

Style Guide for Authors

GrOW Research Working Paper Series

Papers published in the GrOW Research Working Paper Series have the following format. Our editorial team will provide copy editing services to ensure that papers meet these presentational requirements, or if authors wish they can submit their manuscripts in this format.

Submission

Paper submissions can be emailed to our Managing Editor, Dr. Kate Grantham, at: kathleen.grantham@mcgill.ca. We prefer files in .doc or .docx format to allow for copy editing to take place.

Authors submitting their manuscript for review should submit their entire manuscript as a single document, including the cover page, body, tables, figures and references. To ensure author anonymity, manuscript files should contain no identifying information (e.g name, institution), apart from the cover page.

Presentational requirements

Papers will be copy edited to conform to the following presentational requirements. Proofs will be returned to authors for checking.

1. General style requirements

Papers should be typed in 12 pt. Times New Roman font and should preferably be no more than 8,000 words in length, including all references and appendices. The use of tables and figures should be limited to those that are essential, but should not exceed a combined total of eight. Text should be fully justified so that paragraphs fall flush with both margins.

Please do not use the following embedded features: endnotes or paragraph numbering. Authors should limit the use of footnotes. Consult a recent working paper when in doubt about any aspect of our presentational requirements: <http://grow.research.mcgill.ca/?page=papers>

2. Cover page (title, abstract, keywords and author information) (mandatory)

Please prepare a cover page for your manuscript that includes the following mandatory information:

- the paper title and abstract (300 words max.) and three keywords
- the full name, title and email address for each author
- the corresponding author should be indicated in the case of multiple authorship

Other than the cover page, manuscript files should contain no identifying information.

3. Headings

Do not number paragraphs. 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 (followed by one hard return)

4. Graphics

Supply all graphics electronically embedded in the manuscript. Charts, figures and other embedded graphics have a recommended minimum 1024-pixel width to support high quality resolution.

5. Acknowledgements

Indicate acknowledgements at the end of the article, following the conclusion but before the works cited. Please keep acknowledgements to less than 150 words.

6. References

GrOW Research uses the Chicago author-date style for formatting references and citations, a detailed guide for which is available at: <http://www.chicagomanualofstyle.org/home.html>

Make sure to include all the works cited in your text. Use the author–date system for in-text citations (i.e. Banerji 2008; Kabeer 2008, 109-110) and list references chronologically by date of publication in parentheses. List references alphabetically at the end of the article. Use each author’s last name and first initial. Please identify all cited works in the following style:

Book

Baruah, B. 2010. *Women and Property in Urban India*. Vancouver: UBC Press.

Chapter in edited volume

Kabeer, N. 2007. “Conflict over Credit: Re-evaluating the empowerment potential of loan to women in rural Bangladesh.” In *Microfinance: A Reader*, edited by D. Hulme, 108-140. London: Taylor and Francis.

Article in journal

Krenz, K., Gilbert, D. and G. Mandayam. 2013. “Exploring Women's Empowerment Through "Credit-Plus" Microfinance in India.” *Journal of Women and Social Work* 20(10): 1-16.

Conference paper

Barahona Portocarrero, M. 2002. “Gender, Migration and Transnationalism in Nicaragua.” Paper presented at the 2002 Conference on Feminist Economics, Occidental College, Los Angeles, 2–14 July 1.

Internet reference

Tanzania Commission for HIV/AIDS. 2008. “Current Status for HIV and AIDS.” Accessed on April 11, 2017. <http://www.tacaids.go.tz/hiv-and-aids-information/current-status-of-hiv-and-aids.html>

7. Language

Use British English spelling and conventions, following The New Oxford Dictionary of English with the exception of ‘-ise’ endings, e.g. ‘organise’, which are preferred to ‘-ize’ endings.

Avoid jargon and define acronyms, abbreviations, and specialist terms.

Use the SI metric system and provide a CAN dollar equivalent for amounts stated in other currencies.