UNHCR EVALUATION SERVICE

INFORMATION AND STYLE GUIDE FOR RESEARCH PAPER SERIES

Launched in 1999 and published by UNHCR's Evaluation Service, 'New Issues in Refugee Research' is a web-based series of research papers focusing on refugee, humanitarian and migration issues. By the end of 2016 a total of 283 papers had been published in the series.

The New Issues in Refugee Research series provide a means for UNHCR personnel as well external researchers, to publish the results of their research on issues related to refugees or other persons of concern. 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, be logically structured, 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 under About Us/ Research and Evaluation http://www.unhcr.org/evaluation-and-research.html

On receipt of a contribution to the series, ES will endeavour to accept, reject or propose revisions to a paper within one to 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 hqevaser@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 length
- Not too long, maximum 30 pages. Longer papers will be edited.

Figures
- English style, i.e. with commas, not full stops, e.g. 60,000.

Font
Arial, 10 point, justified, single spaced.

Footnotes
Preferred to endnotes and in Arial 8 point 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.
- The secondary heading should be unnumbered with the 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
- The ES does not have the capacity to edit papers in languages other than English.

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

Page set up
- A4 (not "Letter") using default margins 3,

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.
- Please 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 (maximum 30 pages please).
- Long paragraphs (see above).
- Numbered headings and numbered paragraphs.
- Papers that are dominated by footnotes (the main text should be at least twice the volume of footnotes).
- Papers that have already been published elsewhere.
- Words in the text that are capitalized (as in 'States'), italicized, in bold or underlined. Keep it as clean as possible!

Tables, annexes and photos
- Tables and Annexes are welcome, but within limits; photos are discouraged unless absolutely vital.