**Annex 6.3. Example of a Research and Publications Policy Statement that Includes Quality Control Provisions\***

**ECONOMIC POLICY RESEARCH CENTRE**



Research and Publication Policy, Regulations and Guidelines

## Abbreviations/Acronyms

ARF Assistant Research Fellow

BoM Board of Management

CSO Civil Society Organisation

ED Executive Director

EPRC Economic Policy Research Centre

FAC Finance and Appointment Committee

GoU Government of Uganda

ICT Information and Communication Technology

IMDM Information Management and Dissemination Manager

MISR Makerere Institute of Social Research

PRF Principal Research Fellow

RAP Research Advisory Panel

SRF Senior Research Fellow

UMA Uganda Manufacturer’s Association

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# Introduction

* 1. Introduction

The Economic Policy Research Centre (EPRC) was established in 1994. It is an autonomous not-for-profit organisation limited by guarantee. It is governed by a Board of Management comprising of eminent persons from the Ministry of Finance, Planning and Economic Development, Bank of Uganda, Parliament of Uganda, National Chamber of Commerce and Industry, Private Sector (through the Uganda Manufacturers’ Association (UMA)), Makerere University and Makerere Institute of Social Research (MISR). Its legal status renders it eligible to receive direct funding from Government of Uganda (GoU), bilateral and multi-lateral donors, and other educational and research oriented institutions.

The Board of Management has two sub-committees: the Research Advisory Panel (RAP) and the Finance and Appointments Committee (FAC). The role of RAP is to oversee the research function of the Centre.

The Centre’s mandate is to provide research-based evidence to support the formulation of government policies and programmes, to undertake capacity building activities in the country and carry out policy engagement based on research findings;

The main objectives of this Research and Publication Policy, Regulations and Guidelines include:

1. To ensure that the Centre’s research and publications are of the highest quality;
2. To provide guidelines for authorship, editorship and publication ethics;
3. To protect the Centre’s intellectual property;
4. To ensure that research outputs shall be disseminated to relevant stakeholders in a timely manner and in a way that ensures optimal use; and
5. To motivate researchers in the pursuit of their scientific careers.
	1. The policy is divided into research and publication:
6. The research policy clearly sets out the framework within which research at the Centre shall be undertaken. This policy applies to all researchers employed by the Centre and all collaborative research projects it initiates. The regulations and guidelines to be followed are also highlighted.
7. The publication policy clearly sets out the framework for dissemination of the Centre’s knowledge products. It details authorship of publications, policy for submission and review of papers, and outlines the procedure to be followed.
	1. Interpretations
8. Definitions
9. “EPRC” means Economic Policy Research Centre.
10. “Board” means the Board of Management of EPRC.
11. “Centre” means EPRC.
12. “Executive Director” of EPRC means the Executive Director (ED) appointed by the EPRC Board
13. “Research staff” means all research staff of the Centre including the Executive Director, Principal Research Fellow (PRF), Senior Research Fellow (SRF), Research Fellow (RF) and Assistant Research Fellow (ARF)
14. “Research Associate” means a person who is not on the EPRC’s permanent structure but is associated with the Centre through research.
15. “Month” means calendar month.
16. “Year” means a period of twelve months

Any questions arising out of the interpretation or application of this policy shall be referred to RAP through the ED.

1. These provisions, except as otherwise are expressly provided in this policy:
2. Shall apply to all researchers of the EPRC and to all agreements entered into by the Centre in respect of research, including all collaborative research projects initiated by the Centre’s researchers;
3. Shall take precedence over all previous notices, regulations, rules and standing instruction in conflict with these provisions;
4. Shall be the responsibility of every researcher to know and understand; ignorance of any particular provision herein cannot in itself be accepted as an excuse for non-compliance; and
5. Shall, if they fail to cater for a particular EPRC circumstance, demand that it be referred to the Board for consideration and resolution.

