

Title of the Article, Written in Sentence Case and Kept Under Fifteen Words

A subtitle, only if the argument needs one

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Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. *One paragraph, one hundred words at most, no citations. Say what the article studies, how, and what it contributes — in that order. This paragraph is ninety-four words long, so you can use it as a length gauge.*

Keywords: first keyword; second keyword; third keyword; fourth keyword — *four to six, lower case, separated by semicolons.*

The article begins below. Type over the placeholder text and the formatting stays correct: Times New Roman 12 pt, double-spaced, 1-inch margins, justified paragraphs, indented after the first. Use as many or as few sections as your argument needs — the sections below are only examples of each level of heading. Grey italic notes like this one are guidance; delete them as you go. Keep the file as .docx; PDF is not accepted.

First-level section heading, numbered and bold

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat, and a claim drawn from the literature carries its citation in brackets (Thompson, 2001). Where two sources support the same point, cite them together (Thompson, 2001; Adeyemi and Rao, 2018).

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Where you quote or paraphrase closely, give the page number (Thompson, 2001, p. 123); for three or more authors, use the first name only (Okonkwo *et al.*, 2020). *Second and later paragraphs in a section are indented, as this one is. Do not add blank lines between paragraphs.*

Second-level heading, bold italic

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam. A quotation longer than about forty words is set as its own indented block, without quotation marks:

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt, neque porro quisquam est (Adeyemi and Rao, 2018, p. 44).

A shorter quotation stays inside the paragraph, in single quotation marks: ‘neque porro quisquam est’ (Thompson, 2001, p. 122). Anything you want to add as an aside goes in an endnote, not a footnote.ⁱ

Third-level heading, italic and used sparingly

Italics mark emphasis, a non-English term at first mention (*khas* land), and the titles of books and journals. Nothing in the article is underlined, and nothing is set in a second typeface.

Lists, tables and figures

Use a numbered list where the order or the count matters:

1. First item, kept to a single sentence wherever possible.
2. Second item.
3. Third item.

And a bulleted list where it does not:

- First point.
- Second point.

Table 1. Caption above the table, one sentence, ending in a full stop.

Row label	Column A	Column B	Column C
First row		18	24
Second row		9	6
Total		27	30

Source: state where the data came from. Notes: add any qualification here.

Number tables in the order you first mention them, caption them above, and refer to them in the text as Table 1 — never as ‘the table below’.

Replace this box with your image. Insert it in line with the text rather than floating, no wider than the text column, at 300 dpi or better, and keep the original image file — the editors will ask for it separately.

Figure 1. Caption below the image, one sentence. Source: photograph, drawing or map credit. Reproduced with permission.

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Further sections as your argument requires

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Endnotes

In Word: References → Insert Endnote, with the location set to the end of the document. Footnotes are not permitted. Endnotes are for substantive asides, not for references.

- i. An aside that would interrupt the argument if it sat in the paragraph.
- ii. A second aside, numbered automatically by Word.

References

Harvard system, alphabetical by surname, hanging indent. Every source cited in the text appears here, and nothing appears here that is not cited. The entries below are the patterns you are most likely to need — a journal article, a book, a chapter in an edited book, a thesis, an institutional report, a map or archival document, and a web source. Copy the punctuation exactly and delete the patterns you do not use.

Adeyemi, F. and Rao, S. (2018) *Title of Book*. Place of Publication: Publisher.

Dhaka Metropolitan Development Authority (2019) *Title of Map or Plan*. Map. Dhaka: Archive name, ref. 1998/07.

Okonkwo, A., Silva, M. and Haque, N. (2020) ‘Title of the chapter’, in Silva, M. (ed.) *Title of the Edited Book*. Place of Publication: Publisher, pp. 88–110.

Rahman, S. (2019) *Title of the Thesis*. PhD thesis. Name of University.

Thompson, G.T. (2001) ‘A paper in a journal’, *Journal Name*, 20, pp. 122–124.

UN-Habitat (2022) *Title of the Report*. Nairobi: Publishing body.

World Bank (2023) *Title of the Web Page or Report*. Available at: <https://example.org/report> (Accessed: 14 August 2026).

Appendix A

An appendix, if you have one, follows the references and is lettered. Cite it in the text as Appendix A. Keep appendices short; offer larger datasets to the editors as separate files rather than appending them.

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Abstract of 100 words or fewer; four to six keywords.

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