

UNU-CRIS Working Paper Guidelines

- Submissions to the Working Paper Series should typically be between 3,000 and 10,000 words but there is flexibility depending on the type of content.
- All papers are to be written in consistent **British English**, although other languages (currently: French, Dutch and Spanish) are also accepted.
- Draft papers should be **submitted in Word format and will be published in PDF**.
- **Tables, schemes, diagrams and figures** may be incorporated into the text. UNU-CRIS encourages the visualisation of key information.
- To facilitate the formatting stage and ensure fast publication, please consider the following formatting:
 - 10 pt font.
 - 0 pt spacing before and after paragraphs.
 - Single line spacing.
 - Attach all images included in the paper to the email submission in image format (e.g. png, jpeg, jpg), labelled accordingly (e.g. Image 1, Table 2)
 - Adding source/editable files for all graphs/tables.
- You may choose your style of referencing, but it needs to be clear and consistent throughout the submission. Otherwise, it may be returned to you for correction prior to publication.
- Footnotes should be used to add remarks or specific information. They should be numbered consecutively.
- Authors are requested to attach an **abstract** (10-20 lines) stating precisely the topic under consideration, the method of argument used in addressing the topic, and the conclusions reached.
 - Authors are welcome to present abstracts in the main language(s) of the regions on which their papers focus.
- A **table of contents** should be provided.
- A list of **keywords** should also be added. It should include the basic parameters of the document: where (regions addressed), when (time period), who (actors) and how (issues).
- A short **biographical note**, acknowledgements, and contact details should be included.
- A **list of acronyms** would be welcomed when many are used throughout the text.

For reference, you can view previous UNU-CRIS working papers [here](#).

Please contact adunn@cris.unu.edu if you have any questions about a potential submission.