

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 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 & Development** are commissioned in response to a Thematic Call for Contributions. Current Calls are posted on our website: see www.genderanddevelopment.org

Commissioning decisions are made by the editorial team and guest co-editor(s) to reflect the cutting-edge of gender & development theory, 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 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 by the publishers.

2. Article length

Full articles should be around **7,000-words in length excluding references and abstracts**. 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. Please include the details of the quote for the respondents – form of interaction, name of participant/pseudonym, location, date, month, year. Example:

“I enjoyed walking around the parks since there were other women there as well.” (Interview, Reena, Mumbai, 23 February 2024)

Please also ensure that requisite permissions from individuals or non-government organisations have been taken ethically, and that any sensitive information is handled carefully, confidentiality is maintained, and anonymity of vulnerable persons are ensured.

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

- Please italicise these and provide a translation within brackets; also include an endnote to explain the term further if required.
- 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, written number names for numbers less than 10 (e.g six rather than 6) and use of numerals after 9.

- Avoid using ableist terms like 'gender-blind' and use alternatives instead. Kindly use the term 'Women with disability' or 'women living with disability' unless the group or individual prefers using the term 'disabled person' or 'disabled woman'. It is important to keep in mind that ableism also impacts how we refer to non-visible disabilities with regards to mental health and neurodivergences. That said, whichever term is used, please include a line in the text or as an endnote explaining the political value of the term and the context in which it is used in the article.
- Terms such as 'colonised people', 'non dominant cultures' or 'dominant cultures'- 'develop'/'developing', or 'third world', must be used in relevant context, if they need to be used at all. Avoid using third world unless it is being used in a particular context or as a direct quote from a text, and/or a critique is being offered. Instead of these, 'marginalised communities' could be used.
- Use of the word woman instead of 'female' is preferred except where necessary like in terms such as female labour force participation rate, female to male ratio etc.
- Kindly ensure that people's preferred pronouns are respected and used.
- Overall, the Journal uses spellings that are used in the UK

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

Please ensure that all the information in the article is substantiated by proper citations and references, particularly claims and /or information related to the government, political parties, critical events like protests, speeches, announcements, violence or violent incidents, and so on.

Please provide all necessary references to ensure academic standards of rigour.

- The author's last name (Kabeer 2014) as citation in the text.
- For up to 3 authors mention all names in the text citation; for 4 or more co-authors the first author's full name and et al. thereafter.
- List all names up to 10 authors in the reference list; if more list first 7 then et al.
- For multiple same-year references, use a, b etc.
- For articles that are about to be published, use 'forthcoming'.

Books:

Teltumbde, Anand (2018) *Republic of Caste: Thinking Equality in the Time of Neoliberal Hindutva*, New Delhi: Navayana

Escobar, Arturo (2003) 'Mundos y conocimiento de otro modo. El programa de investigación de modernidad/colonialidad latinoamericano', *Tabula Rasa*, 1:51–86.

Reference for an article or chapter in an edited book:

Brown, Wendy (2017) 'Neoliberalism and the economisation of rights', in Penelope Deutscher and Christina Lafont (eds.) *Critical Theory in Critical Times: Transforming the Global Political and Economic Order*, New York: Columbia University Press, 91–116.

Reference for journal article:

Sarkar, Sreela (2016) 'Beyond the "digital divide": the "computer girls" of Seelampur', *Feminist Media Studies* 16(6): 968–83.

Reference for journal article with DOI:

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

<https://doi.org/10.1080/13545700802075135>

Diana Ordóñez Castillo (2023) 'Women in community-based museums of memory in Colombia. Their struggle for peace building', *Gender & Development*, 31(2-3): 515-534, DOI: 10.1080/13552074.2023.2252277

Newspaper article

The Times of India (2018) 'Supreme Court questions practice of female genital mutilation' July 9.

