

Institute of Development Studies
School of People, Environment and Planning
Massey University

Working Paper Series

The Institute of Development Studies welcomes contributions to its online Working Paper Series. The Working Paper Series aims to provide a forum for discussions around the contemporary theory and practice of development. It is intended to disseminate research findings and encourage discussion and debate on development issues. We are open to contributions from academics, post-graduate students, and development policy makers or practitioners. The series is designed to publish work in a timely manner, including:

- Reflections on current development practice and policy by practitioners and academics;
- Results of postgraduate development research, particularly for students who have recently completed a Masters or PhD thesis and who want their findings to be circulated widely without the usual delays associated with publication in academic journals; and
- Papers that report on continuing projects or research, particularly where the author is interested in receiving constructive feedback on the future development of this work.

While case studies will be considered, all submissions must abide with standard academic practice and be well supported by current development studies literature as appropriate to the subject matter.

Publication in this Working Paper Series does not necessarily preclude subsequent publication in a journal or book. Submission of an identical article to a journal or book would not, however, be appropriate.

Appropriate papers submitted will be subjected to a double-blind refereeing process. The Working Paper Series editor reserves the right to request amendments prior to publication, or not to publish any submission.

The Institute of Development Studies or Massey University does not necessarily endorse the analysis of contributions and authors are responsible for their own analysis and conclusions.

For enquires regarding the working paper series please contact the Editor:

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**Institute of Development Studies
Working Paper Series**

SUBMISSION GUIDELINES

General Points

- All works will be published in electronic format.
- The views expressed are those of the authors and not necessarily the Institute of Development Studies or the editors.
- All work submitted must be original and the Working Paper Series editor must be informed if any part of the material has previously been published elsewhere.

Word Length

- Papers submitted for consideration should not exceed 6500 words (including references):

Structure

- Full title (no more than 12 words and must reflect the content).
- Abstract (no more than 150 words summarising the main points of the paper).
- A list of key words (3-8 words).
- The author's full name, institutional affiliation and contact details, mailing and emailing addresses. In the case of multiple authors please indicate the corresponding author.
- Main body of the paper, with up to 3 levels of heading.
- Notes must be kept brief and can occur as footnotes.
- If there are acknowledgments, they should appear at the end of the paper prior to the reference list.
- Reference list in the specified style.
- Notes on the Author (up to 150 words on the background and interests of the author)

Format

- The text should be submitted as a Microsoft word document.
- Keep formatting in the style of the Template.
- Use single-spaced 12 point Garamond for normal text including the abstract, captions and references. Footnotes should be 10 point.
- Text should be left and right justified.
- Indent paragraphs, using TAB key NOT space bar.
- There can be up to three levels of heading: level 1 = bold 16 point; level 2 = bold 12 point; level 3 italics 14 point (see Template).

Style

Spelling

- Use New Zealand spelling set which prefers s over z: such as in 'organisation'.

Abbreviations, contractions and acronyms

- Use full stops after abbreviations (ed., anon., et al.) but not after contractions which end with the last letter (Dr, eds).
- i.e., etc., and e.g. please write in full.
- Do not use full stops in acronyms (UNDP) or in abbreviations with capital letters (USA).
- Spell out acronyms at first use followed by acronym in brackets then use acronym throughout the text.

Foreign words

- Use italics.

Numbers

- Numbers one to ninety nine should be written in words, except measurements (31 km), currency (\$5), percentages (24 per cent).
- Number spans should contain the least possible number of digits, for example, pp.34-7 rather than pp.34-37 or pp.134-5 rather than pp.134-135, or 1912-3, 1975-85.

Images

- Any images should be in JPEG. Format should be no larger than 500KB.
- Any permission or copyright requirements remain the responsibility of the author and should be provided at the time of paper submission.

Tables

- Tables can be included in the body, and must be numbered consecutively and include relevant headings and captions.

In-Text Referencing

Citations

- Use the author-date system for in-text citations: ((Smith 1998:34-6), or Smith (1998:34), or (Brown 2006:5, Smith 1998:2) – note alphabetical ordering when more than two or more references are cited at the same time). Generally page numbers should be included in all in-text citations, both direct and indirect citations.
- When citing works with three authors provide the first author followed by ‘et al.’ e.g. (Jones et al. 2008:21). All authors must however be acknowledged in the reference list.
- When citing the same author from multiple publications order them from most recent to oldest. When citing the same author from multiple publications in the same year order them as they are utilised in-text and differentiate with ‘a’ or ‘b’.

