

Gender & Development

An Oxfam Journal

Guidelines for Contributors

Gender & Development is the only journal to focus specifically on gender and development issues internationally, and to explore the connections between gender and development initiatives and feminist perspectives. *Gender & Development* draws on Oxfam GB's strength as a leading NGO working to promote gender equality as an end in itself, and an essential prerequisite for poverty eradication, peace and sustainable human development. Since its launch in 1993, the journal has become essential reading for all who share this vision.

Gender & Development aims to inform and improve development policy and practice through debating experience, identifying lessons, and advancing new ideas. Contributions are welcome from all involved in development initiatives: policy-makers and practitioners, researchers both inside and outside academia, and feminist activists. In recognition of common causes of poverty and marginalisation across the world, writers focus on both Southern and Northern contexts.

All articles need to bring out the policy and practice implications of the research or field experience which forms the focus of the article, in line with the journal's aim to support international development work which promotes gender equality and the empowerment of women.

For those who have not written for a journal before, part of the Editor's role is to offer support and advice during the writing process.

Gender & Development has a constituency which ranges over many disciplines, countries, and levels. We request writers to assist us in our aim of reaching the widest readership possible, while retaining intellectual rigour and factual accuracy, by using a clear, accessible style. Essential specialist and technical terms should be defined, and acronyms explained in full. In this way, complex ideas can be discussed across cultures, classes and constituencies, assisting women and men to empower themselves and determine their own development.

Gender & Development appears three times a year, in March, July and November, in both print and electronic form (please contact the distributor, Routledge, Taylor and Francis, for details – www.informaworld.com/gad), and as free content on our own website (www.genderanddevelopment.org)

Submitting an article to *Gender & Development*

While unsolicited articles are welcomed, the journal is thematic, and therefore the majority of articles are commissioned after a Call for Papers has been sent out to networks. For details of upcoming themes and other information on becoming a contributor please see our website (address above).

Articles and reviews should be previously unpublished, and not under consideration for publication elsewhere.

Articles for inclusion in the main section of the journal should be between 4,000 and 5,500 words long.

G&D also commissions non-thematic shorter articles (750-1,000 words long), interviews, and conference reports, for inclusion in its Views, Events, and Debate section, as well as book reviews. Please contact the Editor if you would like further information about contributing to these sections of the journal.

Key words and abstracts

Authors should include up to six key words with their article for electronic searches, and write an abstract which outlines the key points in the article to be published at the head of the article.

References

Please include a **maximum of fifteen references** supporting points which allude to secondary sources, to enable the article to be useful to researchers.

Presentation

Please observe our presentational requirements.

1. Please contribute the article in Microsoft Word or as a rich text file.
2. Ensure that the main title clearly reflects the content of the paper; the full title should not exceed 12 words.
3. Use **bold** for main headings and *italics* for sub-headings.
4. **Please don't use any automatic layout features** (i.e. page justification, page numbering, indentation, footnotes/endnotes, textboxes, headers, or footers).
5. **Endnotes:** indicate where an endnote appears within the text with a number in brackets - (7). Type the text of the endnotes at the end of the article.
6. Define acronyms, abbreviations, and all technical and specialist terms. Italicise non-English words and phrases and give a translation in brackets. Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.
7. Include Tables and Figures only if these are essential to the argument. Make sure that the text indicates where the figure or table should be placed.
8. **References** to secondary data should be cited in the text, as (Ellerbrock 1979); if the reference is a direct quotation, please give page number, e.g. (Ellerbrock 1979, 18). Where you are citing more than one reference they should be separated using semi- colons, e.g. (Ellerbrock 1979; Hanyane 1990).

Full references should then be listed at the end of the article.

Example	Explanation
Hanyane, A.T. (1990) correspondence with author	Private communication. (Note: no space between initials; this applies in every case. Note also: no full stop at the end of the entry; this also applies in every case.)
Palmer, R. (1997a) <i>Contested Lands in Eastern and Southern Africa</i> , Oxford: Oxfam GB	The first of two works by the same author, published in the same year.
Palmer, R. (1997b) <i>Contested Lands in North and West Africa</i> , Oxford: Oxfam GB	The other work by the same author, published in the same year.
Palmer, R. and I. Birch (1992) <i>Zimbabwe: A Land Divided</i> , Oxford: Oxfam GB	A work by two authors, the first of whom has already featured in the list. Double-authored works should always follow single-authored, even if published earlier.
Stein, B. (1997) 'The Nature of the Refugee Problem', paper presented at a conference on the International Protection of Refugees, Montreal, Canada, 23-26 April 1997	Unpublished paper given at a conference or workshop. Use inverted commas and upper-case initial letters.
Teke, B. (1982) 'Oral rehydration therapy in rural Egypt', <i>Studies in Family Planning</i> 34(3): 315-27	Article in a journal. The title of the article is in inverted commas with lower-case initial letters; the title of the (published) journal is in italics with upper-case initial letters. No comma between the name of the journal and the number of the volume. The volume number is followed by the issue number in parentheses, without a space. The issue number is followed by the page numbers, preceded by a colon and a space. The page numbers are elided (315-27, not 315-327). Elide all number spans as far as possible, except for 11 to 19 in each hundred (so 21-5, but 211-15).
Ven, G., B. Wiseman, and M. Khan (eds.) (1995) <i>Labelling in Development Policy</i> , London: Sage	A published work by multiple authors. Note the initial and surname are reversed only for the first author.
Watkins, K. (1999) 'Education Now: Break the Cycle of Poverty', Oxford: Oxfam	An unpublished report (i.e. a text without an International Standard Book Number, which therefore could not be bought in a bookshop). The title is in inverted commas, with upper-case initial letters.
Watkins, K. (2000) <i>The Oxfam Education Report</i> , Oxford: Oxfam GB	A published book. The title is in italics, with upper-case initial letters.
Zak, R. (1985) 'Refugees – labelling and access', in Ven <i>et al.</i> (eds.) (1995)	A chapter in an edited collection, cited separately in the bibliography. The title of the chapter is in inverted commas with lower-case initial letters; for the title of the book, the reader is referred to the main entry.
Zeidenstein, L. (1996) 'Changing attitudes towards violence against women', in N. Moore (ed.) <i>Learning About Sexuality</i> , New York: Population Council	A chapter in an edited collection not cited separately in the bibliography. The title of the chapter is in inverted commas with lower-case initial letters; the title of the book (as of all published books) is in italics, with upper-case initial letters.
Zelenker, D. (2001) 'Bill of Rights: Human Rights Working Group Report', www.hrc.org (last checked by the author August 2001)	A text on a website; inverted commas and upper-case initials for the title of the text, followed by the full URL and the date when the website was last checked.

Copyright material

It is the author's responsibility to obtain permission to use material which is the copyright of another author or publisher. As a general guide, this applies to all photographs, tables, and figures, and to any significant portion of work.

Contributions should be sent to: csweetman@oxfam.org.uk

Contributors will receive two complimentary copies of the journal, and an electronic copy of their article, of the issue containing their contribution.