THE PUBLICATIONS VARIABLE

A Guide to AERC's Publication and Dissemination Services and Requirements

Second Edition

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About AERC

The ***African Economic Research Consortium*** (AERC), established in 1988, is a public not-for-profit organization devoted to the advancement of economic policy research and training. AERC's mission is to strengthen local capacity for conducting independent, rigorous inquiry into problems facing the management of economies in sub-Saharan Africa. There are two principal approaches to this: learning by doing research in thematic, collaborative and other modalities, and support for postgraduate training through collaborative master's and PhD programmes.

Networking – the linking of individuals and institutions in a knowledge sharing, experience sharing framework – is the key strategic instrument for implementing AERC's activities. The network approach links economists within and outside the region and promotes professional esprit de corps.

The Consortium is itself a network of 16 funders who support a commonly agreed programme of research activities, its dissemination and the training of future potential researchers. The Board of Directors sets broad policy, provides support for a multi-year programme of activities, approves annual work programmes and budgets, and appoints the Consortium's international staff. An independent Programme Committee sets the research agenda, advises on scientific matters, and reviews and approves proposals for research and training grants. Academic Boards for the collaborative master's and PhD programmes oversee the implementation of their respective programmes. A small Secretariat, based in Nairobi, Kenya, manages the programme and provides technical support to researchers, students and participating institutions. This organizational structure allows for ownership of AERC activities by the network of local researchers, an independent determination of the research agenda and a programme of activities that is responsive to the professional and policy needs in the region, while at the same time ensuring accountability to funders.

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Contents

1

WHY THIS GUIDE

The principal objective of AERC is to strengthen local capacity for economic policy research in sub-Saharan Africa. AERC does this by operating capacity building programmes in research and postgraduate training. AERC also publishes and disseminates – in both electronic and print formats – the results of the research carried out by the network of AERC researchers. The purpose is to convey the outcome of AERC-supported activities to key audiences within and outside the region.

Specific to this task are three priorities:

- Producing and distributing research results efficiently.
- Advancing professional standards of African economists.
- Enabling communication among professional economists and those engaged in economic policy making.

The primary audience for this booklet, the second edition of *The Publications Variable*, is the AERC network member – the researcher or project coordinator – who is developing material that will ultimately be published in some format or other by AERC. The purpose of the guide is twofold. The first is to introduce the publication and dissemination programme of AERC; this is done in Chapter 2. The second is to advise our researchers and other associates of the processes and requirements involved in getting their research studies out to a wider audience.

Chapter 3 describes AERC's publications development process, while Chapter 4 outlines the organization of a typical research report, from the title page to research methodology to policy implications. Chapter 5 guides you through elements of presentation – format, headings, language and other areas of concern. In Chapter 6, find details of spelling, punctuation and other usage that AERC prefers. Chapter 7 deals with that very important element of your paper, the reference list. And on the very last page you will find a checklist to refer to before submitting your report. *Note that the provisions in this edition supersede any previous instructions.*

THE PUBLICATIONS VARIABLE

The publication and dissemination process at AERC can be thought of in terms of a model similar to those that economics researchers are all familiar with. The model might look something like this:

$$DIS = f(GRNT, RSCH, REV, RVS_{1+}, EXT, PUB)$$

where:

DIS represents the dissemination of research results and

GRNT	= an approved research grant from AERC
RSCH	= results of the research study in report form
REV	= peer/technical review of the research study
RVS_{1+}	= revision(s) based on review
EXT	= external review
PUB	= the editorial processes at AERC

The variable PUB in turn consists of:

$$ED, RVS_{2+}, TYP, PRF, DTP, PRN, FIN$$

where:

ED	= AERC's in-house editorial review
RVS_{2+}	= revision(s) to clarify editorial queries
TYP	= typesetting
PRF	= proofreading
DTP	= designing, formatting
PRN	= printing
FIN	= the final published report

NOTE: Unfortunately, it is sometimes necessary to introduce a lagged value for PUB, which in turn has significant impact on DIS. This is particularly the case when researchers fail to respond to editorial queries or don't submit their studies in the proper format.

This booklet aims to provide you with the information you need to help AERC reduce the length of the lag in PUB, improve the quality of FIN and thus speed up DIS.

2

WHAT WE PUBLISH – AND WHERE IT GOES

We have noted that AERC's mandate is not only to support economic policy research in sub-Saharan Africa. It is also to disseminate the results of that research as widely as possible. We have taken a variety of specific steps to assure that we meet that mandate.

AERC Publications

AERC publishes – in print and electronic media – a wide range of economics literature, from research papers to biannual newsletters. These include:

- **Research Papers**, traditionally the largest component of AERC's publishing output, must fulfil the following requirements: a) originate from an approved final report of a Thematic Research Project of AERC, and b) receive positive response from an external review.

- **Special Papers** are commissioned by the Consortium as required and are published after editing for language and in-house style. They are not peer reviewed, but are carefully read by AERC Management for their contribution to the literature.

- **Abstracts** are written by the authors of the research and special papers and are published as part of these papers. They are sent to abstracting services such as the *Journal of Economic Literature*.

- **Executive summaries** are prepared for each published Research Paper. Also translated into French, the summaries are specifically intended to inform economic policy makers and thus use less technical language and format.

- **Newsletters and brochures** are written, edited and produced in-house to publicize AERC activities, news and events. *Research News* specifically informs about ongoing research by the network and contains summaries and abstracts. The *AERC Newsletter* covers more general news of the Consortium.

- **Working Papers** present significant work designated by AERC senior management. They may be internal research or evaluation papers, presentations from various seminars and workshops, framework papers from collaborative research projects, or other studies.

- **Reports or proceedings** of AERC workshops and conferences are published as required and as funded.

- **Teaching materials** are impartially and competitively commissioned to support AERC's Collaborative MA and Collaborative PhD programmes. Educational materials are written by African researchers and educationists to assure that the texts are regionally appropriate.

Dissemination and Communication Strategy

This array of published material is distributed in electronic and print formats to a wide readership within Africa and outside the continent. The network comprises members of the Consortium and the Programme Committee; AERC researchers and resource persons; other interested economists and educationists; policy makers; and universities and research institutes throughout sub-Saharan Africa. Materials are posted to the AERC website for general use, while limited numbers of print copies are distributed in sub-Saharan Africa.

Objectives

Among the goals of the strategy are to disseminate the published AERC research reports to a targeted audience as quickly and efficiently as possible; to contribute in a meaningful way to the dissemination skills and competence of AERC researchers; and to encourage the researchers to become involved at the country and regional level in economic policy making.

AERC uses a variety of modalities to meet these goals:

- **National policy workshops** provide a forum where AERC researchers can become involved at their own country level by presenting their research to the policy community and having meaningful dialogue with them. AERC provides small grants to support approximately five such workshops each year.

