

University of Auckland Centre for Development Studies
Working Paper Series
Guidelines for Submission

The following guidelines have been set out for all papers submitted for consideration to be published in The University of Auckland Centre for Development Studies Working Paper Series. The purpose of the guidelines is to provide consistency.

1. Contributions should be between 6,500 – 10,000 words, including references and footnotes.
2. The working paper should include an abstract of 100 – 200 words, and a list of up to 8 keywords.
3. The title must reflect the content of the paper.
4. The author(s) full name, title, and contact details (including email address) must be supplied.
5. The working paper should include notes on the author(s) (up to 150 words on background and interests).
6. Contributions should be in Arial with a font size of 12 point, and a line spacing of 1.5. Footnotes should be font size of 10 point.
7. Papers should be submitted electronically in a Microsoft Word file (with graphs, pictures, and tables included in the same file as appropriate).
8. Tables and Figures should be labelled and numbered.
9. APA referencing system should be used. Check guidelines <http://www.library.auckland.ac.nz/subjects/med/pdfs/apa-guide.pdf>
10. New Zealand spelling should be used.
11. Acronyms should be spelled out in full at first use with acronym in brackets.
12. If reports are being submitted please correspond with the editor regarding specific formatting.
13. Submissions should be emailed to the Working Paper Series editor.