

# GUIDE FOR AUTHORS

## GROW WORKING PAPER SERIES

### GUIDELINES

1. For this round of submissions, only papers associated with GrOW projects will be accepted to the Working Paper Series.

2. Your paper should meet the following criteria to qualify for admission:

- it should address women's economic empowerment and economic growth
- it should be of interest to researchers and policy makers
- it should be well written and concisely formulated

3. Authors are asked indicate to which paper category they are submitting their work – i.e. Research Contributions, Research Reports or Linked Papers (see page 3 for information on our different paper categories).

4. Papers should preferably be no more than 30 double-spaced pages in length, including all references and appendices.

5. We encourage the use of “Chicago Manual of Style Guide” for formatting references and citations. Find it here: <http://www.chicagomanualofstyle.org/home.html>

6. Submitting your paper to the series does not preclude you from later submitting your work for consideration in a scholarly journal. You will retain full copyrights to your manuscript. Upon being accepted into the series, authors will be asked to sign an authorship agreement to this effect.

7. GrOW working papers will not be made available in printed form. They can be downloaded on our website at <http://grow.research.mcgill.ca>

8. Other than the cover page, manuscript files should contain no identifying information (e.g name, institution) in order to facilitate blind peer review. This also applies to papers that will not undergo external peer-review (see FAQ #2).

### DETAILS

#### **We only accept online submissions.**

Email your submission to our Managing Editor, Kate Grantham, at [kathleen.grantham@mcgill.ca](mailto:kathleen.grantham@mcgill.ca). Include “GrOW Working Paper Series” in the subject line.

#### **We prefer files in .doc, or .docx format to allow for copy-editing to take place.**

#### **Please make sure to include the following information:**

- Indicate the category to which you are submitting your paper for consideration
- Abstract: summary of max. 300 words
- Keywords: 3 key words to facilitate paper indexing
- Full names, titles and contact details of each author on the cover page (no identifying information otherwise)
- Indicate the corresponding author in the case of multiple authorship

### CHECKLIST

- ✓ Did I include a cover page with author names, titles and contact information?
- ✓ Is my manuscript otherwise devoid of all identifying information?
- ✓ Did I indicate the paper category to which I am submitting?
- ✓ Did I include an abstract and keywords?
- ✓ Did I indicate the corresponding author, if applicable?

If you answered yes to all of the above, then you should be all set! We look forward to receiving your submission!

# FREQUENTLY ASKED QUESTIONS

## **1. WHY SHOULD I SUBMIT MY PAPER TO THE GrOW SERIES?**

There are many benefits of submitting to the GrOW Working Paper Series in addition to contributing to GrOW's research outputs. Authors will receive: support for copy-editing, including: proofreading, formatting and bibliographic checking; assistance with paper presentation and data visualization (i.e. standardizing tables, enhancing graphic resolution); and the opportunity to showcase your project and research results in an online, open-access platform and get visibility before the paper appears in a scholarly journal. For authors who would like more substantive feedback on your working paper, we will send it out for peer-review. Take advantage of our peer-review process to improve your future chances of success publishing in a scholarly journal.

## **2. MUST MY PAPER UNDERGO PEER-REVIEW?**

All papers are reviewed by our Editorial Board to ensure they meet our internal quality assurance guidelines. Authors submitting to our series also have the option of undergoing a double-blind peer-review process, however this is not a requirement for contributing to the series. Comments from peer-reviewers will be forwarded to authors along with a decision regarding their paper's acceptance. Authors who undergo external peer-review are asked to read and incorporate the feedback they receive from reviewers before they are officially accepted to the series. Authors who wish not to undergo external peer-review are asked to indicate in their submission to the Managing Editor where they ultimately intend to submit their paper for publication.

## **3. HOW LONG WILL IT TAKE UNTIL MY PAPER BECOMES AVAILABLE ONLINE?**

We try to process your paper as quickly as possible, but note that it may take up to three months to complete the peer-review and revision process. If there is a particular reason why you need your paper online faster than usual (e.g. you are presenting it at a conference or wish to include it in a report), please notify us of this in your submission email. We will do our best to fast track your paper.

## **4. WILL JOURNALS STILL ACCEPT MY PAPER IF IT IS ALREADY AVAILABLE ONLINE AS A GrOW WORKING PAPER?**

Some journals require that submitted papers are not available elsewhere online. These instances are increasingly rare because most journals now understand that pre-publication as a working paper is common practice, and that it is virtually impossible to erase all online traces of a paper even if it has only been presented at seminars or conferences. However, it is your responsibility to sort out these potential conflicts before submitting to the GrOW Working Paper Series. Please understand that we will not delete a paper if you decide at some point to submit it to a journal with such requirements.

## **5. DO YOU KEEP TRACK OF WHERE PAPERS EVENTUALLY GET PUBLISHED?**

Yes. We maintain routine communication with the three major donors of the GrOW project – IDRC, UKAID and the Hewlett-Flora Foundation - to track research outputs and add this information to our website. However, this process does not guarantee we will be made aware of all relevant publications and we rely on you to provide this information. Once your paper has been published, please email our Managing Editor so this information can be added to our website.

## **6. WHAT IS YOUR COPYRIGHT POLICY?**

Authors whose works are accepted to the GrOW Working Paper Series retain copyright to their work. Papers submitted to the series must be the original work of authors, which has not been published previously (with the exception of "Linked Papers"), but can in the future be submitted for publication elsewhere. As indicated in FAQ #4, inclusion in the GrOW series does not preclude authors from successfully publishing their works in scholarly journals.

# WORKING PAPER CATEGORIES

Paper submissions should be original “works-in-progress,” aimed at stimulating public discussion of ongoing scholarly research and advancing scientific knowledge on women’s economic growth and economic empowerment. We have three separate categories of working papers:

*Research Contributions:* This category is for authors who likely intend to submit their finished works for publication in a scholarly journal and want to benefit from our peer-review process. Research contribution papers are addressed to experts and intended to generate maximum policy uptake.

*Research Reports:* Research reports differ from research contribution papers in that they are more broadly accessible or may be more technical or descriptive in nature. This category is for authors whose papers might be journal bound, but who choose not to opt-in to our peer-review process. Authors who submit to this stream will still receive support for copy-editing, presentation and data visualization.

*Linked Papers:* This category is for existing papers that may already be published elsewhere and that authors would like featured on our website. Papers in this category require no further work and will be posted as is.

Authors are asked to please indicate in which category their paper is being submitted for consideration.

# GROW POLICY BRIEFS

Papers accepted to the series are eligible for an additional policy brief option. In order to maximize policy uptake, our editorial team will work with interested authors to generate a 2-4 page policy brief for their paper and include it on our website. GrOW policy briefs are concise, accurate and visually appealing documents that synthesize research results, with special attention paid to policy implications for women’s economic growth and economic empowerment. Our policy brief template is available on our website, but briefs generally include the following types of information:

- Author bio(s)
- Links to partner organizations
- Visual features (graphics, photos, charts, tables, etc.)
- Information on research questions, research methods, results and policy recommendations

Policy briefs will ultimately be made available for viewing and for download on the GrOW Research Series website.

Authors interested in generating a policy brief for their paper can choose to write the brief themselves and retain authorship of it, delegate the work to a member of our editorial team who will then be named as author of the brief, or work collaboratively with our team for shared authorship. Authors will always have final say over the content of their policy brief, and the authorship and title of the working paper on which the brief is based will be explicitly indicated. The GrOW Research Series - housed at McGill’s Institute for the Study of International Development (ISID) - retains copyrights to all of the policy briefs included in the series.

