IZA World of Labor: Author guidelines

Description of the project

IZA World of Labor (WoL) aims to guide decision-makers in labor-related questions and help them make their decisions based on up-to-date and reliable evidence. Our vision is to allow science to play a full part in the political debate. To achieve that aim, we are asking contributing authors to condense and prepare the *existing* relevant and trustworthy findings for those who are interested, but lack the time or expertise to dig deeply into the subject.

Audience

WoL's target reader is someone with a basic familiarity with the topic who is not necessarily an expert in the area. WoL addresses those who seek insight into labor economics worldwide, in particular: Ministers and Secretaries of State; members of Parliament and their scientific officers; senior legal secretaries and their officers; representatives of employers, companies, and unions; members of organizations, such as ILO, OECD, World Bank; NGOs and their staff members; as well as economics journalists.

Author's role

Contributions must be *single-authored*. The author's role is to provide the target audience with access to the results of high-quality research on labor topics, and to identify and evaluate available policy options. For the evaluation, please select the most relevant, trustworthy existing literature and discuss its results (including possible contradictions). You are welcome to use your own academic papers as a basis for your WoL article. Although, the WoL article should be a new work and should not include passages directly lifted from previously published works.

For credibility, your arguments should rely on sound empirical evidence *only*. The cited studies must be up-to-date and reliable with respect to both methodology and content.
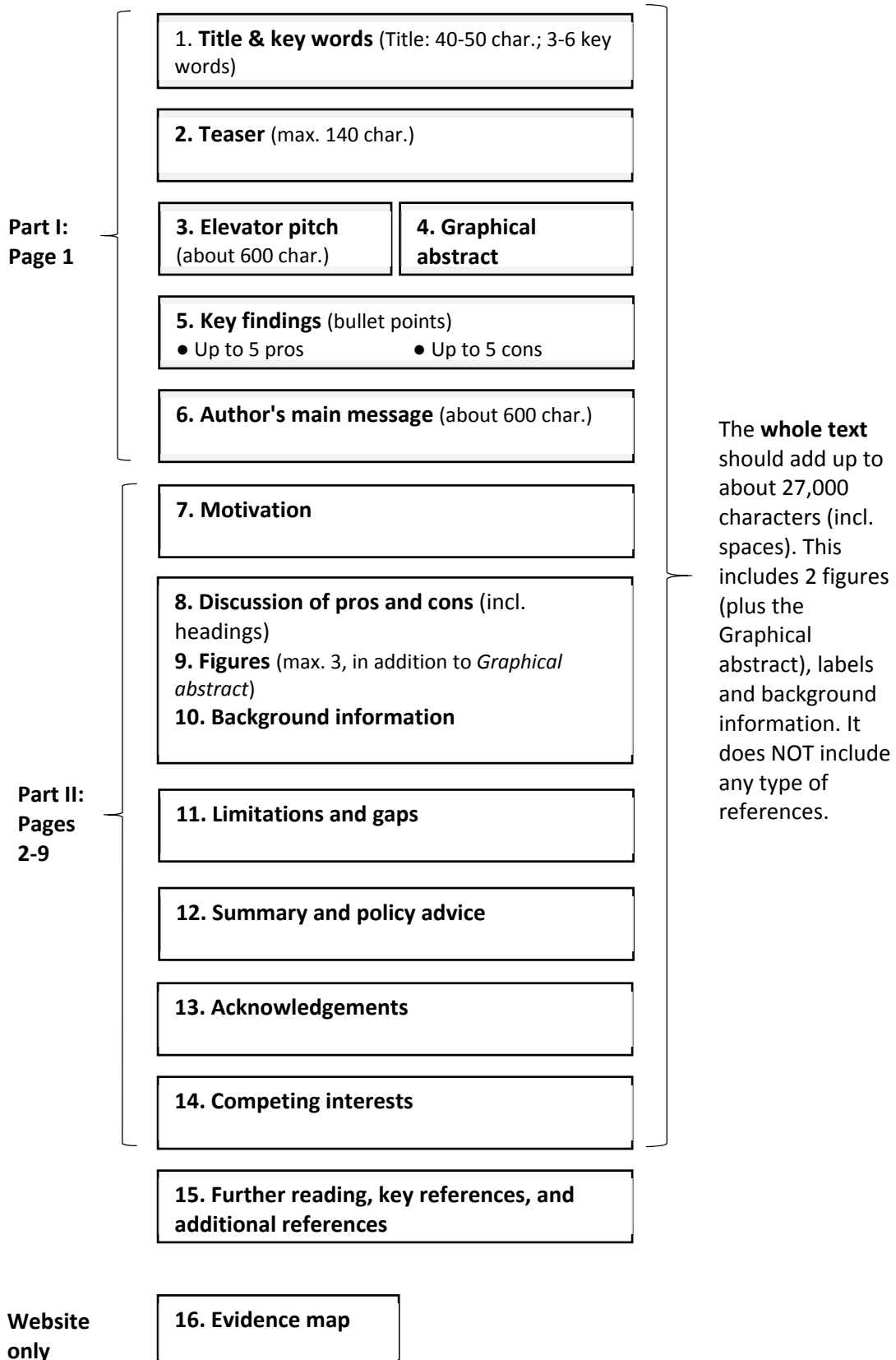
IZA WoL articles are neither academic articles nor literature reviews; they are a new product framed as policy papers. *IZA WoL* articles are listed on **RePEc**, **EconLit** and **Google Scholar**.

