

INSTRUCTIONS FOR AUTHORS

Submission of Manuscripts

The *JBS* welcomes manuscript submissions from all social science and business disciplines, as well as border-specific manuscripts from other disciplines. The border emphasis is global. Work from any discipline that illuminates border problems, characteristics, issues and realities in any part of the world is acceptable for manuscript review.

It is important that the manuscript deals in a substantive way with the border-related aspects of the topic. It should not just be the results of a study in a border region without significant consideration of transboundary influences and characteristics. Manuscripts are blind reviewed by at least two qualified readers.

The editors will assume that submission of an article to the *JBS* indicates that the manuscript has not been published elsewhere.

If manuscripts are accepted and published, all rights, including subsidiary rights, are assigned to the *JBS*. The author retains the right to use the article after it has been published in the *JBS* without charge, for any book or anthology of which he or she is author or editor, and to reproduce copies for classroom or for other non-commercial use.

Manuscripts with a clear geographical focus on **European or Near Eastern borders (including North Africa)** should be sent to:

Hank van Houtum and Martin van der Velde
h.vanhoutum@fm.ru.nl
m.vandervelde@ru.nl

Manuscripts with a clear geographical focus on the **Americas or the rest of the world** should be sent to:

Emmanuel Brunet-Jailly
ebrunetj@uvic.ca

*Notes and comments concerning articles previously published in the *JBS* are also welcome.

Email Instructions

Emails should read “*JBS* Manuscript Submission” in the subject line to the editors and include the manuscript as an attachment. The email should include the name of the author(s), his/her institutional affiliation and college or department, position or title, academic rank, and the name, address, telephone, fax and email of the author(s).

MS Word is the preferred format for manuscripts. Images or graphs/tables should be attached as separate documents in their original file format (ie .jpeg, .eps, excel, etc.).

Manuscript Layout

Please note that instructions to authors are to be taken with utmost care; papers submitted to production by the editors are then checked against editorial instructions. Those that do not follow editorial instructions will systematically be postponed to a later date of publication. At this time, such delays may lead to publication a year later.

Length

Articles must be between 6000 and 7000 words. Book reviews should be between 750-1000 words.

Cover Page

All manuscripts must have a cover page which details the contact information for each of the authors, including name, position/ title, academic rank, college or department, institutional affiliation, institutional address, telephone number, and e-mail address.

Body

All pages should be numbered consecutively. All manuscripts should include a title, abstract, introduction, body of the manuscript (with headings/sub-headings if desired), conclusion, endnotes and references.

Spacing

The manuscript should be single spaced with one space between paragraphs. There should also be one space between each reference in the Reference section to prevent editorial errors.

Fonts

For the body of the text, use Times or Times New Roman 10 point font.

All headings should be in Helvetica/Arial at 12 point, bold, and in initial capitals and lower case. Sub-headings should be Helvetica/Arial at 10 point, bold, and in initial capitals and lower case.

Page Layout

To approximate the printable area of the JBS and provide a guide for the sizing and orientation of graphs, illustrations and tables, set the left and right margins to 1.88 inches (4.76 cm), and the top and bottom margins to 1.5 inches (3.81 cm).

Foreign Language

The *JBS* only accepts manuscripts in English. When using foreign words please italicize and provide their translation in English in brackets. When using acronyms, provide their definitions on the first use in the manuscript, and if in a foreign language, provide the translation.

If you are using mathematical symbols in your script a separate electronic file clearly identifying and defining all symbols must be attached.

Spelling

Our Spelling authority is *Webster's Third New International Dictionary*. The Editors assume that all manuscripts have been proofed for errors, spelling accuracy, and consistency prior to submission. In addition, it is important that authors determine the proper use of accents and diacriticals and use these consistently in their manuscripts.

Citations

The JBS prefers the use of citations in parentheses within the text. Endnotes may be used for substantive observations but not for the purpose of citing sources. Endnotes must appear separately at the end of the body of the manuscript prior to the References. **The use of footnotes is unacceptable** and will result in the manuscript being returned to the author for revision.

There is no need to use *ibid.*, *op. cit.*, *loc. cit.*, and so forth. Each in-text reference to the same source should appear in exactly the same format with the possible exception of different page numbers indicated. In the reference section you may list materials with the same author as ----- after the first use of the full name (see Gamez & Angeles article in 25.1 for example of this usage).

The *JBS* preferred manual for in text citation and references is the *Chicago Manual of Style 15th Edition*. Please see "In Text Citation" and "Reference Section" instructions for examples.

Graphs/Illustrations

Indicate clearly in the manuscript where graphs or illustrations should appear in the text. A note in the text in brackets will be sufficient, as in the following example:

[Figure 1 about here]

Graphs and illustrations may be placed in the text for positioning, but a separate electronic file must also be submitted. Graphs, illustrations and tables must all be submitted in their original file formats (such as Excel, .eps, .jpeg, TIFF or AI). **All graphs, tables and illustrations must be submitted in black and white or grayscale.** For further details see "Format of Graphs, Illustrations and Tables."

