



Research Paper Publication Guidelines

The South Centre is the intergovernmental organization of developing countries that helps developing countries to combine their efforts and expertise to promote their common interests in the international arena.

The South Centre undertakes research and analysis oriented on various international policy areas that are relevant to the protection and promotion of the development interests of developing countries.

The South Centre works on a wide range of issues relevant to the countries of the South and the global community in general, such as sustainable development, climate change, South-South cooperation, financing for development, international tax cooperation, investment, human rights, gender, trade, intellectual property, innovation, traditional knowledge, access to medicines, health, biodiversity and the Fourth Industrial Revolution.

Research Papers are a formal, occasional publication of the South Centre. They present in-depth analysis of relevant policy issues, options and recommendations.

Purposes:

Research Papers may be used for the following purposes:

- Presentation of new and original¹ research
- Analysis of policy proposals, options and issues

Characteristics:

- Commissioned or in house
- Should end with a conclusion that highlights the policy relevance of research findings
- Minimum: 17.000 words / Maximum: 21.000 words (40/50 pages), excluding title, table of contents, abstract, footnotes and references

Target audience:

- Developing countries – delegates in Geneva
- Developing countries – capital based government officials / policy makers
- NGOs / Advocacy groups
- IGOs
- Academics / Research institutes

¹ "Original" means presenting new facts or it can also relate to new ways of presenting facts.

- Media

Format/Editing:

- Specific design/layout
- South Centre logo is used
- Acknowledgement of author
- Include an abstract (max. 5 sentences)
- May include an Executive Summary (2 pages max.)
- A list of previous South Centre Research Papers is included
- Use the style guide in the South Centre Editorial/Editorial Guidelines

Submission of the publication:

- Papers will be internally or externally reviewed and submitted to the Executive Director before being published

Dissemination method:

- Website (in PDF format with abstracts in English, French and Spanish and with relevant tags)
- Note Verbale will be sent to the G77 and China Permanent Missions in Geneva
- Announcement of Research Papers will be sent to the general e-mailing list. The URL + abstracts will be included as part of the message (not the paper or any other attachment).
- Announcement on Twitter
- Announcement on Linked In
- Dissemination to relevant networks
- Research Platforms
- Included in Publications Catalogue(s) and monthly Publications newsletter

Submission Guidelines for external contributions:

- Please **include your first and last name and a title** for your paper.
- Please **indicate your current affiliation**.
- External authors need to **sign the Authorization to Publish form**.
- To submit, **e-mail your paper** to Anna Bernardo (Editorial Assistant) at abernardo@southcentre.int **jointly** with a scanned copy of the signed Authorization to Publish form.
- Put "**Research Paper submission**" in the **subject line** of your submission e-mail.
- Include a **contact e-mail address** in the body of your message. Your e-mail will appear in the paper (unless you request it to be excluded).
- **Papers should be sent as an attachment**, in Word (.doc or .docx). Please do not send in .pdf format.
- **Pictures** may be submitted along with your submission.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use. (E-mail bernardo@southcentre.int with any questions.)

- **Attach images to the same e-mail** as your paper submission. Please indicate where you prefer to place these photos in the paper.
 - Include a short (1 sentence) **caption of each image**.
- We will work with you via e-mail to edit and proof your submission prior to publication, as necessary.
- The following **disclaimer** will appear in the Research Paper: *The views contained in this paper are attributable to the author/s and do not represent the institutional views of the South Centre or its Member States. Any mistake or omission in this study is the sole responsibility of the author/s.*