THE NATIONAL RESEARCH INSTITUTE

PAPUA NEW GUINEA

THE NRI WAY

The Papua New Guinea National Research
Institute Publication and Style Guidelines

inquire
inform
influence

Version Control

Vers #	Date	Changes	Authorised by
1.0	16/4/17		D. Ayres
1.01	18/5/17	Updated NRI Publications; updated Peer Review section	D. Ayres

Table of Contents

1.Introduction

1.1 Purpose

The Papua New Guinea National Research Institute (PNG NRI) produces a range of publications each year. It is essential that these publications are consistent in style and format, readable, and accessible for their intended audiences.

An important aspect of this is ensuring that PNG NRI writing and editing is of the highest standard. All text must be treated logically and consistently, both within individual works and across all Institute publications. As a research institute, it is also important that our referencing is of the highest quality and consistent with academic standards.

This style guide is intended to provide guidance regarding our publications, their formats, and our preferred writing and editorial style. It represents an important contribution to the 'NRI way'.

1.2 Audience

This guide will be of use to researchers, reviewers, editors, and typesetters of PNG NRI publications.

1.3 Scope

It is unlikely this Style Guide will cover all possible issues and questions. You are invited to suggest other areas or circumstances in which guidance would be helpful.

In general, we use APA style for references and lists, and use Australian spelling. This guide provides more detailed information about this and indicates the points where the Institute diverges from the general rules.

For clarification on points not covered by any of the documentation, please contact the PNG NRI Editorial Unit Leader at editor@nri.org.pg.

2. Institute Publications

PNG NRI publishes its research and commentary in a range of different formats, each of which targets a particular audience. It is important that we continue to keep in mind that while our core business is research, the core business of many of those we seek to influence is not reading research reports. As such, we need to remember that while the language and format of a report on a body of research will be of great interest to academics and fellow researchers, it will not resonate with many of those we seek to influence through our work: politicians, policy-makers, the media, and the general public.

To ensure that our work is accessible, it is important that we do not regard a PNG NRI report as a stand-alone publication. For this reason, PNG NRI Research Reports, Discussion Papers and Issues Papers must be accompanied by other publications and/or media that will make them more accessible.

2.1 Publications Hierarchy: Basic Principles

PNG NRI's publications follow a simple hierarchy, which is summarised in the Table below. Further details about each of the publication types are included in the sections that follow.

Research Report	• Are a compilation of works on a particular NRI project; • The Research Report represents the 'end point' of the project.
Discussion Paper	• Generally follows the format of an academic paper; • Should be accompanied by an Issues Paper, Spotlight and at least one Blog article per Issues Paper.
Issues Paper	• Must be accompanied by a Spotlight; • Must include at least one Blog Article.
Spotlight	• Must incude a Blog Article.

2.2 Research Reports

PNG NRI Research Reports are written at the culmination of a major program of research.

Research Reports should be internally reviewed.

PNG NRI researchers, external consultants and other authors may publish under this category, so long as the publication has been approved according to the PNG NRI publications process.

Details

The word limit for a Research Report will vary, depending on the nature of the report. Approximate word limited should be negotiated with the Deputy Director (Research) prior to the commencement of writing.

The Report should include the following:

- Table of contents;
- List of figures and tables;
- List of acronyms and abbreviations;
- Acknowledgements;
- Executive summary;

The Report may also include appendices and an index. Research reports must be fully referenced per the APA style.

Sections of the report should follow those normally adopted for a social science research report: literature review, methodology, findings, discussion, conclusion, and references.

2.3 Discussion Papers

PNG NRI Discussion Papers follow the logic of a research paper. In general, a Discussion Paper should provide a progressive presentation of preliminary findings from large research projects, or present the findings of smaller research projects. Discussion papers are a key PNG NRI tool to update the policy community on policy research.

All Discussion Papers should be externally peer reviewed.

PNG NRI researchers, external consultants and other authors may publish under this category, so long as the publication has been approved per the PNG NRI publications process.

Details

A Discussion Paper should not exceed 10,000 words. Authors are encouraged to revise their material if it exceeds this length. By encouraging authors to keep word length controlled, the manuscripts can be more easily adapted for re-publishing in a peer reviewed journal format. Such re-publishing is highly encouraged.

A preferred format for a Discussion Paper is that it resembles an academic journal article. The Paper should include an abstract of no more than 200 words, introduction, a literature review, section on methodology, discussion of

findings, a conclusion which suggests areas for further research, and a list of references.