1.4 The Centre’s research and publication shall be guided by the RAP in collaboration with the Research Management and Quality Assurance Committee and Publication Committee. The following responsibilities are assigned as follows:

1. The RAP’s duties are to:
	1. Help the Centre draw up its research agenda;
	2. Guide the implementation of the research agenda;
	3. Review and approve research proposals and concept notes; and
	4. Guarantee the quality of the Centre’s research outputs.
2. A Research Management and Quality Assurance Committee shall be made up of the PRF (as Chair), and the Heads of Research Units. This Committee shall ensure:
	1. Research agendas as proposed by individual Research Units are in line with the Centre’s thematic research areas;
	2. Regular monitoring of the progress of the proposed research as per EPRC annual work plan;
	3. That the content of the research outputs meets the Centre’s set standards. The standards include application of rigorous methodologies and writing in a user-friendly form for dissemination to a broad spectrum of stakeholders and the wider public;
	4. Proper procedures are followed in the selection and management of the Centre’s Research Associates and that research associates comply with this policy;
	5. Adherence to procedures in the selection and management of peer reviewers of the Centre’s research outputs; necessary recommendations are made to the Publications Committee.
3. The Publications Committee shall be made up of the Executive Director, Principal Research Fellow, and the Information Management and Dissemination Manager. The Committee shall ensure:
	1. Timely production of research publications;
	2. Receipt and consideration of recommendations on completed research outputs from the Research Management and Quality Assurance Committee;
	3. That the Centre’s research outputs meet the minimum EPRC publication format standards; and
	4. Wide dissemination of the Centre’s research publications.
4. The Information Management and Dissemination Manager (IMDM) shall be responsible for the Centre’s website content management system;
5. Each Head of a Research Unit shall provide intellectual leadership and be responsible for the coordination, accuracy, consistency and timeliness of content in publications under his/her Unit as well as for approval of content for publication.
	1. Framework for research collaboration with Makerere University
6. The Centre shall, on a case-by-case basis, undertake research jointly with relevant faculties of Makerere University. This arrangement shall be guided by a Memorandum of Understanding. This collaboration shall enhance research quality and improve knowledge sharing between the Centre’s researchers and faculties. The faculties, where necessary, shall be contacted to peer review the Centre’s research outputs while the Centre’s researchers shall offer supervisory and limited part-time teaching roles to postgraduate students upon receiving clearance from the EPRC Management.
7. To build capacity and strengthen research skills in economics and related academic programmes of the University, the Centre shall encourage postgraduate students to join its research team to work on particular projects of their interest on a competitive basis.
8. In addition, the Centre under its internship policy shall admit undergraduates in economics and related areas for attachment/internship for a period of not more than three months during the University’s long vacation, with the goal of capacity building and strengthening in economic research.
	1. Framework for research collaboration with other institutions
9. The Centre shall strategically collaborate with other institutions in and outside Uganda for the purposes of research in areas of common interest, knowledge sharing, and enhancing the quality of its research;
10. All such collaborations shall be undertaken after signing a Memorandum of Understanding with the collaborating institution;
11. In addition, the Centre under its internship policy, shall admit undergraduates in economics and related areas for attachment/internship from other universities for a period of not more than three months during the University’s long vacation with the goal of achieving capacity building and strengthening in economic research;
12. The internship policy shall be extended to international students with whom the Centre has forged a strategic partnership; and
13. The Centre will undertake collaborative organization of seminars and workshops with other institutions in Uganda to review and critique its work and that produced elsewhere.
	1. The visiting research fellowship programme targets non-EPRC researchers (local and international) who wish to conduct research on Uganda (also in Uganda?). The research shall be cleared by the relevant authorities, where necessary.

# Research Policy

* 1. Strategic Research Programme
1. The Centre shall develop a four-year medium-term strategic research agenda to reflect the development challenges facing Uganda and the region at large;
2. The Centre’s four-year strategic research plan shall be operationalised through the development of its annual research agenda;
3. The Centre shall, on a regular basis, review its strategic research programme in line with the development priorities of its stakeholders. The research programme shall demonstrate relevance and increase its national and regional visibility and policy influence;
4. The proposed research programme shall be informed by a review of the Centre’s past, present and prospective work. The programme shall also be shared with the Centre’s stakeholders in a consultative manner to sharpen and ensure its research relevance. The ideas from the consultative process shall be an input into the Centre’s strategic research programme;
5. The research programme shall be flexible to accommodate “hot” emerging development issues that were not envisaged in the programme and these shall include requests for commissioned studies from the Centre’s stakeholders; and
6. Like the four-year strategic research plan, the annual research plan shall be submitted to the EPRC Board for approval.
	1. Types of research: The Centre shall carry out three types of research:
7. Core research, which shall be initiated by the Centre’s in-house researchers or in collaboration with partners in local institutions. Areas of core research shall be guided by the Centre’s strategic research agenda (refer to 2.1), which agenda shall be reviewed on an annual basis by the EPRC Board of Management;
8. Commissioned research shall be funded and done for particular stakeholders. Areas for collaboration through commissioned studies shall be determined by the Centre’s research agenda;
9. In the case of collaborative research co-funded and jointly undertaken with particular stakeholders, areas for collaboration shall be guided by the Centre’s strategic research agenda (refer 2.1).