- **Senior policy seminars** take the national policy workshop modality to the regional level, with the focus on a specific theme of broad interest. The idea is to make senior policy makers aware that there is a body of research available to them and a group of researchers ready to be consulted. The researchers in turn are sensitized to the issues that policy makers consider most crucial.

- **Conference travel** to meetings of economics associations nurtures the professional development of the researchers, and AERC has a modest budget for small grants to support this. Materials presented at these meetings largely emanate from AERC-supported research.

- **Grants to associations** give impetus to regional economics associations and promote their sustainability. Again, AERC gives modest grants to encourage the profession at both the national and regional level.

- **Policy memorandums and studies** provide an in-depth look at the economic policy process, utilization of economic analysis in policy making, and interactions among researchers, research output and policy formulation. Synthesis reports from completed studies are used to identify possible opportunities for researchers to contribute directly and indirectly to the policy process.

Books and monographs may be published in collaboration with commercial publishers and hence are sold by the publisher, or, in particular cases, they are distributed on an exchange basis with organizations that publish materials of interest to AERC. Materials published by AERC on behalf of an organization co-supported by AERC are distributed by that organization.

A list of the current titles published by or for AERC is available online or sent out upon request. All recent Research Papers, most Working Papers and many other publications are available on the website.

Language of AERC publications

Most AERC publications are produced in English, though the executive summary series is also translated into French. A research paper that is written in French is translated into English before publication. To improve outreach to under-represented areas the general brochure and selected other publications are translated into French.

www.aercafrica.org

3

HOW THE PUBLICATION PROCESS WORKS

AERC uses a combination of in-house and consultant expertise to produce materials generated by the Research and Training Programmes as cost-effectively as possible. Pre-press capability is available for the following production tasks: editing, design, formatting and typesetting, proofreading, and generation of printer- or web-ready copy.

The activities of printing, sales and marketing are done externally by commercial printers and publishing houses with which AERC maintains ongoing agreements.

The Publications Pipeline

When you present your research report, for example at a Biannual Research Workshop, you will receive valued criticism from fellow researchers and resource persons on the content, structure and policy implications of the paper. You are expected to incorporate these into your final report. Before publishing the final report of a thematic research project, AERC will send the report to two impartial external referees outside the AERC network. The resulting comments are reviewed by the Research Director and sent to you for further revisions. The revised paper is then considered final and prepared for publication and distribution. AERC supports an average of 60 thematic research projects per year. At any given time there may be as many as 50 papers at various stages in the pipeline on their way to becoming AERC Research Papers. The number of papers from Collaborative Research and other modalities varies from year to year, but may be as many as 10–20; these are not generally externally reviewed, but are critiqued throughout the research process.

The Role of the Communications Division

Once your approved final report is forwarded from the Research Department, the professional staff of the Communications Division are responsible for shepherding it through the publication process. They also maintain the website and mailing list and manage the dissemination and distribution of AERC research and publications. This total component makes up the PUBS variable.

The Research Department identifies and corresponds with the anonymous referees who review the manuscript to assure that it reflects proper scholarship and current economic thought. Communications Division editors check to see that it incorporates all the required elements. They review the reference list to make sure that all citations are included and are complete. *(The accuracy of the references, however, is your responsibility.)* They note any inconsistencies in logic, and sometimes organization. They also edit for language and house style. The manuscript is then carefully proofread in preparation for typesetting. From there, your manuscript is converted to final printer- or web-ready pages, and handled accordingly.

Throughout the editorial process care is taken to maintain the technical accuracy of your report. The editors are aware that it is possible to introduce a technical error by the simplest change of language. Therefore editorial comments and queries are referred back to you for clarification; the report will not be published until these are addressed.

It is during this pre-press preparation stage that your cooperation in observing the format and style conventions presented in this booklet is most needed and appreciated. By doing so, you can have a direct impact on the PUBS variable, which in turn will speed the dissemination (DIS) of your research.

Copyrights

AERC holds the copyrights to the Research Papers as well as to most publications emanating from other research modalities. However, permission is readily granted to authors who wish to revise their papers for publication elsewhere.

4

HOW YOUR RESEARCH REPORT SHOULD BE ORGANIZED

Your written report documents the work you have done and provides the vehicle for disseminating the results. AERC prefers that your report conform to the structure and format presented below, as well as the style and usage guidelines discussed in the following sections. Please note that AERC expects to receive both an electronic file and a hard copy of your manuscript. We need the hard copy for reasons that are explained later.

Front Matter

"Front matter" refers to all the material at the beginning of a book or paper that precedes the actual body of the text. It includes the title page, table of contents, acknowledgements, preface, etc. Front matter pages are numbered independently of the body of the text, in lowercase Roman numerals, beginning with the title page (although the number is not shown on the title page).

Sample Title Page

(2 inches from top edge to title)

GOVERNMENT EXPENDITURES DESIGN AND TARGETING FOR GROWTH AND POVERTY REDUCTION IN AFRICA

By

Bernadette Dia Kamgnia
Faculty of Economics and Management
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Paper presented at the
Sixth AERC Senior Policy Seminar
Kampala, Uganda, 2-4 March 2004

Revised 16 May 2004

Title Page

This page tells us the name of the research project, as

Sample Table of Contents

well as who you and your co-authors are and where you can be contacted. (See box.)

Centre the full title of the paper approximately 2 inches from the top margin. Use two or more lines rather than stretching a long title across the page.

Include your name and institutional affiliation, as well as those of any co-authors. Also include a mailing address, work and residence telephone numbers, email address and fax number (if any) for the author who is the contact person during the review and editorial process. Give the name, date and place of the workshop where the paper was presented, and *show the date of the current draft*.

Abstract

AERC sends abstracts of research and other papers to such abstracting services as the *Journal of Economic Literature*. The abstract should state very concisely the hypothesis of the paper, the methodology used, and the main conclusions and recommendations. Limit the length of the abstract to 115 words. Also provide the key words that you feel are most significant, as many services ask for them. Do not include citations in the abstract.

Acknowledgements

This is your "thank you note" for help provided to you as you conducted your research and prepared your paper. It should be brief, but should acknowledge grant support from AERC and elsewhere, technical referees, and other institutional and individual assistance.

Table of Contents

The table of contents follows the abstract and the acknowledgements. It is placed on a separate page (or pages) and lists each section head and the second-level headings within the sections. All headings should appear in the table of contents exactly as they appear in the text. Immediately following the table of contents, present a list of tables and a list of figures. (See box on previous page for a sample.)

