**Style Guide for ie.WorkingPapers and ieXperiments**

**General guidelines**

Please read the procedure for submission on our [website](https://ie.univie.ac.at/institut/institutspublikationen/iepublications/informationen-fuer-autorinnen/) and follow this Style Guide when preparing your publication for submission. Non-compliance will lead to a required revision of your publication. For ieXperiments, only apply the style guide if it is applicable.

ie.WorkingPapers are academic papers and therefore have to be in accordance with academic standards.

Avoid automatic or manual hyphenation and do not use the space-key or the tab-key to insert spacing within or between words.

**Language**

ie.WorkingPapers do not necessarily have to be published in English or German. In order to review contributions, we can however only accept working papers written in those languages that are spoken by staff members, which is currently English and German. If you want to submit a paper in another language than English or German, please contact us via email (workingpaper.ie@univie.ac.at). As a general rule for submissions in English, we favour British English.

**Linguistic guidelines**

Given that we publish inter- and transdisciplinary working papers, we recommend avoiding too many technical terms and jargon. If using abbreviations, explain the acronym the first time it occurs, e.g. “International Labour Organization (ILO)”.

We call for gender-neutral diction (e.g. use the generic feminine, change your subject to plural or, whenever possible, use a gender-neutral alternative, like “chairperson” instead of “chairman” or “person”, “people” instead of “men”). We ask authors, who write in German, to use either “\_” or “\*” (e.g. Arbeitnehmer\_innen or Arbeitnehmer\*innen) as well as gender-neutral alternatives (e.g. Studierende). Avoid biased and/or pejorative language. Do not use terms that can be interpreted as sexist, racist, colonial or in any other form discriminating. When using ironic or ambiguous terms, phraseologies or concepts, you may use quotation marks.

Spell out numbers under 10 in English and under 13 in German.

**Structure of the working paper**

The paper should be structured as follows:

***Front Page***: Title

First Name (s) Last Name (s) of author(s) Abstract: English and German, 1.000-2.000 characters

Keywords: five keywords indicating the content of the paper, English and German

Author information: short information about the author’s current research or work status, 300-400 characters

Contact: email-address(es).

Please bold the titles “Abstract”, “Keywords”, “Author information” and “Contact” and use double spaces between the abstract, keywords and author information.

***Main Text***:

The main text should include an introduction and conclusion section as well as discussions of the theoretical and methodological approach(es) applied and methods used and a literature review on the relevant research topic(s). The contribution(s) of the working paper should be clearly stated and an answer to, or reflection on, the problem and/or question(s) presented should be systematically articulated*.* The exact structure is, however, left to the author(s). In the following, we state what key sections should include:

* *Introduction:* State the research problem and/or question(s) anddescribe the objectives and contributions of your paper. You should also provide an introductory overview of how your paper is structured as well as of the literature(s) relevant to your paper.
* *Methodology and methods:* Explain your research design, i.e. the methods applied and the collection and analysis of the data (if applicable) either in a separate or within another section.
* *Conclusion:* Restate shortly the topics discussed and particularly provide the whole argument of the working paper, including limitations and an outlook.

**Document specifications**

Please adjust your document according to the following specifications:

|  |  |
| --- | --- |
| Document: | A4 (21,0 x 29,7 cm) |
| Margins: | lower margin: 2,5 cm, other margins: 2 cm |
| Header: | 1 cm |
| Footer:  | 0,5 cm |

**Technical Information**

|  |  |
| --- | --- |
| Length: | The text of the papers should be between 40.000-80.000 characters (including spaces). The abstract should be 1.000-2.000 characters (including spaces);  |
| Graphics/figures: | Graphics/figures should be embedded within the paper; provide a title as well as the source and send the graphic(s)/figure(s) as separate file in \*.jpg- or \*.tif-format when you submit your working paper. |
| Tables: | Provide a title as well as the source. |
| Bibliography: | A complete bibliography according to the Style Guide (see “Bibliography” below) must be included at the end of the working paper. |
| File: | Submit your paper via e-mail (workingpaper.ie@univie.ac.at) as \*.doc, \*.docx or \*.rtf. |

**Structure**

Working papers should use the following numbering style and not exceed those three levels:

|  |  |
| --- | --- |
| Heading 1 (first level): | 1. Title of Heading |
| Heading 2 (second level): | 1.1. Title of Heading |
| Heading 3 (third level): | 1.1.1 Title of Heading |

If you use figures/graphics and/or tables, number them with Arabic numerals.

