

Notes for Contributors



Development in Practice offers practice-based analysis and research concerning the social dimensions of development and humanitarianism, and provides a forum for debate and the exchange of ideas among practitioners, policy makers, academics, and activists worldwide. By challenging current assumptions, the journal seeks to stimulate new thinking and to shape future ways of working. Contributors represent a wide range of cultural and professional backgrounds and experience.

The Editor encourages contributions from practitioners and welcomes papers in French, Portuguese, or Spanish. (See www.developmentinpractice.org for Notes for Contributors in these languages.) Contributions must be relevant to issues of policy and practice and likely to interest a diverse international readership; articles based on secondary sources, or which assume a high level of specialist knowledge, are unlikely to be accepted. Authors should write in a clear and jargon-free style, paying particular attention to the significance of gender relations to their subject.

Regular features, with maximum word lengths indicated in brackets, include **Articles** (6500), **Viewpoints** and **Practical Notes** (2500-3000), **Conference Reports** (1500), and **Research Round-Up** (2000). We welcome **Feedback** (1500) on items previously published in the journal. Before submitting **Review Essays**, **Literature Reviews**, or **Book Reviews**, contact the Reviews Editor at <reviews@developmentinpractice.org>.

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Submission

Submission may be made by post or email. Submission by post must be accompanied by an identical electronic copy on diskette. Submission by email should be clearly marked with the subject header 'SUBMISSION'. All electronic copies must indicate the word-processing package used, the total word count, and should contain plain text with no embedded features (eg indentation, footnotes/endnotes, textboxes etc) other than the heading levels indicated below. Failure to observe our presentational requirements may delay publication of your work. Please consult a recent issue of the journal if you are in doubt about any aspect of our style.

Presentation

1. Title and abstract

On a separate page give the title of the paper and the names, affiliations, biographical details (maximum 50 words), and full contact details of the authors; and an abstract of 100-150 words summarising the main points. Ensure that the main title clearly reflects the content of the paper and that the full title does not exceed 12 words.

2. Headings

Use up to three levels of heading, all in sentence-case:

Primary heading (followed by one hard return)

Secondary heading (followed by one hard return)

Tertiary heading: with the text carrying along the same line.

3. Notes

Brief notes should be included only if essential. Indicate notes with a number in brackets either within the text (1), or after the sentence.(1) Collect these at the end of the text. Do not use the endnote facility in the electronic version. Include any acknowledgements at the end of the paper under that heading.

4. References

Keep these to a minimum (not more than 15 works) and include all works cited in the text. Use the Harvard system for in-text citations (Razavi 2002:26-31) with an alphabetical listing at the end of the paper in the following style:

unpublished reports:

Smith, Sue (1999) 'Shaping Oxfam's Education Strategy', unpublished report, Oxford: Oxfam GB.

conference papers:

Barahona Portocarrero, Milagros (2002) 'Gender, Migration and Transnationalism in Nicaragua', paper presented at the 2002 Conference on Feminist Economics, Occidental College, Los Angeles, 12-14 July.

books:

Razavi, Shahra (ed.) (2002) *Shifting Burdens: Gender and Agrarian Change under Neoliberalism*, Bloomfield CT: Kumarian Press.

chapter in book appearing in references:

Cornwall, Andrea (2002) 'Making a difference? Gender and participatory development', in Razavi (ed.) (2002).

chapter in book:

Mahadevia, Darshini (2002) 'Sustainable urban development in India: an inclusive perspective', in David Westendorff and Deborah Eade (eds.) *Development and Cities*, Oxford: Oxfam GB (in association with UNRISD).

article in a published journal:

Fujikura, Ryo and Mikayasu Nakayama (2002) 'Post hoc review of involuntary resettlement issues in two power generation projects', *Development in Practice* 12(2):208-212.

reference from a website:

Castells, Manuel (1998) 'Essential Matter: Informational Capitalism and Social Exclusion', available at www.unrisd.org (accessed 2 June 2000).

5. Tables, Figures, Illustrations

Use graphics only if they are essential. Present them on separate pages in the paper copy, preferably in camera-ready form, and in separate electronic files; do not embed tables and figures in the main body of the text. Label all graphics clearly, e.g. Smith-Table1, and mark the approximate position in the paper copy. Graphics should be either in Microsoft Word or in TIFF, EPS, or JPEG format.

6. Language

Use British spelling, following *The New Oxford Dictionary of English* with the exception of ‘-ise’ endings, e.g. ‘advertise’. Define all acronyms, abbreviations, and technical and specialist terms. Italicise foreign terms and give a translation in brackets; mark any diacritics on the paper copy. Use the SI metric system and provide a US dollar equivalent for amounts stated in other currencies.

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Email submissions to:
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Guidance Notes for Short Papers and Reviews Section

Viewpoint

Op-ed pieces of 2500-3500 words reflecting on a current policy or practice concern. These items are intended to be lively rather than scholarly and will generally take a critical or unconventional stance towards the subject in hand.

Practical Notes

Concise accounts of up to 3000 words usually but not necessarily of an empirical nature concerning a particular experience or topic, but presented in a way that will interest a wide international readership.

Comment

Comments or reflections of up to 1500 words arising from an article published in an earlier issue (stating original author's name, title of article, volume, issue, page range). Contributors may be critical in their comments, but gratuitous or personalised criticism of previous authors or articles will not be accepted. The original author may be offered a right of reply.

Conference Reports

Reports of up to 1500 words on conferences and similar events that are likely to be relevant to a wide international readership. Such conferences will either be of major significance, such as UN summits, or cover an emerging or critical topic. Reports should focus on the policy and practice aspects of the conference rather than on organisational details, unless the latter were of particular significance.

Please note that we do not carry reports on solely academic conferences; and that we do not accept reports written by the conference organisers.

All conference reports should include:

- Place, dates, and organisers of conference
- Approximate number and background of participants (e.g. half from African countries and half from OECD countries, virtually all academics, few women)
- Information about where proceedings can be obtained, or if these will be published at a future date

Research Roundup

Accounts of up to 2000 words of ongoing or recently completed research on a matter of development policy and practice. The relevance of the research may lie in its methodology and/or the findings. Authors should indicate how and by whom the research will be applied and how readers can acquire the full or final product.

Reviews Section

PLEASE NOTE THAT WE DO NOT PUBLISH ANY UNSOLICITED REVIEW MATERIAL

Book reviews

Reviews of a single work should not exceed 900 words, or 1200 words for a comparative review. Books are selected on the basis of their currency and relevance to the concerns of the journal. The review should provide a good sense of the content and scope of the book(s), focusing on aspects of particular interest to readers involved in the practice of development.

Please note that reviews should not contain either footnotes or references.

Review essays

This will focus on the *oeuvre* of a major writer on development or humanitarian issues, or occasionally on a selection of current and classic works on a given subject, and will not exceed 6500 words, including notes and references. The essay should give a good sense of the featured writer's overall contribution to policy and practice, as well as highlighting specific works; all works cited in the essay, and any other major works, should be listed as references.

Literature reviews

This will focus on a selection of current and classic works on a given subject, and will not exceed 6500 words, including notes and references. The review is intended to provide readers with an accessible guide to the chosen theme as well as to highlight key works and critical thinkers and/or practitioners in the field.