



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; 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, and **must not exceed 12,000 words. All manuscripts must be submitted in Microsoft Word format.**

Your manuscript must be formatted in the following manner:

- Title Page
- Acknowledgements Page
- Abstract Page
- Body of the Paper
- References
- Appendices (if applicable)

1. Title Page

- Title of the manuscript
- Title, full names, affiliations, 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. Please **centre the numbers** at the **bottom of the page**.
- Only **one space** should be used between sentences.
- Please use **American English** spellings throughout
- Text should be **justified** throughout, including abstract and footnotes.
- [Orphans and widows](#) should be removed from the manuscript.
- Section headings should be **numbered, bolded**, and in **14-point Garamond**.
- In section headings, the first letter of major words should be capitalised.
- All Tables/ Figures must be **numbered** and **titled** in **bold 12-point Garamond** above the figure. For Table/Figure specifics, please see page 3.
- Please use **double quotation marks** around quotes, and single quotation marks for quotes within quotes.
- If reporting statistics, please use no more than four decimal places.

6. References

- The manuscript should employ **in-text citations** in the ‘author-date’ format.
 - (Author Surname, Date, p. #)
- Reference lists should be placed after the main body of work, beginning on a separate page. References should be in **Harvard style**. Please see this [guide](#) for further information.
 - **Book:** Surname(s), Initial(s). (Year Published). *Italicised title, capitalising only first word*. Edition. Place of Publication: Publisher.
 - **Chapter in Edited Volume:** Surname(s), Initial(s). (Year Published). ‘Title of Chapter’ in editor(s) surname(s), initial(s) (ed(s).) *Title of book*. Edition. Place of Publication: Publisher, pp. x-y.
 - **Journal Article:** Surname(s), Initial(s). (Year Published). ‘Title of article,’ *Name of Journal*, Volume(Issue/Season/etc.), pp. x-z.

Tables/Figures

- Tables/Figures must be **numbered, titled**, placed **above** the Table/Figure, and be in **bold 12-point Garamond**.
 - Please note – all graphs, maps, and photos are considered Figures.
- All Tables/Figures must be either Table Objects/Word Charts in **Word** or included in the body of the text as an **individual image file** (png, jpeg, etc.) using **Garamond** font.
- Please ensure all Axis Labels are clearly readable and any Graph Titles are centred on the graph.
- Any captions must be **justified**, in **Garamond 10-point font**, and located underneath the Table/Figure.

Table and Figure Examples

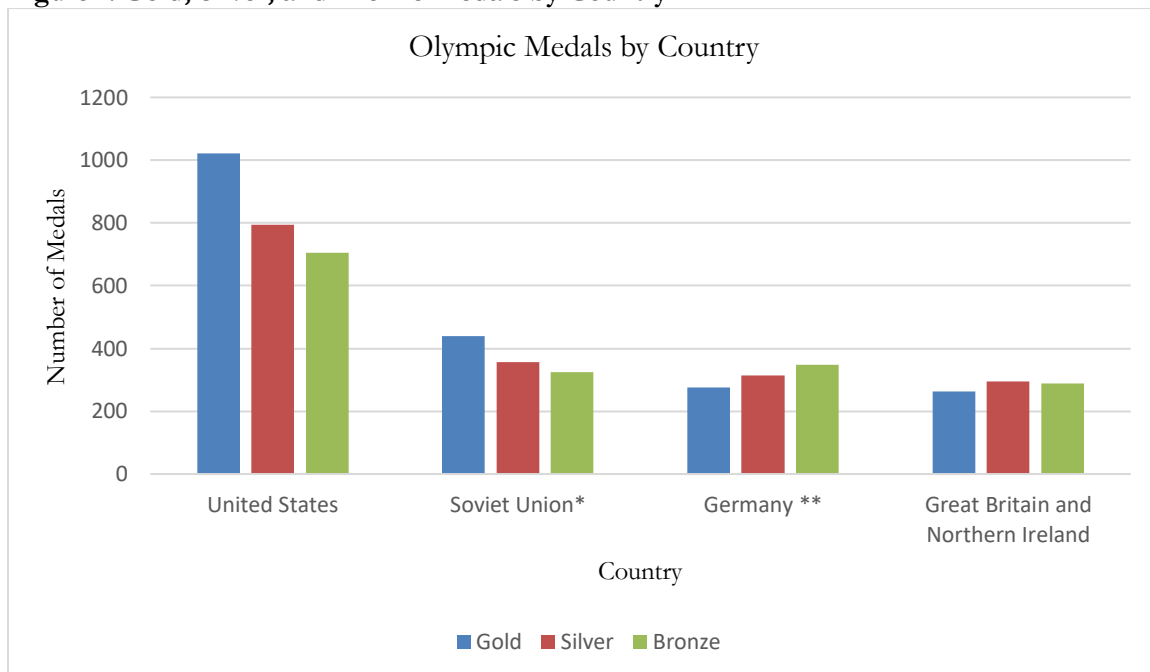
Table 1: Olympic Gold Medals by Country

Team	Total Games	Number of Medals
<i>United States</i>	27	1022
<i>Soviet Union*</i>	10	440
<i>Germany**</i>	24	275
<i>Great Britain and Northern Ireland</i>	28	263
<i>France</i>	28	212

*Combining the results of the USSR and the 1992 Unified Team

** Combining the results of Germany, West Germany, and the Unified Team of Germany

Figure 1: Gold, Silver, and Bronze Medals by Country



*Combining the results of the USSR and the 1992 Unified Team

** Combining the results of Germany, West Germany, and the Unified Team of Germany