All outputs from the three types of research mentioned in section 2.2 shall be of a quality that meets international standards. This shall be achieved through a combination of: (i) peer review of EPRC’s work by external reviewers of international reputation; and (ii) rigorous scrutiny by the internal Research Management and Quality Assurance Committee.

* 1. *Procedures and Guidelines for Research Approval*

There shall be clear guidelines/regulations to ensure uniformity and ease in conducting research at the Centre. These guidelines shall be reviewed periodically as and when necessary. The researcher(s) within his/her respective Research Units shall initiate and agree on research topics guided by the Centre’s Strategic Research Programme (refer 2.1).

1. The RAP shall review the proposed annual research work plan and propose changes where necessary. It shall co-opt subject matter experts to review the proposed research where necessary. Thereafter, the EPRC Board of Management shall approve annual work plans on recommendations from RAP. The decision of the EPRC BoM shall be final;
2. Each research undertaking shall have a designated lead researcher;
3. Each research topic shall be developed into a concept note/proposal. The concept note shall not be more than four pages and shall spell out clear and realistic deliverables and timelines, expected dates of completion, data sources, research team composition and tasks assigned to each team members, among others. A budget shall be included in case the proposed research topic involves fieldwork;
4. All concept notes/proposals shall be presented to the Research Management and Quality Assurance Committee within the Centre for comments and further guidance;
5. The research proposals/concept note, research papers/reports shall be formatted according to the Centre’s *Guidelines for authors* (refer section 4);
6. Each Research Unit shall submit all its research proposals/concept notes to the PRF. The PRF shall convene a meeting of the Research Management and Quality Assurance Committee to critically review these research concept notes in terms of policy relevance, timeliness and composition of the research team. Any concerns about the concept notes shall be communicated in writing to the respective Head of a Research Unit within two weeks after their submission;
7. The PRF shall thereafter organize an internal seminar where researchers shall come together to discuss and harmonise research submissions from various Research Units. The various research topics from the Research Units shall be consolidated into the Centre’s research work plan for the year. This is to ensure ownership of the proposed annual research plan;
8. Regular progress reporting shall be made at specific times as agreed with the PRF; and
9. The researchers through their respective Heads of Research Units shall ensure that research reports are submitted in a timely manner to the Research Management and Quality Assurance Committee.
	1. Monitoring and evaluation

The Centre shall have a mechanism to monitor and evaluate all its key activities including its annual research work plan as approved by the EPRC BoM as follows:

1. Overall monitoring and evaluation of the Centre’s research programme shall be done by the Executive Director. However, he/she may delegate the responsibility to the PRF;
2. Monitoring and evaluation shall focus on time management, meeting targets, treatment of data, research integrity, among others; and
3. Meeting targets according to the annual work plan shall play a central role in the evaluation of individual researchers. All researchers shall have to meet their expected output and this shall be reviewed on a regular basis (quarterly and annually)
4. Researchers whose projects are spilling over their time limits by over one month shall have to provide strong justification to the Research Management Committee.
5. All researchers, depending on their level, shall be required to publish the minimum number of working papers and peer-reviewed work per year. The minimum number of papers for each researcher shall be determined from time to time by the RAP in consultation with EPRC Management.
6. All researchers, depending on their level, shall be required to present their work to various workshops within and outside EPRC. The researchers shall also be evaluated on the basis of the seminars/workshops they have organized and presented their outputs.
	1. Quality Assurance

The Centre seeks excellence in research as reflected in its Vision and requires that all researchers adhere to the highest standards of responsible conduct and integrity in research. Should a violation of research integrity and/or research misconduct appear to occur, the Centre’s *Staff Terms and Conditions of Service* shall be consulted for details of the procedures to follow. Research misconduct shall include but will not be limited to: plagiarism, fabrication, falsification, etc. The Centre’s research shall meet the national standards governing research in Uganda.

