Style Guide

for Authors and Editors

This style guide provides comprehensive guidelines for authors and editors involved in the preparation of content for the GETSPA project. Adhering to the guidelines will help ensure that all publications maintain a high standard of quality, clarity and consistency.

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General Guidelines for All Manuscripts

- All manuscripts for publication must adhere to the formatting and citation guidelines as prescribed in the 7th edition of the American Psychological Association (APA). You can find some useful resources here.

- Use Times New Roman font, size 12 and 1.5 spacing, unless otherwise stated.

- Include page numbers in the footer.

- Anglophone authors should use British English spelling.

Submission format

- All manuscripts must be submitted in Microsoft Word (.doc or .docx) format.

- File names should be descriptive, citing the author's last name, country and/or sub-project name (e.g., Debt Crisis or Africa Issue Paper), version of the article (Draft1) and date. Example: Tadesse_Ethiopia_Debt Crisis_ Draft1_19 Aug 2024.docx.

Ethical considerations

- Confirm that all the ethical and legal requirements pertaining to the project in the relevant country have been adhered to.

- Follow general ethical guidelines for research and publication.

- Disclose any potential conflict of interest.

Plagiarism

- Ensure that all work is original and that the words/works of others used are properly cited.

- If possible, use plagiarism detection software to assess the rate of plagiarism before submission

- GETSPA will independently run the manuscript through the Turnitin software and will not accept a manuscript with a score exceeding 20%.

Guidelines for Reports and Issue Papers

Front matter

Provide a title page, table of contents, list of figures and tables, list of acronyms and abbreviations, abstract and keywords.

Title page

- Title should be concise, not more than 20 words; bold, title case (first letter capitalised) and centred.

- Title can be positioned towards the top of the page (or adjusted to fit other information).

- Position author names under the title, indicating the full names of authors in title case.

- Provide institutional affiliation(s) of authors and a brief biographical information of about three (3) sentences for each contributor.

- Provide the contact information of the corresponding author (preferably the team lead). This can include an email address and a phone number.

Table of contents

- The table of contents (TOC) should be simplified (preferably, up to Level 3), with corresponding page numbers linked to the main headings.

- Elements appearing before the TOC should not be listed therein.

List of figures, tables, and acronyms and abbreviations

The lists of figures, tables, acronyms and abbreviations should be thorough and linked to the pages where they can be found.

Abstract/Executive Summary

The abstract or executive summary must be between 150 and 250 words, highlighting the key points of the paper, including the gap in knowledge, methodology, key findings and main discussion points (as appropriate). Text should constitute a single paragraph, 1.5 space and be justified.

Keywords

Provide four to six keywords that are relevant to the content. Capitalise the first letters and separate words with a comma.

Body Text

The following are some language and formatting requirements to also consider:

Font and spacing

- Use Times New Roman, font size 12, with double spacing for the main text.
- Use Times New Roman, font size 10 for captions. Descriptions that are more than one sentence should be single-spaced.
- Texts in figures should be Times New Roman, font size 8.

Page Layout

- Margins should be 1 inch (2.54 cm) on all sides, single columns.
- Pages should be numbered.

Paragraphs and alignment

- Paragraphs should be separated by spaces using the Enter key. Do not indent.
- Main body text should be justified.

Language

- Italicise words or phrases in a foreign language (i.e., words or phrases that have not been subsumed into the original language of authors).
- Put translations or explanations of unfamiliar terms or words in footnotes.
- Provide abbreviations of terms in parentheses after their first use in full.
- Use words for numbers below ten and numerals for numbers above ten (e.g., 'four' instead of '4' and '15' instead of 'fifteen').

Headings

Limit the manuscript to four (4) headings as illustrated below:
- Level 1 (AH): **LEFT-ALIGNED, BOLD, 12 PT, UPPERCASE**
- Level 2 (BH): **Left-Aligned, Bold, 12 Pt, Title Case**
- Level 3 (CH): **Left-aligned, bold, 12 pt, sentence case**
- Level 4 (DH): ***Left-aligned, bold, 12 pt, sentence case, italicised***

Footnotes

Use footnotes sparingly. Footnotes should be numbered.