Language

Please ensure that the level of your language is appropriate for non-experts (avoid complex terms and jargon; keep language simple and accessible) and your article is appropriate for a global audience.

We accept manuscripts written in English only. US spelling and grammar should be used throughout. Bearing in mind WoL's targeted audience, the language used should be non-technical, easy-to-read and enjoyable, succinct, simple and clear. Some explanation of terms and concepts may be helpful, but too much explanation can detract from readability.

IZA World of Labor
Evidence-based policy making

Schematic diagram of an IZA World of Labor

Part I: Page 1

1. **Title & key words** (Title: 40-50 char.; 3-6 key words)

2. **Teaser** (max. 140 char.)

3. **Elevator pitch** (about 600 char.)

4. **Graphical abstract**

5. **Key findings** (bullet points)
● Up to 5 pros   ● Up to 5 cons

6. **Author's main message** (about 600 char.)

Part II: Pages 2-9

7. **Motivation**

8. **Discussion of pros and cons** (incl. headings)
9. **Figures** (max. 3, in addition to *Graphical abstract*)
10. **Background information**

11. **Limitations and gaps**

12. **Summary and policy advice**

13. **Acknowledgements**

14. **Competing interests**

The **whole text** should add up to about 27,000 characters (incl. spaces). This includes 2 figures (plus the Graphical abstract), labels and background information. It does NOT include any type of references.

15. **Further reading, key references, and additional references**

Website only

16. **Evidence map**

Explanation of Part I ("one-pager")

The text in Part I comprises the "one-pager" and should total about 2,400 characters, incl. spaces and headings. The idea is to show the most important points on one single page.

1. Title and keywords
- Defines a clear topic that is policy relevant. It could be phrased in the form of a question.
- Needs to allow for clear assignment of pro and con arguments related to the title.
- Should be no longer than 40–50 characters long.
- Avoid use of jargon/complex terms in the title – the title should be easily understood by a non-expert.
- Please supply 3−6 keywords.

2. Teaser
- Aims to attract the reader's attention and "teases" to read on.
- It is an extension of the title, adding further information.
- It does not necessarily answer the question if the title is phrased as question.
- No longer than 100–120 characters (including spaces).
- Title and teaser should be usable outside the context of the paper.

3. Elevator pitch
- Outlines briefly (3-5 sentences, about 600 characters, incl. spaces) why the reader should care about the topic: relevance for labor (markets) or, more generally, for the economy.
- Clearly sets out the issue for readers who are not specialists in economics.
- Should be objective and not indicate your point of view.
- Please do not cite references, and do not use acronyms and abbreviations.

