Notes for Authors

1. The language of manuscripts which are sent to the Forman Journal of Economic Studies (FJES) should be in English and sent in Microsoft Word format as an email attachment to: fjes@fccollege.edu.pk

2. The first page of the manuscript should have the title of the paper, name (s) of author (s), and current affiliation of the author (s) and if any acknowledgments.

3. Articles submitted to the FJES must include an abstract of about 200 words that summarizes the highlights of the study, and includes: (i) Motivation of the study /problem (what gap your research will fill), (ii) Approach/Methodology used, (iii) Results/empirical findings, and (iv) Summary/conclusions/policy implications. This will transmit the importance of your paper to a variety of scholars who may see your abstract in online journal databases.

4. Paper should have a list of three to six keywords and JEL Classification in a separate heading after the abstract.

5. All tables and figures should appear throughout the text in the body of the paper and do not use endnotes in your manuscript. Tables in the main text and appendices should be numbered sequentially and separately. The title of each table should clearly describe the contents. The source of the table should be given in a footnote immediately below the line at the bottom of the table.

6. Please note that the manuscript file must be complete (title page, author note, contribution statement, abstract, main text, appendix, references - in this order) as one file only. We cannot accept multiple files or incomplete information.

7. Manuscript should be typed in Times New Roman with 12 font size, and has one-inch margins on all sides.

8. The graphic format for each mathematical formula, diagram, figure or chart should be in text mode for further editing.

9. Manuscripts that are sent to the Journal should been suitable for spelling and grammar rules. The Editor or Editorial Board, if necessary, has a right to require changes relevant to form or content of article from the author(s). Any delay in publication process due to asked information will be the sole responsibility of the author (s).

10. The overall responsibility for the published articles belongs to the author(s) of the articles.

11. All references used in the text should be listed in alphabetical order of the authors' surnames at the end of the text. References in the text should include the name(s) of author(s) with the year of publication in parentheses, and all references should follow the style of the Journal as below:

Books and Ebooks

•   Only the author's surname and first name initials are included, regardless of the presentation of the author's name in the book.

• Only the first letter of the first word of the title (and subtitle, if given) and proper nouns (the names of people, places or organizations, etc.) are capitalized.

• If the ebook has a digital object identifier (DOI), include this in your reference. If there is no DOI include the URL.

• If the ebook was read or acquired through an e-reader device, place the e-reader version in square brackets following the title, not italicized (e.g. [Kindle version]).

• For more information on referencing ebooks, go to http://blog.apastyle.org/apastyle/2011/06/how-do-you-cite-an-e-book.html

Book:

Author, A. A., & Author, B. B. (Year). *Title of book - italicized.* Place of publication: Publisher.

- *Mihelj, S. (2011). Media nations: Communicating belonging and exclusion in the modern world.* New York, NY*: Palgrave Macmillan.*

Ebook with a DOI:

- Author, A. A., & Author, B. B. (Year). *Title of book - italicized.* http://dx.doi.org/xxxxx

- Ross, R. T. (2006). *How to examine the nervous system.* http://dx.doi.org/10.1007/978-1-59745-081-2

Ebook without a DOI:

- Author, A. A., & Author, B. B. (Year). *Title of book - italicized.* Retrieved from http://xxxxx

- Leigh, H. (2010). *Genes, memes, culture, and mental illness.* Retrieved from http://www.bond.eblib.com.au. ezproxy.bond.edu.au/patron/

Two to seven authors or editors for a book and ebook

If you have between two and seven authors, list them all in the reference.

Book:

Nussbaum, J. F., & Coupland, J. (Eds.). (2004). *Handbook of communication and aging research* (2nd ed.). London, England: Lawrence Erlbaum Associates.

Ebook:

Mark, M. M., Donaldson, S. I., & Campbell, B. (2011). *Social psychology and evaluation.* Retrieved from http://www.bond.eblib.com.au.ezproxy.bond.edu.au/patron/

Eight or more authors for a book and ebook

For eight or more authors, include the first six, then three ellipses, followed by the last author's name as in the examples below.

