICE welcomes submissions that include modeling and estimation, but authors should be mindful that the journal is intended for a non-technical audience, such that submissions should focus on the implications of modeling results and not the modeling in itself. While equations can be included in the text of submissions, any extensive technical work or explanations should be presented in a technical appendix.

## Are there any formatting guidelines I should follow in writing my article?

Title pages should be formatted according to the [template](#). For the body of the article, please use the JICE template formatting for your submissions. Please ensure that you use only a SINGLE space between sentences. Reviewers will use the attached checklist before clearing your article for publication.

## How do I submit an article for JICE?

Just submit a Word document version of your article directly to any JICE Board member, along with any original files for tables and figures. The Board member will pass the article along to the Managing Editor. From there, it is reviewed once by the entire Board, and then an individual article editor is assigned. A blind reviewer (who may be outside USITC) also reviews the work.



## JICE PRE-PRODUCTION REVIEWER CHECKLIST

- ☐ Ensure that the article formatting follows that laid out in the submission guidelines and template, particularly:
  - ☐ Single spacing between sentences
  - ☐ Title page formatted as in the template
  - ☐ Heading levels are labeled, and in accordance with the template
  - ☐ Ensure that all figures have alternative text (Rt click on the figure>“Format chart area”>”Alt text”> Description).
  - ☐ Verify that all charts with more than six data points have the underlying tables presented in an appendix, and include original Excel, PowerPoint, or other files if there are any figures or images used in the article
- ☐ Check that all tables or figures reference a source
- ☐ Document references are included in a section titled “Bibliography”
- ☐ Verify that all links in the article are functional
- ☐ Ensure that the author has provided keywords, USITC filter tags, and a 1-sentence summary for web tagging purposes