

## INTERNATIONAL DEVELOPMENT POLICY

### GUIDELINES FOR AUTHORS

These Guidelines for Authors provide an overview of *International Development Policy* and editorial guidelines for contributing authors. Please read carefully both the *General Guidelines* and the *Technical Guidelines* and draft your contribution accordingly. Submissions that do not conform to the guidelines will be returned to the author for adjustments. Thank you very much.

Authors may submit articles to: devpol (@) graduateinstitute.ch.

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## GENERAL GUIDELINES

### About the Journal

*International Development Policy* / *Revue internationale de politique de développement* is a peer-reviewed, open access e-journal that publishes original, interdisciplinary, policy-relevant papers in the field of international cooperation and development. Anchored in Geneva at the Graduate Institute of International and Development Studies, it publishes contributions by researchers and reflective practitioners worldwide. Our target audience includes scholars, policy-makers, and practitioners interested in international development.

The journal publishes:

- An annual thematic dossier on a key development policy challenge;
- Stand-alone articles analysing topics related to international development and cooperation; and
- Policy debates that engage scholars and policy-makers.

In 2015, the journal website received approximately 350'000 hits, with PDF articles downloaded over 34'000 times. Our readers span all continents.

In addition to online and print publications, *International Development Policy* organises and participates in public and closed-door events where authors and experts discuss the articles and policy issues at stake, engaging a broader audience via webcasts available online.

### Submission and Approval of Articles

Authors are invited to submit articles to: devpol (@) graduateinstitute.ch.

Articles are accepted for peer-review based on the following criteria:

- Scientific excellence: Papers should meet high academic standards, including but not limited to ensuring that research results are supported by solid (data) analysis and methodological rigor.
- Policy relevance: Papers should relate to policy debates and development challenges. The main issue under examination may be local and specific, but it must be placed in the broader development context. Conclusions should link local or national dynamics with regional or global ones.
- Engaging style: The writing style should be fluid, clear and adapted to the target audiences. The form must meet the author guidelines requirements.

By submitting a piece to *International Development Policy*, the author(s) acknowledges that the work is original, has not been previously published, and is not under review for publication elsewhere. In submitting an article to the journal, the author(s) assumes full responsibility for ensuring the absence of plagiarism and that the work does not infringe on the rights of other parties.

#### *Specific information on the "Policy Debate" section*

The policy debate section presents an initial discussion paper written by a scholar or a policy-maker, followed by critical reactions from academics, reflective practitioners or other stakeholders. Papers are copy-edited but not peer-reviewed.

## **Prelims and References**

Please submit the article in a Word format. The text must be accompanied by:

- An abstract not exceeding 250 words. The abstract should clarify the motivation for the article, the research question(s) being addressed and the key finding(s).
- 4-7 keywords; authors are encouraged to select from the keywords provided on the journal's website.
- Brief information about the author(s) of max. 75 words (author's affiliation, expertise areas) + contact details with email address and telephone number;
- The list of references and any accompanying artwork, figures, or tables, set out according to *International Development Policy's* Technical Guidelines.

## **Language and Length**

*International Development Policy* publishes all papers in English. It accepts original submissions in French and Spanish, which – if they successfully pass the peer review process – are translated into English and published online together with the original version. Authors who wish can review and revise the English translation of their article. Abstracts are translated/published in English, French and/or Spanish.

Articles should range between 5'000 and 7'000 words excluding references and figures. A submission exceeding the recommended length will be returned to the author for revision.

## **Graphic Art, Figures and Tables**

Graphic art, figures and tables must be of perfect quality. If they are not free of copyright, the author must offer proof of acquiring the reproduction rights (see annex for sample text for requesting copyright clearance via email or letter).

The author must provide separate files for: 1) data used to create figures and tables (in an Excel/.xls file); and 2) photography and other graphic art, with a resolution of at least 300 dpi.

## TECHNICAL GUIDELINES

Authors must follow the Technical Guidelines below. **Please note:** *International Development Policy* created a customized Zotero citation style that authors can find at:

<https://www.zotero.org/styles?q=international%20development%20policy>

### Structure of the Beginning of the Article

Title (see below)

Author's name

Note about the author (including address and biographical information – max. 75 words, author's affiliation, expertise areas etc.)