4. Graphical abstract
- One self-explanatory graph that either illustrates the problem, supports the policy message or indicates a solution to the policy issue.
- Important (mandatory) element of the first page that attracts the reader's attention.
- Could be a simpler version of a figure presented elsewhere in the article.
- Should be submitted as a separate file (See: 9. Figures).
- If you use original data for your graphical abstract, please provide information about author(s), publication date (year), and title. For further information please read the IZA World of Labor Data Citation Convention (http://bit.ly/IZAWoLDataCitationConvention).

5. Pros and cons (bullet points)
- Bullet point summaries of the key points.
- Delivers the most important arguments for and against the policy issue raised in the title.
- A maximum of 10 key findings: up to 5 pros and 5 cons.
- Pros/cons deliver the most important findings in favor and against the issue raised in the title. Alternatively, pros could relate to "new insights" and cons to "limitations."
- If a policy has no significant effect and appears to be neutral or inconclusive, but has cost implications, this could be listed as a con.
- Should be clear, easily understood and based on the best evidence available.

6. Author's main message
- Your personal, subjective recommendation to decision-makers.
- Should indicate whether the pro or con arguments prevail.
- Should be no more than 2−3 sentences in length (about 600 characters, incl. spaces).
- Provide a clear takeaway message/a tangible policy recommendation/summarize the results in one sentence.
- Please avoid sentences like "more research is needed" in this section.

Explanation of Part II

Part II discusses the empirical support for the elements presented in Part I. It should add up to 24,600 characters, incl. spaces and headings, for articles with 2 figures (excluding the Graphical abstract figure and NOT including any types of references). A figure is worth approximately 1,800 characters (including figure title, source and caption) so the total character count for this section should be adjusted accordingly depending on the number of figures in your paper.

7. Motivation

- An engaging opening, e.g. presenting a topical issue, a surprising statistic or finding, or an apparent paradox.
- Introduces the topic and immediately sparks the reader's interest, rather than summarizes results.

8. Discussion of pros and cons

- WoL contributions should rely on empirical studies that give sound evidence relevant to the topic.
- Your arguments should be based on selected scientific studies.
- Each cited study should be selected with respect to both quality and relevance.
- Please cite only key references in the text. (Please see: **15. Further reading, key references, and additional references** for more details of the citation policy.)
- If you need to include evidence for which there is a high risk of bias, please also indicate this weakness in the section "Limitations and gaps" (See: **11. Limitations and gaps**).

9. Figures

- A maximum of three figures (graphs or tables) can be included in the text, in addition to the graphical abstract in Part I.
- Each figure should be provided as a separate file (for tables please use .xls, .xlsx, or .csv, for graphs please use .eps, .svg, .ai, or .png). To improve accuracy when the figure is redrawn, authors should also provide the data the figure has been drawn from (if available/relevant).
- If you use original data for your figure please provide information about author(s), publication date (year), title, publisher, version, global identifier. For further information please read the IZA World of Labor Data Citation Convention (http://bit.ly/IZAWoLDataCitationConvention)
- If material is taken from a third-party source please include the full citation and indicate if you have already applied for permission.
- Please label your figures numerically and ensure they are cited directly in the text.
- Figure captions should be included in the main body text. For each figure, please provide a short title describing what the figure is showing.

10. Background information

- Optional feature to explain special terms or circumstances in more depth.
- Each background information textbox should be self-explanatory and have a clear headline.
- The content of the background information textboxes will also be used on the World of Labor website to form a glossary of terms, so it is vital that the information they contain makes sense independently of the papers in which they appear.
- Background information textboxes can be used for content that would usually be provided in footnotes and endnotes. WoL articles will NOT contain footnotes or endnotes.

- References cited here should be included in full (without a number) and listed in the Additional references. If they are also cited in the main body of the text they need to be included in the Key references as well (See: **15. Further reading, key references, and additional references**).

11. Limitations and gaps

- Limitations and gaps (e.g. data problems, theories that have not been empirically tested and unanswered research questions) should be set out, and future directions of research should be identified.

12. Summary and policy advice

- A brief summary of the results derived in the paper should be given.
- Policy recommendations or insights of value for society should be based on the evidence-based findings discussed in the article.
- Should give a clear message to political decision-makers.

