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## Gender & Development

An Oxfam Journal

### Guidelines for Contributors to Views, Events and Debates

We welcome submissions from readers of *Gender & Development* to the Views, Events and Debates section. The aim of the section is to provide a forum for discussions and views on the journal's core concern - strengthening and supporting development which supports women's empowerment and gender equality as goals. Please contact us if you would like to contribute with responses to any of the views expressed in this section, reports of events, or suggestions for debates on important contemporary issues of relevance. Please email your contributions to the Assistant Editor at: [lcooke@oxfam.org.uk](mailto:lcooke@oxfam.org.uk)

Contributions may take the form of:

Short article/case studies:	between 750-1,000 words
Interviews:	please present in 'question and answer' format (750-1,000 words)
Conference reports:	750 words
Letters	200 words
Organisational Profiles:	500 words

### Presentation

Please observe our presentational requirements. If you are in doubt about any aspect of our style, please consult the editor or a recent issue of the journal.

1. Please contribute the article in Word 6 or as a rich text file. E-mail address and fax details appear below. Alternatively, submit one paper copy, typed in double spacing on one side of the paper only. Please supply a word count. Include your name, contact details, and brief details of your current work.
2. Ensure that the main title clearly reflects the content of the paper; the full title should not exceed 12 words.
3. Use **bold** for main headings and *italics* for sub-headings. Use *italics* for emphasis. Do not use underline.
4. Please don't use any embedded layout features other than those in (3) above: do **not** use embedded codes (i.e. page justification, page numbering, indentation, footnotes/endnotes, textboxes, headers, or footers). **Do not use the automated footnote/endnote facility and do not embed Tables and Figures in the main body of the electronic version of the text.**
5. Define acronyms, abbreviations, and all technical and specialist terms. Italicise non-English words and phrases and give a translation in brackets. Use metric measurements (or state the equivalent) and give a US dollar equivalent of other currencies.
6. Include Tables and Figures only if these are essential to the argument. Present them on separate pages in the hard copy, preferably in camera-ready form, and in separate electronic files; in both cases clearly labelled with the author's surname, e.g. Smith-Table1, Smith-Figure1. Make sure that the text indicates where the figure or table should be placed. Photographs/other visuals, or line drawings/graphics (all with good contrast), are welcome. Write the fullest possible captions separately.

7. References (footnotes/endnotes) are not used in this section of the journal and should not be included within a submission.

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Contributors will receive a complimentary copy of the issue containing their contribution.

For more information visit [www.genderanddevelopment.org](http://www.genderanddevelopment.org)