Keywords

Abstract

Acknowledgements (if any; including acknowledgement of the funding source(s) for the research if applicable)

Remarks (if any)

Epigraph (if any)

Beginning of the text

### Title

Your article should have a short, informative title not exceeding 70 signs including spaces.

### Levels of Subheads

Please use no more than four levels of subheads, which should be typed in title case (use lowercase only for articles, coordinate conjunctions and prepositions). The first three levels are numbered (without resorting to automatic numbering). Their organisation is as follows:

1. Chapter (first level)
- 1.1. Section (second level)
- 1.1.1. Subsection (third level)
- Paragraph (fourth level)

### Text

The text should be typed in Times New Roman 11 pt., 1.5 line spacing, 3-cm margins all around, all the pages consecutively numbered.

### Notes

Footnotes (typed in Times New Roman 10 pt.) are used for additional information and not for mere bibliographical references. References are treated according to the author-date system of documentation, which is described in detail in these Technical Guidelines.

### Language

For authors writing in English, please note that the journal uses British spelling and grammar rules. When referring to proper nouns and institutional titles, however, you should use the official spelling.

## **Quotations**

Quotations are run into the text and indicated by single quotation marks. Double quotation marks are used for quotes within quotes.

### *Example*

As the author argues, ‘religion and the secular are closely linked, both in our thought and in the way they have emerged historically’ such that ‘any discipline that seeks to understand “religion” must also try to understand its other’.

Foreign-language quotations should be translated into English and some information provided on the source of the translation at the end of the text citation. If you are the author of a translation, please mention ‘our transl.’ The original quotations should be included in your manuscript, following their translated versions; the editors will check the translations and then delete the foreign-language quotations.

## **Numbers**

Write numbers one to ten in letters and those above ten in figures. Wherever a unit of measurement is used, the number preceding it appears in figures. The number preceding a percentage always appears in figures; it is followed by ‘per cent’ in the text, and by ‘%’ in tables and graphs.

## **Dates**

Please write centuries in whole letters (e.g. ‘twentieth century’ instead of ‘20<sup>th</sup> century’) and refer to time ranges between whole years as follows: 2000–12 instead of 2000–2012, but of course 1998–2004.

## **Currencies**

Please use the three-character alphabetic codes of currencies listed in ISO norm 4217, e.g. USD 2.50, CHF 250, EUR 2.5 million. Convert all amounts into USD, followed by the indication of the original amount and currency in parentheses.

## **Abbreviations and Acronyms**

Please spell out abbreviations and acronyms on their first occurrence, and then use that acronym consistently without reverting to the spelt-out definition. When using acronyms with reference to authors in the reference lists, please spell it out in parentheses on their first occurrence.

### *Example*

UNCTAD (United Nations Conference on Trade and Development) (2014) World Investment Report 2014. Investing in the SDGs: An Action Plan (New York and Geneva: United Nations).

## **Tables, Figures, Photographs, etc.**

Tables, graphs, boxes, etc., are consecutively numbered (tables 1, 2, 3, etc.; graphs 1, 2, 3, etc.). Their source is mentioned in a source note following the figure in author-date format. The complete bibliographic entry should be provided in the reference list according to the bibliographical indications described in the second part of these guidelines. If a table or figure is not a Word document, please provide it in a separate electronic file, not in the Word text file,

and specify clearly its location in the text. Photographs must have at least a 300-DPI resolution; please indicate their author and caption as well as their credit line.

Please note:

- Concerning each non-royalty-free item that you wish to use, please ensure that you have the right to reproduce it and provide us with a written proof of the authorisation (see annex);
- For each graph, please provide in an Excel file containing the data that were used to make the graph.

### **Cross-references in the Text to Tables, Figures, etc.**

Cross-references to tables, figure, etc., are given in parentheses:

*Example*

The number of international migrants in the world more than doubled between 1960 and 2005 (table 7).

### **Bibliographical Guidelines**

*International Development Policy* uses the author-date system, which is comprised of two elements: text citations and a reference list.

