GUIDELINES FOR CONTRIBUTORS

I. Manuscript preparation

Papers for publication must be in English.

Authors are requested to submit their manuscript by email to Anne.Miroux@UNCTAD.org. The manuscript should be prepared with Microsoft Word (or an application compatible with Word), accompanied by a statement that the text (or parts thereof) has not been published or submitted for publication elsewhere.

If authors prefer to send by post, please send three copies of their manuscripts to: :

The Editor, *Transnational Corporations*
UNCTAD
Division on Investment, Technology
and Enterprise Development
Palais des Nations
CH-1211 Geneva 10
Switzerland

Articles should not normally exceed 12,000 words (30 double-spaced pages). All articles should have an abstract not exceeding 150 words. Research notes should be between 4,000 and 6,000 words. Book reviews should be around 1,500 words, unless they are review essays, in which case they may be the length of an article. Footnotes should be placed at the bottom of the page they refer to. An alphabetical list of references should appear at the end of the manuscript. Appendices, tables and figures should be on separate sheets of paper and placed at the end of the manuscript.

Manuscripts should be double-spaced (including references) with wide margins. Pages should be numbered consecutively. The first page of the manuscript should contain: (i) title; (ii) name(s) and institutional affiliation(s) of the

author(s); and (iii) mailing address, e-mail address, telephone and facsimile numbers of the author (or primary author, if more than one).

Transnational Corporations has the copyright for all published articles. Authors may reuse published manuscripts with due acknowledgement.

II. Style guide

A. **Quotations** should be accompanied by the page number(s) from the original source.

B. **Footnotes** should be numbered consecutively throughout the text with Arabic-numeral superscripts. Important substantive comments should be integrated in the text itself rather than placed in footnotes.

C. **Figures** (charts, graphs, illustrations, etc.) should have headers, subheaders, labels and full sources. Footnotes to figures should be preceded by lowercase letters and should appear after the sources. Figures should be numbered consecutively. The position of figures in the text should be indicated as follows:

Put figure 1 here

D. **Tables** should have headers, subheaders, column headers and full sources. Table headers should indicate the year(s) of the data, if applicable. The unavailability of data should be indicated by two dots (..). If data are zero or negligible, this should be indicated by a dash (–). Footnotes to tables should be preceded by lowercase letters and should appear after the sources. Tables should be numbered consecutively. The position of tables in the text should be indicated as follows:

Put table 1 here

E. **Abbreviations** should be avoided whenever possible, except for FDI (foreign direct investment) and TNCs (transnational corporations).

F. **Bibliographical references** in the text should appear as: "John Dunning (1979) reported that ...", or "This finding has been widely supported in the literature (Cantwell, 1991, p. 19)". The author(s) should ensure that there is a strict correspondence between names and years appearing in the text and those appearing in the list of references. All citations in the list of references should be complete. Names of journals should not be abbreviated. The following are examples for most citations:

Bhagwati, Jagdish (1988). *Protectionism* (Cambridge, MA: MIT Press).

Cantwell, John (1991). "A survey of theories of international production", in Christos N. Pitelis and Roger Sugden, eds., *The Nature of the Transnational Firm* (London: Routledge), pp. 16-63.

Dunning, John H. (1979). "Explaining changing patterns of international production: in defence of the eclectic theory", *Oxford Bulletin of Economics and Statistics*, 41 (November), pp. 269-295.

All manuscripts accepted for publication will be edited to ensure conformity with United Nations practice.

READERSHIP SURVEY

Dear Reader,

We believe that *Transnational Corporations,* already in its fourteenth year of publication, has established itself as an important channel for policy-oriented academic research on issues relating to transnational corporations (TNCs) and foreign direct investment (FDI). But we would like to know what **you** think of the journal. To this end, we are carrying out a readership survey. And, as a special incentive, every respondent will receive an UNCTAD publication on TNCs! Please fill in the attached questionnaire and send it to:

Readership Survey: *Transnational Corporations*
The Editor
UNCTAD, Room E-9121
Palais des Nations
CH-1211 Geneva 10
Switzerland
Fax: (41) 22 907 0194
(E-mail: tncj@UNCTAD.org)

Please do take the time to complete the questionnaire and return it to the above-mentioned address. Your comments are important to us and will help us to improve the quality of *Transnational Corporations*. We look forward to hearing from you.

Sincerely yours,

Anne Miroux
Editor
Transnational Corporations

TRANSNATIONAL CORPORATIONS

Questionnaire

1. Name and address of respondent (optional):

_____

_____

_____

_____

2. In which country are you based?

_____

_____

_____

3. Which of the following best describes your area of work?

Government	☐	Public enterprise	☐
Private enterprise	☐	Academic or research	☐
Non-profit organization	☐	Library	☐
Media	☐	Other (specify)	☐

4. What is your overall assessment of the contents of *Transnational Corporations*?

Excellent	☐	Adequate	☐
Good	☐	Poor	☐

5. How useful is *Transnational Corporations* to your work?

Very useful ☐ Of some use ☐ Irrelevant ☐

6. Please indicate the three things you liked most about *Transnational Corporations*:

_____

_____

_____

7. Please indicate the three things you liked least about *Transnational Corporations*:

_____

_____

_____

_____

_____

8. Please suggest areas for improvement:

_____

_____

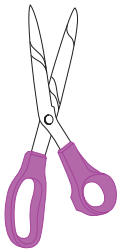
_____

_____

_____

9. Are you a subscriber? Yes ☐ No ☐

If not, would you like to become one ($45 per year)? Yes ☐ No ☐
Please use the subscription form on p. 175).



I wish to subscribe to *Transnational Corporations*

Name _____

Title _____

Organization _____

Address _____

_____

Country _____

Subscription rates for *Transnational Corporations* (3 issues per year)

☐ 1 year US$45 (single issue: US$20)

☐ Payment enclosed

Charge my ☐ Visa ☐ Master Card ☐ American Express

Account No. _____ Expiry Date _____

United Nations Publications

Sales Section
Room DC2-853
2 UN Plaza
New York, N.Y. 10017
United States
Tel: +1 212 963 8302
Fax: +1 212 963 3484
E-mail: publications@un.org

Sales Section
United Nation Office
Palais des Nations
CH-1211 Geneva 10
Switzerland
Tel: +41 22 917 2615
Fax: +41 22 917 0027
E-mail: unpubli@unog.ch

Is our mailing information correct?

Let us know of any changes that might affect your receipt of *Transnational Corporations*. Please fill in the new information.

Name _____

Title _____

Organization _____

Address _____

_____

Country _____

For further information on UNCTAD's work on investment, technology and enterprise development, please visit:

Division on Investment, Technology and Enterprise Development, DITE
http://www.unctad.org/en/subsites/dite

Transnational Corporations Journal
http://www.unctad.org/tnc

FDI Statistics online
http://www.unctad.org/en/subsites/dite/FDIstats_files/FDIstats.htm

World Investment Report
http://www.unctad.org/wir

Advisory Services on Investment and Training
http://www.unctad.org/asit

International Investment Agreements
http://www.unctad.org/iia

Investment Policy Reviews
http://www.unctad.org/en/investpolicy.en.htm

LDCs Investment Guides
http://www.unctad.org/en/investguide.en.htm

World Association of Investment Promotion Agencies (WAIPA)
http://www.waipa.org

United Nations Conference on Trade and Development, UNCTAD
http://www.unctad.org

Printed at United Nations, Geneva
GE.07- – July 2007 – 3,170

UNCTAD/ITE/IIT/2007/1 (Vol. 16, No. 1)

United Nations publication

ISBN 978-92-112713-3
ISSN 1014-9562