Book:

Stantelmann, M. V., Sifneos, J. C., White, D., Lindsay, K., Freemark, J., Foe, G., . . . Shrim, F. (2007). *Plant diversity.* New York, NY: Book Press.

Ebook:

Chen, C., Sasaki, T., Li, R., Wu, Y., Lin, Z., Mori, Y., . . . Feng, Z. (2012). *Nonlinear optical borate crystals: Principles and applications.* Retrieved from http://ezproxy.bond.edu.au/login?url=http://site. ebrary.com/lib/bond

Books with no author

When there is no author for a book, substitute the title for the author.

- *Dictionary of accounting and finance.* (2010). London, England: Bloomsbury Information.

Edition other than first

The edition statement is placed after the title of the work. This is not necessary for a first edition.

- Bordwell, D., & Thompson, K. (2012). *Film art: An introduction* (10th ed.). New York, NY: McGraw-Hill.

Multiple volumes

Boyle, G. J., & Sakloske, D. H. (Eds.). (2004). *Psychology of individual differences* (Vols. 1-4). London, England: SAGE.

Corporate author (i.e. a company or organization)

When the author is also the publisher, use 'Author' to indicate the publisher.

- American Psychological Association. (2010). *Mastering APA style: Student's workbook and training guide* (6th ed.). Washington, DC: Author.

Chapter in a book or ebook

These examples are for chapters or parts of edited works in which the chapters or parts have individual title and author/s, but are included in collections or textbooks edited by others.

- Only the first letter of the first word of the title of the chapter or part is capitalized.

- When providing details of the book editor(s), the editors' initials are given first, followed by the surname.

- For more information on referencing ebooks, go to http://blog.apastyle.org/apastyle/2011/06/how- do-you-cite-an-e-book.html

Book:

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In B. B. Editor (Ed.), *Title of book - italicized* (pp. xxx-xxx). Place of publication: Publisher.

- Kim, Y. Y. (2004). Adapting to a new culture: An integrative communication theory. In W. B. Gudykunst (Ed.), *Theorizing about intercultural communication* (pp. 375-400). New York, NY: Routledge.

Ebook with a DOI:

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In B. B. Editor (Ed.), *Title of book - italicized* (pp. xxx-xxx). http://dx.doi.org/xxxxx

- Palermo, G. B. (2007). Homicidal syndromes. In R. N. Kocsis (Ed.), *Criminal profiling: International theory, research and practice* (pp. 3-26). http://dx.doi.org/10.1007/978-1-60327-146-2

Ebook without a DOI:

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In B. B. Editor (Ed.), *Title of book - italicised* (pp. xxx-xxx). Retrieved from http://xxxxx

- Stallard, P. (2013). Adapting cognitive behaviour therapy for children and adolescents. In P. Graham & S.

- Reynolds (Eds.), *Cognitive behaviour therapy for children and families* (pp. 22-33). Retrieved from http://www.bond.eblib.com.au.ezproxy.bond.edu.au/patron/

Journal articles

• If the journal article has a digital object identifier (DOI), include this in your reference.

• If there is no DOI and you have accessed the article online, provide a URL that is most likely to lead the reader to the article. This may be the journal homepage or the full document URL. For more information on including URLs, go to http://blog.apastyle.org/apastyle/2009/09/what-to-usethe-full-document-url-or-home-page-url.html

• If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number, otherwise leave the issue number out entirely.

DOI available:

Author, A. A., & Author, B. B. (Year). Title of article. *Title of journal - italicized, volume – italicized (issue,* if applicable), page numbers xxx-xxx. http://dx.doi.org/xxxxx

- Brennan, E. R. (2011). Not seeing the joke: The overlooked role of humour in researching television production. *Media, Culture & Society, 33,* 819-833. http://dx.doi.org/10.1177/0163443711411003

No DOI available:

Author, A. A., & Author, B. B. (Year). Title of article. *Title of journal - italicized, volume – italicized* (issue, if applicable), page numbers xxx-xxx. Retrieved from http://xxxxx

- Rao, V. (1993). Dowry 'inflation' in rural India: A statistical investigation. *Population Studies, 47,* 283-293. Retrieved from http://www.jstor.org/stable/2174731

Two to seven authors for a journal article

If you have between two and seven authors, list them all in the reference.