#### ***Text citation***

Sources are cited in the text, usually in parentheses, by the author's last (family) name, the publication date of the work cited. Page number(s) should be included when citing a quotation. These parenthetical citations are called 'text citations' (see examples below). The author may be an institution, in which case we encourage you to refer to it using the short name or acronym instead of the full name. If the author's name appears in the sentence, it need not be repeated in the text citation. If the citation contains two or more references, separate them by semicolons. If it contains several works by the same author, these are given by date only and separated by semicolon. If the citation contains a work by two authors, both names are included, whereas works by three or more authors are cited only by the name of the first author, followed by 'et al.' Lastly, if authors have the same last name, the initials of their given names will be included in the text citation (see 'Michaelowa' example below).

Examples:

*Text citation*

Rainer Schweickert (1998) has shown that even in the case of strong adjustment efforts, the nominal anchor approach remains a high-risk strategy.

*Bibliographic entry*

Schweickert, R. (1998) 'The Nominal Anchor Approach to Stabilisation: Lessons from Argentina', in Auroi, C. (ed.) *Latin American and East European Economies in Transition: A Comparative Review*, EADI Book Series No. 21 (London: Frank Cass), pp. 44–60.

*Text citation*

The Gulf of Guinea is one of the few areas of the world that is still believed to contain large-scale undiscovered reservoirs of light sweet crude (Gary and Karl, 2003).

*Bibliographic entry*

Gary, I. and T.L. Karl (2003) *Bottom of the Barrel: Africa's Oil Boom and the Poor* (Baltimore: Catholic Relief Services).

*Text citation*

(Monsutti et al., 2007)

*Bibliographic entry*

Monsutti, A., S. Naef and F. Sabahi (eds.) (2007) *The Other Shiites: From the Mediterranean to Central Asia*, Worlds of Islam No. 2 (Bern: Peter Lang).

*Text citation*

(A. Michaelowa and K. Michaelowa, 2010)

*Bibliographic entry*

Michaelowa, A. and K. Michaelowa (2010) *Coding Error or Statistical Embellishment? The Political Economy of Reporting Climate Aid*, CIS Working Paper No. 56 (Zurich: Center for Comparative and International Studies, University of Zurich and ETH Zurich).

*Text citation*

The committee recommended the establishment of a ‘national moratorium on evictions until the determination of the legality of land claims is made’ (CRC, 2011, 61).

*Bibliographic entries*

CRC (Committee on the Rights of the Child) (2011) *Concluding Observations: Cambodia*, UN doc. CRC/C/KHM/CO/2, 20 June.

*Text citations*

The World Bank’s Investment Framework for Clean Energy and Development aims to increase access to energy in developing countries, particularly Sub-Saharan Africa, to accelerate the transition to a low carbon economy and to adapt to climate variability and change (World Bank, 2007a; 2007b; 2009).

*Bibliographic entries*

World Bank (2009) *The World Bank Annual Report 2009: Year in Review* (Washington, D.C.: World Bank).

— (2007a) *Clean Energy for Development Investment Framework: The World Bank Group Action Plan*, DC2007-0002 (Washington, D.C.: World Bank).

— (2007b) *An Investment Framework for Clean Energy and Development* (Washington, D.C.: World Bank).

## **Reference List**

Text citations are completed by fully detailed bibliographic entries at the end of the text in the form of a ‘Reference List’. The Reference List must contain a complete entry for each of the works cited in the text.

References are ordered alphabetically according to the authors’ surnames. Two or more works by the same author(s) published in different years are ordered from the most recent to the oldest. Two or more works by the same author(s) published **in the same year** are alphabetized by title (disregarding the initial article a, an, the, *le, la, un, une...*) and the entries are distinguished by a, b, c, and so forth (set in roman, not italic), following the date. In case an authors appears as the first contributor of a series of collective works, these are ranked alphabetically according to the first letter of the second author’s family name.

Bibliographic entries should be written in the language of the cited works (see ‘Beauregard and Proulx’ example in 2.2.8 below). Three elements, however, are indicated in English: the conjunction ‘and’ preceding the name of the last author when the cited work has two or more authors (see again ‘Beauregard and Proulx’ example), the abbreviation ‘No.’ as well as the access date (about this date, see 2.3 below). Furthermore, single quotation marks ‘...’ are used, not foreign quotation marks such as the French guillemets « ... ».



### **Single and Multi-Author Books**

Bowen, J.R. (1991) *Indonesia Sumatran Politics and Poetics: Gayo History, 1900–1989* (New Haven and London: Yale University Press).

