

## **Note to Authors**

### **Objectives of the Journal**

The UN Country Team in the Lao PDR is supporting the production of the development journal, “*Juth Pakai, Perspectives on Lao Development*”. *Juth Pakai* (New Thinking) aims to stimulate dialogue on relevant development topics in Lao PDR, by disseminating existing knowledge, serving as a forum where analytical and critical thinking on development issues and challenges can be shared, and by promoting the exchange of knowledge and expertise. *Juth Pakai* will also help promote and advance the goals and commitments embodied in the Millennium Declaration. The publication aims to stimulate innovative thinking and the sharing of information, thereby contributing to a better understanding of development challenges in Lao PDR.

### **Target Audience**

The target audience of the Journal consists of national and international development practitioners. These include Government officials, donors, staff from bilateral and multilateral agencies, and staff from International NGOs, journalists, academia, researchers, and other interested persons with a keen interest for Lao PDR. The journal is written in English and in Lao languages and is available online.

Contributors should bear in mind that they are addressing a diverse audience of academics, policy-makers and development practitioners. Technical jargon should be avoided where possible and the choice of terms clearly defined.

### **Standards**

The Journal is published three times annually and follows international standards, having an editorial board, ISSN number, a disclaimer policy, subscriptions, and an editor. Authors should adhere to the standards identified in the *Juth Pakai* Style Guide when submitting manuscripts, opinion pieces and/or *Letters to the Editor*.

**Remuneration:** Authors are NOT paid for their contributions.

### **Selection Process**

The *Juth Pakai* Secretariat will notify Authors in the event that the Editorial Board selects their submission for review. Upon notification, minor modifications may be requested to comply with the *Juth Pakai* “Style Guide”. Following review by the Editorial Board, the Editor will modify the contribution accordingly, forwarding the modified submission to the Author for final review. In certain circumstances, the Editor will contact the Author with general and/or specific recommendations for further modification and/or development prior to publication.

### **Copyright**

*Juth Pakai* does not claim copyright of written submissions. The copyright remains that of the Author. Authors are requested to inform the Secretariat if the submission has previously been published, or if under consideration elsewhere. Individuals and agencies are free to reproduce articles, either in whole or in part, as published in *Juth Pakai* under the condition that the Secretariat of the journal is informed and that proper reference is made to the original publication in *Juth Pakai*. Preferred referencing is “Author, title, in: “Lao Development Journal”, issue, pages”. If an item is republished in another language, the United Nations does not accept responsibility for the accuracy of the translation.

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While Authors are free to express themselves, please note that in making a submission to *Juth Pakai*, you affirm that the following is true:

- The content of the submission is original and the Author owns the copyright;
- Permission from named co-authors has been secured; and
- Permission, for the reproduction of original or derived material, from a copyright source has been secured.

### **Submission Details and Contact Information**

Manuscripts may be sent by email to: [laodevelopment.journal@undp.org](mailto:laodevelopment.journal@undp.org) or send soft copy to the Secretariat, *Juth Pakai Perspectives on Lao Development*, c/ UNDP, PO BOX 345, Vientiane, Lao PDR. Copies of *Juth Pakai*, in Lao and English, may be obtained free online at the UN website [www.unlao.org](http://www.unlao.org) and [www.undp.lao.org](http://www.undp.lao.org). Interested persons may contact the Secretariat also by telephone at (856 21) 213 390, 213 391, or 213 394-7.

## **Style Guide**

Please try to follow the guidelines below to ensure that your article can be used in *Juth Pakai* with a minimum of reworking.

### **Abstract**

Include an abstract that briefly summarizes the intentions, study mechanisms and most important findings of your article. The abstract should be no longer than 120 words.