Executive Summary

For our purposes, the executive summary of an AERC Research Paper is neither "front matter" nor part of the body of the paper, but a separate document that is published and distributed on its own. Intended for the use of economic policy makers, the executive summary should be very simply written. The purpose is not so much to summarize your research per se, but to state clearly and simply the nature of the problem the research intended to address, the results of the research, and the policy implications. *(Authors of other types of research reports may also prepare summaries. These, too, should be kept short and simple, with emphasis on conclusions, recommendations and policy implications, if applicable.)*

The policy implications are particularly important, as policy makers are the primary audience. The idea is to evoke the interest of the reader so that they feel inclined to consult the full version. The summaries are translated into other languages for wider dissemination of essential research results, which is another reason for keeping the language as simple as possible.

> ***Never underestimate the intelligence or overestimate the knowledge of your reader.***

Keep the executive summary under four double-spaced pages (about 1,500 words). Page numbering is independent of the main body of the paper. Refer to the box on the next page for the organization of the summary.

The Body of the Report

In the body of the report you will present fully the background, results and conclusions of your research. You will tell the reader why you conducted the study, how it related to current economic theory and practice, and what the results and policy implications are.

Page numbering begins with the introduction on page 1 and runs consecutively through references and annexes.

Your paper should contain the following specific elements, though not necessarily by these specific section headings:

- ***Introduction:*** Set the stage for the study – a brief overview of the historical situation, summary and impact of existing policy decisions, etc.

- ***Hypothesis:*** State clearly the specific assumptions of the study. What are you trying to prove or disprove? How are you going to do it?

- ***Relevance to existing analyses:*** Describe the existing literature and indicate where/how your approach fits.

Organization of the Research Paper Executive Summary

All Executive Summaries conform to the following standard format:

- ***The Context:*** This is the actual heading of the first section, which should be a one-paragraph explanation of the situation that gives rise to the research, for example fiscal reform in Kenya.
- ***The Problem:*** This is the actual heading of the second section, which should state the specific problem that is being addressed in a single short paragraph. The problem statement should be couched in real terms, e.g.: "Such reforms [those referred to in the context paragraph] can usually be expected to yield ABC, but in Kenya this did not occur. Instead, XYZ happened. This study used a computer model to analyse the interactions of a number of policy decisions or environmental factors [these are actually your variables, but don't call them that] that may have produced this unexpected outcome. The model also looked at other combinations of factors that might have yielded the expected results had they been in place."
- ***Background:*** This is not a heading per se, but this part of the summary should give a brief, simple background to the research. In our example, it might trace the distortions arising from pre-reform policies, then outline the reforms. In practice, the heading(s) – there may be more than one – might be drawn directly from the research paper.
- ***Research Results:*** This is also not necessarily a heading, and again the heading itself may be drawn from the research paper. This section should state the time frame of the analysis and very briefly mention the nature of the research, e.g., if data are from a survey, how the sample was selected, and any caveats, e.g., the data set is not complete. Details of the model, specifications, parameters, etc., are not necessary or desirable. The section should present the results of the research in terms of the actual interaction of events themselves. These need to be phrased carefully. The idea is not to talk about the mathematical results of the model, but the real concepts the variables represent. If economic concepts, e.g., elasticity, are used, they should be defined in simple terms. Even the simplest terms should be considered carefully; for example "positive" and "negative" in terms of the results may just refer to plus or minus, but to a lay reader the first impression may be "favourable" or "unfavourable", which is not the intention at all.
- ***Implications for Policy Makers:*** This is the actual heading of the last section, which should summarize how the original policies went astray and make suggestions for putting things back on track. It may give a variety of policy options for achieving the desired results.

The total length of the summary should be kept to an absolute maximum of four double-spaced pages in 12 pt Times New Roman type (approximately 1,500 words).

- ***Research methodology:*** Describe the method(s)/model(s) used, or cite sources that do. Report the statistical analysis. Include data sources and the names of any computer software packages used.

- ***Research results:*** Present the outcome of your studies, surveys, analysis, modelling. Include data, observations, answers to research questions. Note any unexpected results. Be sure all methods/models are accounted for.

- ***Conclusions:*** Discuss the implications of the results of the study. The significance of the findings, shortcomings, suggestions for further research.

- ***Policy implications:*** State clearly the importance of your results to policy makers. The ultimate aim of AERC research is to inform and improve economic policy, so describe carefully and fully how the results can help future decision making, or what might have been if decisions had been better informed. Include any cautions or caveats based on the limitations of the research. If your study consists of two or more separate components, pull all the policy elements together in a single section to be sure there are no inconsistencies or contradictions.

Notes

Notes clarify or expand information in the text or suggest further reading. Any essential information should be included in the text. Explanatory tables go in an appendix rather than a note, but are referenced in the note. A note that consists of nothing more than an author's name and publication date should go in the text in parentheses rather than in a note.

Always use the FOOTNOTE option for entering notes. Number them sequentially throughout the paper. Use a superscript numeral for the note reference number, no parentheses, slash or full stop. Place the note number *outside* a comma, full stop or other end punctuation. For the note itself, place the note number at the margin and begin the text of the note one space, not tab, after the full stop. The notes should be in the same type as the body of the text, no smaller than 10 points, and should be double spaced to facilitate editorial corrections.

Any sources given in the notes must also be cited in full in the reference list.

References

The references are such an important element of your research paper that they are described in detail in Chapter 7: ***How to document your research – The reference list.*** The reference list follows the text.

Annexes

Annexes or appendixes are used to present a wide variety of explanatory or supporting material, from tables to survey questionnaires to results of specific elements of your research. Each different type of material should be in a separate annex, and each separate annex should be complete in and of itself. Set up an annex that is mostly text in the same way as the paper; that is, with headings and format in the same style as the body of the text.

Annexes are labelled A, B, C, etc. Number figures, tables and equations according to the annex: Table A4, Figure B1, Equation D3. The annexes follow the reference list.

Paper vs electronic?

Footnotes, graphics, equations and often even fonts vary from computer system to computer system and from PC to Macintosh platform. Provide a printout of your paper in addition to the electronic file so that we can be sure we are publishing what you send. *Even .pdf files are not always accurate.*

5

PRESENTATION GUIDELINES

The way a document "looks" creates an important first impression. A consistent, polished, readable format for reports and documents adds a professional touch and inspires confidence in the content. Documents that look sloppy and uncoordinated raise a doubt about the quality or integrity of the text. Moreover, documents that follow a uniform format can be combined easily if necessary, for example in compiling workshop proceedings, and retain that professionalism with minimal adjustment to the text.

Every publishing house has its own distinctive style of presenting its materials. AERC is no exception, as in a very real sense we are a publishing house. Our aim is to present economics materials with a highly professional "image" that complements the high quality of the technical expertise they convey. We therefore adhere to a set of style conventions to assure uniformity and consistency, as well as that professional image.

All materials submitted to us should conform to these conventions. In the sections that follow, the assumption is that the work will be done on computer, in Microsoft Word.