In-text citations

Following the 7th edition of the American Psychological Association (APA) style, when citing:

Author Type	Parenthetical Citation	Narrative Citation
Work with one author	(Safo, 2021)	Safo (2021)
Work with two authors	(Safo & Kende, 2020)	Safo and Kende (2020)
Work with three or more authors	(Safo et al., 2021)	Safo et al., (2021)
Multiple works by the same author published in the same year	(Safo, 2021a), (Safo, 2021b), (Safo, 2021c)	Safo (2021a), Safo (2021b), Safo (2021c)

For how to cite in other specific or exceptional cases, refer to the guidelines here.

Figures/Images

- Supply figures/images as separate documents in PNG or JPEG formats, saving them with file names that indicate their appropriate positions in the document.

- Specify the locations of figures/images by providing an adequate cross-reference within the text.

- Ensure that all figures/images supplied are of the highest quality, preferably with a minimum resolution of 400DPI.

- Provide only original images. If a figure/image is not the original creation of the author, provide proof of permission or declare its source.

- Provide captions for figures/images within the text. Captions should include a number, brief description of the figure/image and its source (including the year of production or publication). Captions should be placed below the images and written in sentence case.

- Place figures/images as close as possible to the texts referencing them.

- Number figures/images consecutively throughout the manuscript, using the automated caption titling option in Word.

Tables

- Tables should be typed with text (that is, tables should not be images), so they are editable.

- Position tables right after the texts they illustrate.

- Additional tables can be supplied separately in high-resolution editable formats.

- All tables should have appropriate titles and their source(s) indicated. If the tables are original to the authors, the source can be stated as "Authors' data" or "Data from field survey".

- Table titles should be placed at the top of the table and written in title case. Other descriptions of the table such as the source, should be positioned below the table in regular font.
- Tables should be numbered consecutively and in relation to the text.
- Tables should be centred within the texts.

Back Matter

This comprises all the sources cited as references and appendices (if applicable).

References

- As much as possible, provide the DOI for references.
- All sources cited in the article should be provided in the reference list.
- There is no need to number references.
- For internet resources, use the direct link to the source website. Consider this format: author's last name and initials, publication year, title of the webpage in italics, website name, and the URL.

Appendices

- Provide a title for the appendices (e.g. "Appendix 1: List of interviewees").
- If there are more than one appendix, number them.
- Refer to appendices appropriately within the text (e.g., Appendix 1, 2, etc.).

Guidelines for Policy Briefs

Format

- Provide a concise and catchy title of not more than 15 words.
- Policy briefs should not be more than 4 pages long.
- Use short paragraphs to present ideas or concepts.
- Properly format the headings and sub-headings as indicated in the guidelines for report writing.
- Include necessary images/figures and tables and format them appropriately as indicated in the guidelines for report writing.
  NB: Supply high-resolution images in a separate document or folder.
- Provide a conclusion that summarises the main points with a call to action for policymakers and other relevant stakeholders.

Guidelines for Blogs

Language

- Blogs must adopt a simple, conversational tone and clearly explain concepts.
- Extremely technical jargon(s) must be avoided to make the posts an easy read.
- Ensure to write in the designated language consistently.

Format

- Provide a concise and catchy **title** of not more than 15 words.

- Provide an engaging **introductory paragraph** to capture the interests of the audience.

- Use short paragraphs to present ideas or concepts.

- Properly format the headings and sub-headings as indicated in the guidelines for report/issue paper writing.

- Include necessary images/figures and tables and format them appropriately as indicated in the guidelines for article/report writing.
  NB: Supply high-resolution images in a separate document or folder.

- Provide a conclusion that summarises the main points in the blog.

- Blog posts should not exceed 1,000 words.

GUIDELINES FOR COPYEDITORS

The project's publications must adhere to the 7th edition of the American Psychological Association's (APA) style, unless otherwise stated. You can find some useful guidelines <u>here</u>.

- Ensure that the project style guide is adhered to.

- Ensure consistent use of the designated language throughout manuscripts.
  Note: We do not subscribe to the use of the Oxford comma, in line with British English conventions. Please ensure this is consistently applied across all documents.

- Ensure that all cited publications are captured in the reference list.

- Ensure that all figures and illustrations are referenced properly in the text.

- Ensure logical flow of content.

- Use single quotation marks in the article.

- Ensure that the language used does not reflect any bias towards a particular group based on their sex, gender, race, disability, or socio-economic status.