



Committee for Development Policy
United Nations Department of Economic and Social Affairs
Development Policy and Analysis Division

The CDP Background Paper Series

Overview and objectives

Annex 1: list of background papers issued 2011-2015

Annex 2: Editorial guidelines

Annex 3: Guidelines on submission for typesetting

The CDP Background Paper Series adheres to the following guidelines:

1. Content

The series makes available background research conducted by CDP members, the CDP secretariat, and other experts in support of the annual report of the Committee to the Economic and Social Council and related sales publications issued by the Committee. Papers in this series are thus preliminary documents posted on the CDP website to stimulate discussion and critical comment. They explore topics that are on the broad range of economic, social and environmental issues of direct relevance to the programme of work of the CDP (see annex 1 for a list of CDP Background Papers).

2. Languages

Drafts are to be submitted in English.

3. Format

The attached stylistic guidelines are to be followed. An abstract with the papers main conclusions and not exceeding 100 words is required. JEL codes should also be indicated. Author's email address should be included.

In preparing their drafts, authors should ensure that they: a) provide the outline of the paper; b) convey a statement of the purpose and scope of the paper in an introduction; c) summarize findings and implications at the end; and, d) convey all information clearly and succinctly.

Authors are responsible for checking their sources, quotes and references. They are also responsible for proofreading the manuscript for grammar, spelling, and for format compliance. Authors are also responsible for proofreading the typeset version prepared by the secretariat.

Final revised drafts should be submitted in Word format; tables and graphs (including underlying data) are to be submitted in Excel format.

4. Review process

Authors should send draft papers the CDP Secretary who will make arrangements for the papers to be peer reviewed by other CDP members, by a CDP expert group meeting or by relevant experts from the UN system or associated with the CDP and familiar with its work. Comments will be sent to authors for their consideration, revision and finalization of their drafts.

5. Dissemination

- a. Manuscripts should be converted to pdf files (Acrobat software) and posted in the CDP website.
- b. The CDP Background papers are included in IDEAS/REPEC [<https://ideas.repec.org/s/une/cpaper.html>]; Econpaper; CDP Updates (quarterly email notification run by the Secretariat); DESAlert (weekly notification newsletter run by UN DESA), etc.
- c. Papers are included in the UN social media advisory campaigns (see figure)
- d. Authors are strongly encouraged to post abstract and include links in relevant websites, including those of the institutions they are associated.



Annex 1: CDP Background Paper Series (2011 -2015)

Thought for Food: Strengthening Global Governance of Food Security

Rob Vos; ST/ESA/2015/CDP/29

Supporting LDCs' Transformation: How can ODA Contribute to the Istanbul Programme of Action in the Post-2015 Era?

José Antonio Alonso; ST/ESA/2015/CDP/28

A Post-2015 Monitoring and Accountability Framework

José Antonio Ocampo; ST/ESA/2015/CDP/27

Managing Labour Mobility: A Missing Pillar of Global Governance

José Antonio Alonso; ST/ESA/2015/CDP/26

Transitioning from the MDGs to the SDGs: Accountability for the Post-2015 Era

CDP Subgroup on Accountability; ST/ESA/2015/CDP/25

International Tax Cooperation and Implications of Globalization

Léonce Ndikumana; ST/ESA/2014/CDP/24

Nepal's Accession to the World Trade Organization: Case Study of Issues Relevant to Least Developed Countries

Posh Raj Pandey, Ratnakar Adhikari and Swarnim Waglé; ST/ESA/2014/CDP/23

Accelerating Development in the Least Developed Countries through International Support Measures: Findings from Country Case Studies

Ana Luiza Cortez, Ian Kinniburgh, Roland Mollerus; ST/ESA/2014/CDP/22

LDC and other country groupings: How useful are current approaches to classify countries in a more heterogeneous developing world?

José Antonio Alonso, Ana Luiza Cortez and Stephan Klasen; ST/ESA/2014/CDP/21

The likelihood of 24 Least Developed Countries graduating from the LDC category by 2020: an achievable goal?