<https://timesofindia.indiatimes.com/india/supreme-court-questions-practice-offemale-genital-mutilation/articleshow/64922201.cms>

Puar, Jasbir (2010). 'To be gay and racist is no anomaly'. *The Guardian*. June 2

<https://www.theguardian.com/commentisfree/2010/jun/02/gay-lesbian-islamophobia>

Reference for online sources:

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

Smith, Anne (2020, March 9) 'Guidelines for Contributors', *Gender & Development*,

<http://www.genderanddevelopment.org/wp-content/uploads/2018/02/Article-Contributor-Guidelines.pdf> (accessed 31 December 2020)

Blog

Opara, Ijeoma Nnodim. 'It's Time to Decolonize the Decolonization Movement - Speaking of Medicine and Health'. *Speaking of Medicine and Health*, Plos Blogs, 29 July 2021,

<https://speakingofmedicine.plos.org/2021/07/29/its-time-to-decolonize-the-decolonization-movement/>. Accessed 25 July 2023.

Website

Gender & Development. <https://www.genderanddevelopment.org/>, Accessed 19 January 2023

Film

The Great Indian Kitchen (2021). Film. Directed by Jeo Baby. Mankind Cinemas
Symmetry Cinemas Cinema Cooks, Available on Neestream

Videos

Butler, Judith (2016) 'Judith Butler: Why Bodies Matter' – Gender Trouble | Full Conference Videos.
30 September (YouTube Video) <https://www.youtube.com/watch?v=IzWWwQDUPPM&t=789s>.
Accessed 24 December 2019

Podcast

Last Name, First Name, role. "Title of the Episode." Title of Program, season, episode, Sponsor, Date,
URL. Accessed Date.

Bonhomme, Edna. "Putting Black Radical Theory into Practice". *Decolonising in Action*, Season 4,
Episode 11, Guest: Zoé Samudzi, December 27, 2021,
<https://www.decolonizationinaction.com/episodes/season-4-episode-11-putting-black-radical-theory-into-practice>. Accessed 21 January 2024

Twitter

Lastname, Firstname [or single username] (@handle). Year. "Full text of tweet." Twitter, Day month
year, time posted. URL.

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, Delhi, 31 March 2020)

Please take care to cite community leaders, allies, consultants and partners as they would like to be
referred along with titles (if relevant), preferred pronouns, preferred names. We request authors to
explicitly mention if they are using pseudonyms in case people want to remain anonymous or not be
identified. While interviewing indigenous leaders, elders and knowledge keepers, ask how they
would like to be cited and how their home and region could be acknowledged, and these should be
cited both within the text as well as in the reference list ([NorQuest College has developed the following templates for citing Indigenous Elders and Knowledge Keepers \(CC BY-NC 4.0\) in the spirit of wakhôhtowin and reconciliation](#))

Citing indigenous leaders, elders and knowledge keepers:

Last name, First name (or anonymous reference if relevant). Nation/Community. Treaty Territory if
applicable. Where they live if applicable. Topic/subject of communication if applicable. personal
communication. Month Date, Year.

Source of above style: **MacLeod, Lorisia.** 2021. 'More Than Personal Communication: Templates For
Citing Indigenous Elders and Knowledge Keepers'. *KULA: Knowledge Creation, Dissemination, and
Preservation Studies* 5 (1). <https://doi.org/10.18357/kula.135>

Citing archival materials:

Author Last Name, First Name Middle Name or Initial. Day month year. Title or description of material. Collection Name. Collection identifier, Box number, Folder number. Name of repository, Location of repository. URL if applicable.

For more details see <https://apastyle.apa.org/style-grammar-guidelines/references/archival>

8. Tables and Figures:

Please send tables and figures in a separate file. In the text of the article, indicate where the figure or table should be placed as follows:

[Insert Table 1 here]

9. Guidelines for Multimodal Content:

- Full research article should be no more than 8000 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.
- Shorter essays should be 4500-5000 words, and these can include photographs, maps, images, graphs. Multi-media content should be kept below 500MB file size.
- Photo essays 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>), 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, should appear under any (End)Notes, and above your References. Here, please give your current occupation, postal address and email address for correspondence. Where available, please also include ORCiDs and social media handles (Facebook, Twitter or LinkedIn).

For this issue, we are also requesting authors to write a few lines about their relationship with their research (how they might locate themselves within their research).

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, please 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. Kindly send us these postal addresses by email (genderanddevelopment.south@gmail.com).

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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, 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, 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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publication to anyone, anywhere, at any time. This option is made available once an article has been accepted in peer review.
