



## Guidelines for Submissions to the ARTNeT Working Papers Series

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### Paper Format Guidelines

#### Papers should:

- Be between 6,000 and 8,000 words, including references.
- Be submitted in professional English (please use the spell check feature of your word-processing software; also check for consistency of punctuation).
- Use UN approved country names (for reference, please check: <http://www.unescap.org/about/member.asp>)
- Be submitted in Microsoft Word format; with Excel files for figures (please do not send any document or part thereof in PDF format).
- Be submitted using size 12 “Arial” font in Word, using 1.5 line spacing. (Section headings should be in size 14 – see below)
- Not contain any previously copyrighted material which is used without prior consent from the relevant copyright holders. If copyrighted, confidential or otherwise restricted material is used, please provide the editors with a proof of permission to reproduce said materials.
- Additionally, please provide a statement of non-plagiarism in the submission email as follows: “***I have read, understood and accepted the conditions stated in the Declaration on Plagiarism and Indemnification***”.

#### Style Guidelines

##### **Abstract:**

A concise and factual abstract is required (not more than 400 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. Abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

##### **Keyword:**

Provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

##### **JEL Codes:**

Provide up to 3 codes in accordance with the Journal of Economic Literature classification. See guidelines on [http://www.aeaweb.org/jel/jel\\_class\\_system.php](http://www.aeaweb.org/jel/jel_class_system.php)

### **List of Figures and Tables:**

- All figures or tables should be named with a title. The title should be above the figure itself and should not be in the excel chart.
- Sources for charts should be given below the chart and not within the chart itself.
- A list of Figures and Tables should be provided at the beginning of the paper with the full names of each figure or table as used in the main text.
- Both X and Y axes should be clearly labeled within the chart.
- An Excel file containing all charts should be provided with the text.

### **Section Headings:**

- When using sections and sub-sections these should be numbered. Sub-sections should also be numbered e.g.
  1. Economic factors
    - 1.1. Macro-economic factors
      - 1.1.1. Growth
      - 1.1.2. Employment
    - 1.2. Micro-economic factors
      - 1.2.1. Competition
- All headings should be centered and in bold.
- Section headings should be in size 14 font. Subsection headings should be in size 12.

### **Citation and References**

#### *Citation in text:*

- Please ensure that every reference cited in the text is also *added to the reference list* (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. Citation of a reference as 'forthcoming' implies that the item has been accepted for publication.
- All citations in the text should refer to:
  1. Single author: the author's surname (without initials, unless there is ambiguity) and the year of publication;
  2. Two authors: both authors' surnames and the year of publication;
  3. Three or more authors: first author's surname followed by 'et al.' and the year of publication.
- Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples:

'as demonstrated (Yu, 2000a, 2000b, 1999; Ha and Yu, 1999). Kumar et al. (2010) have recently shown ....'

## Referencing style

- Verify references carefully; they must correspond to the citations in text. List alphabetically by author's last name and then by year. Please keep these to a minimum, referring to surveys of literature instead of all the articles individually.
- List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. **Examples:**

### Reference to a journal publication:

Bhagwati, J. and T. N. Srinivasan, 2002. "Trade and Poverty in the Poor Countries", *American Economic Review*, vol. 92, No. 2, May, pp. 51-59.

### References to a book:

Spence, M., 2011. *The Next Convergence: The Future of Economic Growth in a Multispeed World*. Farrar, Straus and Giroux, New York.

### Reference to a chapter in an edited book:

McGuire, G., 2003. "Methodologies for measuring restrictions on trade in services", in Sidorenko, A. and C. Findlay (eds.), *Regulation and Market Access* (pp. 40-78). Asia Pacific Press at the Australia National University, Canberra

### Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known, should also be given. Example:

European Commission. Keeping promises to the developing world, 9 April 2008.

Available from

[http://ec.europa.eu/news/external\\_relations/080409\\_2\\_en.htm](http://ec.europa.eu/news/external_relations/080409_2_en.htm).



## **DECLARATION ON PLAGIARISM AND INDEMNIFICATION**

### **I. Plagiarism**

To the best of my knowledge and belief, this text is my own work, all sources have been properly acknowledged, and the text contains no misrepresentation of work, written or otherwise, of any other person or of any institution as my own, such as copying word for word of another's work, which covers all material, including for example written work, diagrams, and tables, without appropriate and correctly presented acknowledgement, close paraphrasing of another's work by changing not more than a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement; and quoting phrases from another's work unacknowledged.

### **II. Indemnification**

The author shall indemnify, defend, and hold and save harmless, the United Nations, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to allegations or claims that the use by the United Nations of any patented or copyrighted material in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party.

### **III. Republishing and acknowledgement**

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