Submission Guidelines

Manuscripts
All materials submitted for the consideration of the Editorial Board should be in English. Manuscripts should be typed, double-spaced, on single-sided white A4 paper. They should not exceed 8,000 words, including tables, figures, references, and other materials and should include a short abstract (100 words) summarizing the key issues addressed and the main policy-related findings. Short notes reflecting policy and practitioner experiences as well as comments, and book reviews should not exceed 3,000 words.

As APSDJ is a policy-oriented journal, papers concerned with narrow and detailed technical matters are beyond its scope. In addition, papers should not simply be an application of a formal model or statistical technique used elsewhere. Authors should note that the discussion of results must make sense intuitively and should relate to the institutional and historical context of the country or geographic area analysed. Authors are particularly required to spell out the practical policy implications of their findings for governments and businesses.

Manuscripts should avoid excessive mathematical expressions or econometrics other than what is absolutely required. Technical matters, if needed, should be presented in the appendix.

Contributors are required to sign a consent form verifying that their articles are original and have not been published in any other publications or refereed journal(s).

All manuscripts will be submitted for double-blind peer review by professionals in the field. The name(s) of the author(s) or other identifying information should, therefore, be placed only on the title page to preserve anonymity. The title page should also include such information as institutional affiliation(s), complete mailing address, telephone number and the email of the author(s).

Manuscripts are accepted on the understanding that they may be edited.

Data
Authors are required to submit their research data set to ensure that it is actively peer reviewed, and the results can be replicated by interested researchers.

House style
Authors are required to strictly follow the house style of APSDJ for their articles to be considered for reviewing and publication.

Authors should follow the United Nations house style for citations, footnotes and references, which can be found at https://www.un.org/dgacm/en/content/editorial-manual/footnotes/index. For
issues that are not dealt with specifically in the UN manual, please use the Chicago style ([https://www.chicagomanualofstyle.org/tools_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html)).

When Taiwan is mentioned, use Taiwan Province of China; for Hong Kong, use Hong Kong, China; for South Korea, use Republic of Korea; for North Korea, use Democratic People's Republic of Korea; for Laos, use Lao People's Democratic Republic; for Turkey, use Türkiye. For further details, please consult the United Nations

References
Books and publications

One author; title and subtitle:

Three authors; edition other than the first:

More than three authors; book in a series:

Editor in place of author; volume number and title:

Specialized agency as author and publisher:

Specialized agency as author; symbol in place of publishing data:

Book issued on CD-ROM:

E-book:

Book not yet published
Publishing data not available
When the place or date of publication or the publisher is not known, "n.p." (for an unknown place or publisher) and "n.d." (for an unknown date) may be included.

**International Standard Book and Serial Numbers**
Publications and books have an International Standard Book Number (ISBN) or, if they are part of a series, an International Standard Serial Number (ISSN). These numbers are not included in references.

**Digital object identifiers**
Some books, other publications and journal articles are also assigned a digital object identifier (DOI), a permanent identification string composed of numbers and letters (e.g. doi: 10.1000/182). DOIs are not included in references.

**Government publications and unpublished government materials**
When the government department or unit is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given after the country and omitted from the publishing data. The name of the government department or unit is normally spelled out, not abbreviated.

For government publications prepared by an individual author, the author’s name is given first.


**Working papers and research reports in a published series**

**Articles and chapters in a book or publication**

**Articles in a periodical**
Journal with volume, issue and date:
Articles in a newspaper
Article with author:

Article with news agency as author:
Agence France-Presse, "3 journalists held in Libya are freed and go to Tunisia", The New York Times, 23 March 2011.

Article without author; city included for clarification:
"Aviation MD allowed risky planes to fly to Congo", Daily Monitor (Kampala), 15 August 2002.

Articles on a website
European Commission, "Education and training in Europe: inequality remains a challenge", 9 November 2017. Available at https://www.parlementairemonitor.nl/9353000/1/j9vvij5epmj1ey0/vkj6jx16d5wo?ctx=vg9ppjplyt0&tab=1&start_tab0=300 (accessed on 14 June 2022)

Paper prepared for an organization:
Aaron Cosbey and others, "The rush to regionalism: sustainable development and regional/bilateral approaches to trade and investment liberalization", paper prepared for the International Development Research Centre, Winnipeg, Canada, November 2004.

Paper prepared for a meeting:

Dissertation:

Databases

Public statements

Tables and figures
All tables and figures should be numbered consecutively throughout the main part of a document with Arabic numerals, beginning with Table 1. In most cases the table
number is stacked flush left above the table title with Arabic numbers. Each table should be typed double-spaced. Tables and figures should be planned to fit the proportions of the printed page. Full information on the source(s) should appear below the table or figure, followed by notes, if any, in lower-case letters.

Figures (charts, graphs and photographs) form their own series and are numbered with Roman numerals. Where there are more than 20 figures, however, they should normally be numbered with Arabic numerals. If there is only one figure in a document, it is not numbered and the word “Figure” is omitted from the heading.

Note: Authors are encouraged not to include numerous figures in a document; data may be better stated in the text.

Once a manuscript is accepted for publication, the author(s) will be asked to supply figures, tables, and charts, preferably in Microsoft Excel or any commonly used spreadsheet programme.

**Footnotes and quotations**

Footnotes, if any, should be numbered consecutively with Arabic numeral superscripts. They should be typed single-spaced and placed at the bottom of each page. They should not be used solely for citing references.

Quotations should be indented if they are extensive. A copy of the page(s) for the original source of the quotation, as well as a copy of the cover page for that source should be provided.


**Submission:**
Manuscripts should be sent by e-mail to the Managing Editor of the Asia-Pacific Sustainable Development Journal: escap-apsdj@un.org