

Journal of International Business Policy

Style guide summary

Title page

Your title page should include:

- Title of the manuscript;
- Title, full names, affiliation and addresses of all authors including email addresses;
- Suggestions for a short running title of no more than 40 characters (including spaces);
- Acknowledgements of financial or research assistance, places where the manuscript has been presented, thanks to discussants, and so on; these must be placed on the Title Page and should not appear anywhere else in the manuscript.

Manuscript

Your manuscript should:

- Not include any author-identifying information, including names, affiliations, or acknowledgments;
- Begin with an abstract page that includes a summary of the work in 100-150 words, along with 3-6 descriptive keywords;
- Be double spaced, using 11-point Times New Roman font;
- Be around 10,000 words maximum for a regular article, and 4,000 words maximum for a research note, including all text, references, tables, etc. (longer may be permissible in cases where the size of the contribution is in keeping with the paper's length);
- Conclude with a reference section, followed by figures and tables, labeled consecutively, using Arabic numerals, in order of appearance (one series for tables, one for figures). Each figure or table should begin on a new page.

Reference style

The reference list should be in alphabetical order by author name (use the 'corporate author' or the journal name where no individual author's name is given) and should include all the works you have cited in the paper. The following are examples of proper form:

Journal/Periodical Articles

Cosset, J., & Suret, J. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26: 301–318.

Financial Times. 1996. Survey – Czech Republic: Message from the people. December 6: 3.

Books

Donahoe, J. D. 1989. *The privatization decision*. New York: Basic Books.

Papers

Harley, N. H. 1981. Radon risk models. In A. R. Knight and B. Harrad (eds), *Indoor air and human health*, Proceedings of the Seventh Life Sciences Symposium, 29–31 October 1981, Knoxville, USA: 69–78. Amsterdam: Elsevier.

Chapters in Edited Books

Caves, R. E., & Mehra, S. K. 1986. Entry of foreign multinationals into the US manufacturing industries. In M. E. Porter (ed.), *Competition and global industries*: 449–481. Boston, MA: Harvard Business School Press.

Dissertations

Salk, J. E. 1992. *Shared management joint ventures: Their developmental patterns, challenges and possibilities*. Unpublished PhD Dissertation, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA.

Online documents

The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. <http://www.ici.org>. Accessed 4 February 2004.

Online journal articles

Van de Vliert, E. 2002. Thermoclimate, culture, and poverty as country-level roots of workers' wages. *Journal of International Business Studies*, doi: 10.1057/palgrave.jibs.8400007.