

**JOURNAL OF BUSINESS, FINANCE AND ECONOMICS IN
EMERGING ECONOMIES
INSTRUCTIONS TO AUTHORS**

1. Papers should be in English. It is the **responsibility** of the author to ensure that the typescript is correct in style, syntax and spelling (Shorter Oxford English Dictionary). Papers are to be submitted in Microsoft Word format, be 7,000 to 10,000 words long, and typed in 12 pt font with single line spacing and 2 cm margins.
2. **Title page.** The first page of the typescript must contain: the full title; the affiliation and full address of all author(s) as well as the name and full postal address of the author who will be responsible for correspondence and correcting of proofs. An **abstract** not exceeding 100 words and describing the aims, methods, findings and conclusions of the study must be included. For indexing purposes, include up to six keywords and the Journal of Economic Literature (JEL) classification codes that best describe your paper.
3. **Acknowledgements** and references to grants, etc., should appear as a footnote to the author's name on the cover page and should not be included in the main list of notes.
4. **Abbreviations.** Any word or words to be abbreviated should be written in full when first mentioned followed by the abbreviation in parentheses.
5. **Illustrations.** Tables and figures should be embodied in the body of the text and numbered (separately) with Arabic numerals. Titles should be concise and centred below the table number. Where necessary the source should be placed below as:
Source: _____ .
Illustrations should be in black and white and submitted in Excel, as a metafile, or constructed entirely in Microsoft Word.
6. **Short quotations** should be enclosed in double quotation marks and incorporated in the text. Longer quotations (more than 50 words) should be indented from both margins, **with no quotation marks** (all double-spaced). All items cited in the text, **and only those items**, should be included in the list of references.
7. **Dates** should be rendered as follows: 9 January 1980; 1970; twentieth century; 1945-52 and 1952-5 (i.e. do not repeat decade digit if the same).
8. **Numbers** one to ten are normally written out in full; the rest are written in digits within the text. Write out in full where a number starts a sentence.
"In 12 years time ..."
"Twelve years ago ..."

9. **Tables** should come as near as possible to the point of reference, preferably following it.
 Frequent or large tables could be at the end of the paper, or in the Appendix.
 Omit vertical rules unless they are required for clarity.
 Horizontal rules should be kept to a minimum, but include head and tail rules.
 Tables are numbered in the order in which they should appear in the text.
 The title set above the body of the table should identify the table briefly;
 Only initial word and proper nouns are capitalized.
 Use format
 Table 1: Title (this should be centralized on page)
 The source of the data in the table (where applicable) should be in small type
 beneath the table.
10. **Figures and charts** follow basically same rules as for tables.
 Do not enclose figure+heading in a box.
11. **In the text**, when referring to tables and figures, do not capitalize ‘table’ and ‘figure’; eg: ... this is shown in figure 4.
12. **The list of references** should follow straight after the body of the text, unless the first complete reference cannot be accommodated on that page.
13. The same applies to appendix, unless this starts with a table that cannot fit the space.
14. The **appendix** comes before the bibliography.
15. **Initials** such as UNESCO, FAO, etc. should not have stops between letters.
 British English spelling should be used throughout.
- 6 **References** to source material in the text should take the form of surname and year, e.g. (Shaw 1973) or Shaw (1973); (Worrell and Leon 2001); more than two authors: (King et al. 1993).
16. A **reference list in the author date system** should contain all the works referred to (and only those), and listed alphabetically by author’s surname. Note that journal titles should be given in full, including volume and issue numbers, months and date, and page numbers of the article. (See below for examples)

EXAMPLES OF CITATIONS FOR BIBLIOGRAPHIES AND REFERENCES

A. PUBLISHED MATERIAL

Books

Book (Single author) – Documentation 1

Gopaul-Mc Nicol, Sharon-Ann. 1993. *Working with West Indian Families*. New York: Guildford Publications.

Book (Two authors)

Toch, Hans and J. Douglas Grant. 1991. *Police as Problem Solvers*. New York: Plenum Press.

[BUT: (Toch and Grant 1991) for entry in text]

Book, Three Authors

Cramer, Gail L., Clarence W. Jensen and Douglas D. Southgate. 1997. *Agricultural Economics and Agribusiness*. 7th ed. New York: John Wiley & Sons. [**Entry in Bibliography**]

[BUT: (Cramer et al. 1997) for entry in text]

Book, More than Three Authors

Dalla, Ismail, Deena Khatkate, D.C. Rao, Kali Kondury, Kwang Jun and Terry Chupe. 1995. *The Emerging Asian Bond Market*. Washington D.C.: The International Bank for Reconstruction and Development/The World Bank. [**Entry in Bibliography**]

Book, - Organization, Association, or Corporation as Author (Corporate Author)

International Monetary Fund (IMF). 1977. *Surveys of African Economies*. Washington D.C.: International Monetary Fund. (**Entry in Bibliography**)

Book (Author and Editor)

Best, Lloyd, Norman Girvan and C.Y. Thomas. 1993. *Economic Liberalization and Caribbean Development*, edited by Ramesh Ramsaran. St. Augustine, Trinidad: ISER, UWI.

Book, Chapters or Other Titles Parts

Harrison, Alan. 1994. "Just-in-Time Manufacturing". In *New Wave Manufacturing Strategies*, edited by John Storey. London: Paul Chapman Publishing.

Book, Preface, Foreword, Introduction and Similar Parts

Epner, Steven. 1984. Foreword to *Guide to Successful Consulting*, by Steven C. Stryker. Englewood Cliffs, New Jersey: Prentice-Hall.

Journal (Typical)

Wittle, Rob. 1995. "Racist Violence in Western Europe". *New Community*, Vol. 21, No.4, 489-500.

Ali, Ayed M. and Nynul M. Hasan. 1993. "Is the Canadian Stock Market Efficient with Respect to Fiscal Policy? Some Vector Autoregression Results". *Journal of Economics and Business*, Vol. 45, No. 1, 49-59.

Working Paper

Demiriguel-Kunt, A. and R. Levine. 1995. "Stock Market Development and Financial Intermediaries: Stylised Facts". Working Paper 1462, World Bank.

Government Publications

Trinidad and Tobago. Central Statistical Office. 1967. *Agricultural Census 1963*. Port of Spain, Trinidad: C.S.O.

B. UNPUBLISHED MATERIAL

Thesis

La Foucade, Althea D. 1994. "A Review of the Evolution and Performance of Social Security Schemes in the English-Speaking Caribbean". Master's Thesis, The University of the West Indies, St. Augustine, Trinidad.

Paper Presented at a Meeting or Conference

Nurse, Keith. 1992. "Post Cold War Changes in the Capitalist World System: Emerging Dynamics of New Political Parameters". Paper presented at the workshop on Security versus Development: Tensions in the U.N. in the Immediate Post Cold-War Period. Institute of International Relations, St. Augustine, Trinidad.

Unpublished Duplicated Material

Pantin, Dennis. 1995. "Postgraduate Research in the Department of Economics". Department of Economics, The University of the West Indies, St. Augustine, Trinidad. Photocopy.

Interviews and Personal Communications

Lara, Brian, 2000. Interview by Author. Port of Spain, 12 February. **[Entry in Bib.]**

Internet Sources

Lewis, W. A. 1954. "Economic development with unlimited supplies of labour". http://www.globelicsacademy.net/2008/2008_lectures/lewis%20unlimited%20labor%20supply%201954.pdf. Accessed 15th October 2008

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