

## **African Development Bank Working Paper Series – Author Guidelines**

### **Rules and Guidelines for Authors**

#### **Introduction**

The Working Paper Series (WPS) are coordinated by the **Development Research Department** of the African Development Bank. The WPS disseminates the findings of work in progress, preliminary research results, and development experience and lessons, including those from Bank operations, to encourage the exchange of ideas and innovative thinking among researchers, development practitioners, policymakers, and donors. The findings, interpretations, and conclusions expressed in the Bank's WPS are entirely those of the author(s) and do not necessarily represent the views of the African Development Bank, its Board of Directors, or the countries they represent.

The WPS is one of the principal channels of disseminating the Bank's knowledge products. The publication of Working Papers is open to **all professionals in the African Development Bank** as long as the topic of the paper is relevant to Africa's development and its quality measures up to the standard of the Working Paper Series.

The submissions to be considered should be as follows:

- High quality work in progress analyzing critical issues relating to Africa's economic and social development;
- Analysis of experiences of single countries, or comparisons between countries with specific lessons on development policy choices; and
- Analysis that extends the development knowledge based on operational experiences in Africa.

#### **Coordination**

The WPS is coordinated by the Development Research Department.

#### **Editorial Committee**

The Editorial Committee is made up of Bank staff.

#### **Guidelines for Paper Submission**

Draft papers for the **Working Paper Series** should be submitted electronically (as MS Word documents) to the Coordinators; papers should be single-spaced throughout and be within the range of 8 000 to 10 000 words. Draft papers with more than 10 000 words will be returned without comments. There are neither submission fees nor page charges.

The first page of the draft papers need to include (a) the paper's title, (b) the author's name, title, current address, telephone, fax numbers, and e-mail address, and (c) an abstract of no more than 150 words in English and French, the keywords and JEL classification. Papers may be submitted in either English or French. Abstracts should be in both French and English. No more than three levels of headings should be used.

#### **Style of references**

The reference style needs to follow the following examples:

a) References to journal articles: Lucas, Robert E. Jr. (1988) 'On the Mechanics of Economic Development', *Journal of Monetary Economics*, Vol. 22, No. 1, pp. 3-42.

b) References to articles in books: Bourguignon, Francois and Luiz A. Pereira da Silva (2003) 'Conclusion: Where to Go from Here?', in François Bourguignon and Luiz A. Pereira da Silva (eds) *The Impact of Economic Policies on Poverty and Income Distribution: Evaluation Techniques and Tools*, Washington, D.C. and New York: World Bank and Oxford University Press: 339-50.

c) References to monographs/books: Taylor, Lance (2004) *Reconstructing Macroeconomics*, Cambridge: Harvard University Press.

d) References to unpublished items: Rodrik, Dani (2004) 'Rethinking Growth Policies in the Developing World', Draft of the Luca d'Agliano Lecture delivered on October 8, 2004, in Torino, Italy. Note: if possible, include website where the paper is available.

### **Review Process**

The processing of the WPS is structured with a view to expedite the dissemination of research and operationally relevant knowledge. The processing involves the following steps:

- (i) Draft working papers should be submitted to the WPS Coordinators (Mr. Adeleke Salami and Mr. Ahmed Moumami) using the following e-mails: [a.salami@afdb.org](mailto:a.salami@afdb.org) and [a.moumami@afdb.org](mailto:a.moumami@afdb.org) with a copy to the Chair of the Editorial Committee Mr. Abdul B. Kamara on [a.b.kamara@afdb.org](mailto:a.b.kamara@afdb.org).
- (ii) The WPS Coordinators will make an initial assessment to ensure the draft papers meet the requirements as set out above,
- (iii) The draft papers shall be submitted to two peer reviewers; the comments will be sent back to the author/s for revision of the papers as needed,
- (iv) The revised paper will be presented to the Network of Economists in the Bank's Seminar Series,
- (v) The author/s shall revise the paper to reflect comments from the seminar and submit the final manuscript to the Chair of the Editorial Committee who will review the final paper and clear before forwarding to the Director of the Development Research Department,
- (vi) The Director will clear the draft paper and forward to the Chief Economist for final clearance and publication.

### **Credits and Disclaimers**

**Authorship** – Experts (Bank staff or external experts) who have contributed substantially to the paper shall be listed as authors on the front page of the paper. The Chair of the Editorial Committee in collaboration with Management of the originating Department/Unit shall ascertain that adequate credit is duly given to all those who contributed to the study.

**Acknowledgements** – The WPS shall sufficiently acknowledge the Bank Departments/Units and external institutions collaborating in the study. Reviewers and editorial assistance shall be duly acknowledged as well.

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