# 

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

# Writing Style

**Gender & Development**has a constituency that ranges across many disciplines, countries, and levels (local, regional and international). 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 at the first instance of its appearance in the text. In this way, complex ideas can be discussed across cultures, classes and constituencies.

# 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, as well as ensure a fair representation of works from the global South.

At first draft stage, the articles are reviewed by the editorial team and guest co-editors who act as specialist peer reviewers. Authors are then contacted by email with feedback and guidance for further development of the article.

Articles typically go through at least three draft stages before the final version is arrived at. At each stage, the editor will be given a date by which the article is to be revised and resubmitted, and it is hoped that authors will endeavour to meet to these deadlines.

Subsequently, the article is 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 authors a **proof copy** of their article to amend where necessary, as per the copyeditor’s queries.

# Guidelines on writing your article: Authors are requested to kindly read the following information carefully and adhere to these requirements.

In case of doubt regarding any aspect of our style, please consult the editorial team or a recent issue of the journal.

# Manuscript Preparation

# 1. Abstracts and Keywords

The abstract can be 200-250 words and should outline the key points in the article. The abstract should appear at the beginning of the article. Authors should include no more than six key words with their article for electronic searches. Keywords are to be included below the abstract.

The abstract will be translated into French and Spanish.

# 2. Article length

Full articles should be between **6,000 and 7,000 words, including references.** Abstracts and annexures may be submitted separately (not included in the total word count of a maximum of 7000 words). While annexures are accepted, it is recommended that these be brief.

# 3. Headings

* For first level heading (main headings), use bold, aligned to the left.

**First Level Heading**

* For second level headings (sub-headings) use bold and italics, aligned to the left.

***Second Level Heading***

* For third level headings (sub-headings within sub-headings) use italics, aligned to the left.

*Third Level Heading*

# 4. Quotations from research participants

Authors are encouraged to include quotations from research participants to bring articles to life and include the voices of those involved in your work. If these are lengthy (of around three line or longer), block quote the content.

# 5. Non-English words, currency, units, metrics, numbers and other terms

Please italicise these and provide a translation within brackets.

Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.

Use per cent instead of, COVID-19 is in capital letters, women instead of females, written number names for numbers less than 10 (e.g six rather than 6) and use of numerals after 9.

Overall, the Journal uses UK spellings

# 6. Endnotes

Please use endnotes and not footnotes. **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 titled, ‘**Notes**’, directly at the end of the article.

# 7. Citations and References

We are currently in the process of revising our referencing style. This section will be updated soon.

# 9. Guidelines for Multimodal Content for November 2023 issue:

* Full research article should be no more than 7,000 words including references and excluding abstract and annexures. The annexures can include photographs, maps, images, graphs, etc. Multi-media content can be embedded within the article and should be kept below 500MB file size. Guidelines for contributors can be found [here](https://www.genderanddevelopment.org/wp-content/uploads/2020/12/Article-Contributor-Guidelines-1.pdf).
* Shorter essays should be 5000 words, including references and excluding abstract and annexures. These can include photographs, maps, images, graphs. Multi-media content should be kept below 500MB file size.
* Photo essay and illustrations can be uploaded on Flickr or any other image sharing platforms and then shared with the editorial team.
* Video submission: video plus text commentary (3,000-5,000 words) and videos should be a maximum of 10 minutes long. Video frame size must be a minimum of 640 × 360 pixels and a 16:9 aspect ratio is recommended. We recommend that authors create high quality versions of their videos and make a compressed copy of them for submission and upload these in Vimeo ([http://vimeo.com](http://vimeo.com/)) and password protect them.
* All content must be original and authors are responsible for obtaining necessary consent and permission for the use of any third party material.

# 10. 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 authors do not have an institutional address, the journal 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.**

**Copyright Assignment**

It is a condition of publication that authors assign copyright or license the publication rights in their articles, including abstracts, to Oxfam KEDV on behalf of the Consortium of Oxfam Southern Affiliates (Oxfam Brazil, Oxfam Colombia, Oxfam India, Oxfam KEDV, Oxfam Mexico and Oxfam South Africa . This enables us to ensure full copyright protection and to disseminate the article, and of course the journal, to the widest possible readership in print and electronic forms as appropriate. Authors retain many rights under Gender & Development's rights policies.

**Reproduction of copyright material**

As an author, you are required to secure permission to reproduce any proprietary text, illustration, table, or other material, including data, audio, video, film stills, and screenshots, and any supplementary material you propose to submit. This applies to direct reproduction as well as “derivative reproduction” (where you have created a new figure or table which derives substantially from a copyrighted source). The reproduction of short extracts of text, excluding poetry and song lyrics, for the purposes of criticism may be possible without formal permission on the basis that the quotation is reproduced accurately and full attribution is given. For further information and FAQs, please see <https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/using-third-party-material/>

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.

As an author, you will receive free access to your article on Routledge/Taylor & Francis Online. You will be given access to the My authored works section of Routledge/Taylor & Francis Online, which shows you all your published articles. You can easily view, read, and download your published articles from there. In addition, if someone has cited your article, you will be able to see this information. We are committed to promoting and increasing the visibility of your article and Routledge/Taylor & Francis provide [guidance on how you can help.](https://authorservices.taylorandfrancis.com/research-impact/#promoteyourarticle)

**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](https://policy-practice.oxfam.org/), 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.

[Open access via Routledge/Taylor & Francis: Taylor & Francis Open Select](https://www.tandfonline.com/openaccess/openselect) provides authors or their research sponsors and funders with the option of paying an additional publishing fee and thereby making an article permanently available for free online access – ‘Open Access’ – immediately on publication to anyone, anywhere, at any time. This option is made available once an article has been accepted in peer review.

------