INTERNATIONAL DEVELOPMENT POLICY

GUIDELINES FOR AUTHORS

These Guidelines for Authors provide an overview of International Development Policy and editorial guidelines for contributing authors. Please read carefully both the General Guidelines and the Technical Guidelines and draft your contribution accordingly. Submissions that do not conform to the guidelines will be returned to the author for adjustments.

Authors may submit articles to: devpol (@) graduateinstitute.ch.

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GENERAL GUIDELINES

About the Journal

*International Development Policy* | *Revue internationale de politique de développement* is a peer-reviewed, open access journal that publishes original, interdisciplinary, policy-relevant papers in the field of international cooperation and development. Anchored in Geneva at the Graduate Institute of International and Development Studies, it publishes contributions by researchers and reflective practitioners worldwide. Our target audience includes scholars, policy-makers, and practitioners interested in international development.

The journal publishes:

- An annual thematic dossier on a key development policy challenge;
- Stand-alone articles analysing topics related to international development and cooperation.

In 2018, the journal website received nearly 600,000 visits, and HTML and PDF article views or downloads exceeded 470,000. Our readers span all continents.

In addition to online and print publications, *International Development Policy* organises and participates in public and closed-door events where authors and experts discuss the articles and policy issues at stake, engaging a broader audience via videos and webcasts published online.

Submission of Articles and Peer Review Criteria

Authors are invited to submit articles to: devpol (@) graduateinstitute.ch.

Articles are accepted and peer-reviewed on the basis of the following criteria:

- **Originality and contribution to existing research in international development**: The article makes a scholarly contribution to existing research and/or policy practice (filling a gap in the literature and/or offering an original view or approach to the research question(s) addressed).

- **Scientific quality**: Research results and conclusions are supported by solid qualitative/quantitative analysis and methodological rigour; referencing is adequate; data (and tables and figures used) are adequate; and research ethics are respected. Articles that discuss organisations, projects, or programmes do so in an analytic manner, without the intention of self-promotion.

- **Clarity of argument and presentation**: The writing is engaging, clear and accessible to non-experts. The ideas and structure of the manuscript are clear and logical. The English language is of a high standard.

Moreover, priority will be given to articles meeting the two criteria below:

- **Policy relevance**: The paper addresses development policy debates and challenges. The link between the topic addressed and development policy is meaningful and implications for policy and practice are clear.

- **Audience**: The article would be of interest not only to scholars/academics, but also to policy makers, practitioners, and/or policy analysts interested in or working on the topic or in international development.
By submitting a piece to *International Development Policy*, the author(s) acknowledges that the work is original, has not been previously published, and is not under review for publication elsewhere. In submitting an article to the journal, the author(s) assumes full responsibility for ensuring the absence of plagiarism and that the work does not infringe on the rights of other parties.

**Prelims and References**

Please submit the article in a Word format. The text must be accompanied by:

- **An abstract** not exceeding 250 words. The abstract should clarify the motivation for the article, the research question(s) being addressed and the key finding(s);
- **4-7 keywords**: authors are encouraged to select from the keywords provided on the journal’s website;
- **Brief information about the author(s)** of max. 75 words (author’s affiliation, expertise areas) + contact details with email address and telephone number;
- **The list of references** and any accompanying artwork, figures, or tables, set out according to *International Development Policy*’s Technical Guidelines.

**Language and Length**

*International Development Policy* publishes all papers in English. It accepts original submissions mainly in French and Spanish (although other languages are accepted), which – if they successfully pass the peer review process – are translated into English and published online together with the original version. Authors who wish can review and revise the English translation of their article.

Articles should range between 5'000 and 7'000 words excluding references and figures. A submission exceeding the recommended length will be returned to the author for revision.

**Graphic Art, Figures and Tables**

Graphic art, figures and tables must be of perfect quality. If they are not free of copyright, the author must offer proof of acquiring the reproduction rights (see annex for sample text for requesting copyright clearance via email or letter).