Land, S.K. (1977) *Kett's Rebellion: The Norfolk Rising of 1549* (Ipswich, UK, and Totowa, NJ: Boydell Press–Rowman and Littlefield).

Monsutti, A., S. Naef and F. Sabahi (eds.) (2007) *The Other Shiites: From the Mediterranean to Central Asia*, Worlds of Islam No. 2 (Bern: Peter Lang).

### **Chapter in a Book by the Author(s)**

Brubaker, R. (2004) 'Beyond "Identity"', in *Ethnicity without Groups* (Cambridge, MA, and London: Harvard University Press), pp. 28–63.

Laclau, E. and C. Mouffe (2001) 'Hegemony: The Genealogy of a Concept', in *Hegemony and Socialist Strategy. Towards a Radical Democratic Politics*, 2nd edition (London and New York: Verso), pp. 7–46.

Monsutti, A. (2004) 'Le Hazarajat: parenté et voisinage au village' in *Guerres et migrations: réseaux sociaux et stratégies économiques des Hazaras d'Afghanistan*, Recherches et travaux de l'Institut d'ethnologie No. 17 (Neuchâtel: Editions de l'Institut d'ethnologie; Paris: Editions de la Maison des Sciences de l'Homme), pp. 89–134.

### **Contributions to an Edited Book**

Schweickert, R. (1998) 'The Nominal Anchor Approach to Stabilisation: Lessons from Argentina', in Auroi, C. (ed.) *Latin American and East European Economies in Transition: A Comparative Review*, EADI Book Series No. 21 (London: Frank Cass), pp. 44–60.

Lee, H. and D. Shalmon (2008) 'Searching for Oil: China's Oil Strategies in Africa', in Rotberg, R.I. (ed.) *China into Africa: Trade, Aid and Influence* (Baltimore: Brookings Institute Press), pp. 109–136.

### **Journal Articles**

Note that the volume number is not preceded by the abbreviation 'vol.' If an issue number is also indicated, it appears in parentheses immediately (that is, without space) after the volume number. When only an issue number is used, it is not enclosed in parentheses and is preceded by the abbreviation 'No.'

Bailis, R., A. Cowan, V. Berrueta and O. Maserà (2009) 'Arresting the Killer in the Kitchen: The Promises and Pitfalls of Commercializing Improved Cookstoves', *World Development*, 37, pp. 1694–1705.

Lafleur, J.-M. and M. Martiniello (2009) 'Musiques, musiciens et participation électorale des citoyens issus de l'immigration: le cas des élections présidentielles américaines de 2008', *Revue européenne des migrations internationales*, 25(2), pp. 101–118.

Meyerovitch, E. (1959) 'The Gnostic Manuscripts of Upper Egypt', *Diogenes*, No. 25, pp. 84–117.

Muldoon, D.D. (1987) 'Daily Life of the Mountain Rapper', *Journal of the West*, 26, October, pp. 14–20.

### **Magazine and Newspaper Articles**

Koller, F. (2008) 'A Bruxelles, le dalaï-lama appelle à faire pression sur Pékin', *Le Temps*, 5 December.

*For online newspaper articles see section on "Electronic Sources" below.*

### **News Services**

Hafezi, P. and F. Dahl (2009) *Iran Rules Out Annulment, Tehran Crowds Gather*, Reuters, 16 June.

### **News Releases**

SECO (State Secretariat for Economic Affairs) (2007) *Doris Leuthard Signs a Memorandum of Understanding with India on the Protection of Intellectual Property Rights*, press release, 7 August.

### **Unpublished and Informally Published Material (Dissertations, Theses, Speeches, Papers Presented at a Meeting, Working Papers...)**

Beauregard, C. and D. Proulx (2006) *Les mécanismes de contrôle des infrastructures dans les municipalités*, paper presented at the 85th Assises annuelles de l'Union des municipalités du Québec, Quebec, 27-29 April.

Michaelowa, A. and K. Michaelowa (2010) *Coding Error or Statistical Embellishment? The Political Economy of Reporting Climate Aid*, CIS Working Paper No. 56 (Zurich: Center for Comparative and International Studies, University of Zurich and ETH Zurich).

Michel, L. (2013) *Key Factors Influencing Decision-Making on Large-Scale Land Acquisitions in Cambodia*, unpublished MSc Thesis (Bern: University of Bern), <http://www.cde.unibe.ch/v1/CDE/pdf/MSc%20Thesis%20Lukas%20Michel.pdf> (accessed on 16 March 2015).

