



AUTHOR GUIDELINES - ARTICLE PREPARATION

Article Preparation

The original article should be submitted electronically in single column format, with a word count of 6000-8000 (excluding figures).

If English is not your first language, please ask an English-speaking colleague to proofread your article.

The text of the article should include the following:

- Title
- Abstract
- Text
- References and Notes
- Tables, figure captions and figures
- Keywords

Title, Abstract, Keywords, Addresses, Biographical Notes

Please assist us by following these guidelines:

- Title: as short as possible, with no abbreviations or acronyms.
- Abstract: maximum 250 words.
- Keywords: up to 5
- Address: position, department, name of institution, full postal address and email address for each author.
- Biographical notes: approximately 100 words per author, maximum 250.

References and Notes

All authors are requested to comply with the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the article. For example 'Hamel (2000) suggests ...' or 'Nonaka and Takeuchi (1995) found that ...' or 'A study of economic change (Nelson and Winter, 1982) has shown that ...'

Footnotes should be avoided, but any short, succinct notes making a specific point may be placed in number order following the alphabetical list of references.

References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

Full reference should include all authors' names and initials, date of publication, title of article, title of publication (italics), volume and issue number (of a journal), publisher and form (books, conference proceedings) and page numbers.

Figures

All illustrations, whether diagrams or photographs, are referred to as Figures. Please prepare all figures, especially line diagrams, to the highest possible standards. Bear in mind that lettering may be reduced in size by a factor of 2 or 3, and that fine lines may disappear.

Units of Measurement

All authors should follow the *Système International* (SI) for units of measurement.

Imperial units will be converted, except where conversion would affect the meaning of a statement, or imply a greater or lesser degree of accuracy.

International Context

It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.

Countries and groupings of countries should be referred to by their full title (for example, 'Europe' and 'America' are ambiguous).

Special attention should be paid to identifying units of currency by nationality.

Acronyms should be translated in full into English.

Translated Works

Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, IIRP - French personal income tax).

Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.

The names of mathematical functions may change in translation - check against an English or American mathematical reference text.