

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. Short notes reflecting policy and practitioner experiences as well as comments, and book reviews should not exceed 3,000 words.

Manuscripts should include a short abstract (max. 100 words) summarizing the key issues addressed and the main policy-related findings; 5/6 keywords and up to 6 JEL classification codes. For keywords avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes. JEL classification codes are available at <https://www.aeaweb.org/jel/guide/jel.php>.

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), clearly identifying the corresponding author in the case of multiple authorship.

Changes to authorship

Authors are expected to carefully consider the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers

the request, publication of the manuscript will be suspended. If the manuscript has already been published, any requests approved by the Editor will result in a corrigendum.

Editing

Manuscripts are accepted on the understanding that they may be edited, including copy-edited. However, author's consent will be sought to ensure that the edited version retains the intended message. Editing is only for enhancing readability without changing the content.

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).

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:

Branko Milanovic, *Worlds Apart: Measuring International and Global Inequality* (Princeton, New Jersey, Princeton University Press, 2005).

Three authors; edition other than the first:

Janet Walsh Brown, Pamela Chasek and David L. Downie, *Global Environmental Politics*, 4th ed. (Boulder, Colorado, Westview Press, 2006).

More than three authors; book in a series:

Joseph Stiglitz and others, *Stability with Growth: Macroeconomics, Liberalization and Development*, Initiative for Policy Dialogue Series (Oxford, Oxford University Press, 2006).

Editor in place of author; volume number and title:

Theodore H. Moran and Gerald T. West, eds., *International Political Risk Management*, vol. 3, Looking to the Future (Washington, D.C., World Bank, 2005).

Specialized agency as author and publisher:

United Nations Educational, Scientific and Cultural Organization, *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000* (Paris, 2000).

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

International Atomic Energy Agency, *Resolutions and Other Decisions of the General Conference, Fiftieth Session, 18–22 September 2006* (GC(50)/RES/DEC(2006)).

Book issued on CD-ROM:

The National Academies, *Science for the Sustainability Transition* (Washington, D.C., National Academies Press, 2002), CD-ROM.

E-book:

J.N.K. Rao, *Small Area Estimation*, Wiley Series in Survey Methodology (New York, Wiley & Sons, 2005), e-book.

Book not yet published

Jessica Holmes, *Emerging Environmental Issues: Will We Survive?* (forthcoming).

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.

Example:

4 John Cole, *Disappearing Islands* (n.p., n.d.).

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.

Namibia, Ministry of Labour, *Namibia Labour Force Survey 1997* (Windhoek, 2001).

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

Karen A. Stanecki, *The AIDS Pandemic in the 21st Century*, United States Census Bureau, International Population Reports, Series WP02-2 (Washington, D.C., United States Government Printing Office, 2004).

Working papers and research reports in a published series

Stephane Straub, "Infrastructure and growth in developing countries: recent advances and research challenges", Policy Research Working Paper, No. 4460 (Washington, D.C., World Bank, 2008).

Articles and chapters in a book or publication

César Calderón and Luis Servén, "Latin America's infrastructure in the era of macroeconomic crises", in *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. (Palo Alto, California, Stanford University Press; Washington, D.C., World Bank, 2003).

Articles in a periodical

Journal with volume, issue and date:

David E. Bloom, "Governing global health", *Finance and Development*, vol. 44, No. 4 (December 2007).

Articles in a newspaper

Article with author:

Rana Husseini, "Women leaders attempt to bridge East-West cultural divide", *Jordan Times*, 9 May 2007.

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=vg9pjpilytz0&tab=1&start_tab0=300 (accessed on 14 June 2022)

Paper prepared for an organization:

Aaron Cosby 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:

Alexander Salagaev, "Juvenile delinquency", paper presented at the Expert Group Meeting on Global Priorities for Youth, Helsinki, October 2002.

Dissertation:

Maria Smith-Jones, "The changing role of women in the public sector, 1975–2005", PhD dissertation, Columbia University, 2007.

Databases

World Bank, "Population projections", HealthStats database. Available at <https://datacatalog.worldbank.org/dataset/health-nutrition-and-populatio...> (accessed on 15 April 2018).

Public statements

Angel Gurría, Secretary-General of the Organization for Economic Cooperation and Development, "Water: how to manage a vital resource", statement to the OECD Forum 2007, Paris, 14 May 2007.

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 along with copyright permissions (if required).

For further details, please consult:

Editorial Manual Online (<https://www.un.org/dgacm/en/content/editorial-manual>).

Submission:

Manuscripts should be sent by e-mail to the Managing Editor of the Asia-Pacific Sustainable Development Journal: escap-apsdj@un.org. Authors must include a signed consent form regarding originality of the article, copyright permissions (if required) and conflict of interest.

Submission fees: There is no submission fees

Suggesting reviewers

Please submit the names and institutional e-mail addresses of several potential reviewers. You should not suggest reviewers who are colleagues, or who have co-authored or collaborated with you during the last three years. Editors do not invite reviewers who have potential competing interests with the authors. Also, you should not include existing members

of the APSDJ's Editorial or Advisory Boards. In order to provide a broad and balanced assessment of the work, and ensure scientific rigor, please suggest diverse candidate reviewers who are located in different countries/regions from the author group. Also consider other diversity attributes e.g., gender, race and ethnicity, career stage, etc.