Format of Graphs, Illustrations and Tables

Starting September 1, 2010 the *JBS* will only be accepting **two tables, graphs or illustrations per article submission**. If you would like to submit more than two there will be an additional cost. Please contact *JBS* Production Editor, Emmanuel Brunet-Jailly at ebrunetj@uvic.ca for further details.

Resolution

Illustrations should be 300 dpi or greater in resolution to ensure picture quality.

Size

All illustrations and tables, including titles, legends and notes must be sent in the size they are to be printed and must fit within the printable area of the *JBS*. The area is 4.75 inches (12.065cm) wide by 7.75 inches (19.685 cm) high. The margins provided previously in the 'Page Layout' section are a good approximation and should be used as a guide for orientation (portrait or landscape), size, readability and placement of these items.

Font

The preferred font for illustration/graph titles and legends is Helvetica/Arial at 10 point.

Frames

Graphs and illustrations should not be enclosed in frames. Appropriate framing will be done at the time of production editing.

Titles and Legends

Tables should be titled and numbered consecutively with Arabic numerals. The title should be in Helvetica/Arial at 10 point, with just Table and number in bold, in initial capitals and lowercase. The legend should be placed at the bottom in the same format.

Example

Table 1. Per Capita Income in Border Counties

All illustrations and graphs (maps, diagrams and charts) should be labeled as "Figure" and numbered consecutively in Arabic numerals.

Example

Figure 1. The Russian-Finnish Border Region

The title for images and graphs should be located at the top of the image and centered. Titles should follow the same format as that of Tables.

In Text Citations

All references to monographs, articles and statistical sources are to be identified at an appropriate point in the text by last name of author, year of publication and pagination (when appropriate) – all within parentheses.

Be sure that the year and the spelling of the authors' names within the parentheses exactly match those in the reference list. Frequently, manuscripts have to be returned a second time to authors because the reference list and the parenthetical citations in the text (including endnotes) do not agree.

Format

An author-date citation in running text or at the end of a block quotation consists of the surname (family name) of the author, followed by the year of publication of the work in question. In this context, "author" may refer not only to one or more authors or an institution but also to one or more editors, translators, or compilers. No punctuation appears between author and date.

Example

(Pacini 1997)
(U.S. Department of Transportation 1998)

Abbreviations such as ed. or trans. are omitted (unless an original and an edited work by the same person appeared in the same year, in which case ed. would be added to the text citation where appropriate).

When a reference list includes two or more works published in the same year by the same author or authors, the text citations as well as the reference list must use the letters “a,” “b,” and so on.

Example
(Beijing Zoo 1974a)

For works by two or three authors, all names are included. The word “and” is used, not an ampersand.

Example
(Hollingsworth and Sockett 1994b)
(Yoskowitz, Pisanni, and Garcia 2000)

For four or more authors, only the name of the first author is used, followed by “et al.” or “and others.” Note that “et al.” is not italicized in text citations.

Example
(Zipursky et al. 1997)

In a study by Zipursky and others (1997), the date pointed to....

Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, and in what order, or it may reflect the relative importance of the items cited. If neither criterion applies, alphabetical or chronological order may be appropriate.

Example
(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

Additional works by the same author(s) are given by date only, separated by commas except where page numbers are required.

Example
(Whittaker 1967, 1975; Wiens 1989a, 1989b)
(Wong 1998, 28; 1999, 475)

Placement

Parenthetical citations are placed just before a mark of punctuation, with the exception of block quotations.

Example

Recent literature has examined longrun price drifts following initial public offerings (Ritther 1991; Loughran and Ritter 1995), stock splits (Ikenberry, Rankine, and Stice 1996), seasoned equity offerings (Loughran and Ritter 1995), and equity repurchases (Ikenberry, Lakonishok, and Vermaelen 1995).

If the author of a source referred to appears in the text, it need not be repeated in a parenthetical citation.

Example

Litman (1983) finds that Academy Award nominations or winnings are significantly related to revenues.

Although citation of a source normally follows a direct quotation, it may precede the quotation if syntax permits.

Example

As Edward Tufte points out (2001, 139), “a graphical element may carry data information and also perform a design function usually left to non data-ink.”

The source of a block quotation is given within parentheses at the end of the quotation and in the same type size. The opening parenthesis appears after the final punctuation mark of the quoted material. No period either precedes or follows the closing parenthesis.

Example

.....pertaining to the area. Additional studies concluded that there were inefficiencies in the system involving support services. (Gonzalez, 2001, 234)

For further examples of citations consult the *Chicago Manual of Style 15th Edition*.

