

Policy Development and Evaluation Service, UNHCR Information and style guide for research paper series

Launched in 1999 and published by UNHCR's Policy Development and Evaluation Service (PDES), 'New Issues in Refugee Research' is a web-based series of research papers focusing on refugee, humanitarian and migration issues. By the start of 2014, 267 papers had been published in the series.

The 'New Issues in Refugee Research' series provide a means for UNHCR staff, consultants, interns and associates, as well as external researchers, to publish the preliminary results of their research on refugee-related issues. The papers do not represent the views of UNHCR.

Papers are welcome on any issue or situation related to the work of UNHCR and must be analytical or evaluative in nature. Advocacy-oriented papers and papers whose primary intention is to defend or attack specific states, organizations, ethnic groups or communities will not be considered for publication.

Papers must be based on original research, conform to the usual standard of academic publishing, be fully referenced and presented in the standard technical format employed by the series, details of which are below. Please also consult existing papers on UNHCR's website www.unhcr.org.

On receipt of a contribution to the series, PDES will endeavour to accept, reject or propose revisions to a paper within one-two months, on the basis of a review by UNHCR staff. The series does not employ a formal peer review system.

Papers published in the series may subsequently be published in journals or books provided that an acknowledgement is given to 'New Issues in Refugee Research'.

The ISSN number of the series is 1020-7473.

All correspondence about Research Papers should be sent to HQPD00@unhcr.org

The outside and inside front cover will be prepared by UNHCR but please ensure you provide all the details needed (name, affiliation, email address etc.).

What we like

Citations Can be either the Harvard (parenthesis within the text) or Cambridge (footnote) styles. Please ensure consistency and accuracy.

Commonly used terms:

United Nations High Commissioner for Refugees (UNHCR), referred to as 'UNHCR' and not 'the UNHCR'
1951 Convention relating to the Status of Refugees, referred to as 'the 1951 Convention' or 'the 1951 Refugee Convention'

Dictionary UK spelling

Document Preferably in MS Word. Not too long. Max. .35 pages. Longer papers may be edited.

Figures English style, ie with commas, not full stops, eg. 60,000.

Font Times New Roman, 12 point, justified, single spaced.

Footnotes Preferred to endnotes; and in TNR 10pt justified. Please use "footnote style".

General style Do not use capitals, bold and underlining unless absolutely necessary

Headings If you have to use them, maximum two levels :

1st. Bold non italic , and

2nd. Italic non bold.

Do not put a secondary heading immediately under a primary one.

Unnumbered, and text in lower case; capital letters only for the first word and any proper nouns/acronyms etc.

Introductions & conclusions:

A sensible way to begin and end a paper

Languages Papers in languages other than English are welcome

Page numbers Centred at the bottom, starting on first page of text.

Page set up A4 (not "Letter") using default margins

Paragraphs	Not numbered, not indented, short (but not so short as to be of one sentence only); ideally, between 6 and 10 lines in length.
References.	A list of references should be included and please check them.
Spell check	Before submission, the document must be spell-checked carefully. All “track changes” must have “disappeared”.

What we don't like

Abstracts and table of contents. Don't bother with them.

Details of the author's qualifications and work experience. Your title and current affiliation are enough.

Long papers (Ideally, 15 to 35 pages please).

Long paragraphs (see above).

Numbered headings and numbered paragraphs.

Papers that are dominated by footnotes (NB all lawyers).

Papers that have already been published elsewhere.

Tables, annexes and photos: please avoid or at least keep to an absolute minimum.

Words in the text that are capitalized (as in 'States'), italicized, in bold or underlined. Keep it as clean as possible!