### Journal title and acronym

**Development in Practice (CDIP)**

<table>
<thead>
<tr>
<th>Article type (when needed)</th>
<th>Not needed for editorials or regular articles, but for all other types. E.g. <strong>PRACTICAL NOTE</strong> <strong>VIEW POINT</strong> <strong>GUEST EDITOR’S INTRODUCTION</strong> bold caps, ranged left</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Bold, first word and proper nouns cap only</strong> ranged left</td>
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<tr>
<td><strong>Authors</strong></td>
<td>An Author and Another Author (initials closed up if J.B. Smith) ranged left</td>
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<tr>
<td><strong>Affiliation</strong></td>
<td>No affiliation section. Author information to go in Notes on contributors section.</td>
</tr>
<tr>
<td><strong>Received dates</strong></td>
<td><em>(Received July 20, 2012; accepted May 17, 2013)</em> After affiliation, ranged left</td>
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<tr>
<td><strong>Abstract</strong></td>
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<tr>
<td><strong>Keywords</strong></td>
<td><strong>Keywords:</strong> Word; Another word – Subcategory, Subcategory; Another word Position aligned with abstract, same size as abstract Nb. see accepted subject keywords in ‘Additional style points’ section of this document below.</td>
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<tr>
<td><strong>Correspondence details</strong></td>
<td>Given as footnote on page 1* *Corresponding author. Email: xxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxx</td>
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</tbody>
</table>
| **Headings**              | A. **Bold initial cap only**
B. **Bold italic initial cap only**
C. **Italic initial cap only**
D. **Italic initial cap only.** Text runs on |
| **Paragraphs**            | Indented |
| **Tables**                | (Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table) |
| **Figures**               | (Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Note: This is a note. (ranged left under figure) |
| **Permissions statement for third-party figure and table captions** | If the rightsholder has supplied text for this purpose, use their text. Otherwise, insert the rightsholder’s name within the square brackets: © [Rightsholder]. Reproduced by permission of xxx. Permission to reuse must be obtained from the rightsholder. |
| **Displayed quotations**  | Indented left and right, smaller font, double quote marks. (over 1 sentence, or when appropriate). In-text quotations: italic, double quote marks. (1 sentence or less) |
| **Lists**                 | (1) for numbered lists Bullets if wanted |
| **Equations**             | Equation (1) in text Centred |
| **Acknowledgements**      | A heading. Goes before Funding, Notes, Notes on Contributors, Supplemental material and References Text smaller |
| **Funding**               | A heading. Goes after Acknowledgements Text smaller Funding agency written out in full. Grant number in square brackets. Multiple grant numbers separated by comma and space. Agencies separated by semi-colon, e.g. |
This work was supported by the Wellcome Trust [grant number xxx], [grant number xxx]; Cancer Research UK [grant number xxx]; another funder [grant number xxx].

If no funding information is provided at any stage, then this paragraph is not required.

### Supplemental material

A heading. Goes after Funding

Text smaller

Supplemental material for this article can be accessed [here](#). [link to external data or link to MS DOI if data in CATS]

If there is no material, then this paragraph is not required.

### Notes on contributors

Follows text or Acknowledgements, before Notes or References.

Text smaller

Each contributor note to be separated by a line space.

### Notes

**Notes (A heading)**

1. This is a note.
2. This is another note.

Text smaller

### Appendix

**Appendix 1. Title if given (A heading)**

Goes after References

Text smaller

### Spelling preferences

Use British English spelling and conventions, following *The New Oxford Dictionary of English* with the exception of ‘-ise’ endings, e.g. ‘organise’, which should be used instead of ‘-ize’ endings

Translate any non-English terms

### Punctuation

Initials (e.g. US, NJ, BBC) do not have full points or spaces between them.

For names of article authors and in references, no space between initials.

Use Oxford Serial Comma.

- Use a three point ellipsis (…) to indicate an omission, with a space before and after the ellipsis. e.g. There is a problem … in the way that
- Avoid using ‘he/she’. Use ‘they’ and ‘their’, as you would do when speaking. Similarly, avoid using ‘and/or’ unless absolutely necessary.
- Text in parenthesis should be kept to a minimum, and parentheses should be used sparingly.
- No spaces either side of oblique (forward slash) e.g. lunch/dinner not lunch / dinner

### Dashes

Spaced en rules for parenthetical dashes

Use en rule between spans of numbers (e.g. 20–40), including page numbers in references

### Numbers and units

Numbers: spell out one to nine, then 10, 1000, 10,000

10% (except at start of sentence)

Units: SI metric system 50kg, 100km

Currencies: Provide US$ or € equivalent for amounts stated in other currencies. No space between unit and number US$50 (not USD 50.00)

