

IPC-IG's guidelines for authors



About the International Policy Centre for Inclusive Growth (IPC-IG)

The International Policy Centre for Inclusive Growth (IPC-IG) is a global forum for South-South dialogue on innovative development policies.

The IPC-IG promotes the production and dissemination of studies and policy recommendations, the exchange of development best practices and the expansion of South-South Cooperation.

The Centre welcomes submissions presenting research findings, fostering policy debate, and contributing to capacity building on development-related topics in any one of our publication formats. Authors submitting papers for publication should observe the following guidelines.

For more information about the types of publications at the IPC-IG please visit: www.ipcig.org/publications.

Before submitting your work for publication, please make sure to check the following publication guidelines:

language of publication **1**

Publications must be written in or translated into **English (U.K.)**.

revision of text **2**

Prior to submitting work for publication, the author is expected to **carefully review and edit their own work**, to correct grammatical and typographical errors and to **verify that editorial norms have been followed**.

submission of work for publication **3**

Authors may submit their work **electronically** as an attachment to publications@ipc-undp.org. The body of the submission e-mail should contain the **title of the publication**, the **date**, as well as the **full name(s) of the author(s)** and desired **institutional affiliations**. All submissions are acknowledged upon receipt.

abstract **4**

The body of the submission e-mail should also contain an **abstract**, providing a general overview of the work in question, comprising around **200-250 words**.

5 file format

All documents sent for publication must be in **Windows Microsoft Word (.doc or .docx) format**. The work should be presented simply: the use of decorative elements and characters is not recommended.

Margins:
top 3 cm, bottom 2 cm,
left 3.0 cm, right 2.5 cm

Font:
Times New Roman
or Arial 12-point

Spacing:
Double line spacing

Footnotes/Endnotes:
10-point font

Page numbers:
centered on the bottom
border of the page with
Arabic figures

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figures, charts and graphs

- The graphs and tables (as well as photos or images when indispensable), should be incorporated into the text in an adequate position defined by the author.
- They should be **titled** and **numbered consecutively** using **Arabic figures**.
- The worksheets and graph data that are included in the text should be **editable in Microsoft Excel**.
- The photos or images should be attached discretely as **.jpg** files in high resolution (300dpi).
- Their **source** should also be **properly credited**.

Figure 1: Title



Source: Author, year.



IPC-IG
publication
type:



word limit



number of tables,
illustrations,
boxes or graphs



references

corresponding to:

Aa|

number of
characters with
spaces



pages (word file)



working paper



one pager



policy
research brief



technical paper



policy in focus

maximum
20,000

no limit

at least
5

text: maximum
120,000
abstract: maximum
2,600

maximum
120

maximum
800
(without bullets)
or
700
(with bullets)

minimum
600

title with a maximum
of 80 characters

- 1

maximum
2

approximately
5,000 approximately
5,000

2 1.5

3,200

2 to 4

maximum
5

approximately
19,000

8

no limit

no limit

no limit

no limit

no limit

total = 12 articles
(maximum 14)

each article

1,800 1,500 1,300

- 1 maximum
2

at least
1 at least
1 at least
1

approximately
10,500 approximately
9,500 approximately
8,500

- - -

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bibliographical references

The bibliographical references should follow a consistent format, as indicated.

Book: Author(s) or editor(s) of book [last name, first name] Year. *Title in Italics*, edition number other than the first, City, Publisher. Sample:

Lal, D. 2002. *The Poverty of 'Development Economics'*, 3rd Edition. London, The Institute of Economic Affairs.

Articles in books: Author(s) of article [last name, first name] Year. 'Title of Article' in: Editor(s) of Book [last name, first], *Title of Book in italics*, City, Publisher, Page numbers. Sample:

Bardhan, P. 2000. 'The Nature of Institutional Impediments to Economic Development' in M. Olson and S. Kahkonen (eds), *A Not So-Dismal Science*. Oxford, Oxford University Press, 245-268.

Electronic Referencing: Author(s) or editor(s) Year. 'Title of reference', Publisher, <web address> (date of access). Sample:

Garstang 2007. 'Slavery Today', Garstang Fair Trade Website, <www.garstangfairtrade.org.uk/slavery_today.htm> (accessed 9 August 2007).

Working Papers: Author(s) [last name, first name] Year. 'Title of Document', *Series of the paper*, Working Paper number, City, Institution. Sample:

Harriss-White, B. 1997 'Informal Economic Order: Shadow States, Private Status States, States of Last Resort and Spinning States: A Speculative Discussion Based on S. Asian Case Material', *QEH Working Paper Series*, No. 6. Oxford, Queen Elizabeth House.

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house style

Dates: present as **day month year** with no punctuation (e.g. **19 January 2014**).

Foreign words: these should be in **Italics** unless they have become essentially a part of the English language, in which case roman should be used, retaining accents.

Acronyms: a title or name of an organisation, programme or institution that recurs in the text should normally be written in **full the first time** it is mentioned, and then **followed by the acronym between parantheses**.

Numbers: **one to nine spelled out**. For **10 upwards** use **numerals**, unless the number starts the sentence.

Currencies: References to currencies should follow the **3-letter ISO 4217 Currency Codes** (<https://www.iso.org/iso-4217-currency-codes.html>), followed by the nominal amount without a space (e.g. **USD215, BRL215, CHF215**).

Percentages: use **'per cent'** in longer prose. The **% sign should be used in tables and figures**.

Language: English (UK). **Spellings should be consistently British**, e.g: analyse, apologise, behaviour, programme, centre, fulfil.

Abbreviations: abbreviations such as **kg** or **km** **should not be followed by a period**.

Quotation marks: use double marks ("x") for quotes and singles ('x') for quotes within quotes.

'Below'/'above': **do not use** the terms **'below'** and **'above'** to refer to figures and tables in the text. Do refer directly to their number or name.

Subheadings, table heading and figures: Capital initial letters with no full stops.

In-text citation: for references to ideas or quotes in text please reference the original cited works as such:

- **(Author year)**
- **(Author 1 and Author 2 year)**
- **(Author 1; Author 2 and Author 3 year)**

Make sure to include the full reference in the document bibliography.



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disclaimer

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