

# A Brief Guide on Manuscript Submission

## ADB WORKING PAPER SERIES ON REGIONAL ECONOMIC INTEGRATION

The ADB Working Paper Series on Regional Economic Integration focuses on topics relating to regional cooperation and integration in the areas of infrastructure and software, trade and investment, money and finance, and regional public goods. The Series is a quick-disseminating, informal publication that seeks to provide information, generate discussion, and elicit comments. Working papers published under this Series may subsequently be published elsewhere.

### GENERAL GUIDELINE

Prospective working paper should contain original and unpublished work and must not have been concurrently submitted to other publishers. While the paper may draw on existing work, it should be materially different from any published document. This material difference may include significant updating, new analysis, or interpretation of previous work.

Submit paper in Word soft copy, accompanied by:

- Excel or PowerPoint files of the tables and figures.
- An abstract of about 150 words.
- A blurb—non-technical summary of the abstract—of about 75 words.
- Name of author, title, affiliated institution, address, contact numbers, and e-mail.
- JEL codes.
- Keywords.
- Acknowledgment, if any.

### WORD PROCESSING

We prefer Arial font 11, full-justified paragraphs separated by single line spacing with no indentations.

### HEADINGS

Number titles and subtitles accordingly and bold such as: **1. Introduction, 2. Market Integration, 2.1 Trade Integration, 2.2 Foreign Direct Investment.**

### EQUATIONS

Use *italic* for variables names and **bold** for vectors. Number the equations accordingly.

### TABLES AND FIGURES

Limit the border lines of tables to the heading and the bottom—most borders.

Table headings should have the table number and title.

Supply the source(s) for all tables and figures. If created by the author, indicate “Source: Author’s”.

Figures should be readable in black-and-white print. Avoid too many colors. You may add symbols, dot the bars, and use different line designs.

### Preferred Font Style

- Table headings – Arial, 11 pts, bold.
- Title headers – Arial, 9 pts, bold.
- Texts in the cells – Arial, 9 pts, regular.
- Sources and notes – Arial, 8 pts, regular.

### Samples

**Table 1: Deviation from Covered Interest Parity**

Economy	vis-à-vis USD IBOR		vis-à-vis JPY IBOR	
	Average, 2000–03	Average, 2004–07	Average, 2000–03	Average, 2004–07
China, People's Republic of	0.019	0.016	0.025	0.03
Hong Kong, China	0.002	0.006	0.023	0.02
Indonesia	...	0.043	...	0.07
Korea, Republic of	...	0.005	...	0.03
Malaysia	...	0.001	...	0.024
Philippines	0.28	0.275	0.299	0.295
Singapore	0.005	0.004	0.028	0.031
Taipei, China	...	0.024	...	0.009
Thailand	...	0.023	...	0.019
Japan	0.023	0.026	...	...

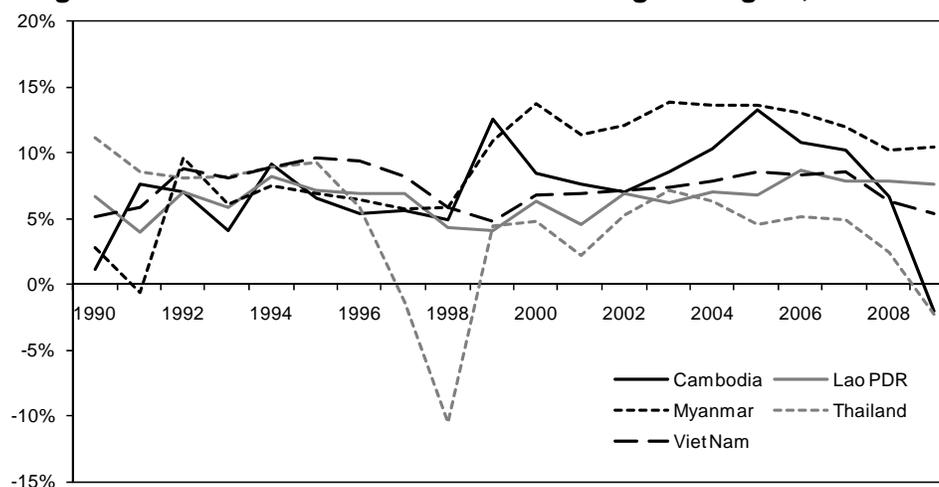
IBOR = interbank offered rate.

