

# ***KIMEP Social Research Working Papers Style Guide***

## **General Information**

The *KIMEP Social Research Working Papers* series is intended to provide a means whereby work in progress by the KIMEP research community can be made accessible to the wider national, regional and international group of scholars, intellectuals, policy-makers and implementers of policy. The Working Paper Series welcomes papers by all members of this community who want to engage a critical analysis of the intersection of theory and practice.

**Editor:** Dr. Anthony Marcus.

**Editorial Committee:** Dr. Shahjahan Bhuiyan, Leslie Champeny, Dr. Alex Danilovich, Dr. Stephanie Gliege, Dr. Ustina Markus, Kenneth Saycell, Dr. Bruce Taylor, Dr. Leon Taylor, Dr. Kristopher White.

## **All Correspondence should be sent to**

The Editor

KIMEP Social Research Working Papers

2 Abay Avenue, KIMEP

Almaty, 050100 Republic of Kazakhstan

[srwp@kimep.kz](mailto:srwp@kimep.kz)

## **Preparation of Copy**

Authors of manuscripts will retain copyrights. Authors may use the article elsewhere after publication provided they inform the editors.

Please ensure that manuscripts submitted comply with the following style and referencing guidelines. Manuscripts that do not comply with the style guide may be returned to the authors for the necessary revisions. Authors will be responsible for correcting any stylistic deviations.

All manuscripts should be accompanied by an email statement attesting that they have not been previously published, and are not under consideration, as working papers, in their current form, for another serial.

One electronic attachment of the manuscript, including the abstract must be submitted via email. Please ensure that the document has an easily identifiable name and the email contains the requisite explanatory material.

Manuscripts should be submitted with the name(s), affiliation of the author(s), and a return email address. The title and an abstract of 100—150 words plus five or six key words should precede the body of all manuscripts.

Manuscripts should be between 2 000 and 9 000 words, including tables, notes, and references.

Please provide a separate brief autobiographical note with your contribution and ensure that a current email address is included, in order to be able to receive input from readers.

## General Style Recommendations

- KIMEP promotes the use of *gender-neutral language* in all its publications;
- As an educational institution built on the American model, KIMEP welcomes manuscripts using both major American English orthographies: US and Canadian;
- Please consult the *Oxford English Dictionary* for spelling;
- Manuscripts should be submitted in *Times New Roman* font, size 12;
- Page numbers must be included;
- Please ensure the line spacing within the text is 1.5 as opposed to single or double spacing. Single spacing is acceptable for the bibliography;
- In general, avoid abbreviations, contractions and note forms such as *don't*, & and 'C18'. Some abbreviations are acceptable but make sure you punctuate them correctly:
  - ‘for example’—e.g. (*exempli gratia*),
  - ‘that is’—i.e. (*id est*),
  - ‘and the rest’—etc. (*et cetera*),
  - ‘and others’—et al. (*et alia*).
- Numbers in the text should be presented as follows:
  - **For numbers less than 10** use words, e.g. *seven*;
  - Irrespective of number size, **use words where the number begins a sentence**;
  - Recent convention uses spaces rather than commas in large numbers, e.g. *147 900*;
  - Numbers are used where a unit of measurement is given, e.g. *50m*, *3kg*. A full stop is not needed after the abbreviated unit;
- **Dates** should be presented in the form, **8 March 1985**;
- **Decades** are referred to as the **1980s** without an apostrophe;
- Where you are referring to something with a long title (e.g. an organisation), give the full name on the first occasion and state the abbreviation by which it will subsequently be referred:

- Brackets should be used to indicate where you have inserted a word within a quoted passage:

Bennett (1987, p. 108) states that ‘most developing countries are crippled by the debt crisis... [and] by the assumption that is more beneficial for them to produce one or two primary crops for export, while ... [developed countries] produce industrial goods’.

## Referencing

We recommend the Harvard System for citation and referencing. References in the text give the author’s surname, the date of publication and, if a quote or specific fact is referred to, the page number as well. For example:

Thrift (1988) argues that geography has increasingly been influenced by the cultural turn. There are now a range of cultural geography interests including landscape studies (Cosgrove 1991; Daniels et al. 1992), studies of the social construction of race (Jackson and Penrose 1993) and geographies of consumption (Thrift 1992). It is estimated that some 80% of British universities teach in the New Cultural Geography (Smith S 1995: 22). In the North American context, it is more likely that the Cultural Geography taught is based on the approach inaugurated by the Berkeley School (Smith N 1992: 105—6).

Where reference is made to more than one work by the same author that was published in the same year, the distinction is shown by using letters (a, b, c) both within the text and in the reference list, as follows:

Harlan (1975b) has gone so far as to write...

The abbreviation ‘et al.’ may be used where there are more than three authors, as follows:

Strong et al. (1984) believe that...

When citing several references to support a particular point, list them chronologically and separate them with semicolons:

The pattern of higher biodiversity in tropical compared with temperate regions has been observed frequently (Abele 1976; Patten and Dawkins 1983; Smith, Jones and Green 1992; Janson et al. 1995).

If you refer to a source quoted by another source, cite both in the text:

A study by Smith (1960 cited Jones 1994, p. 24)

It is suggested that references to electronic sources in the text, follow the normal author, date procedure i.e. name of author (the person or organization responsible for the site) and the site date (the date of the most recent update). More information can be obtained via the University of Bournemouth Library's website:

[http://www.bournemouth.ac.uk/library/using/harvard\\_system.html](http://www.bournemouth.ac.uk/library/using/harvard_system.html)

## **Bibliography Style**

### **Journal articles:**

Hill, H. 2001. Tiny, poor and war-torn: development policy challenges for East Timor. *World Development* 29: 1137—1156.

Rees, W. 1996. Revisiting Carrying Capacity: Area-based Indicators of Sustainability. *Population and Environment: A Journal of Interdisciplinary Studies*, 17(2).

### **Books:**

Veblen, T. 1902. *The Theory of the Leisure Class: An Economic Study of Institutions*. New York: MacMillan.

Elgin, D. 1998. *Voluntary Simplicity: Toward a Way of Life that is Outwardly Simple, Inwardly Rich*. Perennial Currents.

### **Other:**

Dolcemascolo, G. 2003. Climate Risk and Agriculture in Timor Loro'Sae. Paper presented at *Seminar on Climate Change and Severe Weather Events in Asia and the Caribbean*, Barbados, July 24—25.

Tinsulanonda, Prem. 2001, 15 Mar. *Sufficiency Economy: His Majesty's Philosophy for Development*. Keynote Speech at the Leadership Forum 2001. Available: <http://www.generalprem.com/speechs.html>

IMF (International Monetary Fund). 2004. *Democratic Republic of Timor—Leste: 2004 Article IV Consultation—Staff Report*. IMF Country Report No. 04/321. IMF.