

## ASIA-PACIFIC DEVELOPMENT JOURNAL

### INSTRUCTIONS TO CONTRIBUTORS

Published by the Macroeconomic Policy and Development Division (MPDD) of the United Nations Economic and Social Commission for Asia and the Pacific, the Asia-Pacific Development Journal provides a platform for exchange of ideas and experiences on development issues and concerns facing the region and aims to stimulate policy debate and assist policy formulation. Published twice a year, the Journal welcomes policy-oriented articles and original pieces of work, focusing on development issues and challenges relevant to the Asian and the Pacific region.

#### 1. MANUSCRIPTS

Authors are requested to provide copies of their manuscripts in English. Contributors should indicate in their covering letter to the Editorial Board stating that the material has not been previously published or submitted for publication elsewhere. The manuscripts should be typed, double-spaced, on one side of white A4 paper and the length should not normally exceed 25-30 pages. Manuscripts are accepted subject to editorial revision.

Since all manuscripts will be referred by professionals in the field, the name(s) of the author(s), institutional affiliation(s) and other identifying information should be placed on the title page only, in order to preserve anonymity. The title page should contain the following: (a) title; (b) name(s) of the author(s); (c) institutional affiliation(s); and (d) complete mailing address, telephone number, facsimile number and email address of the author, or of the primary author in the case of joint authors. The second page should contain the title, the name(s) of the author(s) and an abstract of approximately 150 words. Acknowledgement (if any) should appear after the abstract.

It is preferred that manuscripts be submitted by email to the address below (if hard copies are submitted, kindly provide 2 copies of the manuscript to the address below). The preferred word processing software is MSWord. Once a manuscript is accepted for publication, the author(s) may be asked to submit electronic files of their manuscript, figures, tables and charts as appropriate.

#### 2. FOOTNOTES AND QUOTATIONS

Footnotes, if any, should be numbered consecutively with superscript Arabic numerals. They should be typed single-spaced and should be placed at the foot of each page. Footnotes should not be used solely for citing references. Quotations should be double-spaced. A copy of the page(s) of the original source of the quotation, as well as copy of the cover page of that source, should be provided.

#### 3. TABLES AND FIGURES

All tables and figures should be numbered consecutively with Arabic numerals. Each table should be typed double-spaced. Tables and figures should be planned to fit the proportions of the printed page. Full source(s) should appear below the table/figure, followed by notes, if any, in lower-case letters.

#### 4. REFERENCES

Authors should ensure that there is a *complete* reference for every citation in the text. References in the text should follow the author-date format, followed if necessary, by page numbers, for example, Becker (1964: 13-24). List only those references that are actually cited in the text or footnotes. References, listed alphabetically, should be typed double-spaced on a separate page. For further details on referencing, please refer to the attached editorial guidelines.

***Authors are kindly requested to refer to the editorial guidelines in the following pages. The Editorial Board of the Asia-Pacific Development Journal wish to emphasize that papers need to be thoroughly edited in terms of the English language and authors are kindly requested to submit manuscripts that strictly conform to the attached editorial guidelines.***

#### **Manuscripts should be sent to:**

Chief Editor, Asia-Pacific Development Journal  
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## **EDITORIAL GUIDELINES (In brief)**

The United Nations has a comprehensive editorial manual which serves as the authoritative statement of the rules to be followed in drafting manuscripts to be published by the Organization. The following very brief summary is intended to guide authors preparing manuscripts for ESCAP.

Authors must submit their papers in conformity with these editorial requirements; otherwise, their papers will not be accepted for publishing.

### **Spelling**

The authority for spelling in the United Nations is the *Concise Oxford Dictionary*, ninth edition. Manuscripts should be run through a British English spell check before submission. Note that “z” is preferred to “s”, e.g. organization, emphasize, where there is a choice. We use double quotation marks (“ ”). Single quotation marks (‘ ’) are used for quotations within quotations.

### **Country names**

Names of countries must conform to United Nations usage. The United Nations Terminology Database, UNTERM (<http://unterm.un.org/>), contains the official names of countries and areas. For a complete list of countries, select “COUNTRY NAME” from the Subjects menu, leave the Search field blank and click Search. The “short form” of country names should be used. Manuscripts with incorrect country/area names are not accepted by the Editorial Unit. Note, in particular, that it should be:

China (NOT People’s Republic of China)  
Democratic People’s Republic of Korea (NOT DPR Korea or North Korea or DPRK)  
Islamic Republic of Iran (in alphabetical lists: Iran (Islamic Republic of)) but NOT Iran)  
Kazakhstan (with an “h”)  
Kyrgyzstan (NOT Kyrgyz Republic)  
Lao People’s Democratic Republic (NOT Lao PDR or Laos)  
Micronesia (Federated States of), and listed under “M”, not “F”  
Republic of Korea (NOT South Korea or RKorea or Korea), and listed under “R”, not “K”  
Samoa (NOT Western Samoa), and listed under “S”, not “W”  
Viet Nam (NOT Vietnam)

Any reference to Taiwan must appear as “Taiwan Province of China”. Any reference to Hong Kong after 1 July 1997 must appear as “Hong Kong, China”.

