



# Journal of Development Effectiveness

## Instructions for Authors

The **Journal of Development Effectiveness** is a refereed journal.

Articles submitted to the **Journal of Development Effectiveness** should be original contributions and should not be under consideration for any other publication at the same time. Articles may not be submitted if it is under consideration by another publication, or has been, or will be published elsewhere.

Submissions should be emailed as a Word (not Word 2007) or pdf file to [jdeff@3ieimpact.org](mailto:jdeff@3ieimpact.org). Two versions of the paper should be sent, the first being a version of their manuscript which has all information identifying the author(s) removed from the file to allow it to be sent anonymously to referees. This first file should be named "Main Document". The second file should contain details of your institutional affiliation, full address and other contact information. Any acknowledgements should also be included. This file should be named "Title page (not for review)". From January 2009 submissions to JDEff should be made through Manuscript Central. Please refer to the website for details (from December 2008).

Articles should be typewritten, double-spaced and with ample margins.

There is no standard length for articles but 7,000 to 8,000 words (including notes and references) is the preferred length. Papers longer than 10,000 words will not usually be considered, with possible exceptions for review papers. The articles should begin with an indented and italicised abstract of no more than 100 words, which should describe the main arguments and conclusions of the article.

As papers are sent out for review anonymously, the name of the authors should not appear on the paper, only the title and the abstract, or be part of the filename. There is a place during the online submission process for authors to provide their name, institutional affiliation, full address and other contact details (e-mail, telephone and fax). Any acknowledgements should also be included as should a note of the exact length of the article.

All diagrams, charts and graphs should be referred to as figures and consecutively numbered. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text.

It is the authors' responsibility to ensure that where copyright materials are included within an article the permission of the copyright holder has been obtained. Confirmation of this should be attached in a separate file.

## **Style**

Authors are responsible for ensuring that their manuscripts conform to the journal style. The Editors will not undertake retying of manuscripts before publication.

### Spelling

British spelling throughout; NB: -ise ending NOT -ize.

### Hyphenation

Generally avoid hyphens (as in "neoliberal"), but use a hyphen when the word following the prefix begins with the same vowel as the one with which the prefix ends, or when the appearance of the compound would be confusing without the hyphen, as in co-editor, co-author, co-operation, co-ordination, pre-empt and neo-institutional.

### Punctuation

Use a single (not a double) space after a full point, and after commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing quotation mark.

### Initial capitalisation

Please keep capitalisation to a minimum. For instance, only capitalise civil, military, religious and professional titles when preceding the name of a person holding the title. Also, generally do not capitalise references to public office holders, such as "senators", but capitalise the office itself, "the Senate". Capitalise terms such as West and Western, and East and Eastern when used in a cultural sense, but not when used in a geographic sense.

### Abbreviations

Do not use full stops in abbreviations such as MP, MPP, NDP, PQ, USA, OECD. Also, in the initial reference to a relatively unfamiliar institution, the name should be spelled out in full, followed by the abbreviation in brackets used in subsequent references. Latinised terms are not used: use "for example," not "e.g."; "and so forth," rather than "etc."; "that is" rather than "i.e."; "through" or "by way of" rather than "via."

### Italics

Italicise titles of books, journals, newspapers. Extensive use of italic for emphasis should be avoided. Do not italicise Latin terms that are generally accepted as English, such as *a priori*, *a posteriori*, *de facto*, *de jure* and *status quo*.

### Quotations

Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes. Do not use leader dots at the beginning

or end of a quotation unless the sense absolutely demands. When a quotation is estimated to run five or more typeset lines, it should be offset from the text and end with a bibliographic reference following the full stop.

### Numerals

Spell out one to nine. From 10 up, use numerals. Use 8 per cent rather than eight per cent, eight percent, or 8% except in parenthesis (for example, 8%). Authors should not use figures to excessive decimal places. Two significant figures will usually suffice, so that at most two decimal places should be reported. There should only be occasional exceptions to this rule, e.g. a regression coefficient of less than 0.005.

### Dates

Write out a series of years in full, for example, 1980-1993 (not 1980-93); refer to a decade without an apostrophe, for example, the 1990s (not the 1990's); for specific dates, cite day month and year in that order, for example, 25 May 2004. References to centuries are written in full: for example, twentieth century (not 20th century).

### Endnotes

Explanatory notes should be kept to a minimum and grouped as endnotes, after the text, including any appendices, and before the reference list.

### References

References should be cited in the text according to the Harvard reference system, that is, use the last name of the author(s), the date of publication and, following quoted material, the page references. Also note:

1. Ibid. (and the like) are not used when repeating citations. Simply repeat the original citation verbatim, e.g. (Orwell, 1945).
2. Multiple citations within parentheses should be divided by a semi-colon, and there should be no use of '&' within such multiple references. References to works published in the same year should be cited as, e.g. (Smith, 1991a, b).
3. Multiple citations within text should be ordered by date, not alphabetically by author's name, e.g. (Smith, 1902; Jones and Bower, 1934; Brown, 1955, 1958a, b; Green, 1995).
4. et al. may be used in citations within the text when a paper or book has three or more authors, but note that all names are given in the reference itself.
5. Page spans in references should be given in full, e.g. Sedgewick (1935: 102-103).

The reference list should include every work cited in the text. Please ensure that dates, spelling and title used in the text are consistent with those listed in the References.

The content and form of the reference list should conform to the examples below. Please note that page numbers are required for articles, both place of publication and publisher are required for books cited and, where relevant, translator and date of first

publication should be included. Do not use et al. in the reference list: spell out each author's full name or surname and initials.

#### Book/multiple author

Archer, K., Gibbins, R., Knopff, R. and Pal, L. (1995) *Parameters of Power: Canada's Political Institutions* (Scarborough: Nelson).

#### Article in edited volume

Bennett, C.J. and Bayley, R. (1981) The new public administration of information: Canadian approaches to access and privacy, in: M.W. Westmacott and H.P. Mellon (eds) *Public Administration and Policy: Governing in Challenging Times*, (Scarborough: Prentice-Hall), pp. 116–127.

#### Article in journal

Salazar, D.J. and Alper, D.K. (2002) Reconciling environmentalism and the left: perspectives on democracy and social justice in British Columbia's environmental movement. *Canadian Journal of Political Science*, 35(4), pp. 527–566.

#### Report, proceedings, unpublished literature

Panayiotis, C.A. (1999) *Convergence across Canadian provinces*. Discussion paper series, No. 99-03, Department of Economics, University of Calgary. Nesbitt-Larking, P. (1994) The 1992 referendum and the 1993 federal election in Canada: patterns of protest, in: *Proceedings of the annual meeting of the Canadian Political Science Association*, Calgary, Canada, pp. 351–365.

Barr, C.W. (2000) *Evaluations of political leaders in Canada, Britain and the United States*. Doctoral dissertation, York University, Toronto, Ontario.

#### Article in newspaper

Smith, A. (1999) Spending limits irk Cabinet. *The Globe and Mail*, 3 December, p. A1.

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