### **Documents of International Bodies**

If the document has a symbol, see the section about such symbols below.

UNCTAD (United Nations Conference on Trade and Development) (2014) *World Investment Report 2014. Investing in the SDGs: An Action Plan* (New York and Geneva: United Nations), [http://unctad.org/en/PublicationsLibrary/wir2014\\_en.pdf](http://unctad.org/en/PublicationsLibrary/wir2014_en.pdf) (accessed on 7 May 2015).

OECD (Organization for Economic Cooperation and Development) and WTO (World Trade Organization) (2007) *Aid for Trade at a Glance 2007*, vol. 1, *1st Global Review*, vol. 2, *Country and Agency Chapters* (Paris and Geneva: OECD–WTO).

UN Millennium Project (2005) *Task Force on Hunger, Halving Hunger: It Can Be Done* (London: Earthscan).

### ***Electronic Sources***

When citing an electronic document (book, journal, news release, dissertation, speech, document of an international body, etc.), be it a solely electronic document or also available in printed form, the aim is to record it as fully as possible, providing the same information that would be given for its printed counterpart, with the addition of an electronic identifier and the access date. Please always add the date of access to the source (if it is not a DOI, see below). If the page is no longer available at the given URL and a new URL cannot be provided, please simply report the date of last access.

FDFA (Federal Department of Foreign Affairs) (2010) *Switzerland: Host State/Suisse, Etat hôte* (Bern: FDFA), [http://www.eda.admin.ch/etc/medialib/downloads/sitz.Par.0002.File.tmp/Suisse\\_Host\\_state\\_enfr.pdf](http://www.eda.admin.ch/etc/medialib/downloads/sitz.Par.0002.File.tmp/Suisse_Host_state_enfr.pdf) (accessed on 3 April 2012).

ISO (International Organization for Standardization) (2001) *Information and Documentation: Bibliographic References, part 2, Electronic Documents or Parts Thereof: Excerpts from International Standard ISO 690-2* (Ottawa: National Library of Canada), <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm> (accessed on 3 January 2011).

Titthara, M. and D. Boyle (2012) 'Kingdom's Arable Land all but Gone', *Phnom Penh Post*, 1 March, <http://www.phnompenhpost.com/national/kingdom's-arable-land-all-gone> (accessed on 16 March 2015).

UN Millennium Project (2005) *Task Force on Hunger Halving Hunger : It Can Be Done* (London: Earthscan), <http://www.unmillenniumproject.org/documents/Hungerlowres-complete.pdf> (accessed on 3 January 2011).

WTO (World Trade Organization) (2009) *Protectionism Cannot Be 'Smart', Lamy Tells Australian Think-Tank*, speech given by Pascal Lamy on 2 March, [http://www.wto.org/english/news\\_e/sppl\\_e/sppl117\\_e.htm](http://www.wto.org/english/news_e/sppl_e/sppl117_e.htm) (accessed on 3 January 2011).

### **Electronic identifiers: DOI, permanent URL, and URL**

Whenever an electronic document has a more permanent – and shorter – source identifier than the 'uniform resource locator' (URL), such as a 'digital object identifier' (DOI) or a 'permanent URL', please mention this identifier. When a DOI is provided you need not report the date of access.

OECD (Organization for Economic Cooperation and Development) (2011) *OECD Employment Outlook 2011* (Paris: OECD), DOI: 10.1787/empl\_outlook-2011-en.

### **Pagination and locators**

If you refer to a particular passage of a long and unpaginated electronic document, you may use the nearest subhead as a locator in the text citation.

#### *Text citation*

However, developing countries claim that Part IV has been without practical value as it does not contain any obligations for developed countries (WTO, 2011, under 'General Agreement on Tariffs and Trade – Goods').

### *Bibliographic entry*

WTO (World Trade Organization) (2011) *Work on Special and Differential Provisions*, [http://www.wto.org/english/tratop\\_e/devel\\_e/dev\\_special\\_differential\\_provisions\\_e.htm](http://www.wto.org/english/tratop_e/devel_e/dev_special_differential_provisions_e.htm) (accessed on 31 January 2011).