> Authors often want to make their papers more attractive with fancy headings or borders or other style gimmicks. Please don't. That is the typesetter's job. All those ornaments not only have to be removed, they can play havoc when papers are compiled for publication. Keep style settings to a minimum.

General Guidelines

We begin with the very basic requirements – the size of the page, paragraph style and other standard formats.

Select A4 as the page size. Set top/bottom margins at 1 inch and 0.75 inch (2.5cm and 2cm); left/right margins at 1.25 inch (3cm); headers and footers at 0.5 inch

(1.25cm) each. Set the default TAB spacing at 0.25 inch (0.6cm) for uniform paragraph and bullet spacing.

Place the page number at bottom centre. Use full-block paragraph style, i.e., all paragraphs are flush left to the margin, no initial indent, and one line spacing between each paragraph. Do not number paragraphs. Place all headings at the left margin.

Space only once at the end of a sentence or after a colon (:). The computer will automatically add a bit of space after punctuation marks. A good guideline is that you never press the space bar more than once. Use the TAB or HANGING INDENT for tabbed or indented items, never the space bar.

The manuscript should be set at 1.5 line spacing, left justification, hyphen off, minimum type size 11 points. Print on one side of the page only. Also send the file on email and send the diskette with your paper.

Headings

The various sections of your paper can be distinguished more easily, and the whole paper made more readable, if the headings are clearly differentiated. Refer to the box on the next page for the preferred formats. Generally a paper shouldn't have more heading levels than indicated here.

Any section that is subdivided must have at least two subheads – you can't cut something into fewer than two parts.

Figures and Tables

Number both figures and tables sequentially throughout most documents. The exceptions are book-length publications where the numbering may begin again within each chapter. Label figures as:

Figure 1: Growth of primary agricultural production in Cameroon

Note punctuation and capitalization. Set in boldface, aligned left, above the figure. Allow one full line space between figure and text at top and bottom. Label tables as:

Table 2: Dates of devaluations of the Sudanese pound

Note punctuation and capitalization. Set in boldface, aligned left, above the table. Use an easy-to-read sans-serif type (e.g., Arial) for tables and table titles – a "narrow" or "condensed" version if the table is large.

Type all tables in standard table format; do not use tabbed columns. Use the same format for all the tables in your document, preferably Grid 1 in the TABLE AUTO

Heading Levels

TITLE

If a document does not have a title page, centre the title at the top margin; set in boldface capital letters (caps). Allow three blank lines between title and the text. Note that while AERC's *published* format is to place headings in sentence-style capitalization, for the purposes of draft documents that may not use a variety of fonts and font sizes, the formats given below help prevent confusion in the course of compiling/editing the drafts.

HEADING LEVEL A

Bold, all caps. Arabic numeral section number, if used, with a full stop (and it's 1. or 2., not 1.0 or 2.0). The section number is also bold, at the margin, not in the margin. One TAB space between the full stop and the first word of the heading. No full stop or colon as end punctuation. Two line spaces between previous text and heading. One line space between heading and following text.

Heading Level B

Bold, caps/lowercase; one line space between text and heading. If sections are numbered, as in scholarly reports, the heading is designated as 1.2, 3.5, etc. No punctuation after the section number. Do not number subsequent headings or paragraphs.

Heading Level C
Bold italic, caps/lower case; no line space between text and heading. Allow one line space between one level C section and the next level C section. (But allow two line spaces if the next section is a level A.)

Heading Level D. Bold, caps/lowercase leader; punctuated with a point. Start text on same line, one space after the point. Line spacing between sections is the same as for level C.

The ***References*** heading is boldface, flush left, at the top margin. Allow two blank lines between heading and first entry.

Appendix headings are boldface, centred, at the top margin. Allow two blank lines between heading and first entries. Appendixes are labelled A, B, C, etc.

If possible, try to avoid "stacking" heads. That is, allow for some introductory text between one heading and the next, rather than having a subheading immediately following a more major heading. (Three to five lines will give room to frame a drop cap nicely.)

FORMAT menu. Try to avoid using a lot of different margin/indent settings within columns; these become a problem from system to system. Do not use a hard return to split a table that flows from one page to the next; simply let it flow. Place the notes directly below the bottom rule and the sources on the line below the notes. Allow one full line space between table and text at top and bottom.

Authors are asked to be aware that their reports are likely to be published in a format that is considerably smaller than an A4 page, and to try to keep their tables to manageable sizes.

Provide your Excel, Lotus or other spreadsheet figures/charts in separate files in the original programme. This makes it easier to compile for typesetting. Do not simply paste as a Word file (or other word processing programme) because it may be difficult to make any changes that may be necessary. Ensure all such files are clearly labelled, and indicate in the body of the text where the figure should go.

Equations

Equations are labelled as (1), which is placed at the right margin, in parentheses. Number equations sequentially throughout the paper, rather than by sections. Citations in the text are made as "Equation 3" or "Equation 14", without the parentheses. In a sentence where several equations are referred to, it is acceptable to retain the parentheses and omit the word "Equation": "By combining the terms in (6) with those in (4), we come up with the fully paramaterized expression shown in (7)".

Please note that if your computer/printer/word processing programme cannot handle equations well, it is acceptable to write out the equation in words rather than spending a lot of time trying to manipulate the spacing. But take care that all characters, super- and subscripts, spacings, etc., are clearly indicated.

Ensure that you include a printout of your document that indicates clearly what all the equation symbols are. Too often the graphic symbols are lost in the transfer from one computer system to another (and especially from the PC to Macintosh platform).

Citations and Cross References

Bibliographic references, or citations, in the text are in parentheses not brackets, as: (Elbadawi, 1993; Dickey and Fuller, 1981; Bhorat et al., 2001). Note punctuation and spacing. You must include the page number when you cite a direct quotation (Baldwin, 1993: 72). This reference style is easy to key in, easy to read and easy to keep track of if sections of the document are moved around. Avoid op. cit. and ibid. "Et al." is not italicized. Please note the punctuation.

In the case where there are parentheses within parentheses, the outer pair are parentheses (curved) and the inner pair are brackets (square).

Every table, figure and annex/appendix must be referred to in the text and in numerical order. The point in the text where reference to them is first made is termed the “call-out”.

References to figures, tables, equations, etc., in the text should have the term spelled out, with initial capital letter, e.g., “We see in Figure 3...” or “from Table 5 we can conclude...”. Note that use of the initial capital letter applies only to references to a specific figure/table/etc.; references to figures or tables in general are lower case. “The table indicates the prevalence of...”. To avoid confusion, always refer to a specific table/figure by number, not to “the table below” or “the figure on p. 22”. Tables and figures follow their call-out as closely as practicable given the layout, usually after the end of the paragraph containing the call-out.

References to other sections of the document are capped, e.g., “...see Chapter 3 for details”.

