



## Article submission requirements

**Before you submit your article**, please ensure that your article complies with **ALL**

- **Title:** maximum 82 characters with spaces (approx. 11 words)
- **Name/s of the author/s** at the start of the article.
- **Introduction:** maximum 239 characters with spaces (approx. 33 words), presenting the key argument of the article in a concise and engaging way.
- **Word count:** maximum 2,300 words, including any endnotes
- Repeat the name of all authors at the end of the article and give their affiliation (i.e. title, organisation and the country where their organisation is based if this is one country), their email address (if they are happy to publish this) and, if you wish, one professional social media account per author eg. LinkedIn account or Twitter handle
- Include the surname of the author/s and brief title in the document name, for example: 'Obila – addressing internal displacement in the IGAD region'.
- Send your article in Word document format (not PDF), in Times New Roman 12-point font, with single line spacing, left-aligned, and page numbers.
- Do not embed photos (you may tell us if you have images to accompany your article but please do not send any or embed any).
- Do not include tables or graphs.
- Do not use indents, underlining, headers or footers (except page numbers), text boxes, borders, coloured text or backgrounds.

### Hyperlinks and endnotes

- You may include a **maximum of 8 references in the form of hyperlinks or endnotes** (the FMR team will turn hyperlinks into endnotes containing just the link in the print version). Please use hyperlinks when mentioning related online material if it is clear where the link will go eg. UNHCR's [Digital Blue Dot](#), Conrad N. Hilton Foundation's [Refugees initiative](#), the [2016 New York Declaration](#) of the UN General Assembly, the [independent evaluation](#) commissioned by UNICEF
- The hyperlinked text should be no more than four words.

- For references that require more explanation use endnotes
- Do not include a bibliography or Harvard-style in-text referencing.

### ***Example endnotes to use as a template***

- **Articles in journals:** De Sherbinin A, Castro M, Gemenne F, Cernea M M (2011) 'Preparing for Resettlement Associated with Climate Change', *Science*, 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, Bloom L, Kaplan J and Omata N (2016) *Refugee Economies: Forced Displacement and Development*, Oxford University Press
  - NB If a book has a title and a subtitle, separate the two with a colon (even though no colon may appear on the cover or the title page of the book itself) e.g. I recommend Chinnery's book *Oak Furniture: the British Tradition*.
- **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)
- **Newspaper articles (include exact date):** 'MSF slams 'inhumane' Algeria, Libya migrant pushbacks', *The Arab Weekly*, 3<sup>rd</sup> June 2022 <https://the arabweekly.com/msf-slams-inhumane-algeria-libya-migrant-pushbacks>
- **Websites and webpages:** UNHCR 'Refugee Co-Sponsors' <https://www.unhcr.org/refugee-co-sponsors.html>
- **Blogs:** WFP (2021) 'Funding crunch forces WFP to scale back food assistance to Syrian refugees in Jordan' <https://www.wfp.org/news/funding-crunch-forces-wfp-scale-back-food-assistance-syrian-refugees-jordan>

### **Co-authors, contributors, acknowledgements and disclaimers**

We limit the number of co-authors to a maximum of four and we ask you only to name as co-authors those who directly wrote the article. If you feel it is necessary you are welcome to acknowledge other contributors at the bottom of your article after the author details.

Eg. *The authors would like to thanks the following contributors...*

If you need to you may also include a short disclaimer at the bottom of your article.