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Research Articles

Factors Influencing the Economic Behavior of the Food, Beverages and Tobacco Industry: A Case Study for Portuguese Enterprises

Kelly P. Murillo and Eugénio M. Rocha

Is Tourism a Key Factor for Economic Growth? Fresh Evidence from South Europe Using Panel Cointegration and PVAR Analyses

Ioannis Kostakis

Impact of Public Debt, Deficit and Debt Financing on Private Investment in a Large Country: Evidence from the United States

Amir Kia

Brief Articles

The Main Determinants of Capital Inflows in Emerging Market Economies: Does the Exchange Rate Regime Matter?

Fatma Taşdemir

Can US Wage Increases be Regarded as a Leading Indicator for Bond Rates?

Ekin Ayşe Özşuca Erenoğlu and Elif Öznur Acar



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- 9) Tables and Figures should be numbered sequentially. Their titles (captions) should be short, clear and precise. Relevant sources should be acknowledged. The data source used for the preparation of the table or the figure should be stated under the table or the figure.
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- 15) References should be presented on a separate page. References and citations should follow the APA rules and guidelines. DOI numbers **MUST** be provided, when available.
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The process consists of the following steps:

- 1) Editorial desk evaluation: Submitted manuscripts are first evaluated by the Editorial Board for originality, consistency and suitability to the scope of the Journal. WJAE peer-review policy does not allow editors to accept any articles at this stage of the review (i.e. without sending the article to external reviewers) no matter how exceptional it is. However, articles that are insufficiently original, have serious scientific flaws, display a poor command of the English language, or are outside the scope of the Journal can be rejected directly by the Editorial Board. Note that the board decision is final. Please also note that WJAE uses several software solutions to control the originality of the manuscripts. In case of serious plagiarism, the manuscript is rejected immediately and (WJAE maintains) the right to take any measures related to the issue, including the notification of the authorities in the authors' institutions and/or elsewhere.
- 2) If the manuscript passes the desk evaluation, then it is assigned to a section editor, who is a member of the Editorial Team. The assigned section editor then sends the manuscript to at least two reviewers who are well-demonstrated experts in the field of the manuscript with relevant publications and/or other scientifically acceptable outputs. Reviewers are expected to hold a PhD or, in rare cases, have at least ten years of working experience in the relevant field with proven proficiency. Reviewers are given six weeks to complete their reviews. However, note that in some cases, it can take longer than six weeks for some articles to be reviewed. After six weeks, WJAE sends regular reminders to the reviewers.
- 3) Once the review reports are received, the Editorial Board evaluates the reports and makes a decision based on the reviewers' comments and suggestions.
- 4) The authors are notified about the decision.
 - a) If the decision is "Accept as it is" then authors are supplied with a copy editing version and asked to start the proofreading. The proofreading process should be completed within two weeks, latest.
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Research Articles

Factors Influencing the Economic Behavior of the Food, Beverages and Tobacco Industry: A Case Study for Portuguese Enterprises
Kelly P. Murillo and Eugénio M. Rocha99 - 121

Is Tourism a Key Factor for Economic Growth? Fresh Evidence from South Europe Using Panel Cointegration and PVAR Analyses
Ioannis Kostakis123 - 138

Impact of Public Debt, Deficit and Debt Financing on Private Investment in a Large Country: Evidence from the United States
Amir Kia139 - 161

Brief Articles

The Main Determinants of Capital Inflows in Emerging Market Economies: Does the Exchange Rate Regime Matter?
Fatma Taşdemir163 - 167

Can US Wage Increases be Regarded as a Leading Indicator for Bond Rates?
Ekin Ayşe Özşuca Erenoğlu and Elif Öznur Acar 169 - 176