Country names in a list (in running text or vertical) should be in alphabetical order unless there is some other organizing principle.

### **Numbers**

In general, numbers under 10 should be expressed in words (e.g. eight, not 8); numbers 10 and over should be written in figures. However, there are exceptions, some of which are given below.

### **Numbers expressed in words**

Numbers under 10 and in the following cases:

At the beginning of a sentence

In fractions in narrative text

In approximate or isolated references to dimensions, weights and measures in non-technical, non-statistical texts

- e.g. Four hundred and fifty women were chosen for the test.  
(Or better: A total of 450 women were chosen for the test.)  
The problem had worsened in the past hundred years.  
two thirds of the population  
about two inches  
nine people; eight cats; seven books; a six-year prison term; a five-day week;  
a four-year-old girl

### **Numbers expressed in figures**

Numbers from 10 to 999,999 and in the following cases:

Percentages: 40 per cent, 9 per cent

Ratios: the teacher-student ratio was 1 to 9

Dates and times of day: 1 July 1997, 10.15 p.m., at 1430

Dimensions, weights and measures: 12 kilometres from here BUT about forty metres away, yields were 3 tons per hectare

Series of figures: 8 mice and 12 rats

a 15-year-old youth, a 10-ton load, four 3-inch mortars

### **Millions**

Millions should be written as follows: 1 million, 3.4 million, BUT 3,420,000. (If there is more than one digit to the right of the decimal point, the number should be written entirely in figures.)

- e.g. oil-producing capacity of 2 million tons per year  
a grant of \$1.5 million  
a contribution of \$4,560,000, not \$4.56 million

### **Dates**

The standard form used for dates in the United Nations is: 30 June 1997

The correct form for a period of two or more full years is: 1996-1998

N.B. NOT 1996-98, or 1996-8, or 1996/98, or from 1996-98.

### **Time of day**

Either 9 a.m. (not 9.00 a.m.), 3.15 p.m., 7.05 p.m. (not 7.5 p.m.) or 2100 hours (not 21.00 hours).

### **Ranges**

Note the following examples:

3 to 4 per cent

15-20 kg of potatoes

N.B. 2-3 km, 2 to 3 km BUT NOT from 2-3 km

## Ordinal numbers

Spell out:

the fifty-second session of the Commission

at the third attempt

the thirteenth attempt

N.B. the 13<sup>th</sup> meeting (use figures for ordinal numbers with meetings).

## Headings and subheadings

Authors are encouraged to consult previous issues of the *Journal* in order to familiarize themselves with the format of headings and subheadings.

## Tables

Tables should be numbered throughout a text with Arabic numerals. The title should be written in the following form, consistently throughout the text, and should not be underlined:

### Table 3. Areas of future mineral development

Notes to tables appear in the following order:

*Source(s)*: (underlined or in italics)

*Note(s)*: (a general note applicable to the text as a whole)

<sup>a</sup>

<sup>b</sup> (letters are used for notes on specific parts of the table)

Probability-level notes in tables: e.g. \* $p < .05$  \*\* $p < .01$  \*\*\* $p < .001$

In tables, thousands should be typed with a space, but no comma, e.g. 4 973 000, not 4,973,000.

If there is no other organizing principle, stub items should be arranged in alphabetical order. If the stub column includes countries as well as areas that are not separate political entities, the heading must read “Country or area”.

No cell in a table should be left blank. The following symbols may be used:

An em-dash (—) indicates that the amount is nil or negligible

A hyphen (-) indicates that the item is not applicable

Two dots (..) indicate that data are not available or are not reported separately

## Abbreviations

Abbreviations may be used, provided that an explanation of the abbreviation is given somewhere in the text. Write out the full name the first time it appears in the text, followed by the abbreviation in parentheses. Thereafter, the abbreviation alone should be used. A list of abbreviations may be provided at the beginning of the text. Note that “United Nations” should NEVER be abbreviated to “UN”.

## References

The author-date system (Jones 1994, 243) is preferred in publications consisting of scholarly articles. In this case, list only those references that are actually cited in the text. Use the following style for lists of references:

### Examples of inputs to a list of references

*(Some of these examples may not exist;  
they have been composed to illustrate a certain type of reference)*

References listing the sources used in writing the text of a report or other such publication should give all the details that an experienced reader would need in order to locate those references.