Notes: The figures indicate the period average of absolute daily values of covered interest differentials, that is, interest differential less forward discount, based on 3-month interbank offer rates vis-à-vis corresponding US or Japanese rates.

...= no available data.

Source: Authors' calculations based on Bloomberg data.

**Figure 1: GDP Growth in the Greater Mekong Subregion, 1990–2009**



Lao PDR = Lao People's Democratic Republic.

Source: Asian Development Bank Statistical Database System.

## FOOTNOTES

Avoid placing reference or bibliographic details at the footnote; instead place them at the reference section.

## CITATIONS

Text citations should follow the format: Author (year) or (Author year). Please note there's no comma between Author and year.

For direct quotes, enclose the quoted statement in quotation marks and indicate the page number(s) following the format (Author year, page), e.g., "Tightening monetary policy and allowing Asian currencies to appreciate relative to current levels" (Eichengreen 2006, 28).

For lengthy quotations, left indent and do not enclose in quotation marks.

Ensure complete reference details on the Reference section.

## REFERENCES

Use a 3-em dash for subsequent listings by the same author. Arrange entries chronologically, and for those in the same year, alphabetically by title.

Spell out the name of an organization and include the abbreviation regardless of its introduction in the main text.

Provide complete information, i.e., (i) periodicals must include volume, number, and page references; (ii) published titles should specify place of publication and publisher; and (iii) unpublished conference proceedings should carry conference title, organizer, venue, and date.

Please note the prescribed style and formatting of ADB:

Book: One author	S. Mallaby. 2004. <i>The World's Banker: Story of Failed States, Financial Crises, and the Wealth and Poverty of Nations</i> . Harmondsworth, UK: Penguin.
Book: More than one author	D. Rozanov, A. Godzik, J. Wang, and J. Smith. 2005. <i>Sustainable Urbanization in China</i> . Singapore: Butterworths.
Edited book or volume	L. Whitehead, ed. 2002. <i>Emerging Market Democracies: East Asia and Latin America</i> . Baltimore, MD: Johns Hopkins University Press.
Chapter in a book	R. Chang. 1999. Origins of the Asian Crisis: Discussion. In W.C. Hunter, G.G. Kaufman, and T.H. Krueger, eds. <i>The Asian Financial Crisis: Origins, Implications, Solutions</i> . Norwell, MA: Kluwer Academic Publishers.
Forthcoming book	V. Luker, S. Dinnen, and A. Patience, eds. Forthcoming. <i>Law, Order and HIV/AIDS in PNG</i> . Canberra: Australian National University Press.
Ministry, department, or agency	Government of India, Planning Commission. 2006. <i>Towards Faster and More Inclusive Growth: An Approach to the 11th Five Year Plan</i> . Delhi.
Journal	R. A. Brown. 2004. Conglomerates in Contemporary Indonesia: Concentration, Crisis and Restructuring. <i>South East Asia Research</i> . 12 (3). pp. 378–407.
Working paper	D. Park and Q. Xiao. 2009. Housing Prices and the Role of Speculation: The Case of Seoul. <i>ADB Economics Working Paper Series</i> . 146. Manila: Asian Development Bank.