13. Acknowledgments

- WoL articles can be based on previous own work, which then has to be included as key reference(s) (see **15. Further reading, key references, and additional references**) and explicitly stated in the Acknowledgements with the appropriate number(s), in [ ], of the key reference(s).
- We provide a pre-defined text (see below) that can be amended.
- Please do not mention your handling Subject Editor explicitly since they are already included in the pre-defined text.

Pre-defined text:

"The author thanks an anonymous referee/two anonymous referees and the IZA World of Labor editors for many helpful suggestions on earlier drafts. Previous work of the author contains a larger number of background references for the material presented here and has been used intensively in all major parts of this article [x]. Financial/other support…is gratefully acknowledged."

14. Competing interests

- IZA upholds the highest standards in its research practice, and this extends to its publication practices with WoL articles.
- All articles undergo careful selection of authors and topics, rigorous peer-review, and a development edit.
- All authors must declare that they have observed *IZA's Guiding Principles of Research Integrity* and indicate any conflict of interest. (Please see http://www.iza.org/en/webcontent/about/IZAResearchIntegrity.pdf)
- We provide a pre-defined text (see below) that can be amended if necessary.
- The author should reveal any relevant financial, material or personal source of support for his research to the Editorial Board and make transparent any potential conflict of interest that may arise.
- Further explanation on how and when a conflict of interest may exist can be found on: http://wol.iza.org/contributors

Each contribution will show the following *pre-defined text*:

"The *IZA World of Labor* project is committed to the [*IZA Guiding Principles of Research Integrity*](#). The author declares to have observed these principles."

If the author does not have an academic affiliation, please use:

"The IZA World of Labor project is committed to the IZA Guiding Principles of Research Integrity. The author declares to have observed these Principles. The analysis and conclusions expressed in this article are those of the author and not necessarily those of the [NAME_OF_INSTITUTION]."

15. Further reading, key references, and additional references

- WoL contributions are intended as policy papers rather than academic articles, hence we limit the number of in-text citations, while preserving a more comprehensive list of scientific papers that are relevant for academic readers.
- It is understood that the articles are not original research but are based on the best academic findings. Authors may use their previous work or joint work with others verbatim as long as an article makes sources and practices transparent and does not infringe copyrights. Such sources have to be cited as well as explicitly stated in the Acknowledgements section (see **13. Acknowledgments**).
- We will run *plagiarism checks* on submitted articles.
- There are three types of references: "Further readings," "Key references," and "Additional references."
- Further reading and Key references should add up to a maximum of 15 references in total (with 2−5 entries for Further reading; and 10−13 Key references).
- Unpublished results and personal communications should not be included but discussion papers can be cited.
- Please do NOT cite other WoL articles. Links will be generated to appropriate WoL articles on the website and be listed under "Related IZA World of Labor articles" for each article; further citation is therefore not necessary.

Further reading

- Between 2 and 5 references.
- Relevant for the interested, non-academic reader.
- Can include handbook articles, literature reviews, more general books, and articles.
- Should be listed alphabetically, then chronologically if necessary.
- Are not cited in the text.
- Should be English language only.

Key references

- 10–13 key references (*Further reading* and *Key references* should not exceed 15 in total).
- The most important academic papers a (non-specialist) reader should know about.
- Key references are cited in the text.
- In-text citations should be indicated numerically in square brackets ([1] to [10]) at the appropriate point in the text. *Please do NOT refer directly to author names in the text.*
- The numbering ([1] to [10]) should be in the order that the paper first appears in the text.
- The full citation is to be given at the end of the article with the corresponding number.

Additional references

- List of all scientific papers with relevant evidence you would cite in an academic article, in addition to the *Key references*.
- Includes scientific papers that are relevant to academic and specialist readers.
- Provides the basis for the content of the evidence map (see **16. Evidence map**).
- These papers are not cited in the text but will be listed at the end of the contribution following the key references.
- The full citation should be given at the end of the text (see below for guidance on full citations).
- Items should be listed alphabetically, then chronologically, if necessary.
- More than one item by the same author(s) in the same year must be identified by the letters "a," "b," "c," etc., placed after the year of publication.

