Development and Change
Instructions for Preparing Manuscripts

1. LAYOUT AND HOUSE-STYLE

Please read these instructions carefully: the Editors reserve the right to return/reject any submitted manuscript which does not comply with the instructions below.

Length and Layout

- Articles for submission should be within the range of **8,000 to 10,000 words** (including text, abstract, notes, and references): only in exceptional circumstances will the Editors consider a manuscript outside this range. Articles should include an abstract of 100–200 words.

- Comments on articles which have been published in earlier issues of *Development and Change* are expected to be shorter than this, usually in the range of 3,000–6,000 words.

- Titles of articles should be brief, attractive and accurate in describing what the paper is about.

- Keywords should be provided for all submissions (minimum of two, maximum of eight).

- Headings and sub-headings within the text should be short and clear. Avoid too many levels of sub-heading. Avoid numbered (sub-)headings.
  Development and Change uses the following hierarchy of headings within the text:
  HEADING LEVEL A
  Heading Level B
  Heading Level C

- Use footnotes rather than endnotes. The location of footnotes within the text should be indicated by superscript numbers.

- Tables, figures, appendices etc.: please note that the page extent of additional material will be taken into account when judging the overall length of a paper. Submissions which include many tables, figures, appendices etc. should therefore contain a shorter text, in order to compensate.

- Tables and figures should not be embedded in the text, but should either be attached at the end of the paper, or supplied separately, with markers in the text indicating approximately where they would appear in a final version.

- Please align decimal points in numbers in tables

- Artwork (figures, graphs, maps etc.) must be in black and white, and should preferably be supplied as TIFF, EDS or PDF files. Please consult the Illustration Guidelines at

http://media.wiley.com/assets/7323/92/electronic_artwork_guidelines.pdf if you need advice on any aspect of preparing your artwork.

- *Development and Change* does not print photographs

- Please bear in mind that the artwork is likely to be reduced in size in the final printed version; keep the artwork simple and clear and do not try to include too much information. For maps, do not include too many place names, shading etc.

- Headings should be placed above each table/figure and should follow this layout:
  Table 1. Asset Ownership by Household Category
  Figure 5. Communication Flows

- Notes and sources should be placed under each table/figure. Column headings in tables should clearly define the data presented.

House Style

The *Development and Change* house style is based on the Oxford English Dictionary. If in doubt, consult the OED or the Oxford Dictionary for Writers and Editors.

- For the main text, use Times New Roman, 12 point, 1.5 line spacing. For footnotes, use Times New Roman, 11 point, single line spacing. Set the alignment as 'left' (not justified).

- Use the word 'article' rather than 'paper'. It this becomes repetitive, use 'manuscript', 'contribution', 'essay', 'text', etc.

- Use British and 'z' spellings (e.g. 'labour', 'centre', 'organize'; but beware of Greek words such as 'analyse', 'paralyse'). If in doubt, refer to the Oxford English Dictionary.

- No hyphens in cooperate, coordinate.

- An em-dash is preceded and followed by a space.

- The word internet is not capitalized

- Use single quotation marks. For quotations within quotations, use double marks. Indent quotations of more than 60 words, without quotation marks. For quotations from other publications, always provide page number(s) for the quotation, however short.

- Use an ellipsis to join two incomplete parts of a sentence in a quotation. If the quotation includes a full stop (period) before or after the missing text, this can be included before or after the ellipsis:

  'organic structures … generate conflicts within our organizations and they promote corruption by fostering individual interests'

'the landlords were accused of corruption. … There were other also factors at play'
'The project got the green light, but it was under pressure, buying the conscience of the authorities of the indigenous representatives .… The communal authorities have been given good job'

Do not put parentheses around an ellipsis.
To create an ellipsis in Word, use CTRL/ALT/full stop.

- Take out full stops in USA, OECD, Ms, Dr and other such abbreviations. No full stop after 'vs' (versus).

- Capitalize North, South, West when these are used as political (rather than geographical) terms. Note: global North, global South (lower case 'g' in 'global').

- Acronyms: always spell out the full name when using for the first time, with the acronym in parentheses. This includes common acronyms such as United Nations (UN) and non-governmental organizations (NGOs).

- For non-English organizations etc. please use the format: original name (acronym) — English translation. For example:
  'The Autodefensas Unidas de Colombia (AUC) — United Self-defence Group of Colombia — backed a national confederation…'

- Dates should be in the form of 9 March 2007.