The author must provide separate files for: 1) data used to create figures and tables (in an Excel/.xls file); and 2) photography and other graphic art, with a resolution of at least 300 dpi.
Authors must follow the Technical Guidelines below. Please note: International Development Policy created a customized Zotero citation style that authors can find at: https://www.zotero.org/styles?q=international%20development%20policy

Structure of the Beginning of the Article

Title (see below)
Author’s name
Note about the author (including address and biographical information – max. 75 words, author’s affiliation, expertise areas etc.)
Keywords
Abstract
Acknowledgements (if any; including acknowledgement of the funding source(s) for the research if applicable)
Remarks (if any)
Epigraph (if any)
Beginning of the text

Title

Each article submitted should have a short, informative title not exceeding 70 signs including spaces.

Levels of Subheads

Please use no more than four levels of subheads, which should be typed in title case (use lowercase only for articles, coordinate conjunctions and prepositions). The first three levels are numbered (without resorting to automatic numbering). Their organisation is as follows:
1. Chapter (first level)
   1.1. Section (second level)
   1.1.1. Subsection (third level)
   – Paragraph (fourth level)

Text

The text should be typed in Times New Roman 11 pt., 1.5 line spacing, 3-cm margins all around, all the pages consecutively numbered.

Notes

Footnotes (typed in Times New Roman 10 pt.) are used for additional information and not for mere bibliographical references. References are treated according to the author-date system of documentation, which is described in detail in these Technical Guidelines.
Language

For authors writing in English, please note that the journal uses British spelling and grammar rules. When referring to proper nouns and institutional titles, however, you should use the official spelling.

Quotations

Quotations are run into the text and indicated by single quotation marks. Double quotation marks are used for quotes within quotes.

Example

As the author argues, ‘religion and the secular are closely linked, both in our thought and in the way they have emerged historically’ such that ‘any discipline that seeks to understand “religion” must also try to understand its other’.

Foreign-language quotations should be translated into English and some information provided on the source of the translation at the end of the text citation. If you are the author of a translation, please mention ‘our transl.’ The original quotations should be included in your manuscript, following their translated versions; the editors will check the translations and then delete the foreign-language quotations.

Numbers

Write numbers one to ten in letters and those above ten in figures. Wherever a unit of measurement is used, the number preceding it appears in figures. The number preceding a percentage always appears in figures; it is followed by ‘per cent’ in the text, and by ‘%’ in tables and graphs.

Dates

Please write centuries in whole letters (e.g. ‘twentieth century’ instead of ‘20th century’) and refer to time ranges between whole years as follows: 2000–12 instead of 2000–2012, but of course 1998–2004.

Currencies

Please use the three-character alphabetic codes of currencies listed in ISO norm 4217, e.g. USD 2.50, CHF 250, EUR 2.5 million. Convert all amounts into USD, followed by the indication of the original amount and currency in parentheses.

Abbreviations and Acronyms

Please spell out abbreviations and acronyms on their first occurrence, and then use that acronym consistently without reverting to the spelt-out definition. When using acronyms with reference to authors in the reference lists, please spell it out in parentheses on their first occurrence.
Example

Tables, Figures, Photographs, etc.

Tables, graphs, boxes, etc., are consecutively numbered (tables 1, 2, 3, etc.; graphs 1, 2, 3, etc.). Their source is mentioned in a source note following the figure in author-date format. The complete bibliographic entry should be provided in the reference list according to the bibliographical indications described in the second part of these guidelines. If a table or figure is not a Word document, please provide it in a separate electronic file, not in the Word text file, and specify clearly its location in the text. Photographs must have at least a 300 dpi resolution; please indicate their author and caption as well as their credit line.

Please note:
- Concerning each non-royalty-free item that you wish to use, please ensure that you have the right to reproduce it and provide us with a written proof of the authorisation (see annex);
- For each graph, please provide in an Excel file containing the data that were used to make the graph.

Cross-references in the Text to Tables, Figures, etc.