Quotations

- Use single quotes in the first instance, double quotes within a quote. Small quotations of up to 3 lines should be integrated into the text in the same type size as the text.
- Quotations that are longer than three lines or thirty words should be set off as block quotations. To set them off from the main text start them on a new line and indent them from the right and left margins.
- Punctuation that is a part of the quote should appear within the quotation marks.
- Quotes should be properly sourced and include the page number(s).

Reference List

Include all references cited in the text. References should be listed alphabetically in the following style:

Book

San Juan, E. (1998) *Beyond Postcolonial Theory*. Macmillan, London.

Co-Authored Book

Holme, L.D. and Holme, E.R. (1992) *Samoan Village: Then and Now* (2nd ed). Harcourt Brace College Publishers, Fort Worth.

Chapter in a Book

Scheyvens, R. (2006) Ecotourism and gender issues. In J. Highma (ed.) *Critical Issues in Ecotourism* Butterworth-Heinemann, Oxford: 167-80.

Journal Article

Öniş Z. and Şenses F. (2005) Rethinking the emerging post-Washington consensus. *Development and Change* 36(2), 263-90.

Conference Paper

Maiava, S. (2002) *When Development is not Development?* Paper given at the 3rd biennial conference Contesting development: Pathways to better practice of the international development studies network of Aotearoa, New Zealand, Dec 5th-7th 2002. Retrieved on 20/08/2005 at <http://devnet.massey.ac.nz/papers/Maiava,%20Susan.pdf>

Internet Reference

Lui, D. (2003) *Family: A Samoan Perspective: Mental Health Commission Occasional Paper No 4*. Retrieved on 05/10/2004 at <http://www.mhc.govt.nz/publications/2003/A%20Samoa%20perspective%20Email.doc>

NB If no author is given, utilise the 'corporate author' (i.e. the company, agency or department responsible for setting up the web page);

Ministry of Agriculture (2006) *Rural Development Plan 2006-2010*. Government of Samoa, Apia. Retrieved on 31/05/2007 at <http://www.moa.govt.sm/publications>

Report

Scheyvens, R. (2006) *Desk Study for NZAID on Alternative Forms of Tourism*. NZAID, Wellington.

Desertion/Thesis

Fairbairn-Dunlop, P. (1991) *E au le inailau a tamaitai: Women, Education and Development in Western Samoa*. PhD Thesis, Macquarie University, Sydney.

Work Accepted for Publication

Borovnik, M. (in press) Labour circulation and changes among seafarers’ families and communities in Kiribati. *Asian and Pacific Migration Journal* 16(2), 225-49.

Work Submitted for Publication

Stewart-Withers, R.R. (under review) Intersecting culture with female-headed households: A Samoan experience. *The Contemporary Pacific*.

Newspaper

Fach, L (2002, 22nd January) Letters to the editor: Samoan *fa’alavelave* concerns reader. *Samoan Observer*, 7.

Audio-visual Material

O’Rourke, D. (video recording) (1991) *The Good Woman of Bangkok*. O’Rourke & Associates Filmmakers in association with the Australian Film Commission and Channel 4, CEL Entertainment, St Leonards, NSW.

Submission:

To submit your paper for consideration please save as a Microsoft word document, and send as an electronic attachment to an email message addressed to the Editor, Associate Professor Glenn Banks – g.a.banks@massey.ac.nz. The subject line should read – Working Paper Submission. In the body of the email message please include the following information:

- Name
- Academic title/Position/ PhD or Masters Candidate
- Contact details

Your email will be acknowledged within two weeks, at which time the Editor will indicate whether the article was considered suitable for the Working Paper Series. Suitable articles will undergo a double-blind refereeing process. Wherever possible comments and notes on required changes will be provided to authors within 8 weeks of submission of the article. The Editor will advise authors as soon as their article has been accepted and uploaded to the Development Studies Working Paper Series website.

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