Mimeo	H. Chai and Y. Rhee. 2005. Financial Integration and Financial Efficiency in East Asia. <i>Mimeo</i> .
Website Homepage	Global Environment Facility. <a href="http://www.gefweb.org/">http://www.gefweb.org/</a>
Website (not a home page)	Global Environment Facility. Climate Change. <a href="http://www.gefweb.org/interior_right.aspx?id=232">http://www.gefweb.org/interior_right.aspx?id=232</a>
Web document	World Health Organization. 2003. <i>A Practical Guide for SARS Laboratories: From Sample Collection to Shipment</i> . <a href="http://www.wpro.who.int/sars/docs/practicalguidelines/pg_sars_lab_29Dec03.pdf">http://www.wpro.who.int/sars/docs/practicalguidelines/pg_sars_lab_29Dec03.pdf</a>
Database	International Labour Organization. Labor Force Statistics. <a href="http://laborsta.ilo.org">http://laborsta.ilo.org</a> (accessed 19 January 2008).
Paper presented at a meeting, background document	A. Fabra. 2002. The Intersection of Human Rights and Environmental Issues: A Review of Institutional Developments at the International Level. Background paper for the Joint United Nations Environment Programme and Office of the High Commissioner for Human Rights Expert Seminar on Human Rights and the Environment. Geneva. 14–16 January.

## **ADB NAMING CONVENTION FOR COUNTRIES**

Please note the following:

- China – People’s Republic of China (PRC)
- Hong Kong – Hong Kong, China
- South Korea – Republic of Korea
- Taiwan – Taipei,China <no space after the comma>
- Vietnam – Viet Nam
- Laos – Lao People’s Democratic Republic (Lao PDR)
- Burma – Myanmar

## **FOR INQUIRIES**

You may send them to Ma. Liza Cruz, [mlscruz@adb.org](mailto:mlscruz@adb.org).

Most publishers accept electronic submissions through email or a submission manager, but a few still require submissions through the post. Either way, the publishers submission guidelines should walk you through the steps. The same goes for agents. It is important not to submit to an agent or publisher if they say they are closed to unsolicited submissions. Your manuscript will not be read and in all likelihood you will annoy the person or persons who receive it, which could hurt your chances in the future.Â Plus get a free copy of our book, *The Authors Publish Guide to Manuscript Submissions*. Enter Your Email Address: [Subscribe Now \(Free\) >>](#). Electronic manuscript submission systems have made the publishing process more efficient by ensuring rapid publication thus saving time and money.Â Preparing your manuscript: To start with, make sure that your paper is ready for submission. Most journals have specific formatting and length requirements, so check the author guidelines on the publisher's site for more information. Some journals even have templates for the different types of publications, which you can download. Registration and/or login: The first time you use an online system, you must register for an account. How to submit your manuscript in ScholarOne Manuscripts: a step-by-step guide. Follow the steps below to complete your manuscript submission. If you have further questions, you can access ScholarOne Author support. Starting your ScholarOne Submission.Â 1. Starting your ScholarOne Submission. Log on and click "Begin Submission" to submit a new manuscript to a journal. You'll need to complete all the stages to submit your manuscript. A red asterisk (\*) indicates which fields must be completed. That means you can submit your book manuscript or book proposal for review whether or not you are currently working with a literary agent. We only accept submissions for original works. All manuscripts are run through advanced plagiarism checking software to certify originality.Â The submissions that tend to stand out and are most likely to be accepted for a publishing deal are those that are well-edited. How to Submit a Manuscript. Simply fill out the Contact Form at the bottom of this page or at [www.tckpublishing.com/contact](http://www.tckpublishing.com/contact). Please include your full name and a brief (2-3 sentence) synopsis or description of your book. After you contact us via email or the form on this page, we'll send you instructions for submitting your manuscript or book proposal. Manuscript submission process. The content of this webpage is available for download as a PDF.Â Summarize briefly the important points of the submitted work including a brief description of the study to be submitted, that it is an original study presenting novel work, that it has not been previously submitted to or accepted by any other journal, that it has been approved by all authors, that ethics approval and written informed consent have been obtained, and explain whether.Â The guiding principle when preparing digital artwork should be to ensure that the version submitted to us is an honest and accurate representation of the original observation(s) and will not lead to possible misinterpretation of what was done experimentally.