* 1. In case of failure to comply with the Centre’s research and publication policy (i) the Publication Committee shall have a right to withhold or withdraw the right to publish or to withdraw from circulation any material whatsoever until such time as it complies with the policy. This right may be exercised without prior notice if the nature of non-compliance is such as to place the Centre’s corporate image at serious risk. The Centre reserves the right to institute disciplinary or legal action if it has reasonable grounds to believe that non-compliance with this policy exposes the Centre to risk of significant loss, disadvantage or detriment to its good standing.
	2. Research conducted and data collected as part of research while employed by the Centre shall remain the intellectual property rights of EPRC.

# Publication Policy

* 1. Dissemination of knowledge is one of the core activities of the Centre. Publication can take a number of forms and can occur in a variety of media, both in print and electronic formats, including academic journals and conferences, dissemination through websites, and general public audiences. The Centre shall ensure that all information produced through its research activities is reliable, legally compliant, accurate and consistent across all media and production processes over time. This publication policy applies to all researchers and to all agreements entered into by the Centre in respect of research. It details the authorship of publications, review of papers, and outlines the procedure to be followed.
	2. The publication policy is meant to institute procedures that ensure that it suits the purpose. It is not intended to compromise researchers’ independent thinking or their freedom of expression. Where necessary, a disclaimer may be required, stating that no representation is being made or implied that the content has official endorsement of EPRC. Publishing research material that does not meet the requirements of the guidelines outlined herein may constitute research misconduct.

### EPRC’s Audiences

* 1. The Centre recognises the following audiences for information dissemination through its publication: policymakers in government ministries, departments and agencies; development partners; international community; civil society organisations (CSOs); private sector; academia and the general public.

*Classification of EPRC publications*

* 1. In view of the wide differences in the information needs of its audience groups, the Centre produces a wide range of knowledge products in the following categories:

## Articles in refereed journals

* 1. These serve to gauge the quality of the Centre’s research and thus play a vital role in influencing the Centre’s future funding prospects and raising the Centre’s profile internationally.

## Web-site based publications

* 1. Any publication under this category shall be approved by the PRF after consultation with the ED and uploaded by the Knowledge Management Specialist under the supervision of the Information and Dissemination Manager. Uploading of such publications shall be done within a day after receipt of approval from the PRF.

## Working papers

* 1. These are research outputs from core and commissioned studies and are published by the EPRC as Research Series and Occasional Papers respectively. The policy messages from these publications shall be summarized and published as policy briefs once the paper has been peer reviewed. The researchers shall be encouraged to develop these working/discussion papers into articles in refereed journals.

## General audience publications

* 1. The publications in this category are non-technical and are addressed to the general public and to Civil Society Organisations (CSOs) in particular, to facilitate policy advocacy. These publications address a wide variety of issues related to public awareness about EPRC and its role in Uganda’s development discourse and they include: brochures, newsletters, annual reports, press releases among others. Notable among these are the Centre’s quarterly publication: “*The Ugandan Economy Today”* and periodic Policy Briefs.
	2. Each publication shall indicate the month and year of printing. This shall be printed on the cover page of the printed material.

### Publication Procedures

## Refereed publications

* 1. Journal articles accepted for publication by external reviewers belong to this category.
1. Review procedures: Before submission to external reviewers, all publications shall be reviewed internally to ensure compliance with internal procedures. The Research Management and Quality Assurance Committee shall then evaluate their suitability for publication or may seek the advice and assistance of subject matter experts in the relevant research area;
2. The author(s) shall revise the draft papers, incorporating the reviewer’s comments/suggestions where necessary, and submit the revised paper to the Research Management and Quality Assurance Committee. A note from the authors indicating how the comments/suggestions were incorporated in the paper shall be attached; and
3. The Research Management and Quality Assurance Committee shall forward the revised paper to the Publication Committee for further review. The ED shall have the author(s) make the necessary revisions, and then submit the revised paper to the appropriate journal.

