

WIDER Technical Notes

Concept Note and Author Guidelines

What are they?

WIDER Technical Notes (TNs) cater to the needs of a technical audience who are active users of our research outputs. As such, TNs communicate highly detailed technical information that provides an in-depth understanding of existing research produced by UNU-WIDER, and can facilitate future research that builds on UNU-WIDER's technical outputs—such as datasets, specific-use data compilations, models, software solutions, etc. A typical TN will have limited scope, often dealing with a single technical issue of particular importance.

The objectives?

Within the framework of the UNU-WIDER 2019–23 work programme, TNs aim to contribute to the institute's capacity-building, strengthening the capacity of researchers and technical government officers in LMICs to undertake policy-relevant analysis by providing transparency on how research outputs are produced, and transferring knowledge to those who could benefit using similar methods. TNs aim to increase the visibility and uptake of technical research contributions produced by UNU-WIDER, and to make these accessible as a global public good to the research community. To reach this goal, our TNs have two main objectives:

1. Provide transparency and demonstrate academic rigour by providing detailed technical information needed to understand how UNU-WIDER research findings are obtained, and allow for replication of studies/results.
2. Transfer knowledge, build research capacity, and facilitate future research by providing up-to-date information and detailed technical guidance to conduct analyses using UNU-WIDER's technical outputs; for example, on how to use a specific model, an updated model, methodology, or dataset.

TNs can take a variety of different formats to reach these objectives. For example, they can explain in detail the specificities of an empirical approach, document actions taken to create a dataset, contain the code (e.g. in STATA or R) to derive key variables and/or run the analysis, or provide any other information on how best to employ a specific software.

The audience?

TNs are aimed at readers with a high degree of technical knowledge and ability to conduct statistical analysis. Typical users would be researchers, economists, econometricians, students, accessing and using a given model and data, or working with similar models or data.

Processing

Drafts are submitted to UNU-WIDER. Recommended word length between 2,000–4,000 words (with flexibility to adapt to different formats). Can include figures/tables/images/hyperlinks to large online appendices. Initially language checked for clarity and consistency before publishing. DOIs/electronic identifiers inserted for easy referencing and searchability.

Style of writing

The note should be written clearly and concisely using field-specific terminology. If applicable, it can include step-by-step explanations of the methodology employed using, for example, formula and screen shots. It should be useful and relatable for an audience knowledgeable in the field and enable the reader to replicate the methodology and/or results.

Author's check list for a draft WIDER Technical Note

- Title
- Author's name, affiliation, and email
- Name of code/dataset/model, etc. used
- 100–150-word abstract, no abbreviations; it **must** contain the key words
- 5–7 key words (in order of importance, including methodology if not in JELs)
- 2,000–4,000 words (with flexibility to adapt to different format)
- Figures, tables, photos, etc. if applicable (please give the sources)
- JEL classifications, if any (in alphabetical order, maximum 4, including methodology), see: www.aeaweb.org/econlit/jelCodes.php?view=jel
- Acknowledgments (if any)
- Supplementary material if applicable (STATA.do files, large appendix, CSV files, etc.); the material can be made available on the TN's webpage.

More detailed guidelines for authors

Please adopt the following rules when preparing your Technical Note (TN) for UNU-WIDER. This will considerably reduce the time required to finalize it for publication.

1. Software

The manuscript can be prepared with Microsoft Word or using a LaTeX editor. Tables and figures should be editable.

Please send the paper as one document (if Word), which includes tables, figures, appendices, etc. LaTeX source files can be sent as a .zip folder.

2. Language/style

Papers are preferably to be submitted in British English using 'Oxford' spelling. However, please use '-ize', '-zation' in cases where an alternative '-ise', '-sation' exists, but always use '-yse'.

Please avoid excessive use of capitalization, bold font, and italics. If you use abbreviations/acronyms, please explain when first introduced; thereafter in the text use only the abbreviations/acronyms.