- Mayer, R. E., Johnson, W. L., Shaw, E., & Sandhu, S. (2006). Constructing computer-based tutors that are socially sensitive: Politeness in educational software. *International Journal of Human-Computer Studies, 64,* 36-42. http://dx.doi.org/10.1016/j.ijhcs.2005.07.001

Eight or more authors for a journal article

For eight or more authors, include the first six, then an ellipsis, followed by the last author's name as in the examples below.

- Linda, M. B., Bowes, J., Cheesebro, K., Stasa, C., Horst, T., Blyskal, B., . . . Duncam, P. (2001). Using variance tracking to improve outcomes and reduce costs. *Dimensions of Critical Care Nursing, 20*(2), 34-42. Retrieved from http://search.proquest.com/docview/229539771/13F5476583E103775FF/97 accounted=26503

Conference paper

Author, A. A., & Author, B. B. (Year, Month). *Title of paper - italicized.* Paper presented at name of conference, Location. Retrieved from http://xxxxx

- Stewart, C. (2013, April). *Immersive assessment: Can online assessment be made personal?* Paper presented at THETA, Hobart, Tasmania. Retrieved from http://eprints.utas.edu.au/16327/

Government publication

Use the government department or organization name as the author if no other author is listed.

Print:

Author, A. A., & Author, B. B. (Year). *Title of publication - italicized.* Place of publication: Publisher.

- Queensland Health. (2005). *Health systems review final report.* Brisbane, Australia: Queensland Government.

Online: Author, A. A., & Author, B. B. (Year). *Title of publication - italicized.* Retrieved from http://xxxxx

- Australian Institute of Criminology. (2012). *Male and female assault offending in Australia.* Retrieved from http://www.aic.gov.au/media_library/publications/rip/rip29/rip29.pdf

Technical and research reports

Include the publisher as part of the retrieval statement, unless they are the author.

Author, A. A., & Author, B. B. (Year). *Title of publication - italicized* (Report No. xxx, if applicable). Retrieved from Agency name (if applicable) http://xxxxx

- Babor, T. F., Higgins-Biddle, J. C., Saunders, J. B., & Monteiro, M. G. (2001). *The alcohol use disorders identification test: Guidelines for use in primary care.* Retrieved from World Health Organization: http://whqlibdoc.who.int/hq/2001/who_msd_msb_01.6a.pdf

Theses or dissertations Unpublished:

Author, A. A. (Year). *Title of thesis - italicized* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

- Othman, A. S. (2012). *Teaching mathematics in a second language in Malaysian primary schools* (unpublished doctoral dissertation). University of Otago, Dunedin, New Zealand.

Retrieved from a database (e.g. ProQuest):

Author, A. A. (Year). *Title of thesis - italicized* (Doctoral dissertation or master's thesis). Available from name of database. (accession or order no.)

- Hanchet, S. H. (2010). *Environmental education in Canadian teacher education* (Master's thesis). Available from ProQuest dissertations and theses database. (Order No. MR70959)

Retrieved from an institutional database:

Author, A. A. (Year). *Title of thesis - italicized* (Doctoral dissertation or master's thesis). Retrieved from http://xxxxx

- Christensen, J. (2011). *The decision to internally generate or outsource risk management activities* (doctoral dissertation). Retrieved from http://epublications.bond.edu.au/theses/47/

Newspaper articles

- Give the URL of the homepage when the online version of the article is available by search.
- Precede page numbers for newspaper articles with p. or pp.
- When there is no author for a newspaper article, substitute article title for author.

Print:

Author, A. A. (Year, Month Day). Title of article. *Title of newspaper - italicized,* page numbers xxx- xxx.

- Bita, N. (2013, July 12). Victoria takes jobs hit. *Herald Sun,* p. 3.