Discussion Papers must be fully referenced according to the APA style.

2.4 Issues Papers

An Issues paper is an essay written on a specific topic in order to persuade readers to accept the author's opinion about the issue at hand. It is often written in a way that could stimulate debate on the issue. The author's opinion must be supported with evidence and a strong and clearly reasoned argument. An example of a topic for an Issues paper is:

> *Imported building materials should be tax free in Papua New Guinea*
>
> In this case, the author is expected to argue in favour of zero tax on imported building materials using evidence and a reasoned argument. While the author might discuss the negative implications of zero tax on the Papua New Guinea economy, the discussion would attempt to negate these implications, or weigh them against the positives. The author should focus primarily on potential benefits of zero tax on building materials.

An Issues Paper is different from a Discussion Paper because a Discussion paper is often used to present and discuss issues surrounding a particular topic of interest in detail. It is used to inform people of a research outcome rather than persuade them to accept the outcome as in the case of an Issues paper. This implies that in a Discussion paper, both sides of the topic being debated must be discussed thoroughly using evidence from reliable research.

It is important to note that a Discussion paper is often used to present new ideas and research material at an advanced stage. Issues Papers could result from any of the following:

- Submissions to departments or government committees;
- Major policy speeches by influential commentators;
- Policy briefs requested by decision-makers;
- Information papers;
- Opinion-based pieces;
- Options papers, which weigh up different directions on key policy issues.

PNG NRI researchers, external consultants and other authors may publish under this category, so long as the publication has been approved per the PNG NRI publications process.

The Institute is occasionally approached by external authors who have written 'journalistic' essays, which are of good quality and relevant to policy discussions, but which are not necessarily based on research. These essays could be published as Issues Papers, so long as they provide an original analysis of current events or policy debates.

Details

Issues Papers adopt a more flexible format than the more academically rigorous Research Reports and Discussion Papers. They should typically be between 5,000 to 7000 words, commencing with a brief abstract (key points) of no more than 100 words on the first page.

An Issues Paper (or a number of Issues Papers) might result from the research undertaken for a Research Report or Discussion Paper.

To maintain quality, Issues Papers are internally peer reviewed. They should be appropriately referenced.

2.5 PNG NRI Spotlight

PNG NRI Spotlight articles are succinct, policy oriented papers. Every PNG NRI Research Report, Discussion Paper and Issues Paper should be accompanied by at least one Spotlight article. They may also be written as 'stand-alone' publications which respond to a policy discussion.

The articles should deliver a clear, relevant message with specific recommendations for action.

Spotlight articles can have several objectives:

- inform policy-makers, senior bureaucrats, political leaders, administrators, diplomats, multilateral and bilateral agencies, non-government organisations, academics, researchers, journalists, consultants, the business community, and the wider public, of different perspectives on development initiatives;
- provide a forum for alternative views on policy matters;
- propose preferred alternatives or courses of actions;
- advocate a new development policy, ideal, or paradigm;
- contest poor or ill-conceived development policies;
- stimulate dialogue or debate between stakeholders in relation to a development policy;
- respond promptly to a questionable development policy, issue, or problem
- influence or facilitate informed decision making.

PNG NRI researchers, external consultants and other authors may publish under this category, so long as the publication has been approved per the PNG NRI publications process. Spotlight contributors could generally include any commentators who have an interest in Papua New Guinea's development.

Details

Spotlights should be written in an 'upside-down' or inverted pyramid style of writing. This means that the most important information in the article is placed at the beginning of the article. Headings and bulleted or numbered lists are particularly important for Spotlight articles. They should be a maximum of 2,000 words, commencing with a summary of key points on the first page.

2.6 Other Publications

From time to time, PNG NRI may publish research in a format which does not align with the recognised formats discussed above. While 'other' publications should adopt the PNG NRI style, specific details are subject to discussion between the author and Senior Deputy Director.

2.7 Blog

The PNG NRI Blog will drive the Institute's internet and social media strategy, and therefore play a substantial role in informing the public, PNG public policy community and the broader public policy think tank community about the work of the Institute.

The mission of the PNG NRI Blog is to provide information and resources which inform the public, policy-makers, researchers and those with an interest in public policy in PNG about the research activities and priorities of PNG NRI. The objective is for PNG NRI, through its blog, to influence public policy discourse in PNG. A key priority is to provide stories which link to the PNG NRI research outputs described above.

