

Guidelines for Regent's Faculty Centre for Applied Finance and Banking Working Paper Series

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Abstract: The following guidelines have been set out in the manner required for submissions to the Regent's Working Papers. The cover page should be one page maximum and set up as this page is with a title, author, contact details, abstract, keywords and word count. The overall format is A4-size, in Portrait, with single-line spacing, in font Gill Sans MT size 11, except for the title and author in size 12 and tables and figures in size 10, with RWPBM number in the header and page number in the footer as shown. Further details are given in the sections outlined.

Keywords: Guidelines; Regent's; Working; Papers.

1. Introduction

The working papers are posted on the Regent's Faculty Centre for Applied Finance and Banking Working Paper Series website. The copyright belongs to the author(s) of each paper. This is mainly for work in progress, so the completed work should not have been published previously, although it can be currently under review for external publication. The aims of having this series of working papers is to provide an opportunity for staff to develop their research profiles by inclusion in the Regent's Working Papers series, by the dissemination of research to a wider forum as part of a route to later publication in journals and conference proceedings, and to help represent the state of current research in the Faculty. It may also help improve the quality, and hence success, of papers submitted to academic journals through any feedback provided on the working paper.

2. Author Guidelines

2.1 Format

- Working papers should generally be around 3,000 to 6,000 words in length, including illustrations, tables, and references, but shorter or longer papers will also be considered.
- The whole manuscript, including References and Figure lists etc., should be set up as in these guidelines in A4 portrait format, single-lined typescript (Gill Sans MT, font 11) with margins of 2cm on the top and bottom, 3cm on the left and 2cm on the right side of the page. The title and author should be size 12 and tables and figures in size 10.
- Sections to be numbered as shown in this example. All pages to be numbered consecutively on the right-hand side of the footer in font size 10. The header to show the working paper code RWP0000 in font size 10.
- The first page to include the author's name(s) and affiliation(s), an abstract of around 200 words, a keywords list of around 5 words, the author's contact details and a word count.
- Submit in Microsoft Word format, and it will be in posted online in pdf-format.

2.2 Content

- The overall structure of the work can be expected to vary according to the matter being researched but it would normally be expected that the objectives, literature, background, research methods, findings, arguments, and implications for research and practice in business and management are made clear.
- The overall style should be clear and concise, with the aim of making it informative for both specialists in the field and non-specialists with an interest. Where necessary, some data may be best placed in an Appendix.
- The author must of course follow the normal academic standards regarding authenticity and plagiarism.

2.3 Submission

- Submit your proposed working paper as an email attachment, together with any relevant commentary in the email text, to the Editor: schmidtj@regents.ac.uk

3. Referees

Each paper will be reviewed internally by the Editor, a Specialist Referee or both. The Specialist Referee will have a familiarity with the field of the submitted paper. Being a Specialist Referee is a further opportunity for staff to enhance their academic research profile. Please let the Editor know your general areas of expertise if you would like to volunteer to be a Specialist Referee. If necessary, given the content of the submitted paper, a suitable external referee may also be asked to comment. The refereeing will be based in general on a judgement of the relevance of the subject and the quality of the work.

RWP0000

4. Further information

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