- Use a minimum of two numerals (whilst still retaining clarity) when referring to pagination and dates (e.g. 10–19, 42–45, 1961–64, 1961–75). Use an en rule rather than a hyphen between the numbers.

- In the text, spell out numbers from one to nine, use numerals for 10 and over (but when they appear in one phrase, use all numerals, e.g. 'between 8 and 15 …').

- Always use numerals for percentages (75 per cent), units of measurement (13 km, US$ 40,000, £ 6 billion), and ages ('children from 0 to 5'; 'a 65-year-old man'… etc.)

- Write centuries as: '19th century', '20th century' etc.

- Spell out 'per cent' (not 'percent') in the text and footnotes. The symbol % is acceptable in tables.

- In citations, i.e. and e.g. are acceptable ('see, e.g., Fabricant, 2010; Weismantel, 2006)'. In the text, they should be written out in full (that is; for example). Please use 'see' rather than 'cf'.

- Terms such as 'policy making' and 'decision making' are hyphenated when used as an adjective (e.g. 'this led to new policy-making processes'), but not when used as a noun (e.g. 'women are often excluded from decision making'). Policy makers = two words.

Use italics for non-English words and phrases <u>except</u>:
- names (of persons, places, institutions, political parties, laws etc.)
- quotations
- Latin expressions that have become commonplace such as 'ad hoc', 'status quo'
- 'ibid.' and 'et al.' should not be in italics.

- If there are many recurring non-English words, it is better to use italics only the first time they appear.

- Author bio-sketches
  Authors are asked to provide a short bio-sketch (maximum 50 words) to print at the end of the article. This must include: e-mail address; affiliation; city; country. It may also include brief information about research interests and recent/forthcoming publications. For articles with more than one author, please indicate the corresponding author.

2. CITATIONS AND REFERENCES

In-text Citations and References

Authors are reminded that long lists of citations in the text are not always helpful, especially if referring to whole books or articles. Be selective about what you include in your citations and References. Where possible, be specific by referring to page numbers. (For direct quotations, page numbers are required.)

All works cited in the text (including sources for tables and figures) should be listed alphabetically under **REFERENCES**, beginning on a separate sheet of paper. *Development and Change* uses the Harvard (author/date) system of referencing.

In the text:

- Works cited in the text should read thus: (Brown, 1992: 63–64); Lovell (1989, 1993).

- For groups of citations, order alphabetically and not chronologically, using a semi-colon to separate names: (Brown, 1992; Gadgil and Guha, 1994; Lovell, 1989).

- Use 'et al.' when citing a work by more than two authors, but list all the authors in the References (unless there are more than five).

- To distinguish different works by the same author in the same year, use the letters a, b, c, etc., e.g. Besson (1993a, 1993b).

- When referring to chapters in a text (e.g. a review essay): 'In Chapter 8, Smith presents his findings…'. When part of a citation, abbreviate to 'Ch.' — (Smith, 2014: Ch. 8).

- When referring to or quoting from interviews put interview information into footnote format. If names cannot be used, indicate the title or position or relevant characteristic, e.g.:

  Interview, GoR representative, Kigali, 30 March 2012.
  Interview, unmarried woman, Bangalore, 15 November 2009.

In the References:

- For multi-author works, invert the name of the first author only (Gadgil, M. and R. Guha). Use (ed.) for one editor, but (eds) for multiple editors.

- When listing two or more works by one author, repeat the author's name for each entry, and list by year of publication, in ascending order

- When listing two or more works by one author in the same year, use 'a', 'b', etc. to differentiate, e.g.

  Lavers, T. (2012a) '"Land Grab" as Development Strategy? The Political Economy of Agricultural Investment in Ethiopia', *The Journal of Peasant Studies* 39(1): 105–32. Lavers, T. (2012b) 'Patterns of Agrarian Transformation in Ethiopia: State-Mediated Commercialisation and the "Land Grab"', *The Journal of Peasant Studies* 39(3–4): 795–822.

- When listing two or more works by multiple authors that share the same first author, entries are ordered according to the following criteria: number of authors; alphabet; date.

- Note that *italics* are used only for titles of books and names of journals.

- Single quotation marks ' ' are used for titles of journal articles, book chapters, dissertations, reports, working papers, unpublished material, etc.

- Use Title Case (initial caps) for all titles in English. Other languages may differ.