A well-prepared list of references should contain the following information:

#### *For a book*

1. The name of the author(s) in the form printed on the title page of the publication, with the surname first.
2. The title of the book and the subtitle, if any, in italics; capitalize all words in the title except articles and prepositions).
3. The series, if any, and the volume number.
4. The name of the editor, translator or compiler, if any.
5. The edition, if other than the first (shown on the title page or the verso of the title page).
6. The place of publication (the home office of the publisher).
7. The name of the publisher.
8. The date of publication (the date on the verso of the title page).
9. The number of volumes, if more than one.

#### *For an article*

1. The name of the writer(s), with the surname first.
2. The title of the article enclosed in quotation marks; capitalize only the first word and any proper nouns.
3. The title of the periodical in which the article was published, in italics.
4. The volume number and the issue number for scholarly journals.
5. The date of issue (day, month and year, as applicable) for magazine articles.
6. The page number(s).

#### *For unpublished material*

1. The name of the writer(s), if known, with the surname first.
2. The title (in quotation marks); same capitalization as for article.
3. The collection, if any, and location.
4. The date, if known.

Reference lists are put in alphabetical order by the names of the authors and writers; this is done on a letter-by-letter basis.

However, titles such as Sir and Lady are omitted, as are degrees such as Ph.D. and M.D.

A suffix that is an essential part of the name, such as Jr., Sr. or a Roman numeral (II, or III), appears after the given name, preceded by a comma (**Ford, Henry J., III** or **Pepin, Theophilus, Jr.**).

When there is no author listed for a specific publication, the publication is listed in alphabetical order. Articles (“a”, “an” or “the”) are ignored for purposes of alphabetization: e.g. *The Encyclopaedia of Religion* would be alphabetized by the word *Encyclopaedia*.

Note: Some examples below are United Nations documents, and show where to include the United Nations document symbol (e.g. E/1991/35-E/ESCAP/822). This element is simply eliminated for non-United Nations sources.

## **BOOKS**

### **One author**

Cohn, Norman (1957). *The Pursuit of the Millennium* (New York, Essential Books).

### **Two or three authors**

May, Jacques M., Jack E. Jones and Donna L. McLellan (1968). *The Ecology of Malnutrition in the French-speaking Countries of West Africa and Madagascar* (New York, Hafner Publishing Co.).

### **More than three authors**

Leontieff, W., S. Finch, N. Lark, C. Dixon and R. Calhoun (1977). *The Future of the World Economics: A United Nations Study*, 2<sup>nd</sup> ed. (New York, Oxford University Press).

N.B. In the list of references, the names of all authors should be included. In the in-text citation, however, only the first author’s name should be listed, followed by the words “and others”: (Leontieff and others 1977).

### **Corporate author or no author named**

United Nations Children’s Fund (1991). *The State of the World’s Children 1991* (New York, Oxford University Press).

### **Country author**

If a Government ministry, department or other section is the author, the book should be listed with the country as the author:

Japan (2003). “Employment Survey” (Tokyo, Ministry of Health, Labour and Welfare).

### **Author and translator**

Mann, Thomas (1938). *The Coming Victory of Democracy*, Agnes E. Mayer, trans. (New York, Alfred A. Knopf).

### **Author, editor and/or translator**

Lauterpacht, E. (1970). *International Law: The Collected Papers of Hersch Lauterpacht*, T.K. Jones, ed., Frank Smith, trans. (London, Cambridge University Press).

### **One volume of a multi-volume work**

Eliot, Charles W., ed. (1909). *The Harvard Classics*, vol. 11, *The Meditations of Marcus Aurelius*, G. Long, trans. (New York, P.F. Collier & Son).

### **One of a series**

Thavarajah, A. (1970). “Fertility, mortality and population growth in Syria”, in Cairo Demographic Centre, *Demographic Measures and Population Growth in Arab Countries*,

Research Monograph Series, No. 1 (Cairo), pp. 210-214.

### **Part of a book**

Brass, William and A.J. Coale (1968). "Methods of analysis and estimation", in William Brass and others, eds., *The Demography of Tropical Africa* (Princeton, New Jersey, Princeton University Press), pp. 88-139.

### **Part of a report in proceedings**

Mane, D.D. (1987). "Role of handicraft cooperatives vis-à-vis role of private sector in marketing crafts", in *Report, Recommendations and Working Papers of a National Seminar on Development and Management of Handicraft Cooperatives*, Vaikunth Mehta National Institute of Cooperative Management, Pune, India, 24-26 November.

### **ESCAP annual report**

ESCAP (2008). *Annual Report 24 May 2007-30 April 2008, Official Records of the Economic and Social Council, Supplement No. 19 (E/2008/339-E/ESCAP/64/39)*.