Please:

- Use symbols for the following currencies US\$, £, €, and the three-letter abbreviation for other currencies (see for example XE.com); no space between the currency and the amount (e.g. US\$300,000)
- Bullet point lines start in lower case, unless they are full sentences. Semicolon after bullet points and full stop after last point
- Use an en dash (–) for number ranges (e.g. years 1980–89)

3. Length

As a rough guide, an average TN is approximately 2,000–4,000 words inclusive of everything (references, footnotes, figures, tables, appendices, etc.). However, this can vary greatly depending on the note's format.

Large appendices can also be added as online appendices or supplementary material on the technical note's web page.

4. Page numbering

Please deliver your manuscript with page numbers.

5. Section headings

Please use maximum of three heading levels. Use sequential numbering with heading level one and heading level two; heading level three can be without numbering. Please **do not** use automatic numbering.

6. Tables/figures/graphs/maps/equations

Tables and figures should be editable. Try to avoid pasted images of tables and figures.

Table columns are generally centred (except the first column), right aligned if equal decimal points.

IMPORTANT: All tables, figures, and maps **must have their sources** cited. For tables and figures generated by the author, this information needs to be given as well—e.g. for a table ‘Source: author’s calculations based on [x] data’; for a figure ‘Source: author’s illustration based on [x] data’. If applicable, notes should be immediately under the table/figure, followed by the source. Example:

Note: figure based on data available at time of writing; database updated weekly.

Source: author’s calculations based on [x] data.

If tables, figures, maps, photos, or any kind of ‘artwork’ have been **copied or reproduced** from another publication or source, then authors must check if **reproduction permission** is needed, and if so request reproduction permission from the original copyright holder, which can also be a publisher. For a reproduction permission template, please contact: publications@wider.unu.edu. Note that often government publications, data of statistical institutes, international organizations, etc., are in the public domain (CC 1.0), and permission to reproduce is not required; this can be easily checked on the right/terms page of the organization’s website; the correct attribution line must still be stated.

The absence of sources or reproduction permissions can add lengthy delays to publication times, particularly as publishers these days are very concerned about any possible copyright infringement.

Number your tables and figures sequentially and give each a title. Each table and figure must be introduced in the text for readers’ information. Equations should be legible when printed out (not blurred).

7. Notes

Please use footnotes, not endnotes.

8. References

Special attention should be paid to the preparation of the list of references. Please **make sure that all references cited in the text are listed in the reference list, and conversely all references listed are cited in the text**. Consistency and completeness are important. If applicable, content that is not cited in the text can be listed under a section labelled ‘Further reading’.

Use the following styles for citing **within brackets** (Anderson 1991; Jones 1999, 2000; Smith 1993; Wilson and Smith 1998, 2002)—in alphabetical order—**or within text** Smith (1993).

9. Citation

In-text citations are preferred; only long lists of references should be included in footnotes. Use the following styles for direct quotations **within text** including page numbers:

As previously stated by Smith (1993: 37) ‘the work of previous scholars cannot be ignored’.

Longer direct quotations should be **indented on both sides**; neither quotation marks nor italics are necessary for longer indented quotations.

Cite ‘et al.’ when 3+ authors.

10. Appendix

Appendices should be placed at the end of the paper and start on a separate page to be numbered ‘Appendix A...Z’. Tables and figures should be numbered ‘A1, A2, ...’. Some appendices can be added as supplementary material on the TN’s web page.

11. Compiling a reference list

Please **add DOI links** if available. Please add date accessed when you include a URL link that is not a DOI link.

UNU-WIDER reference style largely follows OUP style: <https://go.unu.edu/3K4hu>

12. Third-party content

For the inclusion of third-party content (figures, tables, photos), 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.

13. Example

Here is the link to an example of typical Technical Note:

<https://doi.org/10.35188/UNU-WIDER/WTN/2021-1>

If you have any queries, please contact publications@wider.unu.edu .
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