



WIDER Reports

Concept Note and Author Guidelines

What is it?

- A publication that reports and summarizes large amounts of information in an organized format
- Written by an expert
- Speaks to researchers, informed laypersons, think tanks, communities, media, etc.
- It can support an existing (research or policy) agenda and/or programme, or responds to a need to collate information prompted by new developments or events.
- It can report on research (but it is *not* research)

Description of publication type

A WIDER Report is a publication that reports and summarizes information in an organized and informative format. As a guide, it has the following components:

- title page
- authors
- [date; *internal action*]
- 4–5 key words (and abstract, *optional*)
- acknowledgements (*optional*)
- table of contents, *which consists of*:
 - executive summary
 - foreword/preface (*optional*)
 - introduction (*optional*)
 - discussion
 - conclusion
 - recommendations (*optional*)
 - reference list
 - appendices (*optional*)
- list of figures (*optional*)
- list of tables (*optional*)
- acronyms (*optional*)
- executive summary
- foreword/preface (*optional*)
- introduction (*optional*)
- discussion
- conclusion
- recommendations (*optional*)
- reference list
- appendices (*optional*)

Who is the audience?

A report is aimed at readers involved in or interested in the topic. It communicates large amounts of collated information in an organized format to interested parties. By breaking up large sections of complex information and conveying it in a more accessible format, it can assist readers in arriving at recommendations and decision-making. It can serve as a snapshot of a given topic at a given time.

Who can write a report, and what is the publication process?

Reports are written by persons knowledgeable of the given topic. A draft report will be:

1. reviewed by a UNU-WIDER researcher for relevance and accuracy, and formally approved for publication
2. copy edited by UNU-WIDER Publications Team or out-sourced to a freelance copy editor
3. Publications Associate adds the table of contents, metadata etc., finalizes, then publishes digital version with Creative Commons BY-NC-SA 3.0 IGO (or updated version).

Author guidelines

- Style of writing: the language should be factual, semi-formal, concise, exclude jargon but respect the reader's intelligence. It should be useful to a broad range of audiences, including other experts.
- Do include *illustrative*, figures, graphs, and tables with the draft. For the inclusion of third-party content (figures, tables, photos, images), please respect prevailing copyright and/or [Creative Commons](#) license of the original content. Sources of (the data of) the tables, figures, and photos must be indicated.

Author's check list for a draft report

- title page
- authors
- 4–5 key words (*must be included executive summary/abstract*)
- acknowledgements (*optional*)
- acronyms (*optional*)
- (*note: table of contents will be inserted by UNU-WIDER editor*)
- 500–1,000-word executive summary/extended abstract
- introduction (*optional*)
- discussion
- conclusion
- recommendations (*optional*)
- reference list
- appendices (*optional*)