Online:

Author, A. A. (Year, Month Day). Title of article. *Title of newspaper - italicized.* Retrieved from http://xxxxx

- Patty, A. (2009, November 26). Education plan earns poor report. *Sydney Morning Herald.* Retrieved from http://www.smh.com.au/

No author:

Title of article. (Year, Month Day). *Title of newspaper - italicized.* Retrieved from http://xxxxx

- Egypt's Mursi removed from power. (2013, July 3). *The Canberra Times.* Retrieved from http://www.canberra times.com.au/

Magazine articles

- When there is no author for a magazine article, substitute article title for author.
- If the magazine does not use volume numbers, include pp. before the page numbers so the reader will understand that the page numbers refer to pagination.
- Use p. if the source is a page or less long.

Print:

Author, A. A. (Year, Month). Title of article. *Title of magazine - italicized, volume – italicized* (issue, if applicable), page numbers xxx-xxx.

- Spangler, T. (2013, August). Bursting at the seams. *Variety, 321*(1), 29-32.

Online:

Author, A. A. (Year, Month). Title of article. *Title of magazine - italicized, volume – italicized* (issue, if applicable). Retrieved from http://xxxxx

- Ackerman, J. (2003, January). When the frost lies white: Japan's winter wildlife. *National Geographic, 203*(1). Retrieved from http://search.proquest.com/publication/48064/citation?accountid=26503

No author:

Title of article. (Year, Month). *Title of magazine - italicized, volume – italicized* (issue, if applicable). Retrieved from http://xxxxx

- The pain of being a caffeine freak. (2001, October). *New Scientist, 172* (2311). Retrieved from http://go.galegroup.com/ps/i.do?id=GALE%7CA79379233&v=2.1&u=bond&it=r&p=AONE&sw=w

Website

- For information on what to do when information is missing (such as author, title, or date) go to http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style—table- 1.pdf

- Only include retrieval dates if the source material may change over time.

All information provided:

Author, A. A. (Year). Title of webpage. Retrieved month day, year (if applicable) from http://xxxxx

- Atherton, J. (2010). Behaviour modification. Retrieved from http://www.learningandteaching.info/learning/ behaviour_mod.htm

No year provided:

Author, A. A., & Author, B. B. (n.d.). Title of webpage. Retrieved month, day, year (if applicable) from http://xxxxx

- Queensland Rail. (n.d.). About us. Retrieved from http://www.queenslandrail.com.au/AboutUs

No author provided:

Title of webpage. (Year). Retrieved month, day, year (if applicable) from http://xxxxx

Polls bring more good news for Labor. (2013). Retrieved July 15, 2013 from http://news.ninemsn.com.au

Social media

- Describe the source type inside square brackets.

- When the date is unknown, use n.d. for "no date".

- When the date can be reasonably certain but isn't stated, use a bracketed date and "ca."

Blog post:

Username. (Year, Month Day). Title of blog post [blog post]. Retrieved from http://xxxxx

- Jrosenhouse. (2013, July 11). Fun with conditionals [blog post]. Retrieved from http://scienceblogs.com/ evolutionblog/2013/07/11/fun-with-conditionals/

Blog comment:

Username. (Year, Month Day). Re: Title of blog post [blog comment]. Retrieved from http://xxxxx

- Peter. (2013, July 12). Re: Fun with conditionals [blog comment]. Retrieved from http://scienceblogs.com/ evolutionblog/2013/07/11/fun-with-conditionals/

Facebook page:

Username or Group Name. (year). In Facebook [page type]. Retrieved month, day, year, from https://www.facebook.com/specificpageURL

- Telstra. (n.d.). In Facebook [Fan page]. Retrieved June 23, 2011, from https://www.facebook.com/Telstra

Facebook status update:

Username or Group Name. (Year, Month Day). Status update, truncated if too long [Facebook update]. Retrieved from https://www.facebook.com/specificpageURL

- ABC News 24. (2012, July 7). Economic data says Australians are better off than 10 years ago [Facebook update]. Retrieved from https://www.facebook.com/abcnews24.au/posts/610196222347258

Twitter:

Username. (Year, Month Day). Tweet, truncated if too long [Twitter post]. Retrieved from https://twitter.com/specificpageURL

- Open Access in Oz. (2013, May 23). Altmetrics and open access - a measure of public interest http://wp.me/ p39jrN-80 [Twitter post]. Retrieved from https://twitter.com/openaccess_oz/statuses/337307734888 292353

Audiovisual media DVD:

Author, A. A. (Producer). (Year). *Title of DVD - italicized* [DVD]. Country of Origin: Studio.