Blog stories potentially address any of the following issues:

- Success stories;
- First-hand experiences;
- Relevant photos, images and videos;
- Case studies linked to research projects.

Details

All images on the site are published on the understanding they are not subject to copyright and are royalty free.

The optimal length for any blog article is between 300 and 500 words. Depending on the topic, this can be shorter or longer if that is what is required. Blog articles should never be excessively long.

An important element of Blog articles is their headlines, which should entice readers to want to click through to the main article.

See Section 3.3 for further details on writing blog articles.

2.8 Manuscript Submissions

Manuscripts should be submitted in a format which lends itself to easy reading, editing and lay-out. PNG NRI requests that authors (internal and external) submit manuscripts according to the following specifications:

- Microsoft word (.doc or .docx format);
- Margins should be 3cm left and right, top and bottom;
- Body text font should be Garamond, Cambria or Times New Roman, 12 point size;
- First level headings should be 14pt font size, bold;
- Second level heading should be 12pt font size, bold;
- Third level headings should be avoided where possible. If necessary, they should be 12pt font size, italicised;
- Headings should not be numbered;
- Paragraphs should be left justified, and double spaced;
- Do not include an additional space between paragraphs. Instead, adjust spacing in the paragraphs Dialogue Box to be 24pt;
- Do not include figures, tables, graphs or charts in the text. Instead, mark the location in the text where they would be placed (for example: "Table 1 is placed here");

- If they were developed in Microsoft Excel, submit tables, graphs or charts in Excel format, saved to a separate file;
- Images and other inclusions should be submitted as separate files;
- PNG NRI uses Adobe In-design for its publication layout. Any inclusions in the text should be compatible with Adobe in-design.

3. Writing Style

The PNG NRI writing style is based on plain English principles. It is designed to convey the PNG NRI voice and clearly communicate information. The style is confident, simple (but not simplistic) and to the point. It should be understood after one reading.

Plain English uses:

- familiar, everyday words;
- active voice;
- a simple sentence framework, with shorter sentences (generally not longer than 22 words);
- headings, bullet points and other formatting techniques to make it easy to scan a document and find key information.

The PNG NRI voice is friendly and warm, without being overly familiar. It is engaging, but not informal. We want to sound new and dynamic, avoiding stuffy or archaic language, euphemisms, clichés or trendy/slang words/phrases. Our writing should be fresh, while presenting PNG NRI as a respected, quality research institute with an international standing. We write with authority and substance.

3.1 Style rules

The following entries cover some of the most common style rules for writing with the PNG NRI voice.

Abbreviations and acronyms

Abbreviations

- for abbreviations where there is no likelihood of confusion, it is not necessary to use full-stops; for example: PhD (not Ph.D.);
- for the common abbreviations, e.g. and i.e., use full-stops (not eg and ie); do not use these abbreviations in text; spell them out in full as 'for example' and 'that is to say';
- Spell out an abbreviation in full the first time that it is used, followed by the abbreviation in parentheses; for example: Economic Policy Program (EPP);
- Spell out million, do not use M or m.
- Spell out billion, do not use BN or bn.

Initials

- Use a space but no full stops between personal initials; for example: A M Smith (not A. M. Smith), except in reference lists, where full stops should be used.

Symbols

- Use the at symbol (@) only within email addresses and Twitter handles, or within scientific measurements; do not use it in titles, headings or regular text as an abbreviation for the word 'at';
- Spell out in full the ampersand (&) and percentage (%) symbols when they appear in text, for example: "The price rose by 20 percent" (not 20%); "It is difficult to address this and that" (not this & that).

Titles

- For the titles of people, do not use full-stops; for example: Mr (not Mr.); Mrs (not Mrs.); Ms (not Ms.); Dr (not Dr.); Rev (not Rev.); Prof (not Prof.).

Capitalisation

PNG NRI style is for minimal capitalisation. Only the first letter of the heading or title is capitalised, along with any proper nouns. Only people's names, position titles, names of workgroups, organisational units, degree titles (e.g. Bachelor of Arts) and publications should be capitalised. Almost everything else should be in sentence case.

Don't use capitals

- for seasons; for example: "The event will take place in spring 2008";
- for points of the compass: east, west, north, south; for example: "Schools in the north east", "the south of Bougainville";
- for internet (not Internet);
- for web (not Web).

