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May 2012

**Guidelines for Economics  
Manuscript Submissions**  
Economics and Research Department

Asian Development Bank



## GUIDELINES FOR ECONOMICS MANUSCRIPT SUBMISSIONS

### General Guidelines

Submitted manuscripts should contain original and unpublished work and must not have been concurrently submitted to other publishers. While the paper may draw on existing work, it should be materially different from any published document. This material difference may include significant updating, new analysis, or interpretation of previous work. Manuscripts should be submitted to the Economics and Research Department, Asian Development Bank, 6 ADB Avenue, Mandaluyong City, 1550 Metro Manila, Philippines.

Submissions should be accompanied by a digital file (preferably encoded in Microsoft Word for text and MSWord Equation Editor for equations, MSExcel for tables, and CorelDraw for figures). Both versions of the manuscript (digital and hard copy) should be identical. Diskette files must specify the type of software used, be labeled with the contributor's name, and contain a list of filenames with their corresponding descriptive title or content description.

Include the following information in an unnumbered footnote appearing on the first page of the manuscript: names of author(s), titles, affiliated institution(s), addresses, contact numbers, and e-mail. Include any acknowledgment and information on grants in this unnumbered footnote. Do not include this footnote in the consecutive numbering of footnotes.

### Typescript

For the *Asian Development Review* journal, maximum manuscript length is 35 double-spaced pages. As opposed to academic journals, the *Asian Development Review* stresses policy and operational relevance of development issues rather than the technical aspects of economics and other social sciences. Hence, readability should be that of the *Journal of Economic Perspectives*, i.e., aimed toward a general readership but with a rigorous empirical foundation. All submissions are subject to peer review.

For monograph submissions, maximum manuscript length is 60 double-spaced pages.

For brief submissions, total number of words should not exceed 1,500.

Manuscript length is inclusive of appendixes, tables, and charts. Manuscripts should be supplied with an abstract of not more than 150 words. The manuscript must be printed on one side of the paper only, with a clearance of 3.5 cms for the left margin, and 2.5 cms for other margins. Indents should be 1.25 cms. Use the typeface Arial, size 11. Observe the American style of spelling. Number pages consecutively, and keep titles and subtitles short. Keep tables, figures, and equations to a minimum.

## Abbreviations and Acronyms

Spell out all abbreviations and acronyms when they are first mentioned in the text, such as “United States (US)” or “United Nations (UN)”. This rule does not apply for the commonly known and exceptionally long abbreviation, “HIV/AIDS”, which should be written as is. Do not use periods in abbreviations and acronyms. Abbreviations in tables and figures are allowed provided these are spelled out in a footnote. This applies even when the abbreviation has been spelled out in the text.

## Abstract

All submissions must be accompanied by an abstract of not more than 150 words.

## Appendixes

Place appendixes at the end of the paper and number them as Appendix 1, Appendix 2, and so on. Appendixes should carry complete titles, e.g., *Appendix 1: Balance of Payments on Current Account*. If there is only one appendix, use “Appendix” rather than “Appendix 1”.

## Citations

Observe a one-to-one correspondence between text citations and the Reference List. Text citations are written as (Author year) or Author (year). Direct quotes in the text should include page numbers.

## Currencies and Exchange Rates

Always indicate the present dollar equivalent of a local currency. When plotting a local currency across different time periods, write the dollar equivalent exchange rate as a footnote or in parenthesis, with the corresponding date, e.g., (USD1=PHP48.065 as of 28 July 2009).

When two or more currencies are being compared across years, express them in index form in the graphics (tables or charts), in footnotes, or in legends, specifying the base year as, for example, 2007=100. As a sentence, express the index year as, for example, “The exchange rate in December 2007 is equal to 100.”

Internal reports (appraisal, economic, postevaluation, project completion, technical assistance, report and recommendation to the President) should carry a statement of currency equivalents as front matter. In a postevaluation and project completion report, the currency equivalents statement should include the rate used for the original appraisal as well as that used for the postevaluation or at the time of preparation of the project completion report.

When a currency is used without the amount in figures, it should not be abbreviated, e.g., “the devaluation of the rupiah.” The initial letter should be lower case.

Spell out “billion” or “million” when expressing currency amounts either in text or in graphics (e.g., PHP8 billion, not “PHP8 bn”).

## Figures

Refer to all graphs, diagrams, and charts as “figures” and number them consecutively in the text with Arabic numerals. Place all figures on the page where they are first cited. All figures should carry the figure number and title, e.g., *Figure 1: The Effect of Gender on Household Expenditures*. If there is only one figure in the manuscript, present the title unnumbered. Spell out “Figure” in the text, e.g., Figure 1. Hand drawings supplied by authors will not be redrawn. Observe a font size for lettering and symbols of between 7.5 to 9 points for readability. Generate figures using MSExcel. Keep figures within a dimension of 12.5 cms x 18 cms.

## Foreign Terms

Italicize foreign terms only on first mention, followed by its English translation in parenthesis or as a footnote. Thereafter, write the term in romanized form.

## Formulas

Authors should be careful to ensure accuracy and consistency in the use of mathematical material. Discussions in the text must be consistent with figures given in tables and appendixes.

Number all displayed formulas consecutively throughout the manuscript as equation (1), equation (2), etc., positioning the numbering against the right margin of the page (flush right). In cases where the derivation of formulas has been abbreviated, present the full derivation on a separate page or as an appendix. (This may not be published but may be used by reviewers.) Encode formulas using MSWord Equation Editor.