Bulleted Lists and Other Series

Items may be arranged in vertical lists for clarity or emphasis. The lists may be set off with bullets, numbers or letters. For most lists, bullets are the appropriate choice. As a general rule, number lists only when there is some chronological or hierarchical importance in the arrangement, as in the steps to take in submitting a research proposal, for example. Use Arabic numerals, not small Roman numerals. Use letter designations for clarity if necessary for a non-chronological list when the introductory or subsequent text refers to items in the list.

Sometimes some items in a list may be further subdivided into little lists of their own. Use your bullet of choice for the main list, and a smaller, slightly different bullet or a hyphen for the sub-lists. For example, a small square for the main bullet, and a small triangle for the second level bullet. Apply the same style bullet for the same purpose throughout the document. Set the main bullet at the margin, with text indented 1/4 inch (0.6cm). Set the second level bullet at 1/4 inch (0.6cm), with text indented another quarter inch (0.6cm). Use the following formats:

- Begin the list on the next line following the introductory text.
- Single space lists when the separate items in the list contain no more than four lines each.
- Double space between items if one or more contain more than four lines.
- For all lists, allow one line space between the list and the subsequent text.

Some long bulleted items may have leader heads for emphasis. Set the head in boldface italic, sentence-style capitalization, punctuated by a colon, also bold italic. Allow one space between colon and text.

A list may also be incorporated into the narrative as a series, in which case the items follow one after the other in the lines of text. As a general rule, no number or letter designation is needed, unless you are trying to emphasize or distinguish the points. In such cases, the items should be designated as follows: 1 or a) xxxxxxx; 2 or b) xxxxxxx; and 3 or c) xxxxxxx. Use semicolons between numbered or lettered items if there are more than two items in the series.

Items of both lists and series should all have the same grammatical format. This is called “parallel construction”; it is one mark of a careful writer.

Note: Bulleted lists lose their impact, and text begins to look and sound fragmented (thus hindering readability), if all combinations of information are always bulleted. Best to use them somewhat sparingly. Similarly, long numbered (whether by numeral or word) or lettered series become tedious when used frequently in a text. Take some time to break them up into more reader-friendly components.

Jargon

While the over-riding aim of AERC is to foster rigorous, policy-oriented research, we encourage you not to lose sight of another important aspect – increasing the range of your readership beyond your own specialty. In order to achieve this, it is crucial to present your research in language that is as free as possible of economics jargon.

If you use a term that has a special meaning to economists in your specialty, take care to put it in a context so that its meaning is perfectly clear. As some terms may even mean one thing in one context and another thing in another context, you should provide a definition. Tell us, for example, what you mean when you talk about pursuing a “sterilization policy” or a “real bills doctrine”.

And while we are talking about jargon, consider the presentation of the results of runs of various econometric models. Too often what we see are simply descriptions in purely mathematical terms of the results of what happens when you run your models. Such descriptions should always be accompanied by a brief discussion of the policy implications of the calculations.

Keep in mind that the variables in your equations do represent real concepts. The text should be written in terms of the concepts, not the variables. It is very easy to slide into talking in terms of the variable only, and not what it stands for.

Gender

Try to keep your language as free as possible of words and phrases that are gender-specific. With remarkably little effort, and just a little practice, you can avoid nearly all male/female implications. A simple trick is to use the plural – farmers/they, rather than farmer/he. Avoid using he/she, and never use s/he.

6

USAGE GUIDELINES

This chapter presents AERC's preferences for punctuation, hyphenation, spelling, use of numerals and dates, and other forms. If you have a choice, remember that AERC does it this way.

Punctuation

Place ***quotation marks*** BEFORE a comma or full stop unless the punctuation is part of the quote. Use double quotation marks rather than single, except where there is a quote within a quote. Use single quotes for the inside quotation. Quotations or ***excerpts*** more than four lines long are placed in their own paragraph and indented equally from both side margins. Allow one line space before and after such a quotation and do not use quotation marks. Put song and film titles, names of artworks, and titles of articles and book chapters in quotes. Use *italics* for non-English words, titles of books and plays, and names of periodicals and ships.

> Do not italicize common Latin phrases – and if it is not common, don't use it.

If you need a ***comma*** before a word or phrase, chances are you will also need one after. Place *commas before AND after*: geographical names ("The meeting took place in Dakar, Senegal, in 2002."); nonrestrictive phrases/clauses ("The senior policy seminar, which was held in Gaborone, attracted 37 policy makers."); and "e.g.", "i.e." and "etc." Remember that "i.e." means "that is", "e.g." means "for example", and "etc." is the abbreviation for the Latin words *et cetera*, which mean "and so forth". Thus you never use "and etc." Do not use two full stops when "etc." ends a sentence.

There appears to be considerable disagreement about the use of the ***comma before "and" and "or" in a series***. AERC's style is generally to omit the comma before "and" and "or" in a series. However, in a compound series (where any item in the series contains an "and" or an "or"), use the comma. Do use the comma if the items in the series are clauses (i.e., they have subjects and predicates) rather than phrases. Do use a ***semicolon*** (;) before the "and" or "or" when your series is punctuated with semicolons.

Use ***parentheses for citations and parenthetical phrases.*** Use brackets for these only when they occur within a sentence or phrase that is already in parentheses. (parentheses are curved, brackets are square.) Also use brackets to indicate the insertion of non-quoted material into a quote, usually for emphasis or clarification, even if the quote is not in parentheses.

The ***hyphen*** (-) joins compound words, divides words at the end of a line of type, indicates a negative amount (although purists note that there is also a minus sign for this purpose), etc.

An ***em-dash*** (—), or parenthetical dash, sets off or emphasizes an explanation, an abrupt change of thought or similar interjection. This is a very strong punctuation mark, so remember that the phrase or word set off by the em-dash usually has a dash both before and after. Don't start with a dash and close with a comma. You may choose the SYMBOL em-dash, or type two hyphens right together--like this--without any spaces. Please be consistent in your choice of dash.

An ***en-dash*** (–) is shorter than an em-dash but longer than a hyphen. The en-dash is used, among other things, to link dates (1991–1994) and acronyms (AFL–CIO). It also links concepts, rather than compound words as does a hyphen, for example, "the poverty–policy nexus", "Cobb–Douglas framework". For most word-processed material, the hyphen substitutes.

Use a ***colon*** (:) to introduce a list or explanation, not a *semicolon* (;) and not :-. In a title or heading containing a dash or a colon, capitalize the word that follows the mark. See box on capitalization on page 24.

Hyphenation

The preference is to avoid hyphens as much as possible. It gets confusing to readers to see a term hyphenated in one place and not hyphenated in another, even when the writer is trying to distinguish between the adjective and other forms of the term. Modern usage omits the hyphen in such words as cooperate, coordinate, etc., but does prefer to hyphenate words like re-industrialize or re-emphasize, where the hyphen prevents confusion.

