

BWPI Working Paper Series Author Guidelines

Checklist

- Include Abstract (+/-) 250 words
- Include all author affiliations
- Include main contact email and mailing address
- Include acknowledgements (if necessary)
- Refer to example of bibliography style below
- Check all figures/tables are complete and sources mentioned
- Check accuracy of bibliography and footnote references, including urls
- Define up to a maximum of 10 keywords for Working Paper

Guidelines for structure and text:

- Keep paragraphs and sentences short.
- When an acronym is first used, write it out in full.
- When a specialist term is first used, please provide a definition.
- Bear in mind international readership and explain country-specific terms.

Fonts and formatting:

- Arial 11, justified, single line spacing, one line between paragraphs.
- Each box, figure, table or graph should be numbered and referred to in the text.
- Please number all pages, at the bottom right.
- Bibliography at end of the paper, one line space between each reference.

Terminology and spelling:

- Please use British spellings – set your Word document to ‘English (UK)’.
- Spell out numbers from one to ten, and use numerals for those above ten.
- Use e.g. and i.e. rather than eg and ie.
- Use percent rather than % in text (although can use % in tables).

Bibliography style examples

Journal article:

Kabir, M. D. A., Rahman, A., Salway, S. and Pryer, J. (2000). ‘Sickness among the urban poor: a barrier to livelihood security’. *Journal for International Development* 12, 707-722.

Online report:

Human Sciences Research Council (2004). *Fact Sheet: Poverty in South Africa* [online resource available at <http://www.sarpn.org.za/documents/d0000990/index.php>]. Accessed: 21 March 2006.

Book:

Skocpol, T. (1992). *Protecting Soldiers and Mothers: the Political Origins of Social Policy in the United States*. Cambridge MA: Harvard University Press.

Edited book:

Datt, G., Ramadas, K., van der Mensbrugge, D., Walker, T. and Wodon, Q. (2003). ‘Predicting the effects of aggregate growth on poverty’. In Bourguignon, F. and Pereria da Silva, L. A. (eds.), *The Impact of Economic Policies on Poverty and Income Distribution: Evaluation Techniques and Tools*. New York: Oxford University Press.