

# Submission Guidelines for ADBI Publications

Please follow this checklist before submitting your document to ADBI.

For your information, the full ADBI Style Notes is available at: <https://www.adb.org/adbi/publications/tools>.

## I. Elements

- Abstract of approximately 300 words in length.
- Information about author affiliation. For example: Jane Smith is a senior research fellow at the Asian Development Bank Institute (ADBI).
- The text of all papers submitted to ADBI must be in Microsoft Word format (.doc file).
- All figures and tables must be submitted in a separate file in an editable format (e.g., either in Excel or Word).

## II. Format and Style

- For figures and tables:
  - Titles of figures and the actual figures must be in separate cells (i.e., so that the title is not included inside the figure).
  - Complete sources for all tables and figures must be included (exception: tables/figures based on author's own calculations).
  - Table and figure text should be in Arial font, size 10, but can go to as small as size 9 if absolutely necessary.
- Use American spelling and grammar conventions.
- In descriptions of studies already conducted, the past tense should be used.
- Acronyms and abbreviations should be written out in full on first usage with abbreviation in parentheses directly following. E.g., foreign direct investment (FDI).
- Numbers in the thousands should include a comma (e.g., 45,000). Periods should be used to show decimals (e.g., 37.5% NOT 37,5%).

## III. Citations and References

*Important Note: Proper credit must be given to all cited authors and sources. ADBI does not tolerate plagiarism.*

- In-text references should look like this:
  - The demand for apples has been in decline for the last seven years (Motts 2001; Jones 2007; Smith, Johnson, and Motts 2006). OR
  - Motts (2001) notes that the demand for apples has been in decline for the last seven years.
- In-text citations and reference list items must correspond (i.e., name, spelling, and year).
  - Ensure that people's names are spelled correctly.
  - Follow the "First name Family name" format (e.g., Hideyoshi Takada).
- Reference list citations should generally conform to the following formats:

### **Book:**

Schwartz, J. B., and B. Loevinsohn. 1999. *Financing Immunization in Cambodia, Lao PDR, and Viet Nam*. Manila: ADB.

### **Chapter in an edited volume:**

Brooks, D., and D. Roland-Holst. 2007. How Financial Multilateralism can Increase Sustainable Output, Employment, and Income in the Pacific Region. In *Static and Dynamic Consequences of a KORUS FTA*, edited by W. Koo and R. Zhuang. Seoul: Korea Economic Institute.

### **Journal article:**

Menon, J. 2007. Bilateral Trade Agreements. *Asian-Pacific Economic Literature* 21(2): 29–47.

### **Online source:**

Berthelsen, J. 2008. A Tale of Two Devastated Countries. *Asia Sentinel*. 13 May.  
[http://www.asiasentinel.com/index.php?option=com\\_content&task=view&id=1196&Itemid=31](http://www.asiasentinel.com/index.php?option=com_content&task=view&id=1196&Itemid=31)  
(accessed 12 August 2008).