

Development and Change

Information for Contributors

About the Journal

Development and Change is an interdisciplinary, peer-reviewed journal devoted to the critical analysis and discussion of current issues of development. The journal receives articles from all the social sciences and intellectual persuasions concerned with development. Empirical, theoretical and historical articles are all welcome.

Development and Change regularly publishes the first results of important new field-based research. The journal invites notes and comments on the articles it publishes, with the objective of stimulating informed policy and theoretical debate.

All submissions must be **original pieces** and should not have been published or be under consideration elsewhere.

How to Submit:

1) Via our Electronic Editorial Office (Manuscript Central): whenever possible, new submissions should be sent through our website:

<http://mc.manuscriptcentral.com/dech>

2) Via e-mail: if for any reason submission through Manuscript Central is not possible, please ensure that the paper meets our style guidelines (see below) and then send as an MS-Word file attached to an e-mail, to Caroline Roldanus:

roldanus@iss.nl

Instructions for Preparing Manuscripts

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. Authors should provide a total word-count for the manuscript together with their submission.
- 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.
- Artwork (figures, graphs, maps etc.) should be supplied separately (not embedded into the text), preferably as TIFF, EDS or PDF files. Please consult the Illustration Guidelines at <http://www.blackwellpublishing.com/bauthor/digill.asp> if you need advice on any aspect of preparing your artwork.
- 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

- 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 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.
- 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.
- Take out points in USA, OECD, Ms, Dr and other such abbreviations.
- When using an acronym for the first time, the full name should be provided (with the acronym in parentheses).
- Dates should be in the form of 9 March 2007.
- Use the smallest possible number of numerals (whilst still retaining clarity) when referring to pagination and dates (e.g. 10–19, 42–5, 1961–4, 1961–75). Use an en rule rather than a hyphen between the numbers.
- In the text, spell out numbers from one to ninety-nine, use numerals for 100 and over (but when they appear in one phrase, use all numerals, e.g. 'between 85 and 110 ...').
- Always use numerals for percentages (75 per cent) and units of measurement (13 km, US\$ 40,000, £ 6 billion).
- Spell out 'per cent' (not 'percent') in the text. The symbol % is acceptable in tables.
- Terms such as 'policy making' and 'decision making' are hyphenated only 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').

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.

Development and Change uses the author/date system of referencing. 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.

In the text:

- Works cited in the text should read thus: (Brown, 1992: 63–4); 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 six authors or more).
- To distinguish different works by the same author in the same year, use the letters a, b, c, etc., e.g. Besson (1993a, 1993b).

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.
- 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).
- 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.
- For titles in a language other than English, provide an English translation in parentheses.
- For sources which have insufficient details to be included in the Reference list, use footnotes (e.g. interviews, some media sources, some internet sources).
- See the following examples for style and punctuation.

Journal articles:

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

Discussion/Working Papers:

Mayoux, Linda (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:

NB: always indicate the date that the source was accessed, as online resources are frequently updated or removed.

Sopensky, E. (2002) 'Ice Rink Becomes Hot Business', *Austin Business Journal*. <http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html> (accessed 16 October 2004).

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. http://www.socsci.auc.dk/ccws/studenzs/Esping-A.report_2001_.PDF (accessed 31 December 2002)

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).

White, B. (2001) 'Development Studies Journals and the Digital Future'. The Hague: Institute of Social Studies (mimeo).

Non-English Language Publications:

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