

Gender & Development

An Oxfam Journal

Guidelines for Contributors

Gender & Development is the only journal to focus specifically on gender and development issues internationally, and to explore the connections between gender and development initiatives and feminist perspectives. *Gender & Development* draws on Oxfam GB's strength as a leading NGO working to promote gender equality as an end in itself, and an essential prerequisite for poverty eradication, peace and sustainable human development. Since its launch in 1993, the journal has become essential reading for all who share this vision.

Gender & Development aims to inform and improve development policy and practice through debating experience, identifying lessons, and advancing new ideas. Contributions are welcome from all involved in development initiatives: policy-makers and practitioners, researchers both inside and outside academia, and feminist activists. In recognition of common causes of poverty and marginalisation across the world, writers focus on both Southern and Northern contexts.

All articles need to bring out the policy and practice implications of the research or field experience which forms the focus of the article, in line with the journal's aim to support international development work which promotes gender equality and the empowerment of women.

For those who have not written for a journal before, part of the Editor's role is to offer support and advice during the writing process.

Gender & Development has a constituency which ranges over many disciplines, countries, and levels. We request writers to assist us in our aim of reaching the widest readership possible, while retaining intellectual rigour and factual accuracy, by using a clear, accessible style. Essential specialist and technical terms should be defined, and acronyms explained in full. In this way, complex ideas can be discussed across cultures, classes and constituencies, assisting women and men to empower themselves and determine their own development.

Gender & Development appears three times a year, in March, July and November. Content is available as a journal (www.tandfonline.com), and in addition, individual articles can be downloaded gratis via the journal's website (www.genderanddevelopment.org).

Submitting an article to *Gender & Development*

The journal is thematic, and therefore the articles are commissioned. Forthcoming themes for the journal are:

November 2015: Resilience

March 2016: Post-2015 Development Agenda

July 2016: Violence Against Women and Girls

Calls for Papers are sent out to networks including www.awid.org, and are posted on the Taylor and Francis website. In addition they are posted on the journal's own website www.genderanddevelopment.org.

Articles for inclusion in the main section of the journal should be between 5,000 and 6,500 words long. **Articles and reviews should be previously unpublished, and not under consideration for publication elsewhere.**

Views, Events and Debates

G&D also welcomes non-thematic shorter articles written in an informal, 'magazine' style, giving news of interesting work in the field of gender and development (750-1,000 words long), interviews, organisational profiles, and conference reports, for inclusion in its Views, Events, and Debate section. Please contact Liz Cooke, Assistant Editor, lcooke@oxfam.org.uk.

Book Reviews

Please contact Liz Cooke if you would like to review books on gender and development for publication in the journal, on lcooke@oxfam.org.uk.

Style guide

1 Key words and abstracts

Authors should include up to six key words with their article for electronic searches, and write an abstract which outlines the key points in the article to be published at the head of the article. This will also be translated into Spanish and French.

2 References: please keep references to a minimum, since our main usership of development policymakers and practitioners does not necessarily have access to libraries, and we are not intrinsically interested in evidence of a literature review as a journal of policy and practice. However, we do need referencing to support all **statistics and direct quotations from secondary sources** with a reference, **including a page number**. When listing references: **please include references using the following style in the text: (Kabeer 1999, 19). The full reference listing should then appear in a list of references headed 'References' at the end of the article. Please include first names in all reference listings, as follows:**

Esquivel, Valeria, Debbie Budlender, Nancy Folbre, and Indira Hirway (2008) 'Explorations: Time-use surveys in the south', *Feminist Economics* 14:3, pp.107-152

3 Endnotes: endnotes should be used only when you want to add information to support a point made in the text, **not for References (see above). Endnotes should be handled in the following way:** mark manually where an endnote appears within the text with a number in brackets - (7). Type the text of the endnotes in a section headed 'Endnotes' at the end of the article.

4 The journal does not use Footnotes at all.

5 Headings: use **bold** for main headings; *italics* for sub-headings ; and numbers (1., 2., etc) for third-level headings

6 Quotations from research participants: we encourage you to include these to bring articles to life and include the voices of those involved in your work! If these are lengthy (of around a line or longer), please italicise and place them on their own in a separate paragraph. State the research method, place and date where the quotation originated in brackets at the end of the paragraph – as follows:
(Interview, Upper Thamae, 31 March 2011)

7 Non-English words and phrases: italicise these, and give a translation in brackets. Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.

8 Tables and Figures: please send these in a separate file. In the text of the article, indicate where the figure or table should be placed.

11 Author biography: please write two to three lines giving your current occupation, postal address and email address for correspondence, at the end of your article.

Copyright material

It is the author's responsibility to obtain permission to use material which is the copyright of another author or publisher. As a general guide, this applies to all photographs, tables, and figures, and to any significant portion of work.

Contributions should be sent to: csweetman@oxfam.org.uk

Editing and review process:

On receipt of your article the Editor assesses it in collaboration with referees and/or the guest editor for the issue (if applicable).

You will then be contacted by the Editor with a suggested schedule for further development to enable us to arrive at a final draft. Because this journal is written largely by practitioners and policymakers who may not often (or never) write for a journals audience, we anticipate many articles going through quite a lot of change at this stage and are happy to support this very actively. At this stage we will either do this by offering you comments to consider and respond to in a second draft, which will then go on to be edited here, OR we will skip that stage and suggest that the article goes straight to the edit. After your article is edited, it will be returned to you for approval/additions/amendments as requested by the Editor.

At both stages we will endeavour to give you generous deadlines for turn-around, and every effort will be made to ensure that these work for you! We are used to working with practitioners, policymakers and activists who find it challenging to carve out time to write.

The article is finally sent to our publisher Taylor & Francis for its official copy edit (though much of the language and grammar editing will happen earlier, during the time the article is going through the editing process described above).

At the point of the copy edit we may return to you with any last-minute queries that T&F have raised.

Access/distribution:

Contributors will receive two complimentary copies of the hard copy of the journal, and an electronic copy of their article. The article will also be available free access to all, via Oxfam's Policy and Practice website and via the journal's own website, www.genderanddevelopment.org