Do use capitals

- for the names of books, films and other major works in the usual way: capitalise first words;
- for definite geographical places, regions, areas and countries; for example: South-East Asia, The Hague, Momase, Western Europe, Lae, Autonomous Region of Bougainville;
- Government is capitalised if it refers to the present Government of Papua New Guinea; but a previous government takes a lower case initial;
- Institute (meaning the National Research Institute); lower case should be used when referring to institutes generally.

Gender

People

- Use gender-neutral references to individuals whenever possible.

Positions

- Use gender-neutral occupational titles (even when referring to men); for example: police officer (not policeman); minister of religion (not clergyman); fire-fighter (not fireman); supervisor (not foreman).

Numbers

Expressing numbers

- Use words for numbers below 10 unless they are in tables; for example: one, two, three;
- Use digits for numbers above 9; for example: 10 (not ten); 29 (not twenty-nine);
- Use commas for numbers of four or more digits; for example: 1,000 (not 1000);
- Use a combination of words and digits for larger or more complex numbers; for example: K100 million, 2.5 billion;
- Use digits, not the letter 'k' for thousands; for example: K10,000 (not K10k);
- Use a space between a numeral and a full unit of measurement, but no space between a numeral and an abbreviated unit of measurement; for example: 500 kilograms (not 500kilograms); 500kgs (not 500 kgs); 155 centimetres (not 155centimetres); 155cms (not 155 cms);
- Use a space between mathematical signs and numerals; for example: 2 X 3 = 6 (not 2X3=6); 10 – 6 = 4 (not 10-6=4);
- Spell out any number that begins a sentence; for example: "One hundred and ten people graduated this year";
- Spell out ordinal numbers in text; for example: first, second, third (not 1st, 2nd, 3rd);
- Spell out millions and billions; for example: 2 million (not 2m); 3.5 billion (not 3.5 b).

Decimals

- Use the same number of decimal places for all decimal quantities that are being compared, whether in text or in a table; for example: "2.50 percent of the people agreed, but 3.12 disagreed strongly";
- Use decimals in preference to fractions; for example: 0.75 (rather than ¾).
- Use zero before a decimal point when the decimal is less than one; for example: 0.25 (not .25).

Percentages

- Use the symbol % only with numerals in tables.
- Use percent (not per cent).

Punctuation

Apostrophe

- Use apostrophes to show possession; for example: the student's notes, the Institute's history;
- Use only an apostrophe if the things or people possessing already end in 's'; for example: Students' Union, researchers' offices;
- Pronouns such his, hers, ours, yours, theirs and its don't need apostrophes.

Bulleted and numbered lists

- Where the list is part of a sentence (preceded by a colon), begin each point in lower case with a semi-colon at the end of each point, and a full-stop at the end of the last bullet point;

- If the list is not part of a sentence, begin each point in upper case and use semi-colons at the end of each complete sentence.
- Use numbered lists only when you will be referring back to them or if the order of the points is important.

Contractions

- Use contractions such as *it's, that's, you're* and *we've* only when using a conversational writing style; this style is only appropriate for promotional materials, such as the website and advertisements. Contractions are not appropriate for formal materials, such as Issues Papers, Discussion Papers, or Spotlight articles.

Exclamation points!

- Use exclamation points sparingly; they should mark an outcry or an emphatic or ironic comment. If in doubt, don't use them. Don't ever use more than one exclamation point in a single communication.

Hyphenation

- Use hyphens when using adjectives, but no hyphens when using nouns; for example: full time (noun), full-time (adjective); first year (noun), first-year (adjective);
- Use Email or email not E-mail or e-mail;
- Use world-class, not world class.

Quotation marks

- Use double quotation marks only for quoting speech or words from published works (i.e. newspapers, journals, books etc); for example: "The University is world class," said Mr Blah;
- Use single quote marks for emphasising a word or phrase in the text; for example: The 'real' story behind the fire was...;
- Use single quote marks for quoting something inside a quote; for example: "Annabel said 'The rain in Spain falls mainly on the plain' but she didn't say why," explained Mr Blah;
- Quote marks always come after the punctuation, except where the quote is not a full sentence; for example: (1) "The rain in Spain falls mainly on the plain," Mr Blah said; (2) Mr Blah said the rain in Spain "falls mainly on the plain";
- Where the quote-within-a-quote ends the quote, put single quotes before full stop and double quotes after; for example: "When I asked him about the rain in Spain, Mr Blah said, 'It falls mainly on the plain'."