### **Citing web pages**

The bibliographic entry for a web page should mention the name of the author (often the site owner or sponsor), the date, the page title (if it has one), the page address and the access date. If the web page is not dated, you should use the access date instead.

### *Text citation*

Our priorities are to produce and disseminate knowledge to contribute to progress among the global scientific community, enrich the study of global challenges, and offer international actors useful analyses for the resolution of contemporary international problems (Graduate Institute, 2012).

Graduate Institute (Graduate Institute of International and Development Studies) (2012) *Research*, [http://graduateinstitute.ch/corporate/Research\\_en.html](http://graduateinstitute.ch/corporate/Research_en.html) (accessed on 3 April 2012).

The bibliographic entry for the home page of the institute in the example above would be:

Graduate Institute (Graduate Institute of International and Development Studies) (2011) <http://graduateinstitute.ch> (accessed on 31 January 2011).

### **Document symbols used by international bodies**

Symbols are frequently attributed to documents of international bodies. When this is so, the mere mention of this symbol is enough to find easily the document on the Internet; it is then not necessary to mention the electronic identifier or the access date.

WHO (World Health Organization) (2005) *Presentation by Mr. Bill Gates, Co-founder of the Bill and Melinda Gate Foundation at the Fifty-eighth World Health Assembly, Monday, 16 May 2005, A58/DIV/8*.

Special Rapporteur on Extreme Poverty (2012) *Report of the Special Rapporteur on Extreme Poverty and Human Rights, Magdalena Sepulveda Carmona*, UN doc. A/67/278, 9 August.

## **ANNEX: EXAMPLE TEXT FOR COPYRIGHT PERMISSIONS APPLICATION**

(Exemple de lettre de demande d'autorisation à publier du matériel protégé par le droit d'auteur)

If graphics are not free of copyright, the author must offer proof of acquiring the reproduction rights. A template text for requesting copyright clearance via email or letter can be found below, in English and in French.

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### **EXAMPLE - ENGLISH VERSION**

Dear Sir/Madam,

I am currently writing an article for *the International Development Policy | Revue internationale de politique de développement* published by Brill-Nijhoff (hard-copy, English Version) and by the Graduate Institute (electronic version and French version). I am writing to request permission to include the following material in my article:

Excerpt/figure/table details – including page numbers, and figure/table numbers

Author/editor:

Title of book, journal, website etc:

ISBN/issue number:

Publisher:

Date of publication:

for which I would like to receive non-exclusive World, including USA, rights in all languages and in print and electronic format.

The series is written for a professional and academic audience. I will make full acknowledgement in the usual manner.

If you do not control copyright to this material, please advise me to whom I should apply.

I would be most grateful if you could come back to me by [suggest reasonable deadline – make sure that this is earlier than your own actual deadline to allow time for any potential complications]. Many thanks for your assistance.

Sincerely,

## MODELE EN FRANÇAIS

Chère Madame/Cher Monsieur,

Je suis en train d'écrire un article pour la *Revue internationale de politique de développement* | *International Development Policy* qui sera publié par l'Institut de hautes études internationales et du développement (version française) et la maison d'édition Brill-Nijhoff (version anglaise) et l'Institut de Hautes Etudes Internationales et du Développement (version électronique et version française). Je vous écris pour demander votre autorisation à inclure le matériel ci-dessous dans mon texte:

Détails de l'extrait/graphique/illustration/tableau – y compris les numéros de page et de graphique/illustration/tableau;

Auteur/éditeur;

Titre de la source (livre, revue, journal, site web);

ISBN/numéro de publication;

Maison de presse;

Date de publication;

Je souhaiterais obtenir le droit non exclusif à la publication dans le monde entier, Etats-Unis inclus, en tout langue et en format papier et électronique.

Le livre s'adresse à un public professionnel et académique. La source sera dûment référencée dans le texte.

Au cas où vous ne seriez pas le titulaire des droits relatifs à ce matériel, je vous serais très reconnaissante de me signaler qui je dois contacter.

Je vous saurais gré de bien vouloir me répondre d'ici le [suggérez une date raisonnable, tout en laissant assez de temps pour pouvoir résoudre éventuelles complications avant la date de remise du manuscrit à votre éditeur].

Madame/Monsieur, je vous remercie de votre collaboration.

Cordialement,