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:
online publications/reports: Global Refugee-led Network (2019) *Meaningful Participation Guidelines as Transformative Leadership: Guidelines for Concrete Action*
(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.