## Headings

Observe a maximum of three heading levels. Only when absolutely necessary may a fourth heading level be used. See the sample below for format:

**I. FIRST LEVEL: ALL CAPS, BOLD, CENTERED**

**A. Second Level: Caps and Lower Case, Bold, Flush Left**

**1. Third Level: Caps and Lower Case, Bold, Indented**

**a. Fourth Level: Caps and Lower Case, Bold, Double Indented**

## Keywords

All submissions must be accompanied by keywords based on the JEL Classification.

## Lists

Enumerations or lists should use Roman number bullets (i, iii, iii etc.)

## Measurements

Use the metric system for measurements. If a unit of measure will be used frequently in a report, spell it out first and give the abbreviation in parenthesis. Thereafter, use the abbreviated form. Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form.

## Notes

Present all notes as footnotes. Keep footnotes to a minimum, ensuring that they carry substantive related material. Do not place reference details in the footnotes, rather present all bibliographic details in a Reference List. Number footnotes consecutively throughout the text with Arabic numerals. Use a size 9 point for footnotes.

## Numbers and Counting

Spell the numbers one to nine, unless used as a unit of measure, e.g., 9 days. Round off to a maximum of two decimal places only, unless presenting regression results. Do not use local counting terminologies (e.g., lakhs, crore).

## References

Reference lists are strictly required of all submissions. A one-to-one correspondence between text citations and the bibliography must be observed. The reference list appears at the end of the main text (after Appendixes). References should carry complete information, i.e., (i) periodical citations must include volume, number, and page references; (ii) published titles should specify place of publication and publisher; and (iii) unpublished conference proceedings should carry conference title, organizer, venue, and date. Do not abbreviate titles of journals. List the entries in alphabetical order by author's surname and beginning with an author's earliest works. Ensure that spelling of names and dates of publication used within the text and in the References agree.

Indicate references to publications within the manuscript text in one of the following ways:

For People's Republic of China, the figure is 6 percent (Chen, Datt, and Ravallion 1993) ....  
Srinivasan (1992) notes that ....

This issue has been studied previously (see, for example, Srinivasan et al. 1992).

Dasgupta and Ray (1986 and 1987) argue ....

For quoted references, include the specific page, table, or chapter number of the quote:

(Otsuka 1991, 342)  
World Bank (1993, Table 4)  
(Ahsan 1995, Chapter X)

## Reference List

### **Books**

#### **(i) Single Author**

Moore, R. H., 1990. *Japanese Agriculture: Patterns of Rural Development*. Boulder: Westview.

#### **(ii) Two Authors**

Hufbauer, G. C., and J. J. Scott, 1992. *North American Free Trade*. Washington: Institute for International Economics.

#### **(iii) Edited Book**

Bhagwati, J., and R. Hudec, eds., 1996. *Fair Trade and Harmonization: Prerequisites for Free Trade?* Vols. 1 and 2. Cambridge, Massachusetts: MIT Press.

#### **(iv) Chapter of an edited book**

Otsuka, K., 1993. "Land Tenure and Rural Poverty." In M. G. Quibria, ed., *Rural Poverty in Asia: Priority Issues and Policy Options*. Hong Kong: Oxford University Press for the Asian Development Bank.

### **Periodicals / Newspapers**

Organisation for Economic Co-operation and Development (OECD), 1989. "Modelling the Effects of Agricultural Policies." *OECD Economic Studies* 13(Winter):312-25.

*International Herald Tribune*, 1996. "WTO Chief Voices Growing Confidence." 29 July. Page 11.

### **Published Conference Proceedings**

Lessard, D. R., 1989. "Country Risk." In C. C. Stone, ed., *Financial Risk: Theory, Evidence and Implications*. Proceedings of the Eleventh Annual Economic Policy Conference of the Federal Reserve Bank of St. Louis. Boston: Kluwer Academic Publishers.

### **Unpublished Paper Presented in a Conference**

Serven, L., and A. Solimano, 1991. "Economic Adjustment and Investment Performance in Developing Countries: The Experience of the 1980s." Paper presented at the Conference on Private Investment and Macroeconomic Adjustment, 21-22 March, World Bank, Washington, D.C.

### **Unpublished Reports, Discussion Papers, Working Papers, Monograph Series**

Campos, N., 1994. "Why Does Democracy Foster Economic Development? An Assessment of the Empirical Literature." Department of Economics, University of Southern California, Los Angeles, October. Unpublished.

Dean, J. M., 1992. "Trade and the Environment: A Survey of the Literature." Background paper for *World Development Report 1992*. World Bank, Washington, D.C.

McPherson, M. F., 1982. Land Fragmentation in Agriculture: A Selected Literature

Review. Discussion Paper 141, Harvard Institute for International Development, Cambridge, Massachusetts.

Harrigan, F., 1996. Saving Transitions in Southeast Asia. EDRC Report Series No. 64, Asian Development Bank, Manila, Philippines.

### **Theses and Dissertations**

Jones, E. L., 1962. The Evolution of High Farming, 1815-65 with Reference to Herefordshire. Ph.D. diss., Oxford University.

### **Electronic Sources**

World Resources Institute, 1996. *World Resources 1996-97* (On-line). Available: [www.wri.org](http://www.wri.org).

## **Tables**

Table values should be rounded to one decimal place. Number tables consecutively in the text using Arabic numerals. Present tables on the page where they are first cited. All tables should carry the table number and title, e.g., *Table 1: Growth in East and Southeast Asia*. If there is only one table in the manuscript, give only the title as a header. Spell out "Table" in the text, e.g., Table 1. Use the symbol "..." where data are not available or applicable. Use "nil" where values are nil or negligible. Use a size 9 to 11 point within tables, and size 7.5 point for table footnotes. Keep tables within a dimension of 12.5 cms x 18 cms.