Reference Section

At the end of the text, after the endnotes (if any), the full listing of all items included as in text citations should appear in a section titled References.

Format

The *JBS* prefers that the full names of authors be used. Last name and first initial may be used, **but the listing must be consistent**. There should be no mixing of either format within the references.

Place a space between each reference so that there is no confusion when one reference ends and another begins. Headline style capitalization should be used, and **only book titles are italicized**.

For references in foreign languages, please translate parts of the reference such as month, volume, city of publication, and so forth.

Examples

Following are some examples of in text citations and their corresponding reference formats:

Book with One Author

(Martin du Gard 2000)

Martin du Gard, Roger. 2000. *Lieutenant-Colonel de Maumort*. Trans. By Luc Brebion and Timothy Crouse. New York: Alfred A. Knopf.

Book with Two Authors

(Walker and Taylor 1998)

Walker, J.R., and T.Taylor. 1998. *The Columbia Guide to Online Style*. New York: Columbia Univ. Press.

(Brush and Clark 1983)

Brush, A.H., and G.A. Clark Jr., eds. 1983. *Perspectives in Ornithology*. Cambridge: Cambridge Univ. Press.

Three Authors or Editors

(Schellinger, Hudson, and Rijsberman 1998)

Schellinger, Paul, Christopher Hudson, and Marijk Rijsberman, eds. 1998. *Encyclopedia of the Novel*. Chicago: Fitzroy Dearborn.

More than Three Authors

For works by four to ten persons, all names are given in the reference list. In a note or text citation, only the name of the first author is included, followed by “and others” or “et al.” with no intervening comma. Note that these are not italicized in parenthetical citations.

(Sechzer et al. 1996, 243)

Sechzer, J. A., S. M. Pfaffilin, F. L. Denmark, A. Griffin, and S. J. Blumenthal, eds. 1996. *Women and Mental Health*. Baltimore: Johns Hopkins Univ. Press.

For references with eleven or more authors, the first seven are listed followed by “et al.” The in text citation follows the same format as more than 3 authors.

Editor (Compiler or Translator) Instead of Author

(Kamrany and Day 1980)

Kamrany, Nake M., and Richard H. Day, eds. 1980. *Economic Issues of the Eighties*. Baltimore: Johns Hopkins Univ. Press.

Editor (Compiler or Translator) in Addition to Author

(Menchu 1999)

Menchu, Rigoberta. 1999. *Crossing Borders*. Trans. and ed. Ann Wright. New York: Verso.

Chapter in a Book

(Phibbs 1987, 122-24)

Phibbs, Brendan. 1987. Herrlisheim: Diary of a Battle. In *The Other Side of Time: A Combat Surgeon in World War II*, 117-63. Boston: Little, Brown.

Organization as Author

(British Standards Institute 1985)

British Standards Institute. 1985. *Specification for Abbreviation of Title Words and Titles of Publications*. Linford Woods, Milton Keynes, UK: British Standards Institute.

Contribution to a Multi-Author Book

(Wiens 1983)

Wiens, J. A. 1983. Avian Community Ecology: An Iconoclastic View. In *Perspectives in Ornithology*, eds. A. H. Brush and G. A. Clark Jr., 355-403. Cambridge: Cambridge University.

Multi-Volume Work

(Wright 1968-78, 2: 341)

Wright, Sewell. 1968-78. *Evolution and the Genetics of Populations*. 4 vols. Chicago: Univ. of Chicago Press.

(Wright 1969, 129)

Wright, Sewell. 1969. Theory of Gene Frequencies. Vol. 2 of *Evolution and the Genetics of Populations*. Chicago: Univ. of Chicago Press.

Electronic Book

(Sirosh, Miikkulainen, and Bednar 1996)

Sirosh, J., R. Miikkulainen, and J. A. Bednar. 1996. Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in The Primary Visual Cortex. In *Lateral Interactions in the Cortex: Structure and Function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe. Austin, TX: UTCS Neural Networks Research Group.
http://www.cs.utexas.edu/users/nn/web_pubs/htmlbook96/ (accessed August 27, 2001).

Scholarly or Professional Journal

In reference lists, the volume number follows the journal title without intervening punctuation and is not in italics. Arabic numerals are used even if the journal itself uses roman numerals.

(Terborgh 1974)

Terborgh, J. 1974. Preservation of Natural Diversity: The Problem of Extinction-Prone Species. *BioScience* 24: 715-22.

In reference lists, the issue number is in parentheses.

Allison, G. W. 1999. The Implications of Experimental Design for Biodiversity Manipulations. *American Naturalist* 153 (1): 26-45.

When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

Meyerovitch, Eva. 1959. The Gnostic Manuscripts of Upper Egypt. *Diogenes*, no. 25: 84-117.

When the year itself serves as volume number, it is an indispensable element and should therefore not be enclosed in parentheses. A comma follows the journal title.