**Text styles**

Please adjust your text according to the following specifications:

|  |  |
| --- | --- |
| Title | Times New Roman, 14 pt., bold, line spacing: 1,25, space before and after: 0 pt. Use double spaces between title and abstract |
| Text: | Times New Roman, 12 pt, justified, line spacing: 1,25, space before and after: 0 pt  |
| Heading 1: | Times New Roman, 12 pt, bold, line spacing: 1,25, space before: 6 pt, space after: 6 pt |
| Heading 2: | Times New Roman, 12 pt, bold, line spacing: 1,25, space before: 6 pt, space after: 6 pt |
| Heading 3: | Times New Roman, 12 pt, bold, line spacing: 1,25, space before: 6 pt, space after: 6 pt |
| Quote (over three lines): | Times New Roman, 12 pt, justified, indented: 1 cm, without quotation marks, line spacing: 1, space before: 6 pt, space after: 6 pt |
| Footnote: | Times New Roman, 10 pt, justified, line spacing: 1 |
| Bibliography: | Times New Roman, 10 pt, justified, hanging: 1 cm, line spacing: 1 |
| Abstract: | Times new Roman, 12 pt, justified, line spacing: 1,25 |
| Heading Table+Figure | Times New Roman, 12 pt, bold, indented: centred, line spacing: 1, space before: 6 pt |
| SourceTable+Figure | Times New Roman, 10 pt, indented: right, line spacing: 1, space after: 6 pt |

**References**

Please use the following system of referencing. All direct citations (verbatim) must be sourced with the page number(s) of the text passage(s) that the citation has been taken from. All references sources must be entered into the bibliography (see “Bibliography” below).

Furthermore, the following needs to be considered:

* Quotes of less than three lines should be placed in the text in double quotation marks; longer quotes might be indented as block quote (indented 1 cm, without quotation marks, 12 pt, line spacing 1,0).
* Indicate omissions with squared brackets (e.g. “text [...] text”), additions with your initials (e.g. “text [addition; A.K.] text”), quotes within quotes with single quotation marks (e.g. “text ‘text’ text”), and erroneous words by introducing “[sic]”.
* If you add emphasis to a quote, indicate with your initials accordingly when citing the source, e.g. “text text text” (author year: p; italics added, A.K.).

**In-text citations**

Please abide by the following instructions regarding in-text citations:

|  |  |  |
| --- | --- | --- |
|  | Format | Example |
| one author | (Last Name Year: p) | (Bräutigam 2010a: 9, 2011: 13) |
| two to three authors | (Last Name/Last Name Year: p) | (Sundberg/Gelb 2006, 2008: 5) |
| more than three authors | (Last Name et al. Year: page) | (Clemens et al. 2004: 24) |
| two consecutive pages | ([according to above]: pf.) | (Bräutigam 2010: 9f.) |
| multiple consecutive pages | ([according to above]: pff.) | (Bräutigam 2010: 9ff.) |
| two/more non-consecutive pages  | ([according to above]: p, p-p, p) | (Bräutigam 2010: 9, 13-15, 21) |
| different sources | ([according to above]; [according to above]) | (Sundberg/Gelb 2008: 25;Bräutigam 2010b, 2011: 14-17) |
| no author | (Anonymous Year: p) | (Anonymous 1937 [1794]: 76) |
| institution | (Abbreviation Year: p) | (IEO 2007: 12) |
| website | (URL [accessed *date of access*]) | (<https://apastyle.apa.org/> [accessed 03.06.2020]) |

If you refer to more than one publication by the same author(s), use a comma between the years of publication; if you quote different authors, list them in ascending order by the year of publication and use a semicolon between the different sources.

**Bibliography**

All contributions must adhere to the following specifications, which list the required format as well as an accordant example. Furthermore, the following needs to be considered:

* List references alphabetically by author(s).
* Spell out first name.
* List all authors in the bibliography when using publications by more than one author.
* When using more than one publication by the same author(s), list them by publication year in ascending order, i.e. the most recent last.
* When using more than one publication within a year by the same author(s), number them alphabetically (e.g. 2005a, 2005b) and use those as publication dates for in-text references.
* List single-author references before listing multi-author references irrespective of the publication date (e.g. Sundberg 2010 precedes Sundberg/Gelb 2006 in the bibliography).
* Indicate not yet published texts as “forthcoming”.