Cross-references to tables, figure, etc., are given in parentheses:

*Example*

The number of international migrants in the world more than doubled between 1960 and 2005 (table 7).

Bibliographical Guidelines

*International Development Policy* uses the author-date system, which is comprised of two elements: text citations and a reference list.

Text citation

Sources are cited in the text, usually in parentheses, by the author’s last (family) name, the publication date of the work cited. Page number(s) should be included when citing a quotation. These parenthetical citations are called ‘text citations’ (see examples below). The author may be an institution, in which case we encourage you to refer to it using the short name or acronym instead of the full name. If the author’s name appears in the sentence, it need not be repeated in the text citation. If the citation contains two or more references, separate them by semicolons. If it contains several works by the same author, these are given by date only and separated by semicolon. If the citation contains a work by two authors, both names are included, whereas works by three or more authors are cited only by the name of the first author, followed by ‘et al.’ Lastly, if
author has the same last name, the initials of their given names will be included in the text citation (see ‘Michaelowa’ example below).

Examples:

**Text citation**
Rainer Schweickert (1998) has shown that even in the case of strong adjustment efforts, the nominal anchor approach remains a high-risk strategy.

**Bibliographic entry**

**Text citation**
The Gulf of Guinea is one of the few areas of the world that is still believed to contain large-scale undiscovered reservoirs of light sweet crude (Gary and Karl, 2003).

**Bibliographic entry**

**Text citation**
(Monsutti et al., 2007)

**Bibliographic entry**

**Text citation**
(A. Michaelowa and K. Michaelowa, 2010)

**Bibliographic entry**

**Text citation**
The committee recommended the establishment of a ‘national moratorium on evictions until the determination of the legality of land claims is made’ (CRC, 2011, 61).

**Bibliographic entries**

**Text citations**
The World Bank’s Investment Framework for Clean Energy and Development aims to increase access to energy in developing countries, particularly Sub-Saharan Africa, to accelerate the transition to a low carbon economy and to adapt to climate variability and change (World Bank, 2007a; 2007b; 2009).

**Bibliographic entries**


**Reference List**

Text citations are completed by fully detailed bibliographic entries at the end of the text in the form of a ‘Reference List’. The Reference List must contain a complete entry for each of the works cited in the text.

References are ordered alphabetically according to the authors’ surnames. Two or more works by the same author(s) published in different years are ordered from the most recent to the oldest. Two or more works by the same author(s) published in the same year are alphabetized by title (disregarding the initial article a, an, the, le, la, un, une…) and the entries are distinguished by a, b, c, and so forth (set in roman, not italic), following the date. In case an author appears as the first contributor of a series of collective works, these are ranked alphabetically according to the first letter of the second author’s family name.

Bibliographic entries should be written in the language of the cited works (see ‘Beauregard and Proulx’ example in 2.2.8 below). Three elements, however, are indicated in English: the conjunction ‘and’ preceding the name of the last author when the cited work has two or more authors (see again ‘Beauregard and Proulx’ example), the abbreviation ‘No.’ as well as the access date (about this date, see 2.3 below). Furthermore, single quotation marks ‘…’ are used, not foreign quotation marks such as the French guillemets « … ».

**Single and Multi-Author Books**


**Chapter in a Book by the Author(s)**


**Contributions to an Edited Book**


**Journal Articles**

Note that the volume number is not preceded by the abbreviation ‘vol.’ If an issue number is also indicated, it appears in parentheses immediately (that is, without space) after the volume number. When only an issue number is used, it is not enclosed in parentheses and is preceded by the abbreviation ‘No.’


**Magazine and Newspaper Articles**


*For online newspaper articles see section on “Electronic Sources” below.*

**News Services**


**News Releases**


**Unpublished and Informally Published Material (Dissertations, Theses, Speeches, Papers Presented at a Meeting, Working Papers…)**


**Documents of International Bodies**

If the document has a symbol, see the section about such symbols below.


