



PAPUA NEW GUINEA NATIONAL RESEARCH INSTITUTE PUBLICATIONS MANUSCRIPT PREPARATION GUIDE

The Papua New National Research Institute (PNG NRI) publication types include the following:

Research Report: It is a paper often written at the culmination of a major research program/project to describe the deliverables, achievements, challenges, limitations and recommendations for future programs/projects. A Research Report should not exceed 40,000 words. The sections should include the following:

- Executive summary of not more than 600 words;
- Introduction;
- Material and methods (data collection and analysis);
- Results;
- Discussion; and
- Conclusion and recommendations.

Discussion Paper: It is the normal academic research paper written in the form of a journal article. The paper should not exceed 10,000 words including references, tables and figures. The sections should include the following:

- Abstract which should not be more than 200 words;
- Introduction;
- Literature review;
- Material and methods (data collection and analysis);
- Results;
- Discussion; and
- Conclusions.

Issues Paper: A policy related essay written on a specific public policy topic to persuade readers to accept the author's opinion about an issue. It should be written in a way to stimulate a policy related debate. The author's opinion should be supported with evidence and a clearly reasoned argument. An Issues Paper should not exceed 7,000 words and key points of not more than 100 words. Though the Paper does not have a specific format the sections should include the following:

- Key points;
- Introduction;
- Discussion; and
- Conclusion.

Spotlight: A concise succinct policy oriented paper that can originate from a Research Report, Discussion Paper or Issues Paper. It can also be written as a "stand-alone" paper which contributes to policy discussions.

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Spotlight should not exceed 2,000 words with key points of not more than 100 words. References in the Spotlight should not exceed five. Heading and bulleted or number list is preferable for a Spotlight.

Other Publications: These are papers that do not align with the recognised PNG NRI publications format. However, for a paper to be accepted for publication as “Other Publications” it must adhere to the PNG NRI publication style.

Blog: This is a very concise paper that should not exceed 850 words. It is often written to trigger debate among targeted audience. In writing a Blog article, it is advisable to use a catchy title of between 8 to 10 words and compelling headlines. It is important to use several sub-headlines and bullet points. Include a clear call for action and images that explains the content of the article.

Manuscript Preparation

General guidelines:

- Manuscripts are accepted in English.
- Research Report should not exceed 40,000 words.
- Discussion Paper should not exceed 10,000 words.
- Issues Paper should not exceed 7,000 words.
- Spotlight article should not exceed 2,000 words.
- Blog article should not be more than 850 words.
- Other Publications do not have word limit. However, authors should aspire to write a more concise manuscript and to avoid repetitions.
- The word count is inclusive of include maps, figures, tables and references, but excludes Annexes and Appendices.
- Papers that do not meet the word count requirements will be sent back to the author(s) for revision to comply with the word count requirements.
- Manuscripts should be prepared as follows: title page (names of all authors, their affiliations and name and e-mail address of corresponding author); executive summary/abstract/key points; main text; acknowledgements; references; appendices; table(s) (on individual page) with captions; figure with captions (on individual page). Papers that do not meet the above format requirements will be sent back to the author(s) for revision to comply with the format requirements.
- All authors are required to provide a concise biographical note and their contributions to the manuscript.
- All persons who have contributed significantly to the writing of the manuscript must be included as co-authors.
- If a paper is peer-reviewed, the reviewer may be acknowledged in an acknowledgment page or footnote, subject to agreement by the reviewer. If a reviewer does not wish to be named specifically in the acknowledgment, then anonymous acknowledgement will suffice, such as “Feedback by anonymous reviewer is acknowledged”.
- Discriminatory language, sexist and racist terms must not be used in the manuscript.
- Financial assistance provided by a funding agency or other grant awarding bodies should be acknowledged.

Publication Charges: There is no publication charge. However, manuscript that requires extensive language edits will attract charges. The charge will be determined by an external language editor.

Submission Fee. There are no submission fees for all manuscript submitted to PNG NRI Publications.



Page Charges: There are no page charges.

Compliance with Research Ethics: Studies reported in manuscripts submitted to PNG NRI Publications must have been conducted in an ethical and responsible manner. Authors of the manuscript must comply to the PNG NRI Research Ethics Policy and relevant legislations.

Manuscript submission: All submissions should be sent to:

Associate Professor Eugene Ezebilo,
Deputy Director, Research, PNG National Research Institute, Port Moresby
E-mail: eugene.ezebilo@pngnri.org

- PNG NRI Publications prefer submissions made using Microsoft Word document. The margin should be 3cm left and right, top and down.
- Main text font can be any of the following: Times New Roman, Cambria or Garamond, 12point.
- First level headings should be 14point font size, bold.
- Second level heading should be 12point font size, bold.
- Third level headings should be avoided where possible. If necessary, it should be 12point font size, italicised.
- Headings should not be numbered in Blog, Spotlight and Issues Paper
- Paragraphs should be justified and double spaced.
- Figures, tables and charts should not be included in the main text. However, mark position where they should be placed in the manuscript. Figures, tables and charts should be submitted in a separate document.

Referencing style: PNG NRI Publications uses the American Psychological (APA) referencing style.

Citation: In-text citation of references should be done using the following examples:

Works by a single author

The provision of an infrastructure is associated with benefits and costs (Rammelt, 2018).

Ezebilo (2017) reported that distance of CBD from dwelling influences house price.

Works by two authors

Increase in floor space is associated with an increase in house price (Jun and Kim, 2017).

Jun and Kim (2017) posited that an increase in floor space results in an increase in house price.

Works of more than two authors

An increase in in the number of bedrooms results in an increase in the house price (Jayantha et al., 2015).

Gibbons et al. (2014) concluded that accessibility to social infrastructure increases house prices.

Direct quotation

For all of the above scenarios, if direct quotation is used, then the page number/s should be provided as part of the in-text reference/citation.

Reference List



All works cited in the main text of the paper must appear in the Reference list. The list should be arranged in alphabetical order by authors' last names.

Journal names and book titles should be written in italics.

Examples for journal article:

Ahmad, S. (2015). Housing demand and housing policy in urban Bangladesh. *Urban Studies*, 52: 738-755.

Choumert, J., Stage, J., and Uwera, C. (2014). Access to water as a determinant of rental values: A hedonic analysis of Rwanda. *Journal of Housing Economics*, 26: 48-54.

Examples for book:

Field, B.C., and Field, M.K. (2013). *Environmental Economics: an introduction*. McGraw-Hill, New York.

Book chapter

O'Neil, J. M., and Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

Online document

National Strategic Plan Taskforce. (2009). Papua New Guinea Vision 2050.

<https://sustainabledevelopment.un.org/content/documents/1496png.pdf>. Accessed 12 February 2018.

Language: English (UK); English (Australia); English (US). However, only one of the types should be used in a manuscript.

Author Contributions

Provide contributions of each author to the manuscript as the following: Conceptualization; Methodology; Data collection; Data analysis; Writing—original draft; Writing—revisions and editing

Funding: Provide name of the agencies that supported the research financially.

Further Information

For detailed information or clarification, refer to the PNG NRI Style Guide (provide link to the style guide on NRI website here) or contact Associate Professor Eugene Ezebilo, Deputy Director, Research, PNG National Research Institute, Port Moresby
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