**Multiple authors/places of publication**

Last Name, First Name/Last Name, First Name/Last Name, First Name [according to above] Places of Publication: Publisher [according to above].

Raffer, Kunibert/Singer, Hans Wolfgang (1996): The Foreign Aid Business: Economic Assistance and Development Co-Operation. Cheltenham/Brookfield: Edward Elgar.

Clemens, Michael/Radelet, Steven/Bhavnani, Rikhil/Bazzi, Samuel (2004): Counting Chickens when they Hatch: The Short Term Effect of Aid on Growth. Center for Global Development (CGD) Working Paper No. 44, http://www.cgdev.org/files/2744\_file\_CountingChickensFINAL3.pdf (24.08.2011).

If you use sources, which author(s) are unknown or which have long names (such as institutions), you may refer to “Anonymous” and use (or find) an acronym:

**No author**

Anonymous [according to above].

Anonymous (1937 [1794]): Notícia Corográfica e Cronológica do Bispado de Cabo Verde, desde o seu princípio até o estado presente, com um Catálogo dos Exmos. Inéditos Coloniais Serie A, Número III. Lissabon: Empresa da Revista Diogo Caão

**Institutions**

Abbreviation – long name [according to above].

IEO – Independent Evaluation Office of the International Monetary Fund (2007): Structural Conditionality in IMF- Supported Programs. Evaluation Report, http://www.ieo-imf.org/ieo/files/completedevaluations/ 01032008SC\_main\_report.pdf (24.08.2011).

**Book**

Last Name, First Name (Year): Title. Subtitle. Place of Publication: Publisher.

Brautigam, Deborah (2009): The Dragon’s Gift. The Real Story of China in Africa. New York: Oxford University Press.

**Article in edited volume**

Last Name, First Name (Year): Title. Subtitle. In: Last Name, First Name (Ed.): Title. Subtitle. Place of Publication: Publisher.

Sindzingre, Alice (2004): The Evolution of the Concept of Poverty in Multilateral Financial Institutions: the Case of the World Bank. In: Bøås, Morten/McNeill, Desmond (Eds.): Global Institutions and Development: Framing the World? London/New York: Routledge, 164-177.

**Journal Article**

Last Name, First Name (Year): Title. Subtitle. In: Name of Journal Volume (Number), p-p.

Boone, Peter (1996): Politics and the Effectiveness of Foreign Aid. In: European Economic Review 40(2), 289-329.

**Newspaper Article**

Name of Paper (Year): Title. Subtitle. By: Author, Date of Publication, p-p.

Die Presse (2011): Eine Studienrichtung vor dem Aus? Von: Bayrhammer, Bernadette, 28.09.2011, S. 21-22.

**Web Article**

Last Name, First Name (Year): Title. Subtitle, URL (Date of last visit).

Triml, Caroline (2011): IE-Tagung: Globale Ungleichheit neu denken, http://www.pfz.at/article1189.htm (16.11.2011).

**Working/Research/Discussion/Policy Paper**

Last Name, First Name (Year): Title. Subtitle. Institution Series Title No. ###, URL (Date of last visit).

Alesina, Alberto/Dollar, David (1998): Who Gives Foreign Aid to Whom and Why? National Bureau of Economic Research (NBER) Working Paper No. 6612, http://www.nber.org/papers/w6612.pdf (24.08.2011).

**Presentation**

Last Name, First Name (Year): Title. Subtitle. Paper presented at [insert information accordingly], URL (Date of last visit).

Sindzingre, Alice (2008): From Growth to Poverty Reduction: a New Conceptual Framework in Development Economics. Paper presented at the International Conference “Poverty and Misery in the History of Economic Thought”, organised by Sciences Po Lille and CLERSE-CNRS (UMR 8019) with the support of the Charles Gide Association for the Study of Economic Thought, November, 27-28, 2008, http://econpapers.repec.org/scripts/redir.pf?u=http%3A%2F%2Fhalshs.archives- ouvertes.fr%2Fdocs%2F00%2F64%2F80%2F01%2FPDF%2FSindzingrePovertyDevScPoLille08- 2.pdf;h=repec:hal:journl:halshs-00648001 (24.08.2011).