Italics

- Use italics for titles of published books, periodicals, dissertations, plays, films, paintings, newspapers;
- Use italics for foreign words which have not become part of the English language.

Dates and times

Dates

- Use the simple format "day date month year" without punctuation; for example: Friday 10 August 2016 (not Friday, 10th August 2016, or August 10, 2016);
- Use the simple format "date month" without punctuation, unless quoting somebody; for example: 31 May (not May 31); "I will arrive on May 12," said Mr Smith;
- Use the format YYYY-YY for a period of years; for example: 2007-08 (not 2007-2008 or 2007/08);
- Use hyphens when using centuries as adjectives, but no hyphens when using centuries as nouns; for example: 21st century, 20th century (noun); 21st-century (adjective);
- Spell out decades without punctuation; for example: 1960s (not 1960's or '60s).

Time

- Use 5.30pm (not 5.30 pm or 17.30).

3.2 Frequently used (and misused) words

Similar words with different meanings

The following words are similar (in spelling and/or sound), but have clearly established different meanings. We must ensure that we use the correct word.

Affect / effect

Affect is usually a verb, and *effect* is usually a noun. To *affect* something is to change or influence it, and an *effect* is something that happens due to a cause. When you *affect* something, it produces an *effect*. Here are a few examples of the words used correctly:

- The storm knocked down power lines, affecting several thousand people in rural communities;
- Gauging the disaster's effect requires assessing economic activity that might be lost;
- The regulator has estimated that its new rules will affect up to 11.3 percent of borrowers;
- But the smell of freshly baked bread may have positive effects far beyond the obvious ones;
- The film really affected me;
- What is the effect on his health?

The two words have other less common uses that can make them tricky. *Effect* functions as a verb when it bears the sense *to bring about*. For instance, it is the correct word in phrases such as *effect change* and *effect solutions*, where these phrases mean *to bring about change* and *to bring about solutions*.

Affect, meanwhile, has a secondary, less-used verb sense—namely, *to put on a false show of*. For example, you might affect surprise when someone gives you a gift you knew they would be giving you. *Affect* also has a potentially confusing noun sense—*a feeling or emotion, especially as expressed through body language.*

Biannual / biennial

Biannual is an adjective which means occurring twice per year, the adverb form is *biannually.*

Biennial is an adjective which means occurring every two years, or every other year. Also, a *biennial* plant is one that takes two years to grow from its planting to its death. The adverb form is *biennially*.

Semi-annual means occurring twice per year, the adverb form is *semi-annually. Semi-annual* and *Biannual* are interchangeable; their definitions are the same.

Dependent / dependant

Dependant is the noun and *dependent* is the adjective. It is important to note that US English rarely distinguishes between the two. Below are some examples with correct usage:

- Polymetal's prospectus concedes how dependent the company is on Mr Kerimov;
- There is also likely to be a curb on the number of dependants they can bring with them;
- Older people don't want to become dependent, but councils need to help them help themselves;
- Parents could spend more time with their children or other dependants.

Practice/practise

Practice is the noun, and *practise* is the verb. There is no such distinction in US English. Below are two examples with correct usage:

- She practises the piano every day (verb);
- He set up practice as a lawyer (noun).

Principle/principal

As a noun, *principal* refers to (1) one who holds a presiding position or rank, and (2) capital or property before interest. As an adjective, it means (3) first or most important in rank. *Principle* is only a noun. It refers to a basic truth, law, assumption, or rule. Below are four examples:

- It's against my principles;
- I earned 9.5 percent interest on the $1,000 principal;
- He holds the principal position at the negotiating table;
- She is the college's new principal.

Similar words with the same meaning

PNG NRI house style

At PNG NRI, we use the following spellings of these words:

- Adviser, not advisor;
- Coordinator, not co-ordinator;
- Cooperation, not co-operation;
- Field trip, not fieldtrip;
- Field work, not fieldwork;
- Focuses, not focusses;
- Online, not on-line;
- Postgraduate/undergraduate, not post-graduate or under-graduate;

- Problem-based;
- Program, not programme;
- Supervisor, not superviser;
- Under way, not underway;
- Website, not web-site;
- Worldwide, not world-wide;
- World-class, not world class.

Avoiding Old English

Communicating in plain English means we should avoid, wherever possible, the overuse of old English words. While these may have a place in our writing, they should be used sparingly, and judiciously. Old English words to be avoided, and their alternatives, are listed below:

- Hence: Alternatives are "So …" or "As a result …";
- Thereafter: Alterative is "after that";
- Thereby: Alternative is "that way";
- Forthwith: Alternative is "immediately";
- Thus: Alternative is "As a result".

