

## Article submission requirements

**Before you submit your article**, please ensure that your article complies with **ALL** the requirements listed below.

### Your article should:

- include a one- or two-sentence introduction which presents the key argument of the article in a concise and engaging way
- include a title and the name/s of the author/s at the start of the article
- repeat the name/s of the author/s at the end of the article and give their affiliation/s (i.e. title and organisation), email address/es and Twitter handle/s (if applicable)
- include the surname of the author/s and brief title in the document name, for example: 'Obila – addressing internal displacement in the IGAD region'
- be in Word document format (not PDF), in Times New Roman 12 point font, with single line spacing, left-aligned, and page numbers
- include the word count at the top of the article – it must not exceed 2,300 words in length, including any endnotes, and not be shorter than 1,000 words in length
- not have embedded photos (you may tell us if you have images to accompany your article but please do not send any or embed any)
- not include tables or graphs
- not have any indents, underlining, headers or footers (except page numbers), text boxes, borders, coloured text or backgrounds (please do not make it look 'pretty' - we have to strip out all such formatting when editing)

### Guidance on endnotes:

- do not include more than 10 endnotes (note: endnotes, not footnotes!)
- do not include any footnotes
- do not include a bibliography or Harvard-style in-text referencing
- if you need to include endnotes to provide essential additional information, please use the 'Insert Endnote' function in Word and follow the following formats for endnote text:
  - articles in journals: De Sherbinin A, Castro M, Gemenne F, Cernea M M *et al* (2011) 'Preparing for Resettlement Associated with Climate Change', *Science*, 28 October 2011, Vol 334: 456-457
  - articles in books: de Wet C (2006) 'Risk, Complexity and Local Initiative in Involuntary Resettlement Outcomes' in de Wet C (Ed) *Towards Improving Outcomes in Development Induced Involuntary Resettlement Projects*, Berghahn Books
  - books: Betts A, Easton-Calabria E and Pincock K (2020) *The Global Governed?*

- online publications/reports: Global Refugee-led Network (2019) *Meaningful Participation Guidelines as Transformative Leadership: Guidelines for Concrete Action*  
<https://www.unhcr.org/uk/publications/brochures/61b28b734/meaningful-refugee-participation-transformative-leadership-guidelines-concrete.html>  
(please link to webpages where possible not PDFs)
- websites and webpages: UNHCR 'Refugee Co-Sponsors'  
<https://www.unhcr.org/refugee-co-sponsors.html>
- include relevant weblinks in the endnotes as above (not embedded in the body of the article)

We limit the number of co-authors to a maximum of five and we ask you only to name as co-authors those who directly wrote the article. We encourage you to acknowledge other contributors in an endnote.