

Guidelines for submitting articles to *Finance & Development*

The purpose of *Finance & Development* is to disseminate the latest thinking in economics and development: to inform readers, publish analyses of issues of global importance, stimulate debate, influence policy, and build knowledge. It draws its strength and authority from the expertise of the people—whether IMF or World Bank staff or prominent economists in academia—who write for it.

F&D appears four times a year, in March, June, September, and December and is published in six languages: English, Arabic, Chinese, French, and Spanish. The English, French, and Spanish versions are also available on the web, as is the web-only Russian edition.

Who reads *Finance & Development*?

Our subscribers are well-educated people interested in economic and development issues—many are decision makers in both the public and the private sectors—but they are not necessarily economists. Therefore, you should not pitch your article to your colleagues in the IMF, the World Bank, and the academic world, but to a broader audience—that means avoiding jargon, narrow topics, or analysis that is too technical to be understood by a nonspecialist.

How should you write for nonspecialists?

The tone of your article should be that of a serious consumer magazine—*The Economist*, *Foreign Policy*, *The Atlantic Monthly*, for example—not that of an academic journal. Your opening should be lively enough to appeal to a general reader and should immediately establish the reason the subject you are writing about is interesting and important. Concrete, colorful examples are always a good way to draw the reader in. Let the reader know *your main message* in the opening paragraphs.

If you have specific examples or country studies you would like to cite, you may consider putting them in boxes. This will break up the text, allow your main arguments to flow more smoothly, and highlight interesting information.

Keep references to a minimum, and don't use footnotes.

How do you submit an article?

There are two ways to get published in *Finance & Development*. First, we can request a contribution from you, based on your expertise and body of work.

Second, you can submit a proposal to the editor-in-chief, along with an outline of the proposed article or a copy of the paper on which the article may be based. If you have already drafted an article, send the draft by e-mail to the editor-in-chief. You will be informed within a few weeks whether the proposed article is being considered for publication and whether you will need to do additional work on it.

How far in advance should you submit an article?

Article proposals should be submitted at least five months in advance of an issue to receive consideration for that issue, and we need to receive drafts of articles accepted for publication in a given issue at least three months in advance of the issue. We may sometimes hold articles over if their subject is related to a theme we plan to feature in a future issue. On rare occasions, we may be forced to hold articles over because of space limitations.

How should articles be formatted?

You should send us your article via e-mail as a Word document. Charts should be in Excel files, accompanied by data. Create separate files for text, tables, and charts. Do not attempt to format articles yourself—for example, do not embed boxes, tables, and charts in the text, and do not use rules or screens to highlight features. We will have to remove all formatting so our designer can lay out the article according to *F&D*'s style.

How long should articles be?

Finance & Development articles typically run between two and four printed pages, the equivalent of 6-10 double-spaced manuscript pages, or 1,500-2,500 words. If you have charts and tables, the text should be reduced somewhat to accommodate them (each chart, for example, is about 125-150 words).

How should you handle charts and tables?

Charts and tables often clarify or enliven the points made in an article. If you plan to use charts and tables, you should submit them at the same time as your draft article. They should tell a story succinctly and be easy for a nonspecialist to understand. For examples, look at recent issues of *F&D*; you will see that charts and tables have short, snappy titles and short blurbs that summarize what is being illustrated graphically. Whenever possible, send us chart data electronically, since we must reformat charts to conform to our editorial style.

Who edits and clears articles?

Once an article has been received, it will be assigned to one of our editors. The amount of editing varies. In some cases, editors need to restructure and substantially rewrite an article; in other cases, light copyediting to make the article conform to our editorial style may be all that is needed. Since the goal is to make the article accessible to a general audience, you may be asked to define or explain technical terms and concepts. We will rewrite passages if necessary to eliminate jargon and delete overly technical material; we may also shorten articles if they will not fit in the space allotted.

After it has been edited, the article will be returned to you for review. Either at this stage or once your changes have been incorporated, the article will be sent (without your name on it) to *F&D*'s advisory board for review and clearance for publication. Advisors often make substantive comments, which will be sent (also anonymously) to you, and you will be asked to take them into account in revising your article.

When your article has been finalized, we will send you the proofs for a final review.

How many copies of the magazine do article authors receive?

After your article has been published by *Finance & Development*, you will automatically receive five copies of the magazine. If you need more copies—for example, because you want to distribute your article at a seminar or another event—please let us know so that we can make arrangements.

We would appreciate your forwarding to us copies of any reviews of, or letters about, your article.

Thank you for your interest in *Finance & Development*. We look forward to a productive working relationship.