Avoiding Americanisms

Our style is to use British/Australian English. We use *–ise*, not *–ize,* and *–our,* not *–or*:

- Civilised, not civilized;
- Organised, not organized;
- Civilisation, not civilization;
- Organisation, not organization;
- Colour, not color;
- Favourite, not favorite.

Redundant words

In one of his six rules for writers, George Orwell said: 'If it is possible to cut a word out, always cut it out.' Shorter is better, he was saying. Using more words than necessary to express ourselves can make for bad writing and be confusing to the reader.

While Orwell was referring to clarity in technical and political writing, there are many everyday sentences and phrases which also contain unnecessary words. Some of the most common are presented below:

Years' time

- *He intends to retire in three years' time*. 'Time' is redundant here and can be deleted. The sentence says nothing that 'He intends to retire in three years' doesn't say.

The reason why

- *The number of crimes is increasing but detectives don't know the reason why*. For some people, 'the reason why' is acceptable in the middle of a sentence. However, 'why' is clearly redundant after 'reason' when placed at the end of a sentence, as in the above example. Either remove 'why', or delete 'reason' and write 'detectives don't know why'.

Whether or not

- *I don't know whether or not he's coming.* This is a similar problem to 'reason why'. It is sufficient to write or say 'I don't know whether he's coming.'

Currently + being done

- *The bridge is currently being repaired.* The word 'currently' is both unnecessary and incorrect here. The present continuous passive structure 'is being repaired' tells us that the action is taking place now. Including 'currently' merely repeats that.

Past experience

- *Research has shown that past experience helps us make complex decisions.* The word 'past' should be removed. This error is surprisingly common, even in serious publications. 'Past history' and 'past tradition' are similar examples.

The mark/the level

- *Turnover fell below the two million Kina mark.* It is enough to write 'Turnover fell below two million Kina.' By adding 'mark' we are simply putting a redundant word on the end of the sentence.

Estimated at about

- *Profit is estimated at about 10 million Kina.* In essence, 'estimate' and 'about' have the same meaning. Write either 'is estimated at 10 million Kina' or 'is estimated to be 10 million Kina'.

Very unique

- *Whitney Houston had a very unique voice.* Something cannot be 'very unique', not even Whitney's voice. Things are either unique or they are not unique.

The old adage

- *As the old adage says: don't burn your bridges.* By definition an adage is always old. In terms of its age, it can be nothing but old. Say only 'the adage'.

Think to myself

- *I thought to myself how strange it seemed.* And that is a very strange thing to write. After all, who else can we think to other than to ourselves? Make it 'I thought how strange it seemed.'

3.3 Blog style

The short sentence, one comma rule

Where ever possible, avoid multiple-comma sentences. There are exceptions, but short sentences lend themselves to one-comma sentences. If a sentence appears too long, ideally it should be split into two sentences.

Avoid excessive punctuation

Excessive punctuation suggests that sentences might be overly-long and complicated, when they need to be to the point and simple.

Short paragraphs

Aesthetics are very important online. Try to break up articles into 'bite-sized chunks'. Avoid multi-idea sentences and paragraphs.

Avoid too many paragraphs

Pay attention to the formatting of longer posts. Where an article comprises a series of paragraphs, look for opportunities to break up this consistent formatting: indents, bullet points, quotes, numbered lists, pictures and videos.

Headlines

Headings and sub-headings

Break up text with headings and sub-headings to enable readers to skim a page before deciding to read it fully.

Include adjectives in headlines

Headlines that include adjectives tend to attract a lot more interest than those that avoid them. Adjectives can be highly persuasive. Try to incorporate them into your headlines.

One line headlines

Use no more than six to eight words in a headline, to try to keep it on a single line.

Tone and voice

Avoid jargon. Say what you see. Don't dress things up too much.

Write as you talk, in a sensible way.

Humour

Sometimes it may not be appropriate, but a little light humour can be effective, especially when dealing with seemingly dry subject matter.

4. Referencing

PNG NRI adopts the American Psychological Association (APA) citation style, which is commonly used among research institutes and university faculties working in the social sciences. APA style requires both in-text citations and a reference list. For every in-text citation there should be a full citation in the reference list and vice versa.

