

GUIDELINES FOR CONTRIBUTORS

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

Original research papers, review and perspective papers should not normally exceed 10,000 words. Point-counterpoints papers should not exceed 7,000 words. Research notes should not exceed 5,000 words. All papers should include an abstract not exceeding 150 words. Book reviews should be around 1,500 words. The word count includes abstract, text, endnotes, references, tables, figures and appendices. 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 number of the author (or primary author, if more than one).

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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:

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- E. Abbreviations** should be avoided whenever possible, except for FDI (foreign direct investment) and MNEs (multinational enterprises)/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.

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