



The Program on Governance  
and Local Development

## GLD STYLE GUIDE

The Program on Governance and Local Development welcomes submissions of academic manuscripts for publication on our website. All manuscripts will be reviewed by our editorial board, however, only papers selected for our working paper series will be published. Please note that manuscripts published elsewhere will not be accepted. All manuscripts should be clearly written and checked carefully for typographical errors. Though our working paper series features topics of a scientific nature we aim to make our publications accessible to a wider audience and therefore ask that manuscripts are readily understandable and refrain from the use of unnecessary jargon. Finally, we advise that papers should be between 7,000 and 10,000 words in length however manuscripts must not exceed 12,000 words.

- Title Page
- Acknowledgements Page
- Abstract Page
- Body of the Paper
- References
- Appendices

### 1. Title Page

The title page must contain the following details:

- Title of the manuscript
- Title, full names, affiliation and email addresses of all authors

## 2. Acknowledgements Page

- If applicable the authors should include acknowledgments of financial or research assistance.

## 3. Abstract Page

- The manuscript should begin with a short abstract of up to 200 words that is informative for non-specialists and contains no reference citations.
- Authors should provide up to six key words reflecting the content of the manuscript.

## 4. Body of the Paper

- Font used throughout the body of the paper must be 12-point Garamond.
- Please ensure 1.5 spacing between the lines of all text in the document.
- All pages must be numbered starting with the abstract page.
- Only one space should be used between sentences.
- Text should be justified throughout the manuscript, including abstract, references, and footnotes.
- Orphans and widows should be removed from the manuscript.
- Section headings should be numbered consecutively and in 14-point Garamond.
- In section headings, the first letter of major words should be capitalised.
- Table and graphs must be numbered with title descriptions in bold 12-point Garamond.
- If reporting statistics, please use only two decimal places.
- All tables should be editable, in Word format. Pictures or PDFs should not be inserted into the manuscript as tables.

## 6. References

- The manuscript should employ in-text citations in the 'author-date' format.
- Reference lists should be placed after the main body of work beginning on a separate page. References should be in the Harvard style. Please see this [guide](#) for further information.

## 7. Appendices

- In addition to appearing within the main body of text, all graphs and tables should be placed at the end of the manuscript in an appendix.
- All necessary notes should accompany the graphs and tables in the appendices.