

**WOMEN AND INTERNATIONAL DEVELOPMENT PROGRAM
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All materials – including abstract, biographical sketch, text, quotation, notes, references cited, captions, and headings – should be double-spaced, left justified, and use 12-point Times New Roman font. All pages should be numbered. Papers may be submitted electronically (preferred) to *papers@msu.edu*. Or, papers may be mailed to the address above. If submitting hard copies, include the paper in duplicate and on disk in MS Word or Word Perfect compatible format.

Sections of the manuscript should be organized in the following order:

- | | |
|--------------------|------------------|
| 1. Title page | 6. Notes |
| 2. Abstract | 7. Tables* |
| 3. Biography | 8. Figures** |
| 4. Text | 9. References*** |
| 5. Acknowledgments | |

*Each table should be on a separate page

**Figures include both drawings and photographs

***References should be complete and follow the WID Style Sheet (attached)

Title page: Give title, author(s), author's(s') affiliation

Abstract: Each article must begin with an abstract, a 150-word summary of the essential points and findings of the paper.

Biography: For each author, provide a three- to four-line biographical sketch that describes her/his discipline, current affiliation, and major research interests and works.

Text: References (including references to personal communications) are placed in the body of the text, not in the Notes section. Following each quotation (even an indented [blocked] one) or statement specific enough to need a reference, the citation is placed in parentheses, with the author's name, followed by the year of publication of the work quoted or referred to, and the page or pages cited, thus: (Doe 1972:145-157). If the author of the quotation is clear from the text, then the sentence concluding the reference should cite the year of publication and the page(s). (See attached Style Sheet for additional examples.)

Acknowledgments: These will be printed as the first paragraph of the Notes section. They are not given a superscript or note number referring back to the title, opening paragraph, or other material.

Notes: No footnotes are to appear at the foot of the typed page or on the final published pages. All notes follow the text, beginning on a new page. Notes are numbered consecutively throughout the text by superscript numbers.

Tables: All tabular material should be separate from the text, in a series of “tables” numbered consecutively. Each table is typed on a separate page and identified by a short descriptive title centered at the top of the table. Footnotes for tables appear at the bottom of each table and are marked in lowercase, superscript letters (a,b,c, etc.). Include source citation(s) at bottom of table. (Make sure complete reference is listed in References section.)

Figures: All illustrative material (drawings, charts, maps, diagrams, and photographs) should be included in a single numbered series of “figures.” They must be submitted in a form suitable for publication **without redrawing** (i.e., camera-ready). Make sure to include caption; any credit line (permission or source citation) should be placed below the figure.

References: See attached style sheet for references.

WOMEN AND INTERNATIONAL DEVELOPMENT PROGRAM STYLE SHEET FOR REFERENCES

References should be done by text citation rather than by bibliographic footnote. The WID Working Papers Publication Series uses the referencing format of *The Chicago Manual of Style* published by The University of Chicago Press: Chicago.

Examples of Text Citation

1. General reference:

There are, however, well-documented cases in which women's earnings of cash income do not change their status in the domestic sphere (Gallin 1982).

The entry in the list of references would then read:

Gallin, Rita S.

1982 "The Impact of Development on Women's Work and Status: A Case Study from Taiwan." Working Papers on Women and International Development #9. East Lansing, MI: Women and International Development Program, Michigan State University.

2. If a specific page or sequence of pages is cited, the form is: (Gallin 1982:10) or Gallin (1982:10-12) or (Gallin 1982:10, 29).
3. If the author's name is mentioned in the text, the citation may list only the year of publication and page numbers if necessary.

Example: As Gallin (1982) reports . . .

or Gallin reports that in Hsin Hsing, "daughters-in-law were encouraged to engage in remunerative activities during the time traditionally reserved for activities on behalf of the larger family" (1982:11).

List of References

In accord with the text citation form, the reference list should be arranged alphabetically by author. If there is more than one reference to a single author, the items should appear chronologically under the author's name. If two or more works by the same author bear the same publication date, they are distinguished by letters after the date.