### Dates

4 October 2005; in the twenty-first century; in the 1970s

### Reference Style

Please follow T&F Standard Chicago Author Date

[http://www.tandf.co.uk/journals/authors/style/reference/tf_ChicagoAD.pdf](http://www.tandf.co.uk/journals/authors/style/reference/tf_ChicagoAD.pdf)

### Additional style points

See next page
Additional style points

Subject keywords
- Aid: Accountability, Aid effectiveness, Monitoring and Evaluation, Development policies, Capacity development
- Civil society: NGOs, Partnership, Participation
- Conflict and reconstruction: Forced displacement
- Environment (built and natural): Agriculture, Climate change, Food security
- Gender and diversity: Disability, Youth, Elderly
- Globalisation (inc trade, private sector)
- Governance and public policy
- Labour and livelihoods: Poverty reduction, Microfinance, Economics, Migration
- Methods
- Rights
- Social sector: Education, Health, HIV/AIDS and sexual health, Water and sanitation
- Technology: ICT, Media

Acronyms
We do not expand the following acronyms, because they are used so frequently in the journal. See the NGLS Handbook for full names and correct spellings of all UN agencies. See UNDP Human Development Report for current designation of countries, e.g. ‘Gambia’ and ‘Sudan’ were formerly ‘the Gambia’ and ‘the Sudan’).

EU/EC; UNDP; UNHCR; G-77; G-8; UNICEF; OECD; ILO; UN; IMF; DFID (not DfID); WHO (not ‘the WHO’); NGO; WTO; OUP (in bibliographic references); UK; US (adj.); USA (noun) (NOT ‘the US’) ; Washington DC (not Washington, DC; no full points); and for all US states.

Use the full titles of organisations, government departments etc the first time they are mentioned, with the abbreviated form in brackets afterwards, e.g.: the report, from the Department for Education (DFE), gives … Then use the abbreviated form.

Acronyms that are not titles of organisations, departments etc should be lower case when spelt out: i.e. voluntary and community sector organisations (VCSOs) not Voluntary and Community Sector Organisations.

Regions
1. Sub-Saharan Africa (SSA)
2. Arab States
3. East Asia (E Asia)
4. Oceania and Japan
5. South Asia (S Asia)
6. Latin America and the Caribbean (LAC)
7. North America (N America)
8. Central and Eastern Europe and the CIS (CEE/CIS)
9. Western and Southern Europe (W/S Europe)

Emphasis within text
To emphasise certain words or phrases within the text use: either bold or italics. Don’t use: ALL CAPITALS; bold and italics together; underline

Scientific words
Bacteria and microorganisms (like parasites) are abbreviated/italicised: e.g. E. coli (for Escherichia coli), M. leprae (for Mycobacterium leprae), T. vaginalis (for Trichomonas vaginalis) but viruses are different, e.g. poliovirus (poliomyelitis), human rhinovirus (common cold), rotavirus (severe diarrhoea, ‘stomach flu’).
Wordlist