Examples

Reference to a journal publication

Masella, P. "National identity and ethnic diversity." *Journal of Population Economics* 26:2 (2013): 437−454. Online at: http://link.springer.com/article/10.1007/s00148-011-0398-0

Reference to an online journal publication

Averett, S. L., L. M. Argys, and J. L. Kohn. "Immigration, obesity and labor market outcomes in the UK." *IZA Journal of Migration* 1:2 (2012). Online at: http://www.izajom.com/content/pdf/2193-9039-1-2.pdf

Reference to a book with one author

Teixeira, P. N. *Jacob Mincer. A Founding Father of Modern Labor Economics.* Oxford: Oxford University Press, 2007.

Reference to a book with multiple authors

Cahuc, P., and A. Zylberberg. *Labor Economics*. Cambridge, MA: MIT Press, 2004.

Reference to an edited book

Constant, A. F., and K. F. Zimmermann (eds). *International Handbook on the Economics of Migration.* Cheltenham, UK: Edward Elgar, 2013.

Reference to a chapter in an edited book:

Belasen, A. R., and S. W. Polachek. "Natural disasters and migration." In: Constant, A. F., and K. F. Zimmermann (eds). *International Handbook on the Economics of Migration.* Cheltenham, UK: Edward Elgar, 2013; pp. 309–330.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed.

Any further information, if known (e.g. DOI, author names, dates, reference to a source publication, etc.), should also be given.

16.   Evidence map

- This is a special interactive feature that shows the relevant empirical evidence that exists in different countries on the policy questions being addressed.
- It will be provided for each WoL article, giving a quick overview of country coverage.
- It includes papers listed as *Key* and *Additional references* (see: **15. Further reading, key references, and additional references**).

- **Note:** *The IZA World of Labor editorial office will prepare this table on behalf of authors. A draft will be provided to authors for approval.*
- For each *Key reference* we will show additional information about the data and methods used as well as the considered countries (see below).
- In the fully completed version, the following information will be provided with each type of reference:

	Further reading	**Key references**	**Additional references**	**Remarks**
Full citation	Yes	Yes	Yes	Includes title, authors, year, journal, pages etc.
DOI	Yes	Yes	Yes	*A draft of this information will be provided to the author* – please see below for the classification.
Data source*	No	Yes	No	*A draft of this information will be provided to the author* – please see below for the classification.
Data type*	No	Yes	No	*A draft of this information will be provided to the author* – please see below for the classification.
Method**	No	Yes	No	*A draft of this information will be provided to the author* – please see below for the classification.
Country	No	Yes	Yes	*A draft of this information will be provided to the author* – please see below for the classification.

*Data source and Data type

Data source information includes providing institution and DOI or URL of the data source. In addition, we will collect information about sample size and year coverage.

The *Data type* is defined with respect to (i) Type of data collection and (ii) Data dimension (breadth and depth) choosing from the following lists:

(i) Type of data collection:
Administrative data (*obligatory participation, often by-product of administrative process*)
Census / Microcensus data (*survey data but with administrative characteristics such as obligatory participation*)
Survey data: • Firm data (*including individual data originating on firm surveys*) • Household data (*including individual data originating on firm surveys*) • Other (*including individual data originating on individual surveys as well as matched employer-employee data*)
Experimental data: • Field experiments • Laboratory experiments

• Quasi-natural experiments
• Natural experiments
Other *(including e.g. aggregate data, transaction and textual data, and data collected from the web)*

(ii) Data dimension:
Cross section
Time Series
Longitudinal or Panel

**Method

For each reference we will list the method(s) used by the author(s) to attain their research results split into information about (i) Perspective, and (ii) Technique, choosing from the following lists:

(i) Perspective:	**(ii) Technique:**
Macro-level analysis	Descriptive statistics
Micro-level analysis	Correlation
Other	Regression
	Meta Study
	Simulations
	Synthetic reviews
	Review
	Theory
	Other