

JUCCI GUIDELINES FOR CONTRIBUTORS

Contributions are welcomed from all areas of scholarship. Manuscripts are expected to be original works able to withstand intensive peer review. Topics may fall within any theme of scholarship, including education, fine arts, humanities, medicine, science, social sciences, international relations, politics, history, and public policy. As the journal serves multidisciplinary interests, any manuscript submitted for publication should be of potential appeal not only to specialists but also to readers whose principal interests do not coincide directly with the subject addressed in the paper.

Authors, rather than the editor or the University College of the Cayman Islands, bear responsibility for accuracy and opinions set forth in articles published in *JUCCI*.

Format of manuscripts - Manuscripts should be typed double-spaced and delivered in both hard copy and electronic formats. The hard copy may be presented in PDF format with illustrations embedded, but the electronic copy should be in a common word processing program (Microsoft Word preferred) with illustrations on separate sheets (see below).

Parts of manuscript - All submissions must have a title page, an abstract, and a complete and accurate bibliography based on *Chicago* guidelines (Livingston, provide link to this reference!). All parts of the manuscript should be double-spaced.

Abstract - The abstract should be concise (about 200 words) and able to stand alone as a summary of the paper. The abstract should be followed by a list of key words.

Illustrations and tables - Illustrations and tables must be printed on separate sheets and numbered. All illustrations and tables must have a corresponding reference in the text. Photographs should be numbered and identified by author's name on the reverse.

Abbreviations - All abbreviations should be spelled out at first use – e.g. Caribbean Single Market and Economy (CSME).

Numbers - Numbers under 10 are written as words except when used in measurements or when combined with a larger number (e.g. 8 to 24 students).

Dates - Dates are in the format day-month-year, without punctuation (e.g. 17 May 2005).

Citations - *JUCCI* uses the author-date system with a reference list. All sources cited in the text must be listed in the reference list, and vice versa. *JUCCI* does not use footnotes, and endnotes will be used only for explanatory material and should be kept to a minimum. Examples of the citation format are below.

Text reference: (Sherry 1996, 348) [number following date is page number]

Reference: Sherry, L. 1996. Issues in distance learning. *International Journal of Educational Telecommunications* 1, no. 4: 337–65.

Text reference: (Schwitzer, Ancis, and Brown 2001)

- Reference:** Schwitzer, A.M., J.R. Ancis, and N. Brown. 2001. *Promoting student learning and student development at a distance*. Lanham, MD: American College Personnel Association.
- Text Reference:** (Spooner et al. 1988, 124)
- Reference:** Spooner, F., M. Spooner, B. Algozzine, and L. Jordan. 1988. Distance education and special education: Promises, practices, and potential pitfalls. *Teacher Education and Special Education* 21, no. 2: 121–31.
- Text Reference:** (Girvan 1997)
- Reference:** Girvan, N. 1997. Societies at risk? The Caribbean and global change. UNESCO, Management of Social Transformations (MOST) Programme, Discussion Paper Series no. 17. www.unesco.org/most/girvan.htm (accessed 1 April 2007).

Note that online sources should be accompanied by the most recent access date.

