
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. 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.

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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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- 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 table 1 here

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- 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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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.

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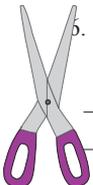
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Printed at United Nations, Geneva
GE.13- – February 2013 – 2,890

UNCTAD/DIAE/IA/2013/1 (Vol. 21, No. 2)

United Nations publication

ISBN 978-92-1-112863-5
e-ISBN 978-92-1-056029-0
ISSN 1014-9562