

Guidelines for Authors

The International Policy Centre for Inclusive Growth (IPC-IG) is jointly supported by the Poverty Practice, Bureau for Development Policy, UNDP and the Government of Brazil.

The IPC-IG regularly issues a series of publications to encourage the dissemination of knowledge on key poverty topics, including: economic policies, education, employment, gender, global trends, growth, HIV/AIDS, inequality, MDGs, social mobility, and social protection.

The IPC-IG welcomes the submission of papers presenting research findings, fostering policy debate, and contributing to capacity building on poverty-related topics. Authors submitting papers to the IPC-IG for publication should observe the following guidelines:

1. **Language of publication:** Publications must be written in or translated into English (U.K.).
2. **Revision of original draft:** Prior to sending the original draft to the IPC-IG, the author is expected to carefully edit it, aiming to correct grammatical and digital errors and to verify that editorial norms have been followed.
3. **Submission of original draft:** Authors may submit the draft electronically as an attachment to the respective editor's e-mail address. The body of the e-mail should contain the title of the publication, the date of writing, as well as the names, professional affiliation, and home and e-mail addresses of all authors. All submissions are acknowledged upon receipt. The IPC-IG is not responsible for the return of submitted materials.
4. **File Format:** All drafts sent for publication must be in Windows Microsoft Word (.doc) format, with Times New Roman/Arial 12-point font (notes must be 10-point font), double line spacing, page numbers centered on the bottom border of the page with Arabic figures, and the following margins: top 3 cm, bottom 2 cm, left 3.0 cm, right 2.5 cm. The presentation should include a simple and discrete format: the use of decorative elements and characters is not recommended.

Type of Publication	Summary: <i>Number of characters with spaces</i>	Text: <i>Number of characters with spaces</i>	or	Text: <i>Number of words</i>	<i>Number of tables, illustrations, boxes or graphs</i>	References
Working Papers	Maximum of 2,600	Range: 48,000 to 120,000 (20 to 50 pages Word file)	=	8,000 – 20,000	Not limited	At least 5
One Pager	---	Approximately 6,000	=	900	---	Maximum 2
	---	Approximately 5,000	=	600	1	Maximum 2
Policy Research Brief	---	Approximately 19,000	=	3,200	2 - 4	Maximum 5
Book	---	Approximately 510,000 (140 pages Word file)	=	85,000	Not limited	Not limited
Poverty in Focus Total = 12 articles	Each article:					
		Approximately 9,500	=	1600	---	At least 1
		Approximately 8,500	=	1400	1	At least 1
		Approximately 7,500	=	1200	2	At least 1

5. **Illustrations:** The graphics and tables (and photos or images when indispensable), should be incorporated into the text, in an adequate position defined by the author. The photos or images should be copied in extension files—gif or jpeg. They should have titles and be numbered consecutively using Arabic figures. The

worksheets and graphic data that are included in the text should be edited in Microsoft Excel; with regard to the graphics, their editing can be done in Corel Draw.

6. **Notes:** Containing bibliographical references, documents, and other information should be presented in full detail at the end of the document. The endnotes should be numbered consecutively in Arabic figures, aligned in justified format, and sized to 10-point font.

7. **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.
- **Quotation Marks:** use double quotations marks with singles for quotes within quotes.
- **Foreign words:** these should be in Italics unless they have become common English usage.
- **Numbers:** one to nine expressed in words. For 10 upwards use numerals, unless the number starts the sentence.
- **Percentages:** use 'per cent' in longer prose. The % sign should be used in tables and figures.
- **Spellings:** usages and punctuation should be consistently English from UK. Avoid American spellings. Use 's' spelling rather than 'z' spellings; useful spellings: labour, programme, centre, etc.
- **'below'/'above':** do not use the terms 'below' and 'above' to refer to figures and tables on the text. Do refer direct to the number or name of them.
- **Subheadings, table heading and figures:** consisting of capital initial letters with no full stops.

9. **Copyright:** The copyright of IPC-IG -formatted published articles will be retained by IPC-IG. Clearance is normally provided for further publication in journals or book collections.

10. **Responsibility:** The views expressed in IPC-IG publications are the authors' and not necessarily those of the United Nations Development Programme or the Government of Brazil.

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