When you describe someone as "20 years old" you don't need hyphens, but "15-year-old student" needs not one hyphen, but two.

See the box on page 23 for AERC's preferred hyphenation of selected terms. If hyphens are needed for clarity, use them sparingly.

Punctuation Marks

Punctuation marks have specific meaning in English. Proper sentence construction requires that you use them with discrimination and care.

Full stop, period (.) – Used at the end of a sentence or abbreviation.

Comma (,) – Used to clarify meaning by separating words and figures when necessary; to set off nonrestrictive phrases and clauses; in some date formats to separate the day from the year, and after the year; for different parts of an address; to separate two nouns that mean the same thing (e.g., the bridge was declared open by the Roads and Public Works Minister, Mr. William Morogo).

Semicolon (;) – May often be replaced by a comma but is used chiefly to separate phrases containing commas to avoid confusion. An important use is in compound sentences if the conjunction is omitted. (Onyango used one exit; Kimani used the other.) It does not introduce a list, series or concept.

Colon (:) – Introduces listings or statements. (Send me one each of the following books: *Petals of Blood* by Ngugu Wa Thiongo, *Arrow of God* by Chinua Achebe and *Government Inspector* by Nicolai Gogol.)

Question mark (?) – Used after a question.

Exclamation point (!) – Indicates emphasis or excitement.

Hyphen (-) – Divides words at the end of a line, links two or more words when they are used to mean one thing in describing a noun, links words to indicate a new concept (It was a three-week tour. We have up-to-date machinery in our plant. The idea was described as quasi-realistic.)

Apostrophe (’) – Indicates possessive or missing letters (John’s book doesn’t have a cover.)

Quotation marks (“ “) (‘ ’) – Used in pairs before and after the actual words a person has said or text taken from another source. Single quotation marks are used for quotes within quotes.

Em dash (—) – Marks an abrupt change of thought. (CPP graduates will take their places in teaching, policy institutes and the public sector—as well as the private sector— as the importance of sound economic management becomes ingrained in governance and management in SSA.) Refer to the text for more on the use of dashes.

En dash (–) – Links dates, numbers, concepts. With spaces before and after may also replace the em-dash.

Parenthetical marks – Parentheses are curved ( ), brackets are square [ ] and braces are “curly” { }. Use brackets to set off text that is already in parentheses, or to indicate an addition or change to a quote. Braces are rarely used in text.

NB: Do not leave a space between text and parentheses, colons, quotation marks or other punctuation, except when you are using an en-dash as a parenthetical dash.

Wrong: The article (which is from the project, “ Malaria and Poverty ”) contains the following sections : .....

Right: The article (which is from the project, “Malaria and Poverty”) contains the following sections: .....

One word? Two words? Hyphenated?
A quick guide to preferred usage

The following list is by no means conclusive, but aims to give you an idea of the way AERC treats certain common words and phrases.

ad lib, ad hoc
autocorrelation
autoregressive
backup *(noun, adjective),* back up *(verb)*
build-up *(noun),* build up *(verb)*
cash flow
clearing house
cooperate, coordinate, *etc.*
counterfactual
crosscutting
cross section
database
data set
demand-side
dropout *(noun),* drop out *(verb)*
feedback
follow-up (*noun, adjective),* follow up *(verb)*
forty-five
45-year-old person
head count; head-count ratio
inter-bank
long-term planning – *but*, over the long term
microenterprise
midterm
non-stationarity
non-tariff
ongoing
payoff *(noun)*
pay off *(verb)*
policy maker, policy making
postgraduate
poverty gap; poverty-gap ratio
rent-seeking, rent-seeker
self-esteem, self-confidence, etc.
side effect
socioeconomic
Southeast Asia
spillover *(noun)*, spill over *(verb)*
subregion, subcommittee
supply-side
teenager
two-thirds
trade-off
undergraduate
under way *(always two words)*
upfront
vice chancellor
vice president
vice versa
vis-a-vis

Capitalization

Use initial capital letters judiciously. Routinely capitalize only proper nouns – the names of people, places, organizations, specific treaties or agreements, and other obvious terms. Capitalize “government” when you are referring to a specific government as an entity: “The Government of Tanzania was one of the first on the continent to have a finished and approved poverty reduction strategy paper.” Otherwise use lower case: “In Ghana, however, the government has not yet completed its strategy process.”

Capitalize job and other titles only when they precede the name of a person. “Botswana Minister of Finance and Development Planning Baledzi Gaolathe opened the Senior Policy Seminar.” “The minister supports the reform of agricultural institutions.”

Abbreviations and Acronyms

Punctuate abbreviated titles with a full stop, e.g., “Dr.”, “Ms.”, “Mr.” Also punctuate a person’s initials with full stops, as “H.L. Mencken”. Do not leave a space between the initials to assure that they won’t be separated if they fall at the end of a line of type.

Use the % sign rather than spelling out the word. The word gets a little awkward when used many times in a single sentence or paragraph.

Put initial abbreviations and acronyms that are the shortened form of organization names or often used concepts in all caps, without punctuation. ALWAYS include the full spelled-out term the first time any acronym or abbreviation is used in a text. Don’t assume the reader will know what it means. Put the term first, then the shortened form in parentheses. ***Include with your document a list of the abbreviations you use and what they stand for.***

Remember that a term is not necessarily capitalized just because it is abbreviated or reduced to an acronym. For example, there is no need to cap “gross domestic product” (GDP).

Use these abbreviations sparingly; too many in a text are confusing and begin to sound like jargon.

Spelling

The spelling of most English-language words is established and unvarying (except over time). A few words, or types of words, however, may differ from

What to Capitalize

Capitalization is not about “big” words and “little” words. It is about parts of speech (major words and less important words). “Caps and lower case” describes a heading that is similar to Microsoft’s “Title Case” in the Change Case menu. *Similar, but not identical.* Caps and lower case means that the “important” words are capitalized, even “little” words if they are nouns, pronouns, verbs, adjectives, etc. Articles (the, an, a) and prepositions or conjunctions are not capitalized even if they are “big” words, unless one is used as the first word in the heading.

If the heading or title contains a dash or a colon, capitalize the first word after the mark, even if the word is an article.

Do not take TITLE CASE as it comes. It capitalizes everything. Lowercase all the words that should not be in caps.

Some samples:

Against All Odds

The Fight against Poverty

How Often Is Gender a Factor in Poverty in Africa?

Foreign Aid, Taxes, and Public Investment: A further comment

"British English" to "American English", or between standard and non-standard usage. The widening of the internet and the increased use of computers with built-in spellers are gradually reducing the amount of the variation and many older accepted spellings have gone by the wayside. Nevertheless, some differences remain; AERC's style is to adopt an up-to-date approach, while still retaining a link with tradition.

