Conference Theme: Celebrating a Trade Union Legend – Sir Frank Walcott

Guidelines to Authors
All manuscripts should be formatted using Microsoft Word 2000 or Windows XP and should be submitted electronically. Proofreading and editing is the responsibility of authors.

Page Limit
The paper should be limited to 20 double-spaced pages including tables, figures and references. It is important that the manuscript meets the required page limit to ensure uniformity.

Margins
All pages should have the same margins, which should be set to the following dimensions:

Top: 1 inch
Left: 1 inch
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All manuscripts will be checked for uniformity and compliance of margin dimensions. Manuscripts which do not comply will be returned to the respective authors for correction and reformatting.

Paper Size
Manuscripts should be on letter size paper; 8.5 inches wide by 11 inches long.

Spacing
Manuscripts should be in single space and paragraphs should be separated by one blank line. The first line of all text based paragraphs should be indented by 0.5 inches.

Font
The manuscript should be done in Times New Roman, 12 points.

Title and Headings
The title should appear on the first page: FULL TITLE, ALL CAPS, BOLD AND RIGHT JUSTIFIED.
The title should be followed by a clear blank line, then:

The Author’s/s’ name/s (one author per line) followed by one clear blank line (right justified)
Affiliation and Country: Name of institution, location of institution/organization and Country (no rank, no university addresses)

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Abstract
The abstract paragraph should be no more than 100 words, fully justified. Abstracts that have more than one hundred words will be returned for revisions and correction. It should be done in single line spacing with the first line of the paragraph indented by 0.5 inches.

Body of the Report
Headings such as INTRODUCTION, LITERATURE REVIEW, METHODOLOGY, FINDINGS, DISCUSSION AND CONCLUSION, ETC. must be preceded and followed by one clear blank line.

Each heading should be BOLD, UPPER CASE and Centred. Sub-headings (within the major sections) should be in lower case, italicized and left justified.

All tables and figures are to be inserted at the appropriate place in the manuscript. All tables and figures should be clearly labeled and should have a text callout in the text directing readers to them. Tables and Figures should not exceed the font size of Times New Roman 11 but may not be below 10 pt. All tables and figures should be titled and numbered with the title and number centered on top of the table of figure. Tables and figures should be presented within a single page and should not spill over tow pages.

Reference
List of references in strict alphabetical order (APA 5th Edition) is required at the end of the paper. All references used in the body of the manuscript must be detailed in the reference list.

Submission Instructions
Authors should email a copy of the manuscript as an attachment to the symposium co-chairs: Mr. Ian Austin email: ian.austin@cavehill.uwi.edu, Dr. Noel Cowell email: noel.cowell@uwimona.edu.jm, and Dr. Steve Weaver email:steve.weaver@uwimona.edu.jm