

Formatting, Structure, Style, and Referencing Guidelines

A. Basic paper formatting

- i. Use A4 format
- ii. For the body text, use Calibri (body) font, size 11
- iii. Line spacing: single
- iv. Margins 1" on all sides, text alignment justified.
- v. Paragraphs without indentation, separated by a single line.
- vi. Use Heading 1, Calibri (body) font, size 12, bold, for chapters (use automation function for all headings and use appropriate automated numbering for chapters)
- vii. Use Heading 2, Calibri (body) font, size 11, bold, for sub-chapters (use automation function, and use relevant automated numbering for sub-chapters, e.g., second level subchapter 1.2, third level, 1.2.1, etc.)
- viii. Use Calibri (body) font, size 14, bold, for paper title
- ix. When copy-pasting information from other sources, use "Paste Special" function in MS Word, then "Unformatted." Afterwards, format as per instructions above.
- x. Use plain page number in bottom right corner.
- xi. Use bottom footer if needed, to give a short title of the document, date, or version
- xii. Produce clean well-formatted text with editable tables.
- xiii. Do not incorporate private company or any outsourced logotypes into the paper.

B. Structure, table of contents, lists of figures and tables

The minimum elements that the structure shall contain include:

- i. The title of the paper, name of the author, month and year of the draft production
- ii. Disclaimer (the standard text shall be provided by the CI focal point and amended accordingly, including acknowledgements if needed)
- iii. An automated table of contents
- iv. An automated list of tables
- v. An automated list of figures
- vi. List of acronyms and abbreviations
- vii. Abstract (500 words) and keywords
- viii. Introduction or background/context including rationale, problem statement, purpose, other research, other activities conducted and value addition of this paper
- ix. Research / approach methodology / conceptual framework
- x. Methodology limitations / caveats
- xi. Findings
- xii. Conclusion
- xiii. Policy recommendations

- xiv. Bibliography / references
- xv. Annexes (if needed)

Sections and sub-sections must be automated together with the table of contents. Tables and figures must be organized properly in the MS Word file so that visually they can be comprehended well. Tables and figures must correspond with their descriptive part, and they shall convey meaningful information. Their numbering and names must be automated and must be consequential throughout the paper. Tables and figures must be editable where possible; if not, an Excel or other file where the figure/table was generated shall be attached.

C. Country naming and maps

The manuscripts produced by authors shall use country names (with reference to [the Handbook for Style and Usage](#)) and maps (if needed) as accepted by the CAREC Institute.

D. Referencing

The authors shall use APA style citation in their manuscripts. Examples below:

Material Type	Reference List/Bibliography
A book in print	Baxter, C. (1997). <i>Race equality in health care and education</i> . Philadelphia: Ballière Tindall.
A book chapter, print version	Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). New York, NY: Guilford Press.
An eBook	Millbower, L. (2003). <i>Show biz training: Fun and effective business training techniques from the worlds of stage, screen, and song</i> . Retrieved from http://www.amacombooks.org/
An article in a print journal	Alibali, M. W. (1999). How children change their minds: Strategy change can be gradual or abrupt. <i>Developmental Psychology, 35</i> , 127-145.
An article in a journal without DOI	Carter, S., & Dunbar-Odom, D. (2009). The converging literacies center: An integrated model for writing programs. <i>Kairos: A Journal of Rhetoric, Technology, and Pedagogy, 14</i> (1), 38-48. Retrieved from http://kairos.technorhetoric.net/
An article in a journal with DOI	Gaudio, J. L., & Snowdon, C. T. (2008). Spatial cues more salient than color cues in cotton-top tamarins (<i>saguinus oedipus</i>) reversal learning. <i>Journal of Comparative Psychology, 122</i> , 441-444. doi: 10.1037/0735-7036.122.4.441

Material Type	Reference List/Bibliography
Websites - professional or personal sites	<i>The World Famous Hot Dog Site</i> . (1999, July 7). Retrieved January 5, 2008, from http://www.xroads.com/~tcs/hotdog/hotdog.html
Websites - online government publications	U.S. Department of Justice. (2006, September 10). Trends in violent victimization by age, 1973-2005. Retrieved from http://www.ojp.usdoj.gov/bjs/glance/vage.htm
Emails (cited in-text only)	According to preservationist J. Mohlhenrich (personal communication, January 5, 2008).
Mailing Lists (listserv)	Stein, C.(2006, January 5). Chessie rescue - Annapolis, MD [Message posted to Chessie-L electronic mailing list]. Retrieved from http://chessie-l-owner@lists.best.com
Radio and TV episodes - from library databases	DeFord, F. (Writer). (2007, August 8). Beyond Vick: Animal cruelty for sport [Television series episode]. In NPR (Producer), <i>Morning Edition</i> . Retrieved from Academic OneFile database.
Radio and TV episodes - from website	Sepic, M. (Writer). (2008). Federal prosecutors eye MySpace bullying case [Television series episode]. In NPR (Producer), <i>All Things Considered</i> . Retrieved from http://www.npr.org/templates/story/
Film Clips from website	Kaufman, J.C. (Producer), Lacy, L. (Director), & Hawkey, P. (Writer). (1979). <i>Mean Joe Greene</i> [video file]. Retrieved from http://memory.loc.gov/mbrs/ccmp/meanjoe_01g.ram
Film	Greene, C. (Producer), del Toro, G.(Director). (2015). <i>Crimson peak</i> [Motion picture]. United States: Legendary Pictures.
Photograph (from book, magazine or webpage)	Close, C. (2002). <i>Ronald</i> . [photograph]. Museum of Modern Art, New York, NY. Retrieved from http://www.moma.org/collection/object.php?object_id=108890
Artwork - from library database	Clark, L. (c.a. 1960's). <i>Man with Baby</i> . [photograph]. George Eastman House, Rochester, NY. Retrieved from ARTstor
Artwork - from website	Close, C. (2002). <i>Ronald</i> . [photograph]. Museum of Modern Art, New York. Retrieved from http://www.moma.org/collection/browse_results.php?object_id=108890