*a priori*
above-mentioned
accommodation
accumulation
acknowledgement (*not* acknowledgment)
action research
ad *hoc*
adviser (*not* advisor)
after-effects
age group
age-old
age-specific
age-weight
agenda (plural agendas)
ageing
agrochemicals
agro-ecological
agro-export
agroforestry
all- (e.g. all-pervasive)
all-out (war)
all right (*not* alright)
among (*not* amongst)
anti-
apartheid
appendix (plural: appendices)
attaché
autarchy
autarky
baseline (adj) base line (noun)
biannual (twice a year)
bibliographic(al)
biennial (every second year)
biodiversity
biomass
birthplace
birth rate
book-length
‘brain drain’ (incl single quotes)
breadwinner
break down (verb)
breakdown (noun)
break up (verb)
break up (noun)
budgeted
bureau (plural: bureaux)
bush fire
by-pass
by-product
cannot
canvas (cloth)
canvass (to solicit)
capacity building (two words, no hyphen)
caretaker
Caribbean
castaways
cattle raising/grazing/farming
ceasefire
Central Europe
checkpoint
carechildcare
canje
*circa*
civil society *not* Civil Society
civil society organisations
classroom
clear-cut
coastline
coefficient
co-exist
Cold War
combated, combating
come-back
commonplace
communism
communist (*not* commie)
Communist(s) (party members)
communist parties (generally)
Communist Party (the)/post Communist society
communist regime (the)
consensus
constitution (in general references)
Constitution (in specific references)
Cooperation, cooperating, cooperative
co-opt, co-optation
coordination/coordinating
cost effectiveness
councillor
counsellor
counter-offensive
counter-productive
countryside
coup d’état
court-house
crackdown
crèches
criterion (plural criteria)
cropland
cross-border
cross-over
cross-section
curriculum (plural: curricula)
curriculum vitae
cutback (noun)
data (NB takes plural verb)
data bank
database
dataset
datum (plural: data)
daycare deadline
debt-for-nature swaps
debtor
decision makers
decision-making
de *facto*
delinking
demining
dependant (noun)
dependent (adj)
desideratum (plural desiderata)
diaspora
disaggregate
dissociate
jewellery
judgement (not judgment)
kilogram, kg.
kilometre
know-how
label, labelled, labelling
laborious
labour
labour force (but workforce)
labour intensive (attributive adj)
labour intensive (predicative adj)
laissez-passer
laissez faire
land-holding
landmine
landowner
landownership
landslide
land use (adj)
large scale
lay offs
layout
learnt not learned
least developed (adj)
left wing
lee way
level (local level, municipal level, high level etc)
liaison
licence (noun)
license (verb)
life cycle
lifespan
lifestyle
lifetime
like (as suffix)
litre
liveable
long term but longer term, in the long term
low-cost
macro + any word – together forming an adj e.g. macro development programmes
macro (+ noun)
macro-economic
macro-level (adj)
macro trends
mainland
mainline (adj)
(the) majority of whom are
man-made
manoeuvre, manoeuvred, manoeuvring
market-place
Marxist
means testing
meantime (adv) in the meantime
meanwhile (adv) in the meanwhile
Mediterranean
medium (plural, mediums, but media for channels of information)
memorandum (plural: memoranda)
merchandise (both noun and verb)
meter (instrument)
metre (unit of length)
macro climate (see macro)
macro-economic (see macro)
macro enterprise
microcredit
microfinance
micro-level (adj) (see macro)
midday
middle class
Middle East
midway
migrant receiving/migrant sending countries
misspelt
modus operandi
moneylender
most of whom are…
mother tongue
much (+ past participle, together forming an attributive adj)
Mujahidin
multicultural
multidisciplinary
multi-ethnic
multidimensional
multifaceted
multination
multilateral
multilingual
multiparty
multipurpose
multisector
Muslim nation building
nationwide
neo- (neo-liberal, neo-classical)
never the less
new-born
new-found
newly weds
Non-Aligned Movement
none of them (+ are)
nonetheless
non governmental
no one
North (when used to refer to industrialised countries)
number (a number of + are but the number of + is)
offhand
offshore
ombudsman (plural, ombudsmen)
on base
one (e.g. one party government)
online
ongoing
op. cit.
out-migration
outrun
over + word (together, no hyphen)
panellist
parallel
part-time
peacebuilding
per annum
per capita
per cent, percentage (NB 10 per cent of
Cambodian women are 10 per cent of the
population is)
peacebuilding per diem
peri-urban
Perestroika
per se
petty trading
phenomenon (plural: phenomena)
policy-making
policy-maker
post-
practice (n) but to practise (v)
pre-date
pre-empt
pre-existing
prerequisite
present-day
president (except when used with name:
President Nyerere)
preventive (not preventative)
prisoner-of-war
programme
proportion (a proportion of + are but the
proportion of + is)
prove (ppl = proved not proven)
proven (adj)
railroad/way
rainfall
rain-fed
rainforest
rainwater
raison d’être
rangeland
ready-made
reaffirmation
rearrange
reassure
red-tape (adj and noun)
re-emerge
re-establish
referendum (referendums)
regime
reintegrate, reintegration
reorient
resolution (no init cap even in specific
references)
resource-poor (adj)
resource use (adj and noun)
rethink right-wing
rigour
rigorous
roadway
roundtable
rumour
run-up
safety net (adj and noun)
sanatorium (plural sanatoriums)
scale (large scale, small scale)
sceptic (not skeptical)
schoolchildren, schoolteacher
scheme-settled
second hand
self-
set-back
sewage (waste matter)
sewerage (system of drainage)
shantytown
shortcoming
sharecropping
shopkeeper
shortfall
short-lived
short-term
showpiece
side effect
sided (e.g. one sided)
side lines
site-specific
sizeable 10
skilful
slow-yielding
small-scale
socialist (adj)
skilful
slow-yielding
small-scale
socialist (adj)
socio-economic
some time, sometimes
South (when used to refer to developing
countries)
spectrum (plural spectra)
-specific (e.g. commodity specific, gender
specific)
standholder
standpoint
starting point
state-of-the-art statewide
status quo
stimulus (plural: stimuli)
strait-jacket
strait-laced
stratum (plural: strata)
stronghold
-style (adj)
subcontractor
subculture
subdivision
sub-heading
sub-Saharan Africa
sub-project
subregion(al)
subsoil
subtitle

Development in Practice
| Editorial | Editorial (as title) | Editor Name  
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>Book reviews</td>
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<td></td>
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|           | Affiliation  
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|           | © year, Reviewer Name | |
|           | References go before reviewer details  
|           | Next review follows after a space  
|           | No copyright line on first page of reviews | |
| Obituary | OBITUARY (section heading) | |
|           | Name and dates if given (as title) | |
|           | Author Name  
|           | Affiliation  
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