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The Transnational Corporations and Management Division, in cooperation with the United Nations Conference on Trade and Development and the financial support of the Government of the Netherlands, organized a one-day symposium on the ways in which developing countries can benefit more from the increasing globalization of business. The symposium brought together policy makers from developed and developing countries, academic experts and senior officials of international organizations. This booklet presents the highlights of the discussion. This publication can be obtained free of charge from the: Transnational Corporations and Management Division, United Nations Department of Economic and Social Development, Two United Nations Plaza, Room DC2-1216, New York, NY 10017, USA.

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Vol. 4,

Nos. 1 and 2

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## Instructions to Contributors

### *Manuscript preparation and style guide*

#### I. Manuscript preparation

Authors are requested to submit three (3) copies of their manuscript in English, accompanied with a statement that it has not been submitted for publication elsewhere, to:

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Authors should provide the diskette of manuscripts once accepted for publication. The diskette, either 5 1/4" or 3 1/2", should be labelled with the title of the article, the name of the author and the software used (WordPerfect, Multimate, Microsoft Word or Wordstar). WordPerfect is the preferred software package. The format of the word processor must be shown on the diskette (e.g., WordPerfect 5.1). The editors do not accept responsibility for damage or loss of manuscripts or diskettes submitted.

The text of articles should, normally, not exceed 20 pages (8,000 words). Shorter research notes may be submitted. Book reviews should be between 500-800 words, unless they are review essays, in which case they may be the length of an article.

Manuscripts should be typewritten on one side of letter-size (A4) paper and should be double-spaced (including references) with wide margins. All pages should be numbered consecutively. All footnotes should appear at the end of the page they refer to. References, appendices, tables and figures (charts, graphs etc.) should be on separate sheets of paper and should be placed at the end of the manuscript.

The first page of the manuscript should contain the following: (i) title; (ii) name(s) and institutional affiliation(s) of the author(s); and (iii)

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address, telephone number and facsimile number of the author or, if more than one, of the primary author who is to be contacted.

The second page of the manuscript should contain the title, the name(s) of the author(s) and an abstract of not more than 150 words.

Articles will be subjected to editing to ensure conformity with United Nations practice.

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Footnotes should be numbered consecutively throughout the text with superscript arabic numerals. Footnotes should be single-spaced and should be placed at the end of each page. Footnotes should not be used for citing references. Important substantive comments should be integrated within the text itself rather than placed in footnotes.

### C. References

An alphabetical list of references of works used should be at the end of the manuscript.

In the text, references to publications should appear as follows: "Dunning (1979) reported that. . . ." or "This issue has been a subject in literature before" (Cantwell, 1991, p. 19). The author should ensure that there is a strict correspondence between the names (years) in the text and those in the reference list.

Authors should ensure that there is *complete* reference in for every citation in the text. Journals should not be abbreviated. The following are examples of the proper form for most entries:

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Cantwell, John (1991). A survey of theories of international production. In *The Nature of the Transnational Firm*, Christos N. Pitelis and Roger Sugden, eds. 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.

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United Nations (1991). *World Investment Report 1991*. Sales No. E.91.II.A.12.

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