PETER LANG
INTERNATIONAL ACADEMIC PUBLISHERS

Submission Guidelines

Submitting your manuscript

Please submit your manuscript *in one complete package* once it is finalized.

Please submit your manuscript in a single Microsoft Word document (.docx format) and as a PDF. If this is not possible, separate documents for each chapter are acceptable.

If you are including any figures (graphs, charts, photographs or artwork), please provide each figure as a separate JPG, TIFF or Excel file. Please ensure that they are labeled clearly and match the List of Figures (e.g., Figure 1.1).

Please also submit at this time any other materials that the publisher has requested (see the **Submission Checklist** at the end of this document for further details).

Parts of the manuscript

Book Title and Chapter Titles
Please select your book and chapter titles carefully, using keywords and expressions that will attract potential readers. General chapter titles such as "Methods" should be avoided in place of titles that are descriptive and clear.

Table of Contents
Please include part titles and chapter titles. Please ensure that all chapters are submitted with the manuscript and that the chapter titles and author names are correctly spelled, consistent and in the right order.

Subheadings
Indicate a clear hierarchy in the subheadings by differentiating between subheading levels using bold and/or italic type.

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If you are using lists within the manuscript, please be consistent in using numerals or letters. Bullet points may alternatively be used.

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Please consult with your editorial contact about whether endnotes or footnotes are preferred. Please create either endnotes or footnotes using the Word tool. Numbers should appear after punctuation, like this.[4]

Figures and Tables
Figures and Tables should not be wider than 11 cm. Figures, including graphs, charts, photographs, and artwork, should be supplied in separate JPG, TIFF or Excel files. Please include a List of Figures in the preliminary pages with the caption for each figure (e.g., artist, work title, credit line), numbered consecutively.

Within the manuscript, please include call-outs for each figure in the text (e.g., "see Figure 1.1") and insert any instructions for formatters about the placement of each figure in bold or highlighted text, including whether it should be reproduced in color or greyscale. Please use the figure caption below as a model.

[INSERT FIGURE 1.1 HERE: COLOR]

Figure 1.1. Martin Sheen in *The West Wing* (2001). Reproduced with permission from Warner Brothers TV / Kobal Collection.

Tables should be created in Word and embedded in the manuscript. Each table should have a title preceding it. Please include a List of Tables in the preliminary pages with the title of each table, numbered consecutively. Please use the table below as a model.

Table 4.1. Proceeds from Privatization, 1990–1996 (in US$ millions)

Year	All LDCs	Latin America and the Caribbean	Argentina[(a)]	OECD countries[(b)]	UK
1990	12,658	10,961	891	12,988	4,219
1991	24,243	18,723	1,892	10,168	5,346
1992	26,180	15,560	2,654	18,722	7,923
1993	23,651	10,487	3,823	37,930	8,114
1994	21,704	8,198	746	55,119	4,632
1995	21,802	4,615	954	54,429	5,648
1996	25,175	13,919	272	52,949	2,426
1990–6	155,413	82,417	11,232	242,305	38,308

Note. Manzetti, 1999, and *Financial Market Trends: Finance and Investment* 82 (June 2002).
(a) These are only cash figures. Debt bonds used in transactions totaled US$17 billion in nominal value (as they were considered), but their actual market value was US$8 billion.
(b) Mexico is not included.

References

One or more bibliographies will be required for your book. Please ensure consistency in style across the volume in accord with the referencing style preferred in your field.

Notes on Contributors

Please include a *Notes on Contributors* section at the end of the submitted manuscript, if your book is an edited volume. This should include a brief biography (no more than 1,000 characters including spaces) on each editor and contributor, ordered alphabetically by last name. Each biography should begin with the author's full name and list their current institutional affiliation, research interests, and main publications.

Index

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Please compile the list of terms and names and submit it along with your completed manuscript. Page numbers should only be added to your index during the page proofs stage, when pagination has been finalized.

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Graphs and charts should be provided in the file format in which they were created, usually Excel.

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Each illustration file (JPG, TIFF or Excel) should be labeled clearly and match the List of Figures (e.g., Figure 1).

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Submission Checklist

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- ❑ Review the book to be sure it consistently conforms to the correct style.
- ❑ Confirm that all chapter titles match the Table of Contents.
- ❑ For edited volumes, make sure all contributor names are consistently spelled and that all editors and contributors appear in the Notes on Contributors.
- ❑ Confirm that figures and tables are numbered consecutively, and files are labeled clearly and are consistent with the List of Figures/List of Tables.
- ❑ Verify that all figures are in the correct file format and that images meet the minimum DPI/pixel requirements.
- ❑ Confirm that all necessary permissions have been obtained and check that all required acknowledgments are included in the text.
- ❑ Confirm that you are in alignment with Peter Lang's AI Statement.
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    - Table of Contents
    - List of Figures/List of Illustrations
    - List of Tables
    - Foreword
    - Preface
    - Acknowledgments
    - List of Abbreviations
    - Introduction
    - Each chapter in order
    - Bibliography
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