Set your computer speller for **English UK** and follow everything but the zed words and the hyphenation.

Spell the "z words" with a zed – e.g., organize, marginalize, economize, rationalize. The exceptions are words that are spelled with "y", like analyse and catalyse, plus a few others.

Spell the "our/or" words "our" – labour, neighbour, favour, colour, etc. Spell the "re/er" words "re" – metre, centre. etc. Spell the "L" words with the single L for nouns and present tense verbs – enrol, enrolment – and the double L for verbs in the past tense – modelled, channelled, travelled.

See the box for AERC's preferred spelling of variable words as well as a selection of troublemakers.

Basically, ***set your computer speller for English UK and follow everything but the zed words and the hyphenation.*** When in doubt, look the word up in AERC's designated reference dictionary (*Collins English Dictionary*). Remember that the full definition of a word will be given at the point where the standard or preferred spelling is given; when a word can be spelled more than one way, the definition of the alternative is indicated simply by the same word with the standard or preferred spelling. Always use the preferred spelling.

Numbers, Dates and Currencies

Spell out numbers one through ten. Use numerals for numbers over ten. But any number that begins a sentence must be spelled out, unless it designates a year. ("1998 marked the tenth anniversary of AERC's establishment as an institution." "Fifty-seven papers were presented at the December biannual workshop.") Do use a numeral with a unit of measure. And when a sentence contains a mix of numbers under and over ten, use numerals for all.

When number-unit combinations are used as adjectives they are hyphenated: "six-week course", "five-year work plan", "40-kilometre journey". Note that the unit word is singular rather than plural. Hyphenate combinations like "twenty-five", "one-half", "two-thirds".

Use "billion" rather than "thousand million" and a point to designate decimals. Mark off thousands, millions, etc., with commas, not spaces. Avoid ambiguity by saying “20 million to 35 million”, rather than “20 to 35 million”; or use an en-dash for this construction: 20≤–30 million. Write “2.5 million” or “6,000” rather than “two-and-a-half million” or “six thousand”. Unless you are trying to make a specific point and the precise number is crucial to that point, round off large numbers to the nearest sensible amount; the city has a population of “480,000 people”, not “480,212”.

In general, use “Ksh” to designate Kenya shillings (“Tsh” and “Ush” for Tanzania and Uganda); note the lowercase “s”. Use the symbol “/=” for small amounts or in less formal contexts. Do not say “Ksh2,000/=”; use either the “Ksh” or the “/=”, but not both.

Refer to currency amounts as “€53.6 billion” or “US$5.4 million”, rather than “53.6 billion cedi” or “5.4 million US dollars”. Be sure to distinguish between national currencies, if necessary, when they share the same name – US$ or Can$ or Zim$.

Some Variable Words and Selected Troublemakers

If there is a choice, AERC spells it this way:

analyse
appendixes, indexes, annex
bloc *(an interest group)*
centre, metre, theatre, *etc.*
Côte d’Ivoire (accent on the “o”)
dependent
enrol/enrolment
focused
forums, memorandums
heteroscedastic
labour, neighbour, favour, *etc.*
Lomé (accent on the “e”)
organize, marginalize, familiarize, strategize, *etc.*
per cent *(two words)*
programme
tradeable/non-tradeable
travelled, channelled, modelled, *etc.*

and uses it this way:

“data” *is plural*
“try to” *rather than* “try and”
“comprises”, *not* “is comprised of”
retain “impact” as a noun, not a verb
“for example”, rather than “for instance”

Some problem words are:

accommodate
all right *(two words)*
consensus
deductible
definite
desirable
discreet *(unobtrusive)*
discrete *(separate)*
in spite of *(three words)*
irreparable
occasion
occurrence
precede
preferable
preferred
proceed
referred
supersede

“into” and “onto” have acceptable uses, but “upto” is not an English word

Place the currency symbol or abbreviation right next to the amount, with no space between them and no punctuation; a full stop after a currency symbol/abbreviation can be mistaken for a decimal point and a space may send the actual number to the next line of text. Except for Deutschmark, do not capitalize the names of currencies.

Ask yourself if it is necessary, especially in tables where space is usually at a premium, to include cents when the currency amounts run into millions: 14,843,917.35 birr may be a bit precise for many purposes.

Use 1980s, not 1980's. Use mid 1960s rather than mid-1960s. Use 21 August 1986 or July 1991; note that there are no commas. Combine dates as 1972–1985, except for fiscal years, which are written as 1993/94. Use the word "to" rather than a hyphen (or en-dash) in dates preceded by "from". Similarly, use the word "and" in dates preceded by "between". "The conference took place from 26 to 30 June." "Curriculum changes were phased in between 1989 and 1992." "The meeting was held on 4–6 June."

Express yearly quarters as 1999.1, 1974.3, etc.

Use a numeral with all units, and wherever possible use metric units. Write 20m, 300ha, 10kg. No space between the numeral and the unit, and no full stop after. But do spell out an expression like "the dimensions are in cubic metres", rather than "m^3". Again, if absolute precision is not necessary, when converting from non-metric to metric (or vice versa), round off to the nearest sensible quantity; for example, for most uses 10 feet becomes 3 metres, rather than 3.05 metres.

Use roman numerals for the world wars and for parts of a name: "World War I/II", Queen Elizabeth II", "Roland Abulo III", University of Toulouse I, University of Yaounde II. (Don't confuse Arabic numeral 11 with Roman numeral II.)

Academic Degrees and Titles

Do not punctuate abbreviations for academic degrees or professional designations:

- Master of Science = MSc
- Master of Arts = MA
- Doctor of Philosophy = PhD
- Member of Parliament = MP
- Fellow of the Royal Academy = FRA

In generic use, do not capitalize degrees when they are spelled out:
"She has a doctorate in chemistry."
"The programme awards a master of arts degree."
"He earned his master's degree through CMAP." (Note the apostrophe here.)

7 HOW TO DOCUMENT YOUR RESEARCH – THE REFERENCE LIST

A reference list incorporates only the materials directly cited in a publication, report or other document. Every citation in the text must have a corresponding reference in the list, and every item in the list must be cited. A bibliography, on the other hand, presents a wider range of related materials that may be of interest to the reader. In scholarly work, it is important to maintain the distinction. ***As a general rule, AERC papers require reference lists.***

- All references noted in the text, including the sources for figures and tables, must appear in the reference list.
- All references in the list must be cited in the text.
- Reference entries should be checked carefully for accuracy and completeness. *These are your responsibility as the author.*

Either list serves a twofold purpose: to let the readers know that you as the author have done your research homework, and to provide readers with the information they need if they wish to refer to the material themselves.

