GUIDELINES FOR MANUSCRIPT PREPARATION

All manuscripts should be submitted electronically and adhere to the instructions below. Please use any standard Windows font (preferably Times New Roman) in 12-pt. type and make sure that the document is double-spaced. Please also ensure that the file is not encrypted.

1. **ABSTRACTS** are required for all articles. Abstracts should be short and concise: no longer than 100 words in length. The abstract should be an overview of your paper, including significant keywords, but excluding references and equations. Type the abstract (double-spaced) on the first page of the paper below the title and byline.

2. **SECTION HEADINGS** should use Roman numerals (I., II., etc.); subsections should be lettered (A., B., etc.)

3. **REFERENCE TO INDIVIDUALS IN THE TEXT** *should include the first name, middle initial (if applicable), and last name in the first instance*. Subsequent references should give last name only. Do not refer to individuals as Mister, Doctor, Professor, etc. It is essential that this be adhered to.

4. **REFERENCE TO ORGANIZATIONS OR GOVERNMENTAL AGENCIES IN THE TEXT** should give the name in full, followed by the abbreviation in parentheses. Subsequent references should give abbreviation only; for example: International Monetary Fund (IMF) [first occurrence], IMF [subsequently].

5. **REFERENCE TO ARTICLES AND BOOKS IN THE TEXT**: Give the full name (first name, middle initial, if available, and last name) of author(s) and year of publication in the first citation, with page number(s) where appropriate. When more than one work by the same author is cited, give the last name of author and year of publication in parentheses for each subsequent citation. When listing a string of references within the text, arrange them first in **chronological** order, then alphabetically within years. If there are four or more authors, refer to the first author, followed by et al. and the year. If there is more than one publication referred to in the same year by the author(s), use the year and a, b, etc. (example: 1997a, b). References to authors in the text must exactly match those in the Reference section.

6. **QUOTATIONS** must correspond exactly with the original in wording, spelling, and punctuation. Page numbers must be given. Changes must be indicated: use brackets to identify insertions; use ellipsis dots (...) to show omissions. Also indicate where emphasis has been added. Only lengthy quotations (more than 50 words) should be separated from the text; such quotations must be double-spaced and indented at the left margin.

7. **TABLES AND FIGURES** should be numbered consecutively with Arabic numbers. Each table must have a title.

8. **REFERENCE SECTION** *must be double-spaced*, beginning on a new page following the text, giving *full* information. Use *full* names of authors or editors (**last names first**),

using initials only, if that is the usage of the particular author/editor. List all author/editors up to/including 5 names. Authors of articles and books and material without specific authors or editors, such as government documents, bulletins, or newspapers, are to be listed alphabetically.