IPC-IG’s guidelines for authors

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The International Policy Centre for Inclusive Growth (IPC-IG) is a global forum for dialogue on innovative development policies.

The IPC-IG promotes the production and dissemination of studies and policy recommendations, the exchange of best practices and the expansion of cooperation between developing countries.

The Centre welcomes submissions presenting research findings, fostering policy debate, and contributing to capacity building on development-related topics in any of our publication formats. Authors submitting papers for publication should observe the following guidelines.

For more information about the IPC-IG publication formats, please visit: www.ipcig.org/publications.
Publications must be written in or translated into English (U.K.).

Prior to submitting work for publication, the author is expected to carefully review and edit their piece, to correct grammatical and typographical errors and to verify that editorial norms have been followed.

Authors may submit their work electronically, via e-mail to publications@ipc-undp.org, or directly through ojs.ipc-undp.org. The body of the submission e-mail should contain the title of the publication, the date, as well as the full name(s) of the author(s) and desired institutional affiliations. All submissions are acknowledged upon receipt.

The body of the submission e-mail should also contain an abstract providing a general overview of the work, comprising around 200-250 words.
All documents sent for publication must be in Windows Microsoft Word (.doc or .docx) format. The work should be presented simply: the use of decorative elements and characters is not recommended.

Font:
Times New Roman or Arial 12-point

Spacing:
Double line spacing

Footnotes/Endnotes:
10-point font

Page numbers:
centred at the bottom border of the page with Arabic numerals
6 figures, charts and graphs

- The figures and tables (as well as photos or images when indispensable), should be incorporated into the text in an adequate position defined by the author.

- They should be titled and numbered consecutively using Arabic numerals.

- The worksheets and graph data that are included in the text should be editable in Microsoft Excel.

- The photos or images should be attached discretely as .jpg files in high resolution (300dpi).

- Their source should also be properly credited.

Figure 1: Title

Source: Author (year).
<table>
<thead>
<tr>
<th>IPC-IG publication type:</th>
<th>working paper</th>
<th>one pager</th>
<th>policy research brief</th>
<th>research report</th>
<th>policy in focus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>word limit</strong></td>
<td>maximum 20,000</td>
<td>maximum 800 (without bullets) or 700 (with bullets)</td>
<td>3,200</td>
<td>no limit</td>
<td>total = 12 articles (maximum 14)</td>
</tr>
<tr>
<td></td>
<td>minimum 600</td>
<td>minimum 800 (without bullets) or 700 (with bullets)</td>
<td></td>
<td>no limit</td>
<td>each article</td>
</tr>
<tr>
<td><strong>title with a maximum of 80 characters</strong></td>
<td>maximum 800 (without bullets) or 700 (with bullets)</td>
<td></td>
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<td></td>
<td>1,800 1,500 1,300</td>
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<tr>
<td><strong>text</strong></td>
<td>maximum 120,000</td>
<td>approximately 5,000</td>
<td>approximately 19,000</td>
<td>no limit</td>
<td>approximately 10,500</td>
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<tr>
<td><strong>abstract</strong></td>
<td>maximum 2,600</td>
<td>approximately 5,000</td>
<td>no limit</td>
<td>no limit</td>
<td>approximately 9,500</td>
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<tr>
<td><strong>maximum number of characters with spaces</strong></td>
<td>maximum 1,800</td>
<td>no limit</td>
<td>no limit</td>
<td>no limit</td>
<td>approximately 8,500</td>
</tr>
<tr>
<td><strong>number of tables, illustrations, boxes or graphs</strong></td>
<td>no limit</td>
<td>1</td>
<td>2 to 4</td>
<td>no limit</td>
<td>maximum 2</td>
</tr>
<tr>
<td><strong>references</strong></td>
<td>at least 5</td>
<td>maximum 2</td>
<td>maximum 5</td>
<td>no limit</td>
<td>at least 1</td>
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<tr>
<td><strong>corresponding to:</strong></td>
<td>maximum 120</td>
<td>1.5</td>
<td>8</td>
<td>no limit</td>
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</tr>
<tr>
<td><strong>number of characters with spaces</strong></td>
<td>2</td>
<td>1.5</td>
<td>8</td>
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<td><strong>pages (word file)</strong></td>
<td>-</td>
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</tbody>
</table>
The bibliographical references should follow a consistent format, as indicated. Our format closely follows the Chicago Manual of Style’s Author-Date System.

**Book:** Author(s) or editor(s) of book [last name, first name]. Year. *Title in Italics*, edition number other than the first, City, Publisher. Sample:


**Chapter or other part of an edited book:** Author(s) [last name, first name]. Year. "Title" in: *Title of Book in italics*, edited by [first name, last name], City, Publisher, Page numbers. Sample:


**Website content:** Author(s) or editor(s). Year. "Title", Publisher, <web address>. Date of access. Sample:


**Working Papers:** Author(s) [last name, first name]. Year. "Title", *Series of the paper, Working Paper number, City, Publisher*. Sample:

Dates: present as day month year with no punctuation (e.g. 19 January 2014).

Foreign words: these should be in Italics unless they have become essentially a part of the English language, in which case roman should be used, retaining accents.

Acronyms: a title or name of an organisation, programme or institution that recurs in the text should normally be written in full the first time it is mentioned, and then followed by the acronym between parantheses.

Numbers: one to nine spelled out. For 10 upwards use numerals, unless the number starts the sentence.

Currencies: References to currencies should follow the 3-letter ISO 4217 Currency Codes (https://www.iso.org/iso-4217-currency-codes.html), followed by the nominal amount without a space (e.g. USD215, BRL215, CHF215).

Percentages: use ‘per cent’ in longer prose. The % sign should be used in tables and figures.

Language: English (UK). Spellings should be consistently British, e.g. analyse, apologise, behaviour, programme, centre, fulfil.

Abbreviations: abbreviations such as kg or km should not be followed by a period.

Quotation marks: use double marks (“x”) for direct quotes and singles (‘x’) for quotes within quotes.

‘Below’/’above’: do not use the terms ‘below’ and ‘above’ to refer to figures and tables in the text. Do refer directly to their number or name.

Subheadings, table heading and figures: Capital initial letters with no full stops.

In-text citation: for references to ideas or quotes in text please reference the original cited works as such:

• (Author year)
• (Author 1 and Author 2 year)
• (Author 1, Author 2 and Author 3 year)

Make sure to include the full reference in the document bibliography.
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