The examples of APA styles and formats listed in this document include many of the most common types of sources used in research. For additional examples and more detailed information about APA citation style, refer to the *Publication Manual of the American Psychological Association* and the *APA Style Guide to Electronic References.*

4.1 Reference citations in text

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited.

Works by a single author

The last name of the author and the year of publication are inserted in the text at the appropriate point.

> … from theory on bounded rationality (Simon, 1945)

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

> Simon (1945) posited that …

Works by multiple authors

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

> … as has been shown (Leiter & Maslach, 1998)

In the narrative text, join the names with the word "and."

> … as Leiter and Maslach (1998) demonstrated …

When a work has three, four, or five authors, cite only the first author, followed by "et al." (Latin for "and others") and the year of publication.

> Kahneman et al. (1991) found …

Works by associations, corporations, and government agencies

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(NIMH, 2007)

Works with no author

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalising each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicise the title if it refers to a book, periodical, brochure, or report.

on climate change ("Climate and Weather," 1997)

Guide to Agricultural Meteorological Practices (1981)

Anonymous authors should be listed as such followed by a comma and the date.

on climate change (Anonymous, 2008)

Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Stigter & Das, 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering, 2008, para. 9)

4.2 Reference list

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

Order

Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.

Authors

Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word 'and' when listing multiple authors of a single work. For example: Smith, J. D., & Jones, M.

Titles

Capitalise only the first word of a title or subtitle, and any proper names that are part of a title.

Pagination

Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopaedia articles and chapters from edited books.

Indentation

The first line of the entry is flush with the left margin, and all subsequent lines are indented to form a "hanging indent".

Underlining vs. italics

It is appropriate to use italics instead of underlining for titles of books and journals.

Internet Address

A stable internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

Date

If the work is a finalised version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopaedia article, include the date that you retrieved the information.

Articles in journals, magazines, and newspapers

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behaviour and Human Decision Processes*, 105(2): 221-232. Retrieved from doi:10.1016/j.obhdp.2007.08.002.

Journal article, two authors, accessed online

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4): 286-295. Retrieved from doi:10.1037/1065- 9293.59.4.286.

Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R. & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3): 182-196. Retrieved from doi:10.1037/0003-066X.63.3.182.

Article from an Internet-only journal

Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14 (7/8). Retrieved from doi:10.1045/july2008-hirtle.

Journal article from a subscription database (no DOI)

Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158 (2): 73-79.
Retrieved from http://search.ebscohost.com.

Magazine article, in print

Kluger, J. (2008, January 28). Why we love. *Time*, 171 (4): 54-60.

Newspaper article, no author, in print

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, 5 May). *The Wall Street Journal*, p. A9.

Newspaper article, multiple authors, discontinuous pages, in print

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, 5 May). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

Books

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

No Author or editor, in print

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.

One author, in print

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

Two authors, in print

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

Corporate author, author as publisher, accessed online

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra, Australian Capital Territory: Author. Retrieved from http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989... $File/13016_2000.pdf.

Edited book

Gibbs, J. T., & Huang, L. N. (Eds). (2001). *Children of colour: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

Dissertations

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

Dissertation, accessed online

Young, R. F. (2007). Crossing boundaries in urban ecology: Pathways to sustainable cities' (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses database. (UMI No. 327681).

Essays or chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

One author

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

Two editors

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

Encyclopaedias or dictionaries and entries in an encyclopaedia

References for encyclopaedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.

Encyclopaedia set or dictionary

Sadie, S., & Tyrrell, J. (Eds). (2002). *The new Grove dictionary of music and musicians* (2nd ed., Vols. 1-29). New York, NY: Grove.

Article from an online encyclopaedia

Containerization. (2008). In *Encyclopaedia Britannica*. Retrieved from http://search.eb.com (accessed 8 May 2016).

Encyclopaedia article

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopaedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

Research reports and papers

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organisation assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

Government report, accessed online

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Washington, DC: Author. Retrieved from http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf.

Government reports, GPO publisher, accessed online

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behaviour and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf.

Technical and/or research reports, accessed online

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved from http://www.nber.org/papers/w14124 (accessed 8 May 2016).

Document available on university program or department site

Victor, N. M. (2008). Gazprom: Gas giant under strain. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site: http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain/

Audio-visual media

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

Videocassette/DVD

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). The corporation [DVD]. Canada: Big Picture Media Corporation.