## Non-refereed publications

* 1. All publications reviewed in-house, but not by external reviewers belong to this category. These include the research reports, newsletter, workshop/conference papers and proceedings, discussion papers, annual reports and others of a similar nature.
1. Review process: All non-refereed publications shall be reviewed internally. Non-refereed publications of a regular nature such as annual/quarterly progress reports shall be reviewed by Management. Non-refereed publications that are not of a regular nature, such as working papers, workshop/conference papers etc shall require approval of the Centre’s Research Management Committee for them to be published. The processing of these publications shall differ according to their nature.
2. Workshop/conference papers: The author(s) shall submit their paper(s) after they have been reviewed internally to ensure compliance with EPRC minimum standards. The author(s) may seek English language editing/editor assistance before the paper is forwarded to the conference editor. In case the paper is published, the author(s) shall advise the Information Management and Dissemination Unit accordingly and the Unit shall update the information in the Centre’s database.
3. Research/working papers: Any written-up research that has been approved for internal publication by the Centre’s Research Management Committee shall be eligible for publication as a Research Series paper or an Occasional Paper by the EPRC.
4. A report of research results of significance but which is not yet appropriate for refereed journals because of length, degree of detail, limitation of audience etc shall belong to this category.
5. Also belonging to this category are general reviews, publications etc that are commissioned to the Centre by its clients.
6. Proceedings of workshop/conferences: Where possible, publication of full conference/workshop proceedings shall be considered only in those cases where the papers presented make a substantial contribution to the furtherance of knowledge; for others, publication of abstracts only may be considered. The papers to be included shall be reviewed by the Centre’s Editorial Board.
7. EPRC Annual, quarterly and monthly reports belong to this category.
8. General audience publications: Information brochures, folders, general audience newsletters, belong to this category. These publications shall be reviewed by EPRC Publications Committee or by an *ad hoc* committee as shall be determined by ED.
	1. General procedures for external review:
9. The Centre in consultation with the Board shall agree on the list of competent external reviewers to be consulted;
10. The researchers shall inform both the ED and PRF of their intention to prepare a paper for publication. This shall be done well in advance, with at least two weeks’ prior notice;
11. Draft papers shall be submitted by the Centre to suitable internal and external reviewers depending on the area of research. The reviewers shall be expected to provide detailed comments/suggestions on the paper. The reviewers shall provide feedback to the author(s) within two weeks of receipt of the paper;
12. If the comments/suggestions of the reviewers require significant changes, a new version of the paper shall be circulated again for comments/suggestions and changes. Otherwise, the author(s) have two weeks to respond to the reviewers’ comments/suggestions; and
13. The final version of the paper shall be submitted to the ED/Editorial Board for approval prior to publication.
	1. Failure to comply with one or more of the clauses stipulated in this publication policy shall be considered unethical conduct and may be brought to the attention of the Board of Management for appropriate disciplinary action.

*Authorship and Editorship*

* 1. Where research involves more than one researcher, all researchers shall agree on authorship of a publication at an early stage in the research and may review their decisions periodically. Researchers must offer authorship to all research associates, who meet the criteria for authorship stated in this document. Furthermore, a researcher who qualifies as an author shall not be excluded as an author without his/her written consent.
	2. An author is a person who has made a significant contribution to the research and the publication. The author is a person who has (a) made substantial contribution to conceptualization of the research or acquisition of data or analysis and interpretation of the data; (b) participated in drafting of the paper or revising it critically for important intellectual content. An author shall meet at least one of the two conditions (a) or (b) above. All those listed as authors must have participated sufficiently in the work to be accountable and to take responsibility for the content of the publication.
	3. The right to authorship shall not be tied to position or profession. To be an author, it is not enough to provide data or routine technical support on which the publication is based. Substantial intellectual involvement is required. None of the following contributions, in and of themselves, justifies including a person as an author:
1. Being the Head of Research Unit, holding higher position of authority, or personal friendship with the authors;
2. Providing a technical contribution but not intellectual input to the research;
3. Providing routine assistance in some aspects of the research, the acquisition of funding or general supervision of the research team;
4. Providing data that had already been published or materials that were obtained from third parties e.g. Uganda Bureau of Statistics, Bank of Uganda, Government Ministries, Departments and Agencies among others; or
5. Authorship shall also be done in a balanced manner where work is done in collaboration with consultants outside the Centre. Being a task leader to the project shall not constitute the right to authorship.
	1. Any dispute concerning authorship shall be brought in writing to the attention of the ED and PRF in case the researchers are unable to resolve the dispute themselves.
	2. The authorship of a publication shall be based on original research carried out by an individual(s). The following guidelines shall apply to research reports, books and annual reports:
6. Books and research written/edited by individual researcher(s) shall bear the names of the authors or editors, as applicable, on the cover;
7. Annual reports, research reports based on collective work or similar publications shall appear in the name of EPRC but appropriate credit may be given to contributions either in the preface or elsewhere in the book or annual reports; and
8. Any researcher may request that his/her name be excluded from the author list of any particular publication. Such a request may or may not signify a lack of concurrence with the contents of the publication.

