

Guidelines for Contributors

Gender & Development is the world's first – and only – international journal to focus specifically on gender and development issues and to explore the connections between gender and development initiatives and feminist perspectives. It is published for Oxfam by Taylor and Francis.

Contributions are welcome from all involved in development initiatives: policy-makers and practitioners, researchers both inside and outside academia, and feminist activists, worldwide.

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 publishes three issues per volume, published in March, July and November.

Submission and review process

All articles published in *Gender & Development* are commissioned in response to a Thematic Call for Contributions. Current Calls are posted on our website: see <http://genderanddevelopment.org>.

Commissioning decisions are made by the Editor and guest co-editor(s) to reflect the cutting-edge of development practice and policy on the chosen theme, rigorously supported by primary evidence and secondary data.

At first draft stage, the articles are reviewed by the editor and guest co-editor(s), plus other specialist peer reviewers including the editorial advisory board. You will then be contacted by the Editor offering feedback, with a suggested schedule and process for further development, to enable us to arrive at a final draft.

Because this journal is written largely by practitioners and policymakers who may not often (or never) write for a journal's audience, we anticipate many articles going through quite a lot of change at this stage and are happy to support this very actively.

After your article is edited, it will be returned to you for approval/additions/amendments as requested by the Editor.

The article is finally sent to our publisher Taylor & Francis for its official copy edit (though much of the language and grammar editing will happen earlier, during the time the article is going through the editing process described above). We may return to you with any last-minute queries that T&F have raised.

Guidelines on writing your article

Articles for inclusion in the main section of the journal should be between 5,000 and 7,000 words long.

Please observe our presentational requirements. If you are in doubt about any aspect of our style, please consult the editor or a recent issue of the journal.

1 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. This will also be translated into Spanish and French.

2 References and endnotes

Please provide all necessary **references** to ensure academic standards of rigour, but restrict their use to one per point. Secondary references should appear in the text in the following style: (Kabeer 1999). For numbers, statistics, and direct quotations from secondary sources, include a page number. A full list of secondary references cited in the article should appear at the end of the article. References should appear in the list in the following style:

Esquivel, Valeria, Debbie Budlender, Nancy Folbre, and Indira Hirway (2008) 'Explorations: Time-use surveys in the south', *Feminist Economics* 14:3, pp.107-152 3

For primary referencing of your own data, state the research method, place and date where the quotation originated in brackets at the end of the paragraph – as follows:

XXXXXXX

(Interview, Upper Thamae, 31 March 2011)

Endnotes should be used for any additional supporting information, to signpost readers to sources of interest or to add subsidiary points that add value. Mark an endnote within the text [1]. The text of the endnotes should appear in a list 'Endnotes' at the end of the article. **Please do NOT use automatic endnote systems as these are incompatible with software used in the editorial process.**

3. Headings: use bold for main headings; bold italics for sub-headings ; and italics for third-level headings.

4. Quotations from research participants: we encourage you to include these to bring articles to life and include the voices of those involved in your work. If these are lengthy (of around a line or longer), italicise them and place them in a separate paragraph.

5. Non-English words and phrases: italicise these, and give a translation in brackets. Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.

6. Tables and Figures: please send these in a separate file. In the text of the article, indicate where the figure or table should be placed.

11 Author biography: please give your current occupation, postal address and email address for correspondence, at the end of your article. For multiple-authored articles, decide who will be corresponding author. If you wish you can use the journal's address for correspondence.

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Promoting and circulating your article: three routes for readers

The article will appear in *Gender & Development* – published for Oxfam by Taylor & Francis, where it is available commercially, to subscribers and as an individual article.

It will also be made available free via the Oxfam Policy and Practice site, courtesy of Taylor & Francis, in line with the journal’s developmental objectives. This ensures no reader is unable to gain access to an individual article due to inability to pay. See <http://www.genderanddevelopment.org>, for details.

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