- Smith, S. (Producer). (2009). *Excellence in teaching: Lesson planning* [DVD]. USA: Sunburst Media.

Motion picture:

Author, A. A. (Director). (Year). *Title of DVD - italicized* [Motion picture]. Country of Origin: Studio.

- Nolan, C. (Director). (2000). *Memento* [Motion picture]. USA: Columbia TriStar Home Entertainment.

Episode in a TV series:

Author, A. A. (Writer), & Author, B.B. (Director). (Year). Title of episode [Television series episode]. In C. C. Author (Executive producer), *Title of TV series - italicized.* Location: Studio.

- Hubbard, M. (Writer), & Scardino, D. (Director). (2007). Hard Ball [Television series episode]. In T. Fey (Executive producer), *30 Rock.* New York, NY: National Broadcasting Company.

Podcast:

Author, A. A. (Presenter), & Author, B. B. (Producer). (Year, Month Day). *Title of podcast - italicized* [audio podcast]. Retrieved from http://xxxxx

- Aedy, R. (Presenter), & Slaven, K. (Producer). (2013, February 14). *Media report* [audio podcast]. Retrieved from:

  http://www.abc.net.au/radionational/programs/mediareport

Abbreviations

The following abbreviations may be used in your citations:

ed.	edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
et al.	and others
n.d.	No date
No.	number (series)
p. (pp.)	page/pages(book)
para.	paragraph
Pt.	part
Vol.	volume (book)

Examples of in-text citations

Type of citation	First in-text Citation	Subsequent in-text citations	Parentheses in-text citation	Subsequent parentheses in-text citations
One author	Smith (2004)	Smith (2004)	(Smith, 2004)	(Smith, 2004)
Two authors	Smith and Jones (2010)	Smith and Jones (2010)	(Smith & Jones, 2010)	(Smith & Jones, 2010)
Three to five authors	Wills, Hurt, and Kime (2007)	Wills et al. (2007)	(Wills, Hurt, & Kime, 2007)	(Wills et al., 2007)
Six or more authors	Baird et al. (2011)	Baird et al. (2011)	(Baird et al., 2011)	(Baird et al., 2011)
Corporate authors which can be identified through abbreviation	World Health Organization (2009)	WHO (2009)	(World Health Organization, 2009)	(WHO, 2009)
Corporate authors without abbreviations	Legal Aid Queensland (2006)	Legal Aid Queensland (2006)	(Legal Aid Queensland, 2006)	(Legal Aid Queensland, 2006)

Works with no identified author or with an anonymous author

•   When there is no author, use the first few words of the title of the reference and the year in the text citation.

•   Use double quotation marks around the title of an article, a chapter, or a webpage for an in-text citation.

•   Italicize the title of a book or a report.

•   When the author is identified as "Anonymous", cite anonymous followed by a comma and the year.

Article, a chapter, or a webpage with no identified author:

Polls bring more good news for Labor. (2013). Retrieved July 15, 2013 from http://news.ninemsn.com. au In-text citation: ("Polls bring more," 2013)

Book or a report with no identified author:

Dictionary of accounting and finance. (2010). London, England: Bloomsbury Information.

In-text citation: (Dictionary of accounting, 2010)

Anonymous:

Anonymous. (2005). The aftermath of workplace violence: One person's account. *Journal of Emergency Nursing, 31,* 564-566. http://dx.doi.org/10.1016/jjen.2005.09.012

In-text citation: (Anonymous, 2005)