

GUIDELINES FOR PREPARING STUDIES FOR UNU-WIDER

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

1. Software

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

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.

The Word template, LaTeX template, and LaTeX file submission guidelines can be found on the webpage [Info for authors](#).

2. Language/style

Papers are preferably submitted in British English using ‘Oxford’ spelling. However, please use ‘-ize’, ‘-zation’ in cases where an alternative ‘-ise’, ‘-sation’ exists. Exception: analyse.

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 (ISO currency code) for other currencies; 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);
- use ‘per cent’ not ‘%’, except in tables/figures, their titles, and notes.

3. Paper length

As a rough guide, an average paper is approximately **10,000–12,000 words** inclusive of everything (references, footnotes, figures, tables, appendices, etc.). Keep in mind that if the final destination of the paper is to be a book chapter or a journal article, then the lower end of the range is highly recommended to save authors time and work.

When an author is later requested to considerably reduce the word count of a paper (e.g. for a book chapter), a straightforward method is to cut down the number of tables and/or figures, and simply refer readers to the longer working paper, e.g. ‘See Smith (2019: Tables 4–8, Figures 3–7)’.

Large appendices can also be added as online appendices or supplementary material on the working paper webpage.

4. First page

Please include:

- 120–150-word abstract, no abbreviations, **must** contain the key words;

- 5–7 key words (in order of importance, including methodology if not in JELs);
- JEL classifications, if any (in alphabetical order, 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.

Random name order (optional): Researchers are offered the possibility to use the [randomization tool](#) provided by the American Economic Association. If used, kindly inform UNU-WIDER's publication team and provide the names' order by email, along with the working paper's title.

5. Page numbering

Please deliver your manuscript with page numbers.

6. Section headings

Please use maximum 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.**

7. Tables/figures/graphs/maps/equations

Tables and figures should be editable, if possible. 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.

For maps created using geographic information system (**GIS**), please indicate what is the software used and how/where the shapefiles were accessed. Below is an example of how it can look like, from [WIDER WP2022/148](#):

Source: authors' compilation. This map was created using QGIS (version 3.22.13). GIS shapefiles were downloaded from the Head Office of Geodesy and Cartography (Główny Urząd Geodezji i Kartografii) at: <https://www.gov.pl/web/gugik/dane-udostepniane-bez-platnie-do-pobrania-z-serwisu-wwwgeoportalgovpl>.

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 permission from the original copyright holder/licensing service, 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 rights page of the organization’s website; the correct attribution line must still be stated. However, note that material can be in the public domain in a jurisdiction and not in another one. If in doubt, please consult.

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 editable and legible when printed out (no blurred images).

8. Notes

Please use footnotes, not endnotes.

9. References

Special attention should be paid to the preparation of the list of references. An EndNote for UNU-WIDER style is available upon request. 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.

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

10. 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 indented quotes.

Cite 'et al.' when 3+ authors.

11. 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, ..., B1, B2, etc.'

Some appendices can be added as supplementary material on the working paper webpage.

COMPILING A REFERENCE LIST

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

Books and chapters in books

Hertel, T.W. (ed.) (1997). *Global Trade Analysis: Modeling and Applications*. Cambridge: Cambridge University Press.

Bourguignon, F., A. Robilliard, and S. Robinson (2005). 'Representative versus Real Households in the Macroeconomic Modeling of Inequality'. In T.J. Kehoe, T.N. Srinivasan, and J. Whalley (eds), *Frontiers in Applied General Equilibrium Modelling*. Cambridge: Cambridge University Press.

Milanovic, B. (2005). *Worlds Apart*. Princeton: Princeton University Press.

Always include 'Place: Publisher.'

Reports (similar to books, titles in italics)

UNCTAD (2008). *Trade and Finance in a Globalizing World*. Geneva: UNCTAD.

Bank of Italy (2016). *Annual Report 2016*. Rome: Bank of Italy.

Journals

Bhagwati, J., and T.N. Srinivasan (2002). 'Trade and Poverty in Poor Countries'. *American Economic Review*, 92(2): 180–83. <https://doi.org/10.1257/000282802320189212>

Liu, A.Y.C. (2001). 'Markets, Inequality, and Poverty in Vietnam'. *Asian Economic Journal*, 15(2): 217–35. <https://doi.org/10.1111/1467-8381.00132>

Dollar, D., and A. Kraay (2002). 'Growth is Good for the Poor'. *Journal of Economic Growth*, 7(3): 195–225. <https://doi.org/10.1023/A:1020139631000> **Note in this sample the page numbers are in two different hundred series and thus are both used.**

Working papers or similar

Elbers, C., J.O. Lanjouw, and P. Lanjouw (2002). 'Micro-level Estimation of Poverty and Inequality'. Working Paper 2911. Washington, DC: World Bank. Available at: <https://openknowledge.worldbank.org/bitstream/handle/10986/19218/multi0page.pdf?sequence=1&isAllowed=y> (accessed 10 January 2019).

World Bank (2001). 'Vietnam Living Standards Survey (VLSS), 1997–98. Basic Information'. Washington DC: World Bank, Poverty and Human Resources Division. Available at: <http://siteresources.worldbank.org/INTLSMS/Resources/3358986-1181743055198/3877319-1181827303756/vn98bifBasicInformation.pdf> (accessed 5 May 2018).

Nsabimana, A., and J.T. Mensah (2020). 'Weather Shocks and Child Nutrition: Evidence from Tanzania'. WIDER Working Paper 2020/57. Helsinki: UNU-WIDER. <https://doi.org/10.35188/UNU-WIDER/2020/814-6>

Please do not use 'No.' or '#'. Here also use place: publisher if known; no italics.

Dissertations

Zengeni, T. (2014). 'The Competitiveness and Performance of the Zimbabwe Poultry Industry'. Unpublished Master's dissertation. Johannesburg: University of Witwatersrand. Available at: <http://hdl.handle.net/10539/16856> (accessed 1 June 2019).

Webpages

If a webpage is quoted, add date when accessed.

Available at: www.wider.unu.edu (accessed 21 February 2014).

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

Abetti, F., and B. Miller (2007). *[book title]*

Abetti, F., J. Brauer, and B. Miller (2007). *[book title]*

In F. Abetti and B. Miller (eds) (2007). *[book title]*

Example

Here is a link to a typical WIDER working paper: <https://doi.org/10.35188/UNU-WIDER/2019/735-4>

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