Hiroshi Kawamura; ST/ESA/2014/CDP/20

Global trade rules for supporting development in the post-2015 era

Ana Luiza Cortez and Mehmet Arda; ST/ESA/2014/CDP/19

Trade Benefits for Least Developed Countries: the Bangladesh Case Market Access Initiatives, Limitations and Policy Recommendations

Mustafizur Rahman; ST/ESA/2014/CDP/18

Effectively addressing the vulnerabilities and development needs of small island developing States
Matthias Bruckner; ST/ESA/2013/CDP/17

Science, technology and innovation for sustainable development
Keun Lee and John Mathews; ST/ESA/2013/CDP/16

Climate change vulnerability and the identification of least developed countries
Matthias Bruckner; ST/ESA/2012/CDP/15

Strengthening smooth transition from the least developed country category
CDP Secretariat; ST/ESA/2012/CDP/14

Conflict and the identification of the Least Developed Countries: Theoretical and statistical considerations
Ana Luiza Cortez and Namsuk Kim; ST/ESA/2012/CDP/13

The concept of structural economic vulnerability and its relevance for the identification of the Least Developed Countries and other purposes (Nature, measurement, and evolution)
Patrick Guillaumont; ST/ESA/2011/CDP/12

International Migration and Development: A review in light of the crisis
José Antonio Alonso; ST/ESA/2011/CDP/11

Annex 2: CDP Background Papers: editorial guidelines

1. Style

- Please refrain from using long, involved sentences (crowding too many ideas into one sentence); keep sentences as short and succinct as possible.
- Where possible, use the active rather than the passive voice.

2. Spelling

- Observe British spelling rules (consult the Concise Oxford English Dictionary, eleventh edition, and use the UK spell-check feature in MS Word).

Exceptions:

- Words that would normally end in “ise”, which are spelled with a “z” in UN documents (e.g., industrialize, organize, realize, etc. – Exceptions: analyse, catalyse).

Some common spelling issues:

- ageing (with an “e”)
- Basel II (not Basle or Bâle)
- focused (one “s”)
- ton (not “tonne”)
- labour, favourable, honour, etc. (“ou”, not “o”)
- lacklustre, centre, theatre, manoeuvre, meagre, etc. (“re”, not “er”)
- modelled, fuelled, travelled, channelled, signalled (double “l”)
- programme (not “program”)
- sizeable (not “sizable”)
- [[Careful with to/too; of/off; effect/affect]].

One word or hyphenated?

- Subregion, intraregional, interrelationships, macroeconomics, microentrepreneurial, policymakers, recapitalized, reallocation, overregulation, underprovision.
- But: countercyclical, procyclical.

3. Other conventions:

Acronyms/abbreviations

- The name of the entity must be written out in full the first time it is referred to, followed by the acronym in parentheses; thereafter use the acronym
- If a name only appears once in the text, there is no need to use the acronym (unless it is a Common one that people identify with)
- In footnotes, use only the acronym if it has already been used in the text
- Acronyms should not be used in headings or titles
- United States is never abbreviated to US (unless it is part of the official name of an entity, or as an adjective in tables where space is limited, e.g., “US dollar”).

Capitalization

- Government (when referring to the Government of a country) is written with an initial cap., unless it refers to a local government or is used as an adjective.
- State is written with an initial cap. when it refers to a country or a specific state in a federation (New York State) (both as a noun and as an adjective).

Lower case

- small island developing States, least developed countries, landlocked developing countries
- Reference to a table, box, figure in the body of the text is lower case (see table I.1, figure II.3, etc.)

Country names

[“Short name” used in United Nations documents (not necessarily the same as the “formal” name).]

NOTE: For the CDP books and working papers we need not strictly adhere to all of these conventions, but have highlighted those where you’re asked to follow as much as possible:

- Bolivia (Plurinational State of) (not simply “Bolivia”) (In running text: Plurinational State of Bolivia)
- Cabo Verde, not Cape Verde
- Congo (the) (not “Republic of the Congo”)
- Democratic Republic of the Congo
- Democratic People’s Republic of Korea (never “North Korea” or DPRK)
- Hong Kong Special Administrative Region (SAR) of China (thereafter, “Hong Kong SAR”); never “Hong Kong”. In tables: Use Hong Kong SAR* with “*Special Administrative Region of China” as a footnote.
- Islamic Republic of Iran (or, in an alphabetical listing: “Iran, Islamic Republic of”) – never “Iran”
- Lao People’s Democratic Republic (never “Laos”). In tables: only where there are space constraints, use “Lao PDR”
- Republic of Moldova – (not simply “Moldova”)
- Myanmar, not Burma
- Republic of Korea (never “Korea”, “South Korea” or ROK). Alphabetized under “R”. In tables: Korea, Republic of (alphabetized under “K”).
- Russian Federation (never “Russia”)
- Saint Lucia, Saint Kitts and Nevis, etc. (not “St.”)
- Syrian Arab Republic (not Syria)
- Taiwan Province of China (not “Taiwan”, or “Taiwan POC”)
- the former Yugoslav Republic of Macedonia (not “Macedonia”). (N.B. “the” and “former” do not have initial caps, BUT the country is alphabetized under “t”. Upper case “T” only where it is at the beginning of a sentence, a stand-alone entry in a table or other graphic, or part of a vertical list of country names)
- United States of America (first mention, thereafter (and in tables) “United States” - not “US”
- United Kingdom of Great Britain and Northern Ireland (first mention, thereafter (and in tables) “United Kingdom” – never “UK”)

