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# GUIDELINES FOR CONTRIBUTORS

## I. Manuscript preparation

Papers for publication must be in English.

Authors are requested to submit their manuscript by email to [tnej@unctad.org](mailto:tnej@unctad.org). The manuscript should be prepared in Microsoft Word (or an application compatible with Word), and should be accompanied by a statement that the text (or parts thereof) has not been published or submitted for publication elsewhere.

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

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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: (a) the title; (b) the name(s) and institutional affiliation(s) of the author(s); and (c) the mailing address, e-mail address, telephone and facsimile numbers of the author (or primary author, if more than one).

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## 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:

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Put figure 1 here

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- 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:

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Put table 1 here

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- 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:

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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.



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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,

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# ***TRANSNATIONAL CORPORATIONS***

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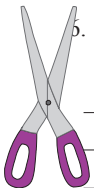
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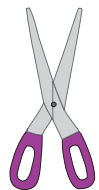
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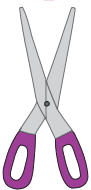
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