Audio recording

Nhat Hanh, T. (Speaker). (1998). Mindful living: a collection of teachings on love, mindfulness, and meditation [Cassette Recording]. Boulder, CO: Sounds True Audio.

Motion picture

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director). (1980). Nine to five [Motion Picture]. United States: Twentieth Century Fox.

Television broadcast

Anderson, R., & Morgan, C. (Producers). (2008, June 20). 60 Minutes [Television broadcast]. Washington, DC: CBS News.

Television show from a series

Whedon, J. (Director/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), Buffy the Vampire Slayer. Burbank, CA: Warner Bros.

Music recording

Jackson, M. (1982). Beat it. On Thriller [CD]. New York, NY: Sony Music.

Undated web site content, blogs, and data

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

Blog entry

Arrington, M. (2008, 5 August). The viral video guy gets $1 million in funding. Message posted to http://www.techcrunch.com

Professional web site

National Renewable Energy Laboratory. (2008). Biofuels. Retrieved from
http://www.nrel.gov/learning/re_biofuels.html (accessed 6 May 2008).

Data set from a database

Bloomberg L.P. (2008). Return on capital for Hewitt Packard 12/31/90 to 09/30/08.
Retrieved 3 December 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). Gross domestic product per
capita 06/01/1994 to 06/01/2008 [statistics]. Available from CEIC Data database.

Entire web site

When citing an entire Web site (and not a specific document on that site), no
Reference List entry is required if the address for the site is cited in the text of
your paper.

Witchcraft in Europe and America is a site that presents the full text of many essential
works in the literature of witchcraft and demonology
(http://www.witchcraft.psmedia.com/).

5. Peer Review

Peer review (whether external or internal) is an important element of PNG NRI's quality assurance, and helps us to maintain the academic rigour that establishes our credibility as a think tank.

5.1 External Peer Review

External peer review is to be conducted for PNG NRI Research Reports and Discussion Papers.

The selection of external peer reviewers should commence with a discussion between the researcher/s and the research Program Leader. The recommended peer reviewers (at least two) should have had no involvement with the research project, and should be considered sufficiently qualified to provide a critical assessment of the Research Report or Discussion Paper. The recommendations of the researcher/s and program Leader should be recorded on the *External Reviewer Recommendation Form*. All Researchers shall have a copy of this Form in their Templates Folder.

The recommendations of the researcher and the research Program Leader must be approved by the Senior Deputy Director before a request is made to the potential reviewer to review the manuscript. The Senior Deputy Director's approval should be recorded on the *External Reviewer Recommendation Form.*

In addition to whatever comments and/or corrections the reviewers might make in the margins of the manuscript, they are also requested to complete a *Manuscript Review Form (External)*. All Researchers shall have a copy of this Form in their Templates Folder.

5.2 Internal Peer Review

Internal peer review is to be conducted for PNG NRI Issues Papers and Spotlight.

The internal peer reviewers should include at least one researcher from the author's research program (or the most relevant research program for an externally submitted paper), the research Program Leader, and one researcher from a program outside that of the researcher. Where the Researcher is the Program Leader, two researchers from within the researcher's Program should be asked to review the manuscript, in addition to a researcher from another program. Where the researcher is the sole member of the research program, three researchers from other programs should be asked to review the manuscript.

In addition to whatever comments and/or corrections the reviewers might make in the margins of the manuscript, they are also requested to complete a *Manuscript Review Form (Internal)*. All Researchers shall have a copy of this Form in their Templates Folder.

5.3 Manuscript Review

External peer review is to be conducted for PNG NRI Research Reports and Discussion Papers. Internal peer review is to be conducted for PNG NRI Issues Papers and Spotlights

Research Reports and Discussion Papers

The review of any Research Paper and Discussion Paper manuscript should address the following basic questions:

1. Does the manuscript have policy implications that are of relevance and/or importance to the contemporary PNG setting?
2. The Abstract
    a. Does the Abstract appropriately summarize the manuscript?
    b. Are there discrepancies between the Abstract and the remainder of the manuscript?
    c. Can the Abstract be understood without reading the manuscript?
3. The introduction and review of literature
    a. Is the introduction concise?
    b. Is the purpose of the study clearly defined?
    c. Do the authors provide a rationale for performing the study based on a review of the literature?
    d. Is the literature referred to in the article contemporary? Is it relevant?
4. The Methods Section
    a. Could another researcher reproduce the study using the methods as outlined or are the methods unclear?
    b. Do the authors justify