

WORKING PAPER SERIES GUIDELINES

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A **working paper** is a preliminary research work piece which is meant to be submitted to an academic journal or conference in the future. Authors might decide to release it to share ideas about the topic and to promote feedback among colleagues. The RUNIN project counts with an institutional repository-based working paper series which gives project members (early-stage researchers and supervisors) the opportunity of getting ideas out there at the first possible opportunity. The WP series includes high quality work in progress among RUNIN network, which aims to share/exchange ideas with a wider audience of researchers, policy makers and practitioners. It serves as a paper repository and allows the public record to benefit from first-cut material that ends up being removed during the editorial processes. It is expected that papers evolve substantively between submission and publication, so publishing a working paper at the RUNIN WP series does not count as prior publication for journals and conferences, as all reputable publishers allow preprints to appear in a repository. However, working papers preprints can be suppressed from the repository if particular journals require it.

The present document is aimed to establish the general minimum standards for paper submission and publication at the RUNIN project working paper series.

Submission Guidelines

Working papers must be submitted to the series editorial team through the email address workingpapers@runinproject.eu . Receipt confirmation will be sent to authors by the editorial team and the reviewing/editing process will start. Author(s) will be contacted by the assigned editor(s) if required.

- ❖ The editorial process of a working paper can take up to 3 weeks if no relevant revisions or adjustments are required.
- ❖ The RUNIN working paper series accepts submissions of full papers and short papers.
 - Full papers are ‘basic standard peer-reviewed papers’ with theoretical and methodological detailed content; a full paper is normally meant to become a journal paper or book chapter.
 - Short papers are pieces that are worth publishing, but do not raise the level of complexity of a full paper; these papers are usually more theoretical, and focus more on the thesis to be communicated than on the methodological or empirical details; short papers are more common in conferences and journals’ early-career sections.
- ❖ Working papers submitted before the 10th day of the month will be uploaded and published in the same month. Working papers submitted after the 10th day of the month will be uploaded and published in the next month. The working paper series is updated with new papers in the last week of each month.

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- ❖ The editorial team will be in charge of editing and formatting the papers into the series standard template. Formatted papers will be sent to authors for final proofreading before publication.
- ❖ The editorial and publication times can be delayed if relevant revisions or adjustments are required in the working papers, in which case it will be informed to the author by the editorial team.
- ❖ The authors are entirely responsible for obtaining the authorization to use any material subject to copyright.

When a working paper is accepted for publication in journals, or there is another situation that requires a working paper to be removed from the series, the editorial team should be formally informed through the same submission email address, specifying the reason and the removal deadline. Paper removal requests should be informed up to 2 weeks before desired removal date. Authors have the responsibility to check with specific publisher and inform if the article needs to be removed.

Paper Presentation Requirements

Language: English (UK).

Maximum Length: 3,000 words for short papers and 10,000 for full papers, excluding cover page and references.

Abstract: Up to 250 words, accompanied by 4-6 keywords and 4-6 JEL codes related to the working paper topic.

References:

- ❖ The bibliography should include all references cited in the text and only these. The references should be prepared according to APA standards (www.apastyle.org).
- ❖ The authors are cited in the text only by last name, followed by the date of issue (e.g. Gripp, 1994). In case of two authors, the surnames must be separated by "and" (e.g. Benn and Evans, 1998). When there are more than two authors, cite only the first followed by *et al.*

Paper format / Text font and size:

- ❖ File in Microsoft Office Word format.
- ❖ Main text in Calibri Light size 12 with spacing of 1.15cm and single column. The main text of the paper should be set with style "Text" or "Normal".
- ❖ Manuscripts must contain university affiliation and email address of all authors.

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- ❖ A table of contents should be included with page numbers aligned on the right, with dots between headings/subheadings texts and page numbers. A table of figures can also be included.
- ❖ Only two levels of headings permitted (e.g. Heading and Subheading). The main title of the paper should be set with style “Title 1” and the rest of the headings and subheadings with styles “Title 2” and “Title 3”.
- ❖ Tables and figures should be included in the same word document as the text and should be numbered in Arabic numerals, using Calibri Light 10 and single line spacing. Each figure should have a resolution equal or greater than 300 dpi. Tables and figures should be mentioned in the text. Their titles should be short, expressive and translated to English (UK). The titles and legends of tables and figures are written in Calibri Light, 10, bold, single line spacing, and the source should be included;
- ❖ Direct quotations of up to three lines should be inside the text, in double quotation marks. Direct quotations of more than three lines should be presented in indented paragraph 4 cm, single line spacing, leaving a blank line before and after the quote.

Please do not hesitate to contact the editorial team for any question or query. We wish you all the best in your writing endeavours.

The Editorial Team