### **ESCAP publication**

ESCAP (2005). *State of the Environment in Asia and the Pacific* (United Nations publication, Sales No. E.06.11.F.30).

## **PERIODICALS: JOURNALS, BULLETINS AND NEWSPAPERS etc.**

### **Multiple issues/years of annual surveys, yearbooks, etc.**

Reference list:

World Bank (1988-2008). *World Development Indicators*. (Washington D.C.) [\*Add the word "intermittently" after the range if issues not published every year in the range; do not add this word to the running text reference.]

Running text reference, total range:

(World Bank, 1988-2008)

Running text reference, specific year or years in the range:

(World Bank, 1988-2008: 2001, 34; 2003, 126)

### **Scholarly journal article**

Stiglemer, P.J. (1951). "The division of labour: limitations imposed by the extent of the market", *Journal of Political Economy*, vol. 6, No. 2, p. 16.

### **Signed magazine article**

Vu Quy Nhan (1996). "The reproductive behaviour of youth", *Smithsonian*, June, pp. 38-48.

### **Unsigned magazine article**

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

("What's a hoatzin?", *Newsweek*, 27 September 1993, pp. 72-73)

### **Technical bulletin, government report or similar publication**

Roachanakit, S. (1989). *Chemical Weed Control in Tropical Pastures*, Kasetsart University, Cooperative Extension Service Bulletin 345 (Bangkok).

Thailand (2003). *The Bangkok Subway*, Royal Thai Government Regional Planning Commission Report (Bangkok, Ministry of Interior).

ESCAP (1976). *Economic Bulletin for Asia and the Pacific*, vol. XXVII, No. 2, December (United Nations publication, Sales No. E.77.II.F.17).

Easterly, W. (1994). "Explaining miracles: growth regressions meet the Gang of Four", Policy Research Working Paper No. 1250 (Washington, D.C., World Bank).

### **Signed newspaper article**

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

(Chak Ruengrueng, "Living in a tropical paradise", *Bangkok Post*, 31 May 2003, p. 13).

### **Unsigned newspaper article/editorial**

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

("Economy starting to recover", Editorial, *The Nation* (Bangkok), 7 September 1977, p. 2).

("An unfathomable war", Editorial, *Hartford Courant*, 31 May 2000, p. A12).

## **UNPUBLISHED MATERIAL**

### **Seminar or meeting paper/report**

Jayasinghe, L.H. (1988). "Limitations and potentials of treatment and rehabilitation data in Sri Lanka" (SD/DADCAP/3), paper presented at the ESCAP Workshop on Drug Abuse Data Collection, Analysis and Presentation, Bangkok, 15-19 February.

### **Unpublished thesis**

Simonian, Annie Jean (1969). "The role of legal and financial factors in the formation and development of Lebanese corporations", Master of Arts dissertation, American University of Beirut, January.

### **Interview**

Clinton, Bill (1996). Interview with Ted Koppel, Nightline, ABC, New Haven, Connecticut, 14 November.

## **ELECTRONIC PUBLICATIONS**

In general, the rules that apply for providing information on a printed source apply to electronically accessed sources. However, because the World Wide Web is changing constantly, it is important to record the date the information was accessed as well as some other information as described below.

1. The name of the author(s), if known.
2. The title of the document in quotation marks.
3. The title of the complete work in italics.
4. Website address (URL). Website addresses that do not contain "www" should begin with "http://"; otherwise, the "http://" is omitted. Use the simplest URL that allows the reader to easily locate the source.
5. Date of publication or most recent revision; volume and issue number, if source is magazine or journal.
6. Date of access from URL.

**Printed book accessed through the Internet**

Conrad, Joseph (1899). *Heart of Darkness*, in Aaron Rene Ezis, ed., *American Literary Classics*, 1998, accessed from [www.americanliterature.com/HD/HDINDEX.HTML](http://www.americanliterature.com/HD/HDINDEX.HTML) on 22 September 2003.

**Electronic journal article**

Novak, Ivana (2000). "Keeping up with bicarbonate", *The Journal of Physiology*, vol. 528, No. 2, p. 235, accessed from [www.jphysiol.org/cgi/content/full/528/2/235](http://www.jphysiol.org/cgi/content/full/528/2/235) on 22 September 2003.

**E-mail message**

Electronic communications should be cited in the running text or as a footnote, and include the following information:

1. The author's name.
2. The subject line from posting, in quotation marks.
3. Type of communication (personal e-mail, distribution list etc.).
4. Date of publication.

*Footnote:*

<sup>1</sup>John Doe, "Expert group meeting dates", personal e-mail dated 19 September 2003.