**On Think Tanks Working Paper Series**

**Submission guidelines**

Use this document as a guideline for submitting your Document for the Working Paper Series. Papers that do not conform to it will be returned to the author for editing and resubmission.

* Documents will only be accepted in word
* Working papers should be between 5,000 and 10,000 words.
* Documents should be double spaced, in Times Roman 12 points.
* Pagination: Arabic numerals on the lower right hand side, beginning with the first page of text.
* Title Page: Should contain author(s) name(s), affiliation, abstract, and any funding information:
	+ Affiliation: Institution and author’s e-mail address.
	+ Abstract: No more than 250 words.
	+ Funding: Who and how was this study funded?
* Author biography and acknowledgements: No more than 200 words.
* Keywords: List up to five key words associated with the research material.
* Heading and subheading formatting: **Headings** and ***subheadings*** should be bold. Do not use section numbers
* Figures and tables should be numbered consecutively, have headings, and provide full source information.
* References: Please use footnotes with hyperlinks (see below). A full reference list must also appear the end of the text, unnumbered, in alphabetical order. Include hyperlinks on the title to the digital version of the references (footnotes and reference list). Examples:
	+ Books (two or more authors): Mendizabal, Enrique and Kristen Sample (ed). 2009. [*Dime a quién escuchas… Think tanks y partidos políticos en América Latina*](https://onthinktanks.org/wp-content/uploads/2015/12/Thinking-Politics-Think-Tanks-and-Political-Parties-in-Latin-America-Spanish-PDF.pdf). Lima: IDEA/ODI
	+ Chapters in books: Page, María, Julia Pomares, Laura Zommer and Dolores Arrieta. 2014. “[Advocating for electoral reform in Argentina](https://onthinktanks.org/wp-content/uploads/2016/06/argentina-elections_communicating-complex-ideas.pdf).” In [*Communicating Complex Ideas: Translating research into practical social and policy changes*](https://onthinktanks.org/wp-content/uploads/2016/06/communicating-complex-ideas_full-book-2.pdf), edited by Enrique Mendizabal, 13-30. London: On Think Tanks.
	+ Journal articles: Shambaugh, David. 2002. “[China’s International Relations Think Tanks: Evolving Structure and Process](https://www.jstor.org/stable/4618770?seq=1#page_scan_tab_contents)”

*The China Quarterly*No. 171 (Sep., 2002), pp. 575-596.

* + Paper presented at a meeting or conference: Lodge, Guy and Will Paxton. 2017. “[Innovations in think tanks](https://www.thersa.org/discover/publications-and-articles/reports/innovation-in-think-tanks)” Paper presented at the Annual On Think Tanks Conference, London, February 13-15, 2017.
	+ Blog entry, digital article or comment: Blog entries or comments may be cited in running text (“In a comment posted to *On Think Tanks* on March 20, 2015,…”). Please include them in the  reference list using the same style of a journal article: Perez-León, Erika. 2017. “[Producing the OTT 2016 annual report](https://onthinktanks.org/articles/producing-the-ott-2016-annual-report/)” *On Think Tanks*(April 5, 2016). We like references from blogs or digital publications.

**Document Title**

*Author (´s) name*

**Abstract**

No more than 250 words.

**Funding**

 Who and how was this study funded?

**Affiliation**

 Institution and author’s e-mail address.

**Author biography and acknowledgements**

No more than 200 words.

 **Keywords**

 List up to five key words associated with the research material.

**Heading**

Text. Text. Text. Do not use section numbers

* + Bullet points if needed

*Table 1. Title*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

*Source.*

*Figure 1. Title*

****

*Source.*

***Subheading***

Text. Text. Text. Do not use section numbers

* + - Bullet points if needed