Myers, N., and R. Tucker. 1987. Deforestation in Central America: Spanish Legacy and North American Consumers. *Environmental Review*, Spring 1987, 55-71.

Forthcoming Works

If an article has been accepted for publication by a journal but has not yet appeared, forthcoming stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript.

(Researcher and Assistant, forthcoming)

Researcher, A. A., and B. B. Assistant. Forthcoming. Article Title. Journal Name 103.

Newspaper Article (Printed and Online)

Newspaper articles are commonly cited in notes or parenthetical citations. A list of works cited need not list newspaper items if these have been documented in the text. No corresponding entry in a reference list would be needed for the following citation:

In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe...

If for some reason, an entry were included, it would appear as follows:

(Mitchell and Bruni 2001)

Mitchell, Alison, and Frank Bruni. 2001. Scars Still Raw, Bush Clashes With McCain. *New York Times*, March 25, 2001.

Citations to online newspapers or news articles posted by news services are identical to their print counterparts, with the addition of a URL and the date the information was accessed.

Mitchell, Alison, and Frank Bruni. 2001. Scars Still Raw, Bush Clashes With McCain. *New York Times*, March 25, 2001. <http://www.nytimes.com/2001/3/25/politics/25MCCA.html> (accessed January 2, 2002).

Unsigned Newspaper Article

Unsigned newspaper articles or features are best dealt with in text or notes. But if a reference list entry should be needed, the name of the newspaper stands in place of the author.

(*New York Times* 2002)

New York Times. 2002. In Texas, Ad Heats Up Race for Governor. July 30.

Working Paper and Unpublished Work

(Ferber 1971)

Ferber, R. 1971. Family Decision-Making and Economic Behavior. Faculty Working Paper 35, College of Commerce and Business Administration, Univ. of Illinois at Urbana-Champaign.

Thesis or Dissertation

(Schwarz 2000)

Schwarz, G. J. 2000. Multiwavelength Analyses of Classical Carbon-Oxygen Novae (Outbursts, Binary Stars). PhD diss., Arizona State Univ.

Paper Presented at Meetings, Seminars, or Conferences

(O'Guinn 1987)

O'Guinn, T. C. 1987. Touching Greatness: Some Aspects of Star Worship in Contemporary Consumption. Paper presented at the annual meeting of the American Psychological Association, New York.

Letters and other Communications in Published Collections

A reference to a letter, memorandum, or similar communication in a published collection begins with the names of the sender and the recipient, in that order, followed by a date and sometimes the place where the communication was prepared. The word *letter* is unnecessary, but other forms, such as reports or memoranda, should be specified. The title of the collection is given in the usual form for a book.

In a letter to Charles Milnes Gaskell from London, March 30, 1868 (Adams 1930, 141), Adams wrote...

Adams, Henry. 1930. *Letters of Henry Adams, 1858-1891*. Ed. Worthington Chauncey Ford. Boston: Houghton Mifflin.

Unpublished Letters or Personal Communications

In parenthetical citations the terms "personal communication" (or "pers. comm."), "unpublished data," and the like are used after the name(s) of the person(s) concerned, following a comma. Reference list entries are unneeded. The abbreviation "et al." should be avoided in such citations.

(H. J. Brody, pers. comm.)

(E. Simpkins, S. Warren, M. Turck, and S. Gorbach, unpublished data)

Government Document

(U.S. Bureau of the Census 1986)

U.S. Bureau of the Census. 1986. Household Net Wealth and Asset Ownership. Current Population Reports, Series P-70, No. 3. Washington, DC: U.S. Government Printing Office.

Internet Document

When referencing sources of information found on the internet, please include sufficient information so that other researchers can easily locate the materials.

(Kameras 1996)

Kameras, David. 1996. NAFTA Hearing Exposes Sprint. AFL-CIO News. <http://www.aflcio.org/newsonline> (accessed March 8, 2002).

Interview

In whatever form interviews or personal communications exist—published, broadcast, preserved in audiovisual form, available online—the citation normally begins with the name of the person interviewed or the person from whom the communication was received. The interviewer or recipient, if mentioned, comes second.

Published Interview

An interview that has already been published or broadcast is treated like an article in a periodical or a chapter in a book.

(Bellour 1979)

Bellour, Raymond. 1979. Alternation, Segmentation, Hypnosis: Interview with Raymond Bellour. By Janet Bergstrom. *Camera Obscura*, nos. 3-4: 89-94.

Unpublished Interview

Unpublished interviews are best cited in text but they occasionally appear in reference lists. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or tape is available, where it may be found.

(Hunt 1976)

Hunt, Horace [pseud.]. 1976. Interview by Ronald Schatz. Tape recording. May 16. Pennsylvania Historical and Museum Commission, Harrisburg.

For further examples of references consult the *Chicago Manual of Style 15th Edition*.