

OPHI Paper Guidelines and Style Guide for Authors

April 2019

Each Working Paper should include

Title

Subtitle (optional)

Author name(s)

Brief contact details (affiliation & email and indication of corresponding author)

Abstract (200 words maximum)

Keywords (Maximum six in total)

JEL classification (aim for two or three)

Funding information

Acknowledgements (optional)

Main Text

Please use Garamond 12 pt, 1.5 line space, justified, 6 pts. between paragraphs.

Paper Sections

Use consecutive Arabic numbers. Section text should start on a new line.

1. Example of a Top Level Heading (Garamond 14 pt. bold, 24 pt. before, 12 pt. after. Use initial capitals).

1.1 Example of a Sublevel Heading (Garamond 12 pt. bold, 12 pt. before, 6 pt. after. Use initial capitals).

1.1.1 *Example of a sub-sublevel heading* (Garamond 12 pt. italics, 12 pt. before, 6 pt. after. No capitals)

Tables and Figures, and Equations

Titles of tables and figures should be in Helvetica 10 pt. bold, 6 pt. after, single space.

Equations should be in Garamond 12 pt. regular.

Please do not use smaller fonts in complex expressions, except for superscripts and subscripts.

Equations should be numbered consecutively (1), (2), on the right-hand side of the page.

Be aware of copyright, especially of maps. Authors may be requested to supply proof of permission to use.

OPHI Terms

Alkire-Foster method (not methodology)

cutoff is preferred over cut-off, but consistency is key

global MPI (not Global MPI)

multidimensional (not multi-dimensional)

Multidimensional Poverty Index (MPI)

wellbeing is preferred over well-being, but consistency is key

The three dimensions of the global MPI are ‘education’, ‘health’, and ‘living standards’ – not ‘standard of living’ or ‘living standard’.

The indicators of the global MPI are ‘nutrition’, ‘child mortality’, ‘years of schooling’, ‘school attendance’, ‘cooking fuel’, ‘sanitation’, ‘drinking water’, ‘electricity’, ‘housing’, and ‘assets’.

Numbers

Numbers up to nine should be spelled out in full unless paired or grouped, or when with a unit of measurement (including percentages).

Avoid starting a sentence with a numeral – please spell out.

Spell out simple fractions with a hyphen (e.g. three-quarters).

Numbers less than one should have a zero before the point: ‘no blind points’, e.g. 0.5 (not .5).

Insert commas for thousands and tens of thousands e.g. 1,000 and 10,000.

Note: ‘10 years old’, but ‘a 10-year-old’. ‘In their seventies’ and ‘in her thirtieth year’. All numbers in tables should be in numerals.

Prefer year spans are contracted, e.g. 1975–6, 1914–16. (Note use of en-dash.)

Dates to be presented consistently. For example, ‘4 July 1999’ or ‘July 4, 1999’.

Please use % not ‘percent’ or ‘per cent’.

Punctuation

Commas

A, B and C or A, B, and C (serial comma). Both are acceptable but non-/use of the serial comma should be consistent.

Dashes

In text, use spaced en-dashes for dashes.

Hyphens

If needed, please refer to *The Chicago Manual of Style* for guidance on hyphenated compound words and prefixes that do not require a hyphen.

Quotes and extracts

Use single quote marks with double within. Punctuation, spelling, and grammar within extracts are to be treated extremely sensitively. Pull out extracts from the text if they are longer than forty words.

Displaced extracts should not be surrounded by quote marks unless reporting conversation.

Italics

Use italics for emphasis very sparingly. If introducing a new term, bolding the term is preferred.

It is not necessary to italicize a priori, e.g., et al., i.e., or vs.

References

A. In-text references

- Single reference: Smith (1967), (Smith, 1964) or Smith (1964*a*, 1965)
- Works with two authors: (Pratchett and Gaiman, 1990)
- Works with more than two authors: (Alkire et al., 2015)
- Chapters and pages: (Holmer, 1996, ch.2); (Holmer, 2003, p.24)
- Separate different references within same parentheses with semicolons (Smith, 1964; Chiang, 2000)

B. End references

Bibliography styles are based on the style of the *Economics Journal*. This style is available in both [EndNote](#) and [Bibtex](#).

Books

Sen, A. (1999). *Development as Freedom*, New York: Oxford University Press.

Book Chapters

Mirrlees, J. (1974). 'Notes on welfare economics, information and uncertainty', in (M. Balch, D.L. McFadden and S.Y. Wu, eds.), *Essays in Economic Behavior under Uncertainty*, pp. 243–58, New York: American Elsevier Publishing Co.

Articles

Atkinson, A. (1970). 'On the measurement of inequality', *Journal of Economic Theory*, vol. 2(3), pp. 244–263.

O'Keeffe, M., Viscusi, W.K. and Zeckhauser, R.J. (1984). 'Economic contests: comparative reward schemes', *Journal of Labor Economics*, vol. 2(1), pp. 27–56.

Working Papers

Alkire, S. and Foster, J. (2007). 'Counting and multidimensional poverty measurement', OPHI Working Paper 7, University of Oxford.

Websites

Andriamananjara, S., Dean, J.M., Ferrantino, M.J., Feinberg, R.M., Ludema, R.T. and Tsigas, M.E. (2004). 'The effects of non-tariff measures on prices, trade, and welfare: CGE implementation of policy-asset price comparisons', <http://ssrn.com/abstract=539705> (last accessed: 28 April 2005).

Spelling

Either UK or US spelling is acceptable – but should remain consistent throughout the paper.

Additional recommendations

If using Microsoft Word, please be certain that the language is set to either English (UK) or English (US) for the entire document before running your spelling and grammar checks.