



Economic Working Papers

UNIVERSITY OF THE WEST INDIES

Mona, Jamaica · St. Augustine, Trinidad and Tobago · Cave Hill, Barbados

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Objectives, Rules and Procedures

Objectives

The UWI Economic Working Papers (WPs) are published by the UWI economics departments of Cave Hill, Mona and St. Augustine. It is coordinated by an editorial committee which consists of three editors. The WPs publishes original research in the field of economics which promotes debate on the topic, makes contributions to the field and can be disseminated with a wider audience. Overall, the quality sought is that of the study which can be considered for publication in an academic refereed journal or a chapter in a published academic and refereed book. A goal of the WPs is to showcase economic research by members of the University of the West Indies and to contribute to the vis-

ibility of UWI economists and UWI as an institution worldwide and locally. The studies are of interest for the academic and public/political communities as well as for the private sector. All working papers have to be approved by an editor and a referee in a one-sided blind review process. Papers are published on EconPapers and on an own UWI Working Papers website located on a UWI server.

Rules and Guidelines for Authors

Who can submit?

The members of the UWI economics departments including staff and masters/Ph.D. students can submit their work in progress or ready for/submitted to a refereed journal. Other UWI members can also submit their research in cases of interdisciplinary research or topics that are covered by economics.

What can be submitted?

The following are the types of work considered:

1. work presented in a seminar or conference and revised following the suggestions made by the discussant and other participants;
2. studies submitted for review or possible publication in a refereed journal or likes (it can be submitted in another version);
3. papers already subjected to peer reviewing of some kind with comments taken into account;

4. work already reviewed by a faculty member;
5. studies that has been published and where the policies of the publisher allow to include it in a working paper series;
6. work in progress not read by anyone.

Only papers that have not been published in another working paper series elsewhere can be considered. If there is any doubt whether the work is suited for submission, the editor of the respective campus should be consulted.

How to submit?: style & format rules

The template files for LaTeX (recommended) or Word that can be obtained on the WPs website should be used. Alternatively, the document must be matched precisely to the exact UWI Economic Working Papers style.

Only PDF files can be submitted. The files must be sent via email to the responsible editor of the campus location.

The author has to declare in writing that there are no copyright, legal/ethical or other issues which prevent the publication of the manuscript in the WPs. The paper reflects the original work by the author(s). Any required permission must be obtained, in writing, by the author prior to submission.

The requirements are:

1. Not more than 10,000 words
2. Abstract, up to 100 word
3. Keywords, up to 4

4. JEL codes, 2-4
5. Introduction without separate title/headline
6. Tables and Figures positioned in the main body of the text
7. Bibliography contains only material referenced in the text; all material referenced in the text must be included in the bibliography
8. Appendix comes after the bibliography
9. Submit as a PDF file named "Lastname YYYY", for example "Myers 2014"; if it is the second paper submitted in that year name it "Lastname YYYYb"
10. The title page, section and subsection titles as well as the running headers, margins and line spacings must be as in the templates and the example file to ensure a unified and professional appearance.

How do we decide?

After submission the editor of the campus location makes sure that the format and style guidelines described in the previous subsection, in the template folders and illustrated in the example file are not violated. If they are violated the paper is returned immediately. The local editor can also return the paper if its quality is in doubt.

Once approved by the local editor the study is sent to one of the other two UWI WPs editors (alternating). This second editor either reviews the paper himself/herself or appoints an economics faculty member from his/her

own campus with the applicable expertise to review the paper. Reviewers can decide to accept, reject, or ask for a revision of a study.

Editors and Editor-in-Chief

Appointment rules

Each campus appoints one editor for two years. If the editor retires from this duty before the end of the two years he or she must be replaced by another editor from the same campus.

Upon appointment the three editors elect one of them as the editor-in-chief for the same two year period. If the editor-in-chief retires from this position the three editors must replace the person by another one for the remaining time of the two-year period.

The two-year period of editorial duty begins at the start of the academic year.

Duties

An editor has the responsibility to

1. elect the editor-in-chief
2. know the “objectives, rules and procedures” of the WPs and be familiar with the style and format requirements
3. inform colleagues and students from the own campus who are (potentially) interested in the WPs and answer their questions

4. receive submissions and guarantee that the authors meet the style and format requirements
5. distribute submissions that passed the preliminary own check to one of the two other editors
6. receive papers from other campus locations and find one economics faculty member from his/her own campus who reviews the submission
7. communicate the decision of the reviewer to the editor of the campus from where the submission originates
8. return rejected papers to the submitter if that submitter is from the own campus
9. send accepted papers to the person that manages the WPs website

The editor-in-chief has all the responsibilities that the two other editors have. In addition to that it is his or her duty to

1. manage the EconPapers website (upload accepted papers)
2. communicate with the person that organizes the UWI Working Papers website and ensure that the website is updated, looking and functioning as intended
3. ensure a timely review of submissions in all three campus locations
4. handle complaints and resolve any conflicts between editors, reviewers, authors and third parties
5. provide an additional check that style and format requirements are met

Submission Procedures

1. Submission of a PDF file named "Lastname YYYY", for example "Myers 2014"; if it is the second paper submitted in that year name it "Lastname YYYYb", the third is "Lastname YYYYc"
2. campus editor checks style and format requirements; preliminary checks if the publication meets the type of work considered for the WPs; if there is any issue the paper is returned for good to the author or returned with requests for changes; in case changes are requested the updated version needs to be sent to and checked by the campus editor again;
3. if the paper is approved by the campus editor he or she sends it to another editor which has the right to return the paper if format and style requirements are violated;
4. this second passes the paper to one reviewer in their campus location who must be a member of the respective UWI economics department faculty;
5. reviewers can accept and reject papers or request changes;
6. if the decision is "demand changes" it needs to be modified and resubmitted to the reviewer that requested changes (this has to be communicated and organized by the campus editors where the reviewers are located); it is possible to demand changes a second time;