Example: Smith, Myra

1962a

1962b

Books

1. By a single author:
Boserup, Ester
1970 *Woman's Role in Economic Development*. New York: St. Martin's Press.
2. By two or more authors:
Nash, June and Helen Safa
1976 *Sex and Class in Latin America*. New York: Praeger.
3. An association or agency may be listed by author.
4. Edited volume:
Blaxall, Martha and Barbara Reagan (eds.)
1976 *Women and the Workplace: The Implications of Occupational Segregation*. Chicago: University of Chicago Press.

Journal Articles

- Gallin, Rita S.
1984 "Women, Family, and the Political Economy of Taiwan." *Journal of Peasant Studies* 12(2):76-92.

Article in a collection or edited volume

- Papanek, Hanna
1977 "Development Planning for Women." In *Women and National Development: The Complexities of Change*, edited by the Wellesley Editorial Committee, 14-21. Chicago: University of Chicago Press.
- Gillison, Gillian
1980 "Images of Nature in Gimi Thought." In *Nature, Culture, and Gender*, edited by Carol MacCormack and Marilyn Strathern, 143-173. Cambridge: Cambridge University Press.

Monograph Series

- Gallin, Rita S.
1982 "The Impact of Development on Women's Work and Status: A Case Study from Taiwan." Working Papers on Women in International Development #9. Women and International Development Program, Michigan State University: East Lansing, MI.

Unpublished Material

If possible, the reference should allow the reader to locate the material.

1. Dissertation or thesis: (general reference)
Gerhold, Caroline R.
1971 "Factors Relating to Educational Opportunities for Women Residents of the Malay Peninsula." Ph.D. dissertation, Cornell University, 1971.

Dissertation or thesis: (specific reference)
Gerhold, Caroline R.
1971 "Factors Relating to Educational Opportunities for Women Residents of the Malay Peninsula." Ph.D. dissertation, Cornell University, 1971. 32-37.

(U.S. dissertations are often available through University Microfilms, Ann Arbor, MI. If the dissertation is so available, this information is useful to the reader and University Microfilms can be listed as publisher.)

2. Paper presented at a conference
Jacobson, Doranne
1985 "Protected Daughters and Secluded Wives: Women's Freedom of Movement and the Household in Rural Madhya Pradesh." Paper presented at Asian Regional Conference on Women and the Household, Indian Statistical Institute, New Delhi, January 27-31.

3. Forthcoming work: This applies only to material that **has been accepted** for publication but has not yet appeared. For a book, "forthcoming" is used in place of date of publication. For a journal article, "in press" takes the place of date of publication. The text citation uses these terms also. For example: Otonoski, Melvin. *The Imagists of Chicago*. Forthcoming.

4. Reference to other unpublished material should include where the material is available if possible. It should also include a date. The abbreviation "n.d." should be used only if a date is unascertainable, not simply to indicate unpublished material.

Drake, Richard A.
1984 "Swidden Agriculture Production in Borneo." Manuscript. Copy available from the author, Department of Anthropology, Michigan State University, East Lansing, MI.

Government Reports and Documents

1. If an author is given, the material is treated like any other published work.
2. If no author is given, the sponsoring body is treated as the author.

3. Authors who use government statutes and similar material in their citations should refer to the latest edition of *The Chicago Manual of Style* published by The University of Chicago Press.

Foreign Language Material and Translations

1. Use of original: Cite the title as listed. In the publication facts, however, use the English name of the city of publication (e.g., Cologne rather than Koln). (A publisher's name should not be translated, even though the place of publication has been anglicized.) If there is no place of publication or publisher listed, use "n.p."
2. Translation: If a translation is used, the original publisher is not given in the facts of publication. The work is listed in the references by the author with the translator's name given in the publication facts.

Aries, Philippe

1962 *Centuries of Childhood: A Social History of Family Life*. Translated by Robert Bablick. New York: Alfred A. Knopf.

World Wide Web Bibliographic Citations

1. Use of material taken from the Internet may be cited as follows:

Limb, Peter

"Alliance Strengthened or Diminished?: Relationships between Labor & African Nationalist/Liberation Movements in Southern Africa."

http://neal.ctstateu.edu/history/world_history/archives/limb-.html. May 1992.

For references to materials not covered here, consult the latest edition of *The Chicago Manual of Style* published by The University of Chicago Press.