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## ON THINK TANKS WORKING PAPER SERIES

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### SUBMISSION GUIDELINES

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

#### GENERAL GUIDELINES

- Documents will only be accepted in word.
- Working papers should be between 5,000 and 10,000 words.

#### 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.

#### FORMAT

Documents should be spaced in 1.5 lines and written in Arial 11 points.

- **Pagination:** Arabic numerals on the lower right-hand side, beginning with the first page of text.
- **Heading and subheading formatting:** Headings and subheadings should be bold. Do not use section numbers

#### FIGURES AND TABLES

Figures and tables should be numbered consecutively, have headings, and provide full source information.

#### ACRONYMS AND ABBREVIATIONS

The use of acronyms and abbreviations should be avoided when possible. But, if they are used please provide a full list at the end of the document. Whenever using acronyms spell them out the first time they are used in the text, e.g: "The IDB (Inter-American Development Bank) released a report..." and use the acronym in any future mention.

#### FOOTNOTES

Footnotes are encouraged to:

- Highlight additional sources of information;
- Provide additional explanations that do not fit within the sentence;
- Or to include details that are not important enough to be part of the main text.

#### QUOTES AND CITING IN THE TEXT

Cite your sources in the text in this manner: author (date). And include the full citation in the reference list. When doing a direct quote use double quotation marks and provide the author's name and publication date at the end of the quote.

**Example:**

In this complex environment, the challenges to monitoring and evaluation of research uptake are varied. Morton (2015) argues that this is partly because research tends to have an indirect impact, as it is used partially or in a modified form, and that it influences debates over a long period of time, usually in iterative ways. She highlights that “The key challenges to assessing the impact of research on policy and practice are issues of timing, attribution, and difficulties in addressing context” Morton (2015)

**REFERENCES**

A full reference list must be included at the end of the text, unnumbered, in alphabetical order. Include hyperlinks on the title to the digital version of the references whenever a digital version exists.

For non-English publications, list the original title and include in parenthesis a translation to English.

When accessing data or a webpage that may change, the date it was accessed must be listed, and the webpage included as a hyperlink.

Examples of how to include references in the reference list.

- **Books (two or more authors):**

Mendizabal, Enrique and Kristen Sample (ed). 2009. Dime a quién escuchas... Think tanks y partidos políticos en América Latina. Lima: IDEA/ODI

- **Chapters in books:**

Page, María, Julia Pomares, Laura Zommer and Dolores Arrieta. 2014. “Advocating for electoral reform in Argentina.” In *Communicating Complex Ideas: Translating research into practical social and policy changes*, 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” *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” 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” On Think Tanks (April 5, 2016).

- **References from websites:**

World Bank’s World Development Indicators, accessed 18 July 2017.

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*

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*Source.*

**Subheading**

Text. Text. Text. Do not use section numbers

- Bullet points if needed