GUIDELINES FOR PREPARING STUDIES FOR UNU-WIDER

Please adopt the following rules when preparing your study for UNU-WIDER. This will considerably reduce the effort and time required to finalize the studies for publication.

1. Software

The manuscript should preferably be prepared with Microsoft Word. Tables (done with Word table function or Excel) and figures should be editable. We also accept papers written with LaTeX; please ask separately for the LaTeX template and submission guidelines.

2. Language/style

For studies with co-authors using different forms of English (British, US, etc.) it would be preferable for the language to be made uniform in British English with ‘Oxford’ spelling; ‘-ize’, ‘-zation’ in cases where an alternative ‘-ise’, ‘-sation’ exists. Exception: analyse.

Font: Garamond 12, single spacing, 0pt before, 12pt after. Do not add additional spacing between paragraphs.

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.

3. Paper length

The length of a standard working paper is 8,000–10,000 words (maximum 12,000). Keep in mind that if the final destination of the study is to be a book chapter or a journal article, then the lower end of the range is preferable. When an author is asked to considerably reduce the word count of a study (e.g. for conversion to a book chapter), a straightforward method is to cut down the number of tables and figures and simply refer readers to the longer working paper; e.g. ‘See Smith (2019: Tables 4–8)’.

Please send the paper as one document, which includes tables, figures, appendices, etc.

4. First page

Please include:

- 120–150-word abstract, no abbreviations
- 5–7 keywords (including methodology if not in JELs)
- JEL classifications, if any (maximum 4, including methodology), see: www.aeaweb.org/econlit/jelCodes.php?view=jel
- acknowledgments (if any)

Authors’ names, affiliations (including city, country), and email address of the corresponding author must be given.
5. Page numbering

Please deliver your manuscript with page numbers.

6. Section headings

Please number all your headings in the following format, maximum three heading levels; please do not use automatic numbering:

1 Heading level 1, bold, 24pt before and 12pt after

1.1 Heading level 2, bold, 12pt before and 12pt after

Heading level 3, no numbering, in italics, 12pt before and 12pt after

7. Tables/figures/maps/equations

Tables (in Excel or Word) and figures should be editable (best formats are EPS or TIFF).

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 calculation based on [x] data’; for a figure ‘Source: author’s illustration based on [x] data’.

If tables, figures, maps, or any kind of art work have been copied or reproduced from another publication or source then authors must request reproduction permission from the original copyright holder, which can also be a publisher. Kindly forward us the email exchange. Note that often government reports, data of statistical institutes etc., are in the public domain and permission to reproduce is not required; this can be easily checked on the rights page of the organization’s website; the correct attribution line still needs to be stated.

Titles of tables and figures are placed above the table/figure. Notes and sources (in that order) are placed under.

We prefer ‘Figure’ in the titles, but ‘graph’ or ‘chart’ can be used in the text.

Number your tables and figures sequentially and give each a title. Each table and figure must be introduced in the text for readers’ information; e.g., ‘See Figure 3 showing the annual decline of exports’. Equations should be legible when printed out (not blurred).

8. Notes

Please use footnotes (not endnotes) and use the Word footnote function (not superscript or numbers squared). Footnote text font: Garamond 10, single spacing, 0pt before, 4pt after.

9. References

Special attention should be paid to the preparation of the list of references. UNU-WIDER follows the OUP reference system. 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. Important is consistency and completeness.

Use the following styles for citing within brackets (Smith 1993; Jones 1999, 2000; Anderson 1991; Wilson and Smith 1998, 2002) or in text Smith (1993); Jones (2003: Table 3).

10. Citation

In-text citations are preferred, and not in footnotes. Use the following styles for direct quotations within text including the page numbers:

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

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

11. Appendix

Appendices should be placed at the end of the paper on a new page. Appendix tables and figures should be numbered ‘A1, A2,…’

12. Other

- use symbols for the commonly known 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;
- table columns are generally centred; right-aligned if equal decimal points;
- please use an en dash (–) for number ranges (e.g. years 1980–89).

HOW TO COMPILE A REFERENCE LIST:

Books and chapters in books:

Reports (similar to books, titles in italics):
**Journals**


Dollar, D., and A. Kraay (2002). ‘Growth is Good for the Poor’. *Journal of Economic Growth*, 7(3): 195-225. Note in this sample the page numbers are in two different hundred series and thus are both used.

**Working papers or similar**


Do not use ‘No.’ or ‘#’. Here also use place: publisher; no italics.

**Webpage**

If a webpage is quoted, add date when accessed:

Available at: [www.wider.unu.edu](http://www.wider.unu.edu) (accessed 21 February 2014).

**The use of simple commas and serial commas (mostly used for clarity)**


**Example**

Here is a link to a typical WIDER working paper: [https://www.wider.unu.edu/sites/default/files/Publications/Working-paper/PDF/wp2017-186.pdf](https://www.wider.unu.edu/sites/default/files/Publications/Working-paper/PDF/wp2017-186.pdf)

If you have any queries, please contact [publications@wider.unu.edu](mailto:publications@wider.unu.edu).