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.

16. **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).

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**

**Book (Two authors)**


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

**Book, Three Authors**


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

**Book, More than Three Authors**


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


**Book (Author and Editor)**


**Book, Chapters or Other Titles Parts**


**Book, Preface, Foreword, Introduction and Similar Parts**

**Journal (Typical)**


**Working Paper**


**Government Publications**


**B. UNPUBLISHED MATERIAL**

**Thesis**


**Paper Presented at a Meeting or Conference**


**Unpublished Duplicated Material**

Interviews and Personal Communications

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

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