



ASIAN DEVELOPMENT REVIEW

Editorial Office of the Asian Development Review
Asian Development Bank
Economic Research and Regional Cooperation Department
No. 6 ADB Avenue, Mandaluyong City 1550, Metro Manila

GUIDELINES FOR THE SUBMISSION OF MANUSCRIPTS

GENERAL GUIDELINES

- Manuscripts should contain original and unpublished work and must not have been concurrently submitted to other publishers. While the paper may draw on existing work, it should be materially different from any published document. This may include significant updating, new analysis or interpretation of previous work.
- Maximum manuscript length is 12,000 words, including tables and appendices. Under no circumstances will ADR accept manuscripts beyond this length.
- All manuscripts must be accompanied by an abstract not exceeding 150 words, up to five keywords and JEL classification codes.
- The manuscript should be accompanied by a cover page that contains the name, position, institutional affiliation, address, contact number, and e-mail address of all the authors, indicating who the corresponding author is.
- Manuscripts should be submitted online at:
<https://www.editorialmanager.com/adr/login.asp>

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INSTRUCTIONS FOR THE PREPARATION OF ACCEPTED MANUSCRIPTS

- Please submit the following: (i) final manuscript in pdf, (ii) Word file of the paper, and (iii) editable xls or eps files of the graphs and charts.
- The Word file should strictly adhere to the ADR's formatting and style guide.
- Manuscripts should use 12-point Times New Roman font; 1.5 line spacing; and 1-inch side, top, and bottom margins.
- A signed Agreement to Publish and Transfer Copyright form also needs to be submitted prior to the submission of the manuscripts to MIT Press.

ADR FORMATTING AND STYLE GUIDE FOR ACCEPTED MANUSCRIPTS

Abbreviations and Acronyms

- Spell out all abbreviations and acronyms when they are first mentioned in the text followed by the abbreviation in parenthesis. Subsequent references should use abbreviation only. Abbreviations in tables and figures are allowed provided these are spelled out in a footnote. This applies even when the abbreviation has been spelled out in the text. Do not use periods in abbreviations and acronyms.

Appendixes

- Use an appendix for technical proofs and derivations that can be separated from the main text. They should be placed at the end of the paper following the references and numbered as Appendix 1, Appendix 2, and so on. Appendixes should carry complete titles. If there is only one appendix, use "Appendix" plus the title. Number equations within the Appendix as (A1, A2, etc.), flushed at the right margin.

Country names

- ADB writes these countries as follows:

People's Republic of China
Hong Kong, China
Republic of Korea
Taipei,China (no space)
United States
Viet Nam

Currencies and Exchange Rates

- When a currency is used without the amount in figures, it should not be abbreviated, and should be in lower case, e.g., "the devaluation of the rupiah."
- Spell out "billion" or "million" when expressing currency amounts either in text or in graphics (e.g., PHP8 billion, not "PHP8 bn").

Figures

- Refer to all graphs, diagrams, and charts as "figures" and number them

consecutively in the text with Arabic numerals. Place all figures on the page where they are first cited. All figures should carry the figure number and title, e.g., Figure 1: The Effect of Gender on Household Expenditures. If there is only one figure in the manuscript, present the title unnumbered. Spell out “Figure” in the text citation, e.g., Figure 1. All abbreviations/acronyms should be defined in a footnote below the figure, e.g., GDP = gross domestic product, arranged alphabetically. All figures should have a source line. Full citations of the sources, including databases, are to be included in the references.

- We do not accept colored figures. Make sure that the color elements (in gray) are sufficiently differentiated so that the readers of the paper version can understand them. Please make sure that the necessary permissions have been obtained for images owned by a third party, including maps, diagrams, etc.

Footnotes

- Include the following information in an unnumbered footnote appearing on the first page of the manuscript indicated by an asterisk: names of author(s), affiliated institution(s), and e-mail address. Include any acknowledgment in this unnumbered footnote. Do not include this footnote in the consecutive numbering of footnotes, use an asterisk.
- Present all notes as footnotes. Keep footnotes to a minimum, ensuring that they carry substantive related material. Do not place reference details in the footnotes, rather present all bibliographic details in a Reference List. Number footnotes consecutively throughout the text with Arabic numerals. Use 9-point Times New Roman font for footnotes.

Foreign Terms

- Italicize foreign terms only on first mention, followed by its English translation in parenthesis or as a footnote.

Headings

- Observe a maximum of three-level headings. Only when absolutely necessary may a fourth-level heading be used. See the sample below for the format:

- I. **First Level** (Caps and Lower Case, Bold, Flush Left, Roman Numerals)
 - A. **Second Level** (Caps and Lower Case, Bold, Flush Left, Capital Letters)
 - 1. **Third Level** (Caps and Lower Case, Bold, Indented, Arabic Numerals)
 - a. **Fourth Level** (Caps and Lower Case, Bold, Double Indented, Small Letters)

In-text citations

- For citations in the text, use author’s last name followed by the year of the publication in parentheses. If a string of references appear within the text, arrange them chronologically, separated by a comma or a semi-colon if commas have been used. Use et al. only if there are more than three authors. If there is more than one publication in the same year by the author(s), place a and b, and so on, after the year.