- Venezuela (Bolivarian Republic of) (never Venezuela), alphabetized under “V” (If it is the only country mentioned in running text, it is acceptable to use “the Bolivarian Republic of Venezuela”).
- Viet Nam (not Vietnam)

Currency

- Currency names do not have an initial cap. (e.g, dollar, euro, etc.)
- If only the currency symbol is used, there is no space between symbol and figure, e.g., \$800 million
- If, however, a country is indicated before the symbol (e.g., US\$, Can\$), a space should be left between the symbol and the amount that follows
- UK currency is referred to as “pound sterling” (not “British pound”)

Punctuation

- When reference is made to a footnote in the body of the text, the punctuation mark precedes the ref. number: “...financing for reconstruction.¹”
- A quotation mark generally precedes the comma or period: The report stresses the importance of fostering a “dynamic and well-functioning business sector”. Quotation marks go outside the punctuation mark only if a complete sentence or passage is being quoted without any other text. “Quotation marks go outside the punctuation mark only if a complete sentence or passage is being quoted without any other text.”

4. Miscellaneous

- Avoid beginning a sentence with and, or, or but
- Use “per cent”, not “%” or “percent”
- The cost is estimated at “about” \$600 billion (not “around”)
- Latin abbreviations should be written out in their English equivalent if used in the body of a sentence (e.g.: for example; i.e.: that is to say; etc.: and so on/forth). When used in parentheses (e.g), abbreviations are allowed.
- Between is used when referring to two entities, otherwise use “among”, e.g., “the relationship among savings, investment and growth ...”
- _ Use only footnotes; not endnotes.

Annex 3: Guidelines for submission to typesetting

Format

1. Use single spacing between sentences.
2. Use single spacing between paragraphs. Do not add a line space between paragraphs.
3. For headings, subheadings, and sub-subheadings, please use the following format:
Heading 1 - 18pt, Bold
Heading 2 - 15pt, Bold
Heading 3 - 12pt, Bold
Heading 4 - 12pt, Bold, Italic
4. Headings may also be numbered, but ensure consistency throughout the paper. For example:

I. Heading 1

A. Heading 2

1. Heading 3

a) Heading 4

Content

1. Typesetting jobs will be sent directly to the Desktop Publisher only by the DPAD Editor or the Public Information Assistant.
2. All papers submitted for typesetting should be final. Only minor corrections (as a result of formatting) will be accommodated.
3. Footnotes/endnotes should not be excessively long (2-3 sentences at most). If footnotes cannot be edited down, they should be converted to endnotes.
4. Ensure that there are no missing text, sidebars, figures and tables.
5. For DESA Working Papers and CDP Background Papers, provide Abstract, JEL classification and Keywords at the beginning of the document. A short note on author information and contacts may also be included.
6. For WESP Monthly Briefing series, include 3 bullet points as summary highlights.
7. For Development Issues series, include short text/blurb for summary box.

Figures, Tables and Charts

1. Figures, tables and charts may be submitted for formatting in advance of the approved final text. These should be sent to the Desktop Publisher through the DPAD Editor.
2. Aside from being embedded on the Word file, **each figure/table should be submitted as an individual Excel file clearly labelled using its figure/table number.**
3. Ensure that the Excel figures and tables are identical to what appears in the Word file, including title and source. There should be no difference between the Excel file and the Word file.
4. Place figure where you want it to appear in the Word file. Please note that it may not fit where you want it exactly but it will be placed in the closest vicinity.
5. Do not make reference to a figure or table by indicating “see below” or “see above” because that item may appear elsewhere once typeset. Always refer to the figure or table number instead.
6. Ensure that the markers for your figures and tables are clearly indicated in the text. For example, “See Figure 1”, “See Table 2”.
7. Only figures that are to be used in the paper should be submitted for typesetting. No invalid/cancelled figures should be included in the submission.
8. Do not add shadows, textures or 3D effects to the figures and tables. Keep the format of the Excel file as simple as possible.
9. Keep styling/colours consistent in all figures.
10. Do not submit image files for figures. These cannot be formatted or styled in any way.