Global Development Network
Paper and Report Submission Style Guide
(with editorial tips)

This guidance document helps GDN staff members writing documents, and researchers submitting papers and reports to GDN, to follow a style that is consistent, and in line with international academic standards.

You should review GDN's Brand Guidelines 2016, if you are preparing a GDN branded product. This includes a standard description of GDN to use in your document, paper or report.

If you have questions not covered by these two guidance documents, please email us at communications@gdn.int.

First things first

Please always submit an **open** (word or other) file to GDN. Please do not submit PDF files .This is so that we can make changes as needed to the format or language. Content changes will of course always be discussed with you, if any, and the onus is primarily on you to make these.

Formatting

Size and orientation: A4 portrait style.
Margins: normal with 1" on all sides
Font: Calibri (body)
Line spacing: single
Paragraph spacing: 0 pts before and after
New sections or chapters: double spacing
No extra lines, false margins or bleeding graphics or images, please!

Tip: When in doubt, use single spaces everywhere: between paragraphs, headings and paragraphs, table captions and tables, etc.

Fonts

If you are producing a GDN branded product for publication and/or external use, such as a working paper or an annual report, you should use our Branded font: Myriad Pro. Please check our Brand Guidelines on how to do this.

If you are submitting a simple document, such as paper or report for review by GDN staff member or mentor, or from one GDN office to another, please use these guidelines below.

ALL HEADINGS, INCLUDING TABLE HEADINGS: CALIBRI 14 BOLD. CAPITALIZE EACH WORD.

Subheadings: Calibri 14 pt Bold, Title Case.

All text, including sources, references, bibliography and footnotes: Calibri 12 pt.

Tip: Do not go under point 12 so as to include people with visual disabilities. However, footers can go down to point 10. Never italicize except a) to emphasize a small part of the text, b) in footers or references as needed. Do not underline, except to show a weblink.

Alignment and indentations

All text should be left aligned to the first margin, except for quotations and bulleted or numbered lists, which may start half an inch or an inch inside from the left margin. Bulleted and numbered lists aligned all the way to the left, without indentations, are also acceptable, particularly if sub-indentations are needed. (See below as an example).

Justified text is strongly discouraged.

Title page

Please use a separate sheet as a cover page.

On this page include the following in the order proposed:

1. Name of the GDN project, (with an asterisk (*) showing donor name(s) in the footer).
2. Title and subtitle of the study.
3. Abstract: no more than 200 words
4. JEL Classification
5. Keywords: upto 5 or 6
6. Authors: full names, surnames first.
7. Author affiliation and contact information: This should also appear in a note at the bottom, indicated by an asterisk (*) placed after the (last) author's name. In this second footnote, you may:
   - Indicate the institutions and/or grant numbers of any financial support you have received for your research.
   - Personally acknowledge individuals who have contributed criticism on earlier drafts of your paper. (Please do not thank the coeditor.)

Tip: If you have questions about logos or how to word information about financial support, and where these should appear on the title page, please contact your program manager.

Abstracts

Abstracts are required for all articles and should not exceed 200 words.

Footnotes

Footnotes should be embedded and numbered consecutively.

In-text citations

For citations in the text, use author last name(s) only followed by year of publication in parentheses. Example : Mavrotas (2011) argues that …

When listing a string of references within the text, arrange first in chronological order, then alphabetically within years. Example: (Mavrotas 2011, Bushel 2012 and Anthony 2016.)

If there are four or more authors, refer to the first author, followed by et al. and the year.

If there is more than one publication referred to in the same year by the author(s), use the year and a, b, etc. Example: Mavrotas (1997a, b).

The referenced year and spelling of last name in the text must match those in the reference section exactly.

Numbers

Never start a sentence with a number – spell it out.

Spell out all single digit numbers, within a sentence. Use numbers for all numbers starting with two digits or more (10 onwards). Example: five but 12 or 321.

Equations should be typed on separate lines and numbered consecutively at the left margin, using Arabic numbers in parenthesis.

Use italics for scalar variables, use boldface to specify vectors and matrices, and use script for sets.

Subscripts and superscripts must be easily distinguished from regular variables and from each other. Use only two levels of sub- and superscripts.

Fractions: When equations in the text contain fractions, use a slash "/" or solidus and clearly denote numerator and denominator within parentheses. Display fractions that are too complicated to keep in the text on a separate line.

For sums of money use figures, preceded with the full currency sign (E.G. $ or ¥ plus a single space. Spell out millions and billions. Convert to the American style of writing decimals (a dot.) and commas should be placed to denote thousands.