### **Articles**

All material submitted for consideration by the Editorial Board should be in English or in Lao. Contributions should be sent by soft copy prepared in a word processing program. Articles, opinion pieces and/or *Letters to the Editor* should be no longer than 10 pages presented in an A4 format. The Editorial Board accepts manuscripts on the understanding that they are subject to revision. Contributors should indicate if the material provided has previously been published or submitted for publication elsewhere. A complete list of references arranged alphabetically by author should also be included at the end of the manuscript. A brief introduction of the Author's work, title and affiliations, and other details should also be included.

### **References**

All sources quoted or directly alluded to should be acknowledged. Place the author of each work referred to in brackets at the end of the sentence. If you refer to more than one work by the same author, add the year of the publication in the brackets. At the end of the article please list the full title and details of all works used as references, according to the following convention:

#### Book source

Author surname and initial or first name. Year of publication. *Title of publication*, Place of publishing: Publisher

e.g. Lancaster, Donald. 1961. *The Emancipation of French Indochina*. London: Oxford University Press

#### Magazine or report article source:

Author surname and initial or first name. Date of publication. "Title of Article" in *Title of magazine, report or publication* (plus Place of publishing: Publisher if necessary).

e.g.

Clarke, Judith. Feb 2, 1986. "The Laotian Dilemma". *Asia Week*

Dupin, B., Phantavong, K.B., Chanthavongsa, A., Valentin, C. 2002. Assessment of tillage erosion rates on steep slopes in northern Lao PDR. *The Lao Journal of Agriculture and Forestry*, No.4, 52-59.

Try to ensure that reference lists are not longer than half a page of A4 paper.

### **Data**

*Juth Pakai* encourages the use of gender-disaggregated data. Please try to ensure that, where possible, statistics and analysis of survey data take into account the different demands and activities placed on men and women, girls and boys. Distinction of data by ethnic group can also help provide a more accurate picture of the development situation if the author is able to comply.

### **Tables and Graphs**

Bear in mind the A5 printed format of the journal. Large tables do not work on such small pages and will be omitted if they cannot be reduced to a reasonable visual format. Usually, the maximum printed size of a table is 13cm wide and 10cm high. The smallest acceptable font is 8 point.

*Juth Pakai* is printed in black and white, so graphics that use colour to differentiate between data sets may be difficult to reproduce. Therefore, limit colour differentiation to three sets of data per graphic. For best results, design your graphics in black and white before sending to the journal.

Tables or diagrams, produced in Excel or other software, should be included in the body of the text and the original files supplied in soft-copy to the Journal. Otherwise it may not be possible to reproduce the data.

### **Photographs**

The journal will usually use only one photograph per issue, on the cover. If you have colour photographs related to your article that you would like to submit for consideration, please send them electronically as JPEG files. A minimum resolution of 300 dpi is required, but file size should not exceed 1Mb. Prints may also be sent. High quality images that reproduce well in black and white may occasionally be considered for use inside the magazine. **Do not** insert photos into Word files.

### **Annotation**

Avoid footnotes (note: the use of footnotes is still referenced in the 'Note to Authors' section – need to clarify these contradictory messages), as the journal is unable to print them. Essential information should be included in the main body of the text.

### **Spelling**

*Juth Pakai* uses standard British English. Please refer to the country of publication as either the Lao PDR or Laos. 'Lao' (always capitalised) is used for the adjective, language and nationality.

### **Syntax**

Collective nouns e.g. 'the government' or 'UNICEF' use singular verbs. The word 'government' does not require capitalisation: e.g. the journal prints: the Lao government. Capital letters are usually reserved only for proper nouns.

### **Name Acronyms and Abbreviations**

The first time that you use a particular abbreviation, write the title of the organisation in full. If you intend to use the abbreviation thereafter, put the abbreviation in brackets after the full title. You may use the abbreviation alone for subsequent references.

e.g. The World Wildlife Fund (WWF) states that declining biodiversity is linked with poverty. Recent WWF reports state that this is an increasing trend.

### **Numbers**

Please write in full all numbers from one to ten. Use numerals for higher numbers and decimals. Write fractions with a hyphen unless connected to a number (e.g, one-third, 4¼). Use the % sign instead of writing percent.