Sample citations

(Chen, Datt, and Ravallion 1993); Srinivasan (1992); (see, for example, Srinivasan et al. 1992); (Otsuka 1991, 342); World Bank (1993, Table 4)

Lists

- Enumerations or lists should use lowercase Roman number (i, iii, iii etc.)

Mathematical equations

- Equations should be typed on separate lines and numbered consecutively at the right margin (flushed right), using Arabic numbers in parenthesis, e.g., (1), (2), and so on. Authors should be careful to ensure accuracy and consistency in the use of mathematical material. Discussions in the text must be consistent with numbers given in tables and appendixes.

Measurements

- Use the metric system for measurements. If a unit of measure will be used frequently in a report, spell it out first and give the abbreviation in parenthesis. Thereafter, use the abbreviated form. Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form.

Numbers

- Spell the numbers one to nine, except with currencies; percentages, decimals, and ratios; days, weeks, months, years, et al.; weights and measures; ranges; pages, chapters, and volumes. Round off numbers within the text to one decimal point only, unless presenting regression results.

References

- The ADR uses the [Chicago Manual of Style Author-Date system](#). The names should be listed in full. The list should be unnumbered and should be in alphabetical order by the author's surname, starting with the author's earliest works. A one-to-one correspondence between text citations and the bibliography must be observed.

Sample Reference List

- *Single author or editor*
Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.
- *Multiple authors*
Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

Heatheron, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through . . .*

- For a book with four or more authors, include all the authors in the reference list entry. In the text, however, cite only the last name of the first-listed author, followed by *et al.*

(Barnes et al. 2008, 118–19)
- *Author plus editor or translator*
García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.
- *Chapter in an edited book*
Gould, Glenn. 1984. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage.
- *Journal article*
Blair, Walter. 1977. "Americanized Comic Braggarts." *Critical Inquiry* 4 (2): 331–49.

Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113:752–72. doi:10.1086/ahr.113.3.752.

Karmaus, Wilfried, and John F. Riebow. 2004. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." *Environmental Health Perspectives* 112 (May): 643–47. <http://www.jstor.org/stable/3435987>.
- *Datasets*
Bureau of Labor Statistics. 2000–2010. "Current Employment Statistics: Colorado, Total Nonfarm, Seasonally adjusted - SMS080000000000000001." United States Department of Labor. <http://data.bls.gov/cgi-bin/surveymost?sm+08> (accessed February 9, 2011).
- *Multivolume works*
Kohama, Hirohisa, ed. 2003. *Asian Development Experience*. Volume 1. External Factors in Asian Development. Singapore: Institute of Southeast Asian Studies.
- *Working papers*
Heidhues, Paul, and Botond Köszegi. 2005. "The Impact of Consumer Loss Aversion on Pricing." Centre for Economic Policy Research Discussion Paper 4849.
- *Unpublished papers*
Zitzewitz, Eric. 2006. "How Widespread Was Late Trading in Mutual Funds?" <http://facultygsb.stanford.edu/zitzewitz>.

Acemoglu, Daron, Pol Atràs, and Elhanan Helpman. 2006. "Contracts and Technology Adoption." Unpublished.
- *Lectures and papers presented at meetings*

- Goldin, Claudia. 2006. "The Quiet Revolution that Transformed Women's Employment, Education, and Family." Paper presented at the annual meeting of the Allied Social Science Associations, Boston.
- *Newspapers, online encyclopedias, and reference works*
Becker, Gary S. 1993. "The Evidence against Blacks Doesn't Prove Bias." *Business Week*, April 19. <http://bwarchive.businessweek.com/index.jsp>.
 - *Books published electronically*
Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Tables

- Table values should be rounded to one decimal place. Number tables consecutively in the text using Arabic numerals. Present tables on the page where they are first cited. All tables should carry the table number and title, e.g., Table 1: Growth in East and Southeast Asia. If there is only one table in the manuscript, give only the title as a header. Spell out "Table" in the text citation, e.g., Table 1. Use the symbol "..." where data are not available or applicable. Use "nil" where values are nil or negligible. All abbreviations/acronyms should be defined in a footnote below the table, e.g., GDP = gross domestic product, arranged alphabetically. The footnotes pertaining to table entries follow the definitions and should use lowercase letters (a, b, c) in superscript. All tables should have a source line. Full citations of the sources, including databases, are to be included in the references. Table entries should use 9- to 11-point size, and 7.5-point size for table footnotes.

Title page

- Do not use a separate sheet for the title page. Title and byline should be placed at the top of the first page, centered. Use headline style for the titles, i.e., uppercase for the first letters. Author's names should all be in uppercase. Contact information should be in a footnote at the bottom of the first page. Please see footnote.

Other style points

- Use the % sign, do not spell the word "percent"
- Hyphenate compound adjectives when they come before a noun, not after, e.g., well-known author vs an author that is well known.
- Prefixes are generally not hyphenated, like non, pre, post, over, under, intra, pro, re, semi, except when they precede proper nouns, e.g., non-Asian, and other prefixes like self and quasi.