*Publication Ethics*

* 1. Authorship shall be decided by the researchers who were mostly involved in designing and executing the research, and the authors shall be able to take responsibility for the content of the publications and defend it if need arises. Contributions from persons who had little to do with the intellectual content of the publication, but who provided other kinds of assistance, need not be rewarded with authorship. Such assistance may be acknowledged in the appropriate section of the publication.
	2. Authors have three main ethical responsibilities in presenting their work for publications.
1. Honest and full reporting, which implies accurate and complete description of the observations and data used;
2. Honest relation of their work to that of others allowing the reader to objectively evaluate the research paper; and
3. Authorship shall follow the Centre’s procedures for the approval of their paper to protect the institution’s reputation.
	1. The researcher(s) shall ensure that research is original and does not contain plagiarised content. If after publication, researcher(s) become aware of misleading or inaccurate statements they must correct the record as soon as possible. Researchers shall cite other relevant work appropriately and accurately. Use of the work of other authors without acknowledgement shall be considered unethical and punishable by the RAP.
	2. Unpublished data drawn from other sources shall be identified as such and be appropriately credited, with indication that such acknowledgement is with the consent of the person being credited.
	3. Unless the data have been updated and the conclusions modified, the same paper shall not be published in more than one outlet.
	4. The Centre’s Publications Committee must treat papers as confidential communications and not divulge their content without the consent of the author(s). Reviewers are responsible not only for unbiased, objective critical analysis of paper but also for completing their task within the time allowed.

*Branding*

* 1. All the Centre’s publications shall follow the Centre’s brand identity guidelines.
1. The Publications Committee shall provide a ‘no-objection’ before attachment of the EPRC logo or website posting;
2. The publications shall display the Centre’s logo in its corporate colours;
3. Each EPRC working paper shall include a brief paragraph about EPRC, mission and vision statement;
4. The printed material shall be attractive (not necessarily over decorated) and well designed. The copy shall convey information accurately, concisely, clearly and in a style that invites readership;
5. The publication shall include instructions about how readers can obtain additional information;
6. Each publication shall indicate the month and year of printing on the cover page. Generally this shall be on the cover, inside cover or back page of publication and printed materials;
7. The research publications shall include a listing of previous publications, including titles, authors and year of publication;
8. Where possible, the publication shall bear artwork on the cover page reflecting the content. The artwork shall not be published until it has been approved by the Publication Committee;
9. Neatness and quality of typography shall be emphasized;
10. Printed materials shall be attractive and well designed. The copy shall convey information accurately, concisely, clearly and in a style that invites readership and avoids jargon;
11. All EPRC publications shall bear an ISBN number and shall be copyrighted.

# Guidelines for the Authors

The EPRC regularly issues a series of publications on various topics for dissemination of knowledge to targeted audiences. These publications fall within the Centre’s thematic areas of Trade, Regional Integration and Multilateral agreements; Institutional efficiency and Service Delivery; Socio-economic Governance and Accountability; Social Protection; Growth and Employment; Impact Evaluation of Policies and Programmes.

Emerging issues and changes in policy dialogue shall shape the Centre’s strategic research agenda, and this shall require a variety of publications taking a multitude of forms and sizes. The Centre shall encourage submission of papers presenting research findings, fostering policy debate, and contributing to capacity building in policy analysis.

These guidelines are meant to direct Researchers (both staff and non-staff) intending to submit papers to the EPRC Publications Committee for onward publication.

**Guidelines**

1. **Language of publication:** Publications must be written in or translated into English (UK), therefore Researchers are encouraged to set their online dictionary (in the Word Processor of choice) to UK English;
2. **Revision of original draft:** Prior to sending the original draft electronically as an attachment to the editorial committee, the author is expected to carefully edit it, aiming to correct grammatical and contextual errors and ensure that editorial norms in the EPRC publishing policy have been followed.
3. **Submission of original draft:** Authors may submit the draft electronically as an attachment to the PRF’s email address. The body of the email should contain the title of the publication, date of writing, as well as the names, professional affiliation (where necessary), and email addresses of all authors. All successful submissions will be acknowledged upon receipt. The EPRC does not guarantee the electronic submission process and authors are advised to check and ensure successful delivery of submissions.

