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.

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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.


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

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Always include ‘Place: Publisher.’

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

Example
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