

# 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 dialogue on innovative development policies.

The IPC-IG promotes the production and dissemination of studies and policy recommendations, the exchange of best practices and the expansion of cooperation between developing countries.

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

For more information about the IPC-IG publication formats, please visit: [www.ipcig.org/publications](http://www.ipcig.org/publications).

## Before submitting your work for publication, please make sure to check the following 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, the author is expected to **carefully review and edit their piece**, 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**, via e-mail to [publications@ipc-undp.org](mailto:publications@ipc-undp.org), or directly through [ojs.ipc-undp.org](https://ojs.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, 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:**  
centred at the bottom  
border of the page with  
Arabic numerals

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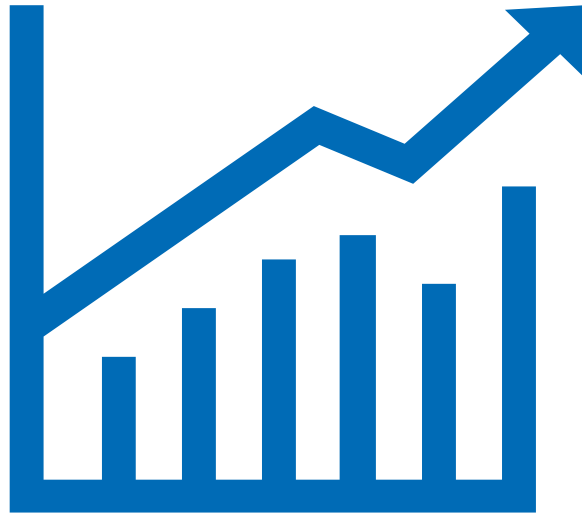
# 6

## figures, charts and graphs

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- The figures 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 numerals**.
- 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).

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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



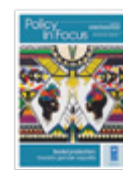
one pager



policy  
research brief



technical paper



policy in focus

maximum  
20,000

no limit

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

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The bibliographical references should follow a consistent format, as indicated. Our format closely follows the Chicago Manual of Style's Author-Date System.

**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'*, 3<sup>rd</sup> Edition. London: The Institute of Economic Affairs.

**Chapter or other part of an edited book:** Author(s) [last name, first name]. Year. "Title" in: *Title of Book in italics*, edited by [first name, last name], City, Publisher, Page numbers. Sample:

Bardhan, P. 2000. "The Nature of Institutional Impediments to Economic Development" in: *A Not So-Dismal Science*, edited by M. Olson and S. Kahkonen. Oxford: Oxford University Press, 245-268.

**Website content:** Author(s) or editor(s). Year. "Title", 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 name]. Year. "Title", *Series of the paper*, Working Paper number, City, Publisher. 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 direct 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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For any further information, please contact:  
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