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4. Lists up to 10 keywords
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A references list should be included at the end of the text. This should cite all works referred to. The reference list should be arranged in alphabetical order by author. Use of the formats set out below will prevent publication delays.

Blogs, F. (1999) Referencing is easy, available: <http://www.asb.unsw.edu.au/> [accessed 31 December 2010].

Davis, Q. (2003) *Employment Law: An Introduction*, Utopia Press, Santa Monica, CA.

Smith, B. and Richards, F. (1976) 'Shareholder voice: Making it count', *Economics and Ethics*, 23(4), pp. 2–22.

Snaid, P. (2010) 'Technological change: Theories of diffusion' in G. Qin and S. Oloro (eds) *Debating Economic Growth*, Academic and General, Slough, pp. 27–64.

(2007) A new approach to citing, available: <http://www.asb.unsw.edu.au/> [accessed 1 January 2011].

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Single quotation marks for short direct quotes; separate line and indent without quotation marks for quotations of 3 lines or longer.

... Jones (2009: 23–24) argues ... Further, she points out (ibid)

... future trends are uncertain (Brown 1999: 23; Smith et al. 2009: 22)

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5. Tables, graphs and charts: Please provide Excel files of these in case reformatting is needed for legibility. Please note: All tables, charts and graphs should be clearly titled and numbered consecutively and included at the end of the text. Titles should be outside the borders of charts or graphs.

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Volume 22 Number 3

November 2011

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ISSN 1035-3046



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