**Electronic Sources**

When citing an electronic document (book, journal, news release, dissertation, speech, document of an international body, etc.), be it a solely electronic document or also available in printed form, the aim is to record it as fully as possible, providing the same information that would be given for its printed counterpart, with the addition of an electronic identifier and the access date. Please always add the date of access to the source (if it is not a DOI, see below). If the page is no longer available at the given URL and a new URL cannot be provided, please simply report the date of last access.


**Electronic identifiers: DOI, permanent URL, and URL**

Whenever an electronic document has a more permanent – and shorter – source identifier than the ‘uniform resource locator’ (URL), such as a ‘digital object identifier’ (DOI) or a ‘permanent URL’, please mention this identifier. When a DOI is provided you need not report the date of access.


**Pagination and locators**

If you refer to a particular passage of a long and unpaginated electronic document, you may use the nearest subhead as a locator in the text citation.
However, developing countries claim that Part IV has been without practical value as it does not contain any obligations for developed countries (WTO, 2011, under ‘General Agreement on Tariffs and Trade – Goods’).
Bibliographic entry


Citing web pages

The bibliographic entry for a web page should mention the name of the author (often the site owner or sponsor), the date, the page title (if it has one), the page address and the access date. If the web page is not dated, you should use the access date instead.

Text citation

Our priorities are to produce and disseminate knowledge to contribute to progress among the global scientific community, enrich the study of global challenges, and offer international actors useful analyses for the resolution of contemporary international problems (Graduate Institute, 2012).


The bibliographic entry for the home page of the institute in the example above would be:


Document symbols used by international bodies

Symbols are frequently attributed to documents of international bodies. When this is so, the mere mention of this symbol is enough to find easily the document on the Internet; it is then not necessary to mention the electronic identifier or the access date.


EXAMPLE - ENGLISH VERSION

Dear Sir/Madam,

I am currently writing an article for the International Development Policy / Revue internationale de politique de développement published by Brill-Nijhoff (hard-copy, English Version) and by the Graduate Institute (electronic version and French version). I am writing to request permission to include the following material in my article:

Excerpt/figure/table details – including page numbers, and figure/table numbers

Author/editor:
Title of book, journal, website etc:
ISBN/issue number:
Publisher:
Date of publication:

for which I would like to receive non-exclusive World, including USA, rights in all languages and in print and electronic format.

The series is written for a professional and academic audience. I will make full acknowledgement in the usual manner.

If you do not control copyright to this material, please advise me to whom I should apply.

I would be most grateful if you could come back to me by [suggest reasonable deadline – make sure that this is earlier than your own actual deadline to allow time for any potential complications]. Many thanks for your assistance.

Yours sincerely,
Chère Madame/Cher Monsieur,

Je suis en train d’écrire un article pour la Revue internationale de politique de développement | International Development Policy qui sera publié par l'Institut de hautes études internationales et du développement (version française) et la maison d’édition Brill-Nijhoff (version anglaise) et l'Institut de Hautes Etudes Internationales et du Développement (version électronique et version française). Je vous écris pour demander votre autorisation à inclure le matériel ci-dessous dans mon texte :

Détails de l'extrait/graphique/illustration/tableau – y compris les numéros de page et de graphique/illustration/tableau;
Auteur/éditeur;
Titre de la source (livre, revue, journal, site web);
ISBN/numéro de publication;
Maison de presse;
Date de publication;

Je souhaiterais obtenir le droit non exclusif à la publication dans le monde entier, Etats-Unis inclus, en tout langue et en format papier et électronique.

Le livre s’adresse à un public professionnel et académique. La source sera dûment référencée dans le texte.

Au cas où vous ne seriez pas le titulaire des droits relatifs à ce matériel, je vous serais très reconnaissante de me signaler qui je dois contacter.

Je vous saurais gré de bien vouloir me répondre d’ici le [suggérez une date raisonnable, tout en laissant assez de temps pour pouvoir résoudre éventuelles complications avant la date de remise du manuscrit à votre éditeur].

Madame/Monsieur, je vous remercie de votre collaboration.

Cordialement,