- Indicate (opening and closing) page numbers for articles in journals **and** for chapters in books. Use an en rule rather than a hyphen (e.g. pp. 97–110). Always retain at least the last two digits, but drop repetitious digits. (e.g. 789–90; 213–16; 145–48).

- For titles in a language other than English, provide an English translation in square brackets after the original title, using the same format (italics or quotation marks) as for the original.

- For special issues of journals:

  Author (year) 'Title of article', Special Issue *Journal Title*: volume(issue): page numbers. (NB: do not include title of special issue or names of guest editors.)

- For later editions of books:

  Author (year) *Title* (2nd edn). Place: publisher.

- For books which have more than one publisher, use a semi-colon to separate the sets of place and publisher, e.g.: Basingstoke and London: Macmillan Press; New York: St Martin's Press.

- For sources which have insufficient details to be included in the Reference list, use footnotes (e.g. interviews, some media sources, some internet sources).

- If a reference starts with a number (e.g. VII or 50) please list at the bottom of the reference list

See the following examples for style punctuation.

Journal articles:

Helleiner, E. (2006) 'Reinterpreting Bretton Woods: International Development and the Neglected Origins of Embedded Liberalism', *Development and Change* 37(5): 943–67.

Books:

Mosse, D. (2005) *Cultivating Development: An Ethnography of Aid Policy and Practice*. London: Pluto Press.

Watson, S. and K. Gibson (eds) (1995) *Postmodern Cities and Spaces*. Oxford and Cambridge, MA: Blackwell.

Contributions to books:

Elson, D. (1996) 'Appraising Recent Developments in the World Market for Nimble Fingers', in A. Chhachhi and R. Pittin (eds) *Confronting State, Capital and Patriarchy*, pp. 35–55. Basingstoke and London: Macmillan Press; New York: St Martin's Press.

Conference Papers:

Kane P. (1983) 'The Single Child Family in China: Urban Policies and their Effects on the One-Child Family'. Paper presented at the International Workshop, Contemporary China Centre, Oxford (17–18 March).

Huber, E. (2000) 'Social Policy and Development: Notes on Social Security and Pensions Systems'. Paper prepared for the UNRISD Conference on Social Policy in a Development Context, Tammsvik (23–24 September).

Dissertations:

Srinivasan, S. (2006) 'Development, Discrimination and Survival. Daughter Elimination in Tamil Nadu, India'. PhD dissertation, Institute of Social Studies, The Hague.

Discussion/Working Papers:

Mayoux, L. (1999) 'Microfinance and the Empowerment of Women: A Review of the Key Issues'. ILO Social Finance Unit Working Papers No. 22. Geneva: International Labour Organization.

Cornwall, A (2002) 'Making Spaces, Changing Places: Situating Participation in Development'. IDS Working Paper 170. Brighton: Institute of Development Studies.

Online Resources:

Galtung, J. (2003) 'Rethinking Conflict: The Cultural Approach'. Speech delivered at the Informal Meeting of the European Ministers responsible for Cultural Affairs, Council of Europe, Strasbourg (17–18 February). www.coe.int/T/E/Cultural_Co-operation/ (accessed 8 August 2006).

Esping-Andersen, G., D. Gallie, A. Hemerijck and J. Myles (2001) 'A New Welfare Architecture for Europe?'. Report submitted to the Belgian Presidency of the European Union. www.socsci.auc.dk/ccws/studenzs/Esping-A.report_2001_.PDF

*Present URLs in the following form: www.example.com (as opposed to http://www.example.com)

Articles that have not yet been allocated a particular issue:

Ubink, J. (2018) 'Customary Legal Empowerment, or How to Engage with Customary Justice Systems', *Development and Change*. DOI: …………

Unpublished Papers:

Waithanji, E. (1999) 'The Role of Community in Improving Animal Health Service Delivery in Rumbek County: Community Leaders'. Unpublished report of Oxfam workshop, Rumbek town, Southern Sudan (26–28 April).

Non-English Language Publications:

State Environmental Protection Agency (1994) *Zhongguo Huanjing Baohu Xingzheng Ershi-nian* [*Twenty Years of Environmental Protection Administration in China*]. Beijing: China Environmental Sciences Press.

E-Book/Kindle

Adams, V. (2016) 'Introduction', in V. Adams (ed.) *Metrics: What Counts in Global Health*. Kindle Edition. Durham, NC: Duke University Press.