

Formatting, Structure, Style, and Referencing Guidelines

A. Basic paper formatting

- i. Use A4 format.
- ii. For the body text, use Calibri (body) font, size 11.
- iii. Line spacing: single.
- iv. Margins 1" on all sides, text alignment justified.
- v. Paragraphs without indentation, separated by a single line.
- vi. Use Heading 1, Calibri (body) font, size 12, bold, for chapters (use automation function for all headings and use appropriate automated numbering for chapters).
- vii. Use Heading 2, Calibri (body) font, size 11, bold, for sub-chapters (use automation function, and use relevant automated numbering for sub-chapters, e.g., second level subchapter 1.2, third level, 1.2.1, etc.)
- viii. Use Calibri (body) font, size 14, bold, for paper title.
- ix. When copy-pasting information from other sources, use "Paste Special" function in MS Word, then "Unformatted." Afterwards, format as per instructions above.
- x. Use plain page number in bottom right corner.
- xi. Use bottom footer if needed, to give a short title of the document, date, or version.
- xii. Produce clean well-formatted text with editable tables.
- xiii. Do not incorporate private companies or any outsourced logotypes into the paper.

B. Structure, table of contents, lists of figures and tables

The minimum elements that the structure shall contain include:

- i. The title of the paper, name of the author, month and year of the draft production.
- ii. Disclaimer (the standard text shall be provided by the CAREC Institute's focal point and amended accordingly, including acknowledgements if needed).
- iii. An automated table of contents.
- iv. An automated list of tables.
- v. An automated list of figures.
- vi. List of acronyms and abbreviations.
- vii. Abstract (no more than 200 words) and keywords.
- viii. Executive summary.
- ix. Introduction or background / context including rationale, problem statement, purpose, other research, other activities conducted and value addition of this paper.
- x. Research / approach methodology / conceptual framework.
- xi. Methodology limitations / caveats.
- xii. Findings.
- xiii. Conclusion.
- xiv. Policy recommendations.
- xv. Bibliography / references.
- xvi. Annexes (if needed).

Sections and sub-sections must be automated together with the table of contents. Tables and figures must be organized properly in the MS Word file so that visually they can be

comprehended well. Tables and figures must correspond with their descriptive part, and they shall convey meaningful information. Their numbering and names must be automated and must be consequential throughout the paper. Tables and figures must be editable where possible, if not, an Excel or other file where the figure/table was generated shall be attached.

C. Country naming and maps

The manuscripts produced by authors shall use country names and maps (if needed) as accepted by the Asian Development Bank (ADB).

D. Referencing

The authors shall use American Psychological Association (APA) style citation in their manuscripts.