

Guidelines for Manuscript Submission and Preparation

Submissions

Manuscripts in English or French should be sent by email to the Co-Chairpersons, Editorial Board at: c.lufumpa@afdb.org and bkiregyera@yahoo.com with a copy to statistics@afdb.org.

Title

The title should be brief and specific. The title page should include the title, the author's name, affiliation and address. The affiliation and address should be given as a footnote on the title page. If the manuscript is co-authored, the same information should be given for the co-author(s).

Abstract, Key Words, and Acknowledgments

A short abstract of about 150 words must be included at the beginning of the manuscript, together with up to 6 key words used in the manuscript. These key words should not repeat words used in the title. Acknowledgments, if any, should be inserted at the bottom of the title page.

Sections and Numbering

Major headings in the text should be numbered (e.g. “**1. INTRODUCTION**”). Numbered subheadings (e.g. “**1.1 The establishment of the NSDS**”) may be used but thereafter sub-subheadings should be unnumbered. Main body text in the form of paragraphs should not be numbered.

Formatting

Please use minimal formatting as this will facilitate harmonization of all the papers. As your default, keep to “normal” (12 pt. Times New Roman) for main text with a single line space between paragraphs. Do not apply “body text” as an inbuilt style. The levels of heading need to be easily identifiable. We recommend all capitals bold for the first level of heading in the main text (e.g. “**1. INTRODUCTION**”); thereafter bold upper and lower case for subheadings (e.g. “**1.1 The establishment of the NSDS**”) and unnumbered bold italic (e.g. “***Creating a culture of cooperation***”) thereafter. Please refer to the latest volume of the AJS as a guide.

House Style

The Bank's house style is US rather than British spellings (e.g. “organization” not “organisation”; “program” rather than “programme”, “analyze” etc.). Use % rather than “percent” or “per cent” and double rather than

single quotation marks. Dates should be US style (e.g. December 11, 1985 not 11 December 1985).

Tables and Figures

Tables and figures should be numbered and given a title. These should be referred to in the text by number (e.g. “See Table 1”), not by page or indications such as “below” or “above”.

Equations

Any equations in the paper should be numbered. The numbers should be placed to the right of the equation.

References

A list of references should be given at the end of the paper (to precede the Annexes, if included). The references should be arranged alphabetically by surname/name of organization. Where there is more than one publication listed for an author, order these chronologically (starting with the earliest). The references should give the author’s name, year of publication, title of the essay/book, name of journal if applicable. Use a, b, c, etc. to separate publications of the same author in the same year. Titles of journals and books should be in italic; titles of working papers and unpublished reports should be set in double quotation marks and not italicized.

Examples:

Fantom, N. and Watanabe, N. (2008). “Improving the World Bank’s Database of Statistical Capacity,” *African Statistical Newsletter*, Vol. 2, No. 3, pp. 21-22.

Herzog, A. R. and Dielman, L. (1985). “Age Differences in Response Accuracy for Factual Survey Questions,” *Journal of Gerontology*, Vol. 40, pp. 350-367

Kish, L. (1988a). “Multipurpose Sample Designs,” *Survey Methodology*, Vol. 14, No. 3, pp. 19-32.

Kish, L. (1988b). *A Taxonomy of Elusive Populations*, Proceedings of the Section on Survey Research Methods, American Statistical Association, pp. 44-46.

World Bank (2006). *Statistical Capacity Improvement in IDA Countries – Progress Report*. Washington DC: The World Bank.