

SUBMISSION GUIDELINES

1. Articles should be submitted both via email AND in hard copy (one copy), and must contain original unpublished work, not being considered for publication elsewhere.
2. Accepted articles must conform to the journal's format and style.
3. An abstract of no more than 100 words describing the main points, aims, methods, findings and conclusions must accompany the article.
4. Since manuscripts are sent out anonymously for editorial evaluation, the author's details should appear on a separate cover page that can be readily detached. On this page, should also be the title of the article, the author's mailing address, email address, contact fax and telephone numbers, as well as a brief biographical note describing the author's current affiliation, and any major published or forthcoming works. The title of the article, without the author's name should be repeated on another page.
5. Articles should be typed in Microsoft Word, using single-spacing, with generous margins on all sides, in Times New Roman, size 11. The article should be fully-justified. The first line of each paragraph should be indented. A blank line should be left between paragraphs. Authors should retain a true copy.
6. Pages should be numbered consecutively. Length of articles should be 7,000 to 10,000 words, including notes and comments, which should be in the 1,500 to 2,000 word range or less.
7. Acknowledgements and references to grants etc. should appear as a footnote to the author's name on the cover page and should not be included in the main list of notes.
8. Titles of articles should be no more than eight words. Headings are encouraged and should be typed in capitals, flushed with the left margin. Sub-headings should be in upper and lower cases (title case), indented from the left margin. Numbered headings are not used. Two blank lines should be left before headings. There should be no blank line between the headings (or sub-headings) and the next paragraph.
9. Tables, figures, charts, diagrams, and artwork should be incorporated into the text. Authors are responsible for obtaining written permission to reprint any material not covered by fair use. All such material should be in grayscale, not colour.
10. Endnotes should be used. A reference list in the Author Date system should contain all the works referred to, listed alphabetically by author's surname, e.g. Wiarda, Howard J. and Harvey Kline. (2000). *Latin America Politics and Development*: Westview: Boulder, Colorado. Journal titles should be given in full, including volume and/or issue numbers, month and year, and page numbers of the article, e.g. Scott, Davis. (1995). "Revolution, Theory, Modernity: Notes on Cognitive-Political Crisis of Our Time." *Social and Economic Studies*, v.44 (2&3): 14-15. Internet references should include the author, date, URL, and date accessed.

11. In-text citations should be in the format surname, followed by year, and page numbers, enclosed by parentheses, e.g. (Ward 2003) or (Ward 2003: 22-26).
12. Book reviews should not exceed 1500 words. The name of the book, authors, publisher and place, ISBN and pagination should be provided.
13. Unaccepted manuscripts will not be returned.
14. The author must ensure that the article is free from grammatical errors.

Please submit to Editorial Co-ordinator, Journal of Caribbean International Relations, The UWI Graduate Institute of International Relations, the University of the West Indies, St. Augustine, Trinidad. Email: iirtoday@fss.uwi.tt

A soft copy of these submission guidelines can be obtained on request to the Editorial Co-ordinator at iirtoday@fss.uwi.tt