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## 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](http://www.ipc-undp.org/publications)

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

language of publication **1**

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

revision of text **2**

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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 **3**

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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**

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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**.

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

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- 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**.

Figure 1: Title



Source: Author, year.

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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

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5

**text:** maximum  
120,000  
**summary:** maximum  
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maximum  
120

900      600

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2.5      1.5

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2 to 4

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8

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no limit

total = 12 articles  
(maximum 14)

each article

1,800      1,500      1,300

-      1      maximum  
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at least  
1      at least  
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1

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

-      -      -

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## bibliographical references

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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'*, 3<sup>rd</sup> 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](http://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.





**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 parentheses**.

**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](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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copyright

# 10

disclaimer

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For any further information, please contact: [publications@ipc-undp.org](mailto:publications@ipc-undp.org)

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