Quotations

Quotations must correspond exactly with the original in wording, spelling and punctuation. Page numbers must be given. Changes must be indicated: use brackets to identify insertions; use ellipsis dots (…) to show omissions. Also indicate where emphasis has been added. Only lengthy quotations (more than 50 words) should be separated from the text; such quotations must be indented at the left margin.

Example:

> While many disasters are unprecedented and unpredictable, such as earthquakes and tsunamis, many are a byproduct of the growing human impact on natural resources. Many development strategies conceive of natural resources as infinite, an approach that is clearly no longer tenable and can lead to intense resources pressures and largely man-made disasters, such as famines. (Mavrotas 2011, 6)

Tip: If you use too many indentations on a single page, you probably have too many quotes. Pick the ones most relevant to your point.

Tables

Tables should
- Be few rather than too many, in the main text of the study or report. Pick the most relevant to your discussion and annex the rest.
- Be no more than 6 columns wide in a vertical or "portrait" orientation (this includes row headings). Tables having more columns can be submitted in landscape pages as an Annexure.
- Be numbered consecutively with Arabic numbers.
- Not use vertical lines to show space distinction (use only horizontal lines and additional blank space if necessary).
- Not have any shading.
- Not abbreviate in column headings. Examples: Use the percent sign (%) in columns but spell it in the title of a table. Mention units of measurement in full in column heads and use the abbreviation in the column as needed.
- Place a zero in front of the decimal point in all decimal fractions (i.e. 0.357, not .357).
- For footnotes pertaining to specific table entries, footnote keys should be lowercase letters (a, b, c, etc.); these footnotes should follow the more general table Note(s) or Source(s). Use asterisk (*) footnotes for the following:
  *** Significant at the 1 percent level.
  ** Significant at the 5 percent level.
  * Significant at the 10 percent level.
- Source lines should follow the footnotes. If the citation is a complete sentence, place

a period at the end of the source line (see examples below):
Source: Authors' calculations and from Mavrotas (2011, Table 4.3)
Source: All data was obtained from the authors' calculations.

- Full citations of table sources are to be included in the references.

Bullets: See above.

Diagrams, Figures and Infographics

These should also be provided as open files (files that they have been created in). Authors are encouraged to create these in full color. Please, however, ensure that the colored elements are sufficiently differentiated when rendered as gray so that readers of black and white print-outs can understand them.

Tip: GDN cannot reprint imagery owned by a third party without the formal written consent of the copyright holder. This can include, but is not limited to, reproductions of maps, diagrams, corporate logos, and screen shots of webpages.

Reference List

GDN's preferred style of writing a reference list is the Chicago Manual of Style's "Author-Date" style for the social sciences.

Tip: Look up the quick guide online [here](#) for how to list authors, write website citations, and more.

Appendices

Authors are encouraged to use Appendices for tables, technical proofs and derivations that can be separated from the main text. The Appendices should begin on a new page following the text, preceding the references.

Abbreviations and Acronyms

On first references, use the full name followed by the abbreviation in parentheses. Subsequent references should use abbreviation only. Example: Global Development Network (GDN) [first reference], GDN [subsequently].

Use all caps and no periods in abbreviations. Examples: Washington DC, UK and the USA.

Capitals

Do not capitalize or use title case unnecessarily. Names should be capitalized. For example, you should capitalize the name of a GDN project, but not its phases. Do not capitalize the names of GDN's internal departments and units. Also, you can use lower case when listing designations in a sentence such as ministers or vice-presidents or chief operating officers but capitalize when you are noting someone's formal designation. (e.g:

Jim Bourke, CEO, Space Technology Ltd.)

Spellings and Writing

The Global Development Network prefers to use U.S. English spellings and an American style of writing (AP Style Guide). Generally speaking, your sentences should be short – about ten or twelve words per sentence is the golden standard – and written in active voice. You should be able to change paragraphs in about 6 or 7 lines, although the standard is to complete your thoughts on one idea before changing paragraphs.

Empowering Language

GDN uses empowering, inspiring and inclusive language. We try to word sentences positively (E.g: 'Please come in quickly,' rather than 'Do not stand outside too long.'). We also provide positive criticism, including by noting the potential for a good outcome or result in our analysis. We also use neutral, positive words such as 'chair' instead of 'chairman' or ''humanity' rather than 'mankind'. We use the phrase people with disabilities because they are people first (and not 'disabled' people).

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