

Style Guide For Authors GrOW Working Paper Series

Submission

All submissions must conform to our presentational requirements and can be emailed to our Managing Editor (kathleen.grantham@mcgill.ca) or submitted via our online submission portal: <http://grow.research.mcgill.ca/submitpapers>

Submissions should be in 12pt. Times New Roman font and should preferably be no more than 30 double-spaced pages in length, including all references and appendices. We prefer files in .doc, or .docx format to allow for copy-editing to take place.

Please prepare a cover page for your manuscript that includes the following information:

- the paper title, abstract (300 words max.) and three keywords
- the full names, titles, and contact details of each author
- the corresponding author should be indicated in the case of multiple authorship.

Other than the cover page, manuscript files should contain no identifying information (e.g name, institution) in order to facilitate blind peer review.

Presentational requirements

Articles and reviews will be edited as necessary to conform to the length and style requirements of the journal or may be returned to the author if substantive changes are needed. Proofs are returned to authors for checking.

Do not use embedded features (e.g. footnotes, endnotes, paragraph numbering) other than the heading levels indicated below. Consult a recent working paper when in doubt about any aspect of our presentational requirements.

1. Cover page (title, abstract, keywords and author information)

On the cover page please indicate the title of your paper and the full names, titles and contact details of each author. Be sure to indicate the corresponding author in the case of multiple authorship. Select three (3) keywords that best reflect your paper topic, and provide an abstract for your paper. The abstract must not exceed 300 words.

2. Headings

Do not number paragraphs. Use up to three levels of heading, all in sentence-case:

Primary heading (followed by one hard return)

Secondary heading (followed by one hard return)

Tertiary heading (followed by one hard return)

3. Graphics

Tables may be presented in .doc or .docx, but figures and other illustrations must be in TIFF, EPS, or JPEG format.

4. Acknowledgements

Indicate acknowledgements at the end of the article, following the conclusion but before the works cited. Please keep acknowledgements to less than 150 words.

5. References

GrOW Research uses the Chicago author-date style for formatting references and citations, a detailed guide for which is available at: <http://www.chicagomanualofstyle.org/home.html>

Make sure to include all the works cited in your text. Use the author–date system for in-text citations (Kabeer 2009, 109-110) and list references alphabetically at the end of the article. Use each author’s last name and first initial. Please identify all cited works in the following style:

Book

Baruah, B. 2010. *Women and Property in Urban India*. Vancouver: UBC Press.

Chapter in edited volume

Kabeer, N. 2009. “Conflict over Credit: Re-evaluating the empowerment potential of loan to women in rural Bangladesh.” In *Microfinance: A Reader*, edited by D. Hulme, 108-140. London: Taylor and Francis.

Chapter in book cited in references

Cornwall, A. 2002. “Making a difference? Gender and participatory development.” In Hulme (ed.) (2009).

Article in journal

Krenz, K., Gilbert, D. and G. Mandayam. 2013. “Exploring Women's Empowerment Through "Credit-Plus" Microfinance in India.” *Journal of Women and Social Work* 20(10): 1-16.

Unpublished report

Bateman, F. 2016. “Measuring Women’s Economic Empowerment.” Unpublished paper, London: DFID.

Conference paper

Barahona Portocarrero, M. 2002. “Gender, Migration and Transnationalism in Nicaragua.” Paper presented at the 2002 Conference on Feminist Economics, Occidental College, Los Angeles, 2–14 July 1.

Internet reference

Tanzania Commission for HIV/AIDS. 2008. “Current Status for HIV and AIDS.” Accessed on April 11, 2017. <http://www.tac aids.go.tz/hiv-and-aids-information/current-status-of-hiv-and-aids.html>

6. Language

Use British English spelling and conventions, following The New Oxford Dictionary of English with the exception of ‘-ise’ endings, e.g. ‘organise’, which are preferred to ‘-ize’ endings.

Avoid jargon and define acronyms, abbreviations, and specialist terms.

Use the SI metric system and provide a CAN dollar equivalent for amounts stated in other currencies.