1. **File Format:** All drafts sent for publication must be in the following format:

 - Document: *.doc or .docx*

 *-* Font type: *Calibri*

- Font size: *12* (notes must be in 8-point font)

 - Line spacing: *1.5 spacing*

 - Pagination: *Arabic figures,* (page numbers centered on the bottom border of the page)

 - Margins: *Top (3cm); Bottom (2cm); Left (3cm) and Right (2.5cm)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Publication**  | **Summary**: No. of characters with spaces  | **Text**: Number of characters with spaces | No. of **tables, illustrations, boxes or graphs** | **References** |
| **Research Reports** | Max of 5,200 | Range: 120,000 to 240,000(50 pages to 100 pages) | Not limited | At least 10 |
| **Working Papers** | Max of 2,600 | Range: 48,000 to 120,000(20 to 50 pages) | Not limited | At least 5 |
| **One Pager** | - | Approx 4,800 | At least | Maximum 2 |
| **Policy Research Brief** | - | Approx. 19,000 | 2 – 4 | Maximum 5 |

**5. Illustrations**: The graphics and tables (including artwork when indispensable) should be incorporated into the text, in an adequate position defined by the author. The photos or images should be copied in extension files – gif or jpeg. They should have titles and be numbered consecutively using Arabic numerals. The worksheets and graphic data that are included in the text should be edited in MS Excel. The graphics should be done in *Corel Draw* or *Adobe Photoshop*.

**6. Notes**: Bibliographic references, documents, and other information should be presented in full detail at the end of the document. The endnotes should be numbered consecutively in Arabic numerals, and aligned in *justified* format. They should be in *font size 10* *point*.

**7. Bibliographic references**: The bibliographic references should follow a consistent format as illustrated below:

Books: Author(s) of book [last name, first name]. (Year). [*Title in Italics*], edition number other than the first, City, Publisher.

Example:

 Lal, D. (2002). The Poverty of ‘Development Economics’, 3rd Edition. London, The Institute of Economic Affairs.

Articles in Books: Author(s) or editor(s) of book [last name, first name]. (Year). ‘[Title of Article]’in: Editor(s) of Book [Last name, first name], [*Title of Book in Italics*], City, Publisher, Page numbers.

 Example:

Bardhan, P. (2000). ‘The Nature of Institutional Impediments to Economic Development’ in M. Olson and S. Kahkonen (eds), A Not So-Dismal Science. Oxford, Oxford University Press, 245 – 268.

 Electronic Referencing: Author(s) or editor(s) (year). ‘Title of Reference’, Publisher, <web address> (date of access)

Example:

Garstang (2007). ‘Slavery Today’, Garstang Fair Trade Website, [www.garstangfairtrade.org.uk/slavery\_today.htm](http://www.garstangfairtrade.org.uk/slavery_today.htm) (accessed 9 August 2007).

Working Papers: Author(s) [Last name, first name] (Year), ‘Title of Document’, *Series of the paper*, Working Paper number, City, Institution.

Example:

Harriss-White, B. (1997) ‘Informal Economic Order: Shadow States, Private Status States, States of Last Resort and Spinning States: A Speculative Discussion Based on S. Asian Case Material’, *QEH Working Paper Series,* No. 6. Oxford, Queen Elizabeth House.

**8. House Style**

* + Dates: Present as day month year with no punctuation
	+ Quotation marks: use double quotation marks with singles for quotes within quotes
	+ Foreign words: these should be in italics unless they have become common English usage
	+ Numbers: one to nine expressed in words. For 10 upwards, use numerals, unless the number starts the sentence
	+ Percentages: use ‘percent’ in longer prose. The % sign should be used in tables and figures
	+ Spellings: Usages and punctuation should be consistently English from UK. American spellings should be avoided. Use ‘s’ spellings rather than ‘z’ spellings; useful spellings: labour, programme, centre, etc.
	+ ‘below’/’above’: Do not use the terms ‘below’ and ‘above’ to refer to figures and tables on in the text. Do refer directly to the number or the name of the figure or table.
	+ Subheadings, table headings and figures: Should consist of capital initial letters with no periods (full stops).

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