China ★ Africa Research Initiative (SAIS-CARI) 
Author Guidelines

CARI publishes working papers, policy briefs, briefing papers and economic bulletins. Briefing papers and economic bulletins are, with few exceptions, written by CARI staff based on CARI research. Working papers and policy briefs are authored by CARI research fellows and other China-Africa experts, based on empirical research, and usually submitted to CARI by invitation.

This guide is intended to standardize important elements of style and thus to aid authors, editors, and proofreaders in preparing copy for publication on the CARI website.

Authors must recognize that they (and neither CARI nor the CARI editors) are responsible for the content of their articles, for the accuracy of quotations and their correct attribution, for the legal right to publish any material submitted, for the inclusion of mandatory acknowledgments and/or disclaimers, and for submitting their manuscripts in proper form for publication.

The working paper series and policy briefs are specifically designed to disseminate empirical research in a timely manner and in formats that are publicly available — to journalists, policy makers, students, and researchers — and which lend themselves to news and policy analysis. CARI encourages all contributing authors to eventually publish the results of their research in peer-reviewed academic journals and/or edited volumes.

Working Papers

Working papers must be based on new empirical research that has not been previously published. They should be a more polished version of fieldwork reports, but are meant to be works in progress, to serve as a springboard for later publication elsewhere.

The main text of working papers should not exceed 10,000 words.

Policy Briefs

Policy briefs are commonly issued by government departments, think-tanks, research institutes, and non-governmental organizations (NGOs) with research units. In general, policy briefs are written in a neutral, non-polemical style, unlike an “op-ed” or another piece of advocacy. Your policy brief should be a condensed version of the working paper, concluded by three to four policy recommendations.
Policy briefs can be no longer than 2,000 words. They should contain minimal pictures and/or graphics (word count will be reduced by each additional graphic), and all content should be your own and require minimal citations (direct quotes and figures are the main exceptions).

Most CARI working papers are meant to be simultaneously published as policy briefs, the idea being that your full working paper is available for the in-depth analysis, while the policy brief serves as an instrument to offer policy recommendations based on your research. Unless otherwise informed, all authors should submit a policy brief based on their research and working paper after working papers have been reviewed by CARI staff for content. Authors should begin work on the policy brief after the working paper has gone through the initial review process; in other words, the policy brief should be based on the revised draft.

**Review process**

CARI Director, Prof. Deborah Bräutigam, and/or CARI Associate Director, Prof. Yoon Jung Park, generally evaluate proposed publications. Once the decision has been made to publish, the paper will be sent back to the author/s to address any substantive questions, comments, or editorial recommendations. The revised drafts then go to CARI’s Technical Editor, Daniela Solano-Ward, for final review and formatting. We aim to get papers through this process within 2-3 months.

When revising your work, always use the track changes function in Word. Please respond to all questions and comments from CARI staff.

If your publication has multiple authors, you must indicate who will be the corresponding author, responsible for taking the lead in the editing process. Although all authors will remain on copy and fully informed throughout the editing process, we have found it is much more efficient for one author to serve as the point person - streamlining the publication process.

If you are unsure how to turn your working paper into a policy brief OR have any other questions about substance, tone, or format, please refer to the publications page on the CARI website. We recommend the following examples: [Working Paper 17](#) and [Policy Brief 24](#) (“Chinese Geese”) and [Working Paper 16](#) and [Policy Brief 22](#) (David Landry’s Sicomines research). If you still have questions, you can contact either Yoon Jung Park or Daniela Solano-Ward at CARI.

**Visual Elements**

- **Format:** To facilitate review, use 8 ½" x 11" (US Letter) or A4 size with standard margins (top, bottom, and both sides; at least 1 inch or 2.5 centimeters) throughout the manuscript. All pages of the manuscript should be numbered consecutively.
• **Tables**: All tables and graphs must be numbered consecutively and must also be accompanied by the original Excel data used to create the graph. During the editing progress, all graphs are remade using Adobe Illustrator for publishing.

• **Figures**: They must be submitted in a form suitable for publication, with the original material available (separately) for the technical editor to properly format.

• **Photos**: All contributing authors are required to submit 2-5 photographs taken during and of their fieldwork (i.e. not photos of the researcher(s) in the field). Photographs should be good quality/high resolution. Authors will be asked to release photograph rights to CARI for use in announcing publications and/or for the website or other marketing purposes.

**Textual Elements**

• **Textual emphasis**: The only forms of textual emphasis used in production are italics and bolding. Please do not format any text by underlining.
  - **Italics**: Words in languages other than English are italicized at the first occurrence only; use standard orthographies, including diacritical marks and accents, and explain unusual symbols. Subsequent occurrences of non-English words will be set in roman type and therefore should not be italicized. Titles of books, journals, poems, and other literary works are italicized when mentioned in the text; article titles are set off by quotation marks. Foreign words and phrases in common usage (and found in an English dictionary) should not be in italics.
  - **Bolding**: Bolding is used only in the following contexts:
    - the title of the essay;
    - the name of the author;
    - the word *Abstract* that precedes the abstract text;
    - section and sub-section headings.

• **Headings**: If you wish to divide your article into sections, section headings must be used. Do not use numbers.

• **Punctuation**: Use American-style punctuation: double quotation marks (but single quotation marks for quotes within quotes), periods and commas inside quotation marks, colons and semi-colons outside quotation marks. CARI does use the serial comma, also known as Oxford comma (“There were three children, thirteen adults, and six pets.”) A parenthetic dash should appear as a single em dash (rather than as two hyphens).

• **Quotations**: Direct quotations exceeding four manuscript lines of type should be set off from the text by indenting the entire quotation one stop from the left and one stop from the right. No further indentation is necessary for the first quoted paragraph; the first line
of subsequent paragraphs in the same quotation should have an additional paragraph indent. Remember that quotations must be double-spaced. Material added by the author of the article within the quoted portion should be enclosed in brackets, not in parentheses. (However, minor syntactical changes do not require brackets around a single letter, as with an initial capitalization.) Added emphasis should be identified as “emphasis added” and placed in brackets at the end of the quotation.

- **Citations**: Please refer to the Chicago Manual of Style (17th edition), as described in Purdue’s Online Writing Lab (OWL). You should follow citations in the endnote/footnote format denoted as (N) in the Chicago Style section of the OWL website - specifically you’ll see the (N) throughout the links to different forms of sources listed along the left column of the website. For further examples, please refer to our recent working papers (from 2018 on).

**Attachments**

In addition to your research photographs, any tables/figures and original data (see “Visual Elements” section above), please include as separate sections within the same document and in the following order:

- title page with complete title, author name(s) and affiliation(s), a current mailing address, phone number, and e-mail address;
- a brief bio (100 words) that identifies your affiliation and most important research accomplishments;
- a short abstract (150 words) that summarizes the essential points of the paper (it is not meant to be an introduction or a mere list of topics);
- a separate description of the paper for CARI’s communications team (maximum 250 words). While the abstract is more academic, this should be conceived as a marketing tool and should therefore aim to have an appealing tone.

For any further information, please contact SAIS-CARI at sais-cari@jhu.edu.

**Note**: These author guidelines were adapted from the African Studies Review style guide.