

GUIDELINES FOR CONTRIBUTORS

Occasional Paper submissions must be original contributions of applied research and should not be in consideration for any other publication at the time of submission. If versions of the same article are under consideration by other journals, or have been previously published or appeared on the internet, this must be noted at the time of submission. Please contact us or check our website for upcoming themes.

Major papers should not exceed 7000 words. Major Papers are to include an abstract of 150 words highlighting the main arguments and conclusions of the article. While abstracts are included in the word count, tables, charts, graphs, and footnotes are excluded.

Dispatches from the field should not exceed 2000 words. Dispatches would include educated, timely opinions and observations not requiring academic research but representative of practical field knowledge.

Short articles should not exceed 1500 words. Items that will be considered include book reviews, conference reviews or other short articles.

All submissions are subject to peer-review and, if accepted, authors may be required to make revisions, based on feedback from the reviewers. Selected submissions will be published in their original language.

All material should be: submitted in English or French, typed in Microsoft Word with 12-point font, double-spaced, single-sided with pages numbered, including a header or footer with the author's name. Referencing should follow The Chicago Manual of Style, 15th edition, using superscript sequential numbering and a list of corresponding, fully referenced footnotes, and a bibliography.

All submissions will have a cover page with the following information:

- Author's name, title, and professional affiliation;
- Author's contact details with email;
- Title of submission;
- Type of submission (see above);
- 2 – 4 key words;
- Word count including endnotes;
- Brief 4 – 5 sentence biographical description; and
- Copyright information, if applicable.

Manuscripts should be sent electronically to the editor or printed in duplicate and mailed with a disk or CD ROM.

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