Format of the List

Format either list with a "hanging indent". That is, the first line of the entry is at the margin, with second and subsequent lines indented. Alphabetize the reference list according to the authors' last names. Do not number the references. Do not boldface titles or authors' names. Do not set authors' names in all capital letters.

CHECK YOUR REFERENCES!

Do the dates in the text agree with the dates in the reference list?

Are the authors' names spelled the same way in both the text and the list of references?

List authors last-name-first. If a publication has more than one author, list the others first-name-first. Do the best you can with ambiguous names, like Njenga Muigai or Chun Lai: if you don't know for sure which name is which, it's probably best not to even try to punctuate.

Format of Individual References

If there is more than one work by an author, arrange in order according to the year, with the oldest first. If the same author has some works alone and some with a co-author, put the co-authored works after those written by that author alone. The sequence is: one author, that author and a single co-author, that author and multiple co-authors.

Year of publication follows the author(s) name(s) and is punctuated with a full stop. For more than one work by the same author(s) in the same year, arrange with titles in alphabetical order; designate as 1997a, 1997b, etc. Be sure text citations correspond.

Article titles are in double quotation marks with sentence style capitalization, punctuated with a full stop. Book and journal titles are in italic, caps and lower case, no boldface. (Use the *publisher's* style for spelling of words in titles, not AERC's.) Conference papers and presentations should be noted with title, sponsor, location and date of the conference, in that order. Publishing information is last, thus: City: Publishing Company. (Be sure to get the correct name of the publishing company; Johns Hopkins University Press, for example, is Johns, not John.)

References for articles in journals must include the volume and number (if there is one) of the journal and the page numbers of the article. The page number span includes only the digits that don't change: 161–78, 90–9, 101–13, 194–215.

Sample References

Refer to the box on page 31 for a sample reference list. Some common types of references are given below, in AERC's preferred format. Please note capitalization and punctuation.

Book:

World Bank. 2000. *Can Africa Claim the 21st Century?* Washington, D.C.: The World Bank.

Chapter in a book:

Edwards, S. 1994. "Real and monetary determinants of real exchange rate behaviour: Theory and evidence from developing countries". In J. Williamson, ed., *Estimating Equilibrium Exchange Rates*. Washington, D.C.: Institute for International Economics.

Conference paper:

Osoro, N.E. 2000. "Design and implementation of specific revenue mobilization measures". Paper presented at AERC Senior Policy Seminar IV, Gaborone, Botswana, 24–26 February.

Discussion, research, occasional or other paper:

Nyoni, T.S. 1997. *Foreign Aid and Economic Performance in Tanzania*. AERC Research Paper No. 61. African Economic Research Consortium, Nairobi.

Journal article with one author:

Johansen, S. 1988. "Statistical analysis of co-integrating vectors". *Journal of Economic Dynamics and Control*, 12: 231–54.

Journal article with two authors:

Johansen, S. and K. Juselius. 1990. "Maximum likelihood estimation and inference on co-integration with applications to the demand for money". *Oxford Bulletin of Economics and Statistics*, 52: 169–210.

Report:

Gunning, J. 2000. "The reform of aid: Conditionality, selectivity and ownership". Paper presented at Swedish International Development Cooperation Agency (Sida) Conference on Aid and Development. Stockholm, 20–21 January.

World Wide Web source:

IMF. 2002. "Review of the PRSP approach: Early experience with interim PRSPs and full PRSPs".
At http://www.imf.org/External/NP/prspgen/review/2002/032602a.html

Working paper:

Roberts, J. 2003. "Poverty reduction outcomes in education and health, public expenditure and aid". Working Paper No. 210. Overseas Development Institute, London, March.

It is safe to say that the biggest problem we have in preparing Research Papers – and other research reports – for publication is getting the citations and references right. The references are a reflection of your scholarship – and our professionalism. We will toss them back to you if they are not done properly.

Please help us to reduce this lag in DIS.

Sample Reference List for AERC Publications

Alemayehu, G. 2000. *Finance and Trade in Africa: Modelling Macroeconomic Response in the World Economy Context*. London: Macmillan.

Berg, E. 1985. "Intra-African trade and economic integration". Report by Elliot Berg Associates, distributed by Development Alternatives, Inc., Bethesda, Maryland, USA.

Boone, P. 1995. "The impact of aid on savings and growth". Mimeo. London School of Economics, London.

Edwards, S. 1994. "Real and monetary determinants of real exchange rate behaviour: Theory and evidence from developing countries". In J. Williamson, ed., *Estimating Equilibrium Exchange Rates*. Washington, D.C.: Institute for International Economics.

Johansen, S. 1988. "Statistical analysis of co-integrating vectors". *Journal of Economic Dynamics and Control*, 12: 231–54.

Johansen, S. and K. Juselius. 1990. "Maximum likelihood estimation and inference on co-integration with applications to the demand for money". *Oxford Bulletin of Economics and Statistics*, 52: 169–210.

McGuire, M.C. 1978. "A method for estimating the effect of a subsidy on the receiver's resource constraint: With an application to the U.S. local governments, 1964–1971". *Journal of Public Economics,* 10(10): 355–69.

McGuire, M.C. 1987. "Foreign assistance, investment and defence: A methodological study with an application to Israel, 1960–79." *Economic Development and Cultural Change,* July: 847–73.

Gunning, J. 2000. "The reform of aid: Conditionality, selectivity and ownership". Paper presented at Swedish International Development Cooperation Agency (Sida) Conference on Aid and Development. Stockholm, 20–21 January.

Nyoni, T.S. 1997. *Foreign Aid and Economic Performance in Tanzania*. AERC Research Paper No. 61. African Economic Research Consortium, Nairobi.

Younger, S.R. 1992a. "Aid and Dutch disease: Macroeconomic management when everybody loves you". *World Development*, 20(12): 17–25.

Younger, S.R. 1992b. "Testing the link between devaluation and inflation: Time-series evidence from Ghana". *Journal of African Economies*, 1(3): 22–31.

AUTHOR'S CHECK LIST

Before submitting your manuscript, please:

E Review this style guide so that you are familiar with AERC requirements.

E Read the manuscript through one more time to make sure it actually says what you want it to say.

E Check your references. Are all text references included in the reference list? Are all citations complete? Do dates/ spellings in the text agree with those in the list?

E Make sure all figures are referenced in the text – and that all text references have figures. Do the same for tables. Make sure columns/rows add up properly.

E Review equations and equation numbers. Are equations complete? Are all the variables accounted for? Are equations numbered correctly?

E See that the title page contains all the necessary information – title of the paper, author(s) and affiliation(s), contact address/telephone, date.

E Proofread the text AND run a spell check.

E Assure that the manuscript is complete. Have you assembled all pages, tables, figures, annexes, etc.? Are all these included with both hard copy and electronic files?

THANK YOU FOR YOUR COOPERATION!!