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# 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 Routledge/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 & Developmentare commissioned in response to a Thematic Call for Contributions. Current Calls are posted on our website: see [www.genderanddevelopment.org](http://www.genderanddevelopment.org)

Commissioning decisions are made by the editorial team 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 editorial team and guest co-editor(s), plus other specialist peer reviewers. You will then be contacted by email with feedback and guidance for further development of the article.

Articles typically go through at least two or three draft stages before we arrive at the final version. At each stage, the editor will give a date for the article to be returned by, **and it is very much hoped that authors will endeavour to meet to these deadlines**.

The article is finally sent to our publisher, Routledge/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).

After copyediting, Routledge/Taylor & Francis will send you a **proof copy** of your article to amend where necessary, as per the copyeditor’s queries.

**Guidelines on writing your article**

**WE ASK THAT YOU PLEASE PAY CAREFUL ATTENTION TO THE FOLLOWING INFORMATION AND OBSERVE THESE REQUIREMENTS**

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

Articles should be between **6,000 and 7,000 words in length.**

**1 Abstracts and Keywords**

Authors should include no more than six key words with their article for electronic searches, and write an abstract which outlines the key points in the article. The abstract should appear at the top of the article, with keywords underneath. The abstract will also be translated into French and Spanish.

**2 Endnotes**

**Please use endnotes and not footnotes. Also, please DO NOT use automatic endnote systems** as these make the editing of articles difficult.

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, eg. **[1]**.The text of the endnotes should appear in a list, ‘**Notes**’, directly at the end of the article.

**3 References**

Please provide all necessary references to ensure academic standards of rigour, but restrict their use to one per point. 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, eg. (Kabeer 1999, 54). A full list of secondary references cited in the article should appear at the end of the article, **using the following style:**

Esquivel, Valeria, Debbie Budlender, Nancy Folbre, and Indira Hirway (2008) ‘Explorations: Time-use surveys in the south’, Feminist Economics 14:3 (107-52)

Elson, Diane (2002) ‘Gender Justice, Human Rights, and Neo-liberal Economic Policies’, in Maxine Molyneux and Shahra Razavi (eds.) Gender Justice, Development, and Rights, Oxford: Oxford University Press, 78-114

References from **online sources** should give the URL or internet address**, followed by the last date checked**, eg.

Smith, Anne (2020) 'Guidelines for Contributors', Gender & Development, http://www.genderanddevelopment.org/wp-content/uploads/2018/02/Article-Contributor-Guidelines.pdf (last checked 31 December 2020)

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

XXXXXXX
(Interview, Maseru, 31 March 2020)

**4 Headings**

Use bold for main headings; bold italics for sub-headings; and italics for third- level headings.

**5 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.

**6 Non-English words and phrases**

Please italicise these and give a translation in brackets. Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.

**7 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.

**8 Note(s) on Contributor(s)**

Also known as the author biography, this should appear under any (End)Notes, and above your References. Here, please give your current occupation, postal address and email address for correspondence. We do not publish author’s private addresses, and if you don’t have an institutional address, we will use ‘care of the G&D editorial office’.

For multiple-authored articles, decide who will be corresponding author. This is the only person whose postal address will appear in the published article. (Unless otherwise stated, we will assume that the corresponding author is the person who is in communication with the journal.) Please do provide the email addresses of all the article’s authors, for publication alongside their biographies.

**Note: We require a postal address for all authors, as this is the address to which the hard copy of the issue of the journal containing their article will be sent. Please do let us have these postal addresses by email.**

**9 Acknowledgements**

Please place any acknowledgements directly above Note(s) on Contributor(s).

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Copies of permission letters should be sent with the manuscript upon submission to the editors.

**Accessing and using your article**

Contributors will receive a complimentary copy of the hard copy of the journal, and electronic access to your article, which you are allowed to use to share within specified limits on the contract that will be sent to you by Routledge/Taylor & Francis prior to publication.

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**Promoting and circulating your article: three routes for readers**

The article will appear in [Gender & Development – published for Oxfam by Routledge/Taylor & Francis](https://www.tandfonline.com/toc/cgde20/current), 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 Routledge/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 <https://www.genderanddevelopment.org> for details.

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