IPC-IG's guidelines for authors





The International Policy Centre for Inclusive Growth (IPC-IG)

is a global forum for South-South dialogue on innovative development policies guided by a partnership agreement between the UNDP and the Government of Brazil (represented by the Presidential Secretariat of Strategic Affairs—SAE/PR).

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 IPC-IG 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 to the IPC-IG for publication should observe the following guidelines.

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

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

language of publication

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

revision of text

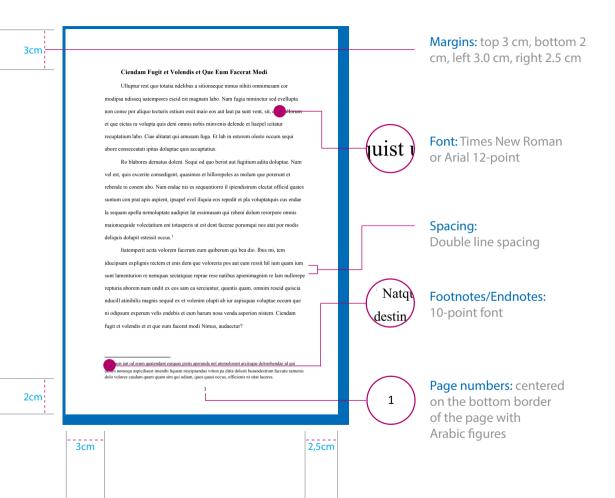
Prior to submitting work for publication to the IPC-IG, the author is expected to carefully review and edit their own work, to correct grammatical and typographical errors and to verify that editorial norms have been followed.

submission of work for publication

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, comprised of around 200-250 words.



5 file format

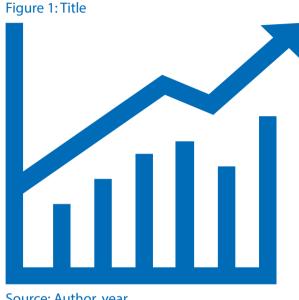
All documents sent for publication must be in Windows Microsoft Word (.doc or .docx) format.

The work should be presented simply: the use of decorative elements and characters is not recommended.

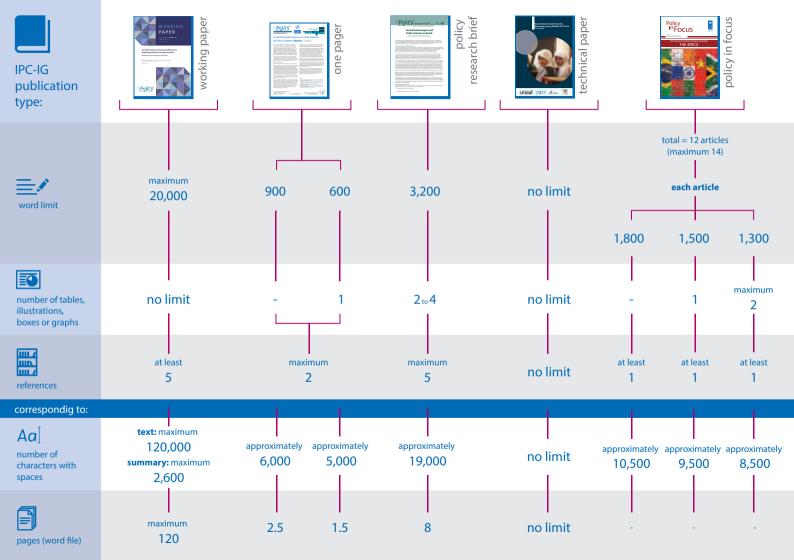


figures, charts and graphs

- 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 .gif or .jpg files.
- Their source should also be properly credited.



Source: Author, year.



bibliographical references

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

Book: Author(s) or editor(s) of book [last name, first] (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] (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] (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.

8 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 organization, 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 (http://www.iso.org/iso/home/standards/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)

Ensure to include the full reference in the document bibliography.

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For any further information, please contact: publications@ipc-undp.org

International Policy Centre for Inclusive Growth (IPC-IG)

United Nations Development Programme SBS, Quadra 1, Bloco J, Ed. BNDES, 13° andar 70076-900 Brasilia, DF - Brazil

E-mail: ipc@ipc-undp.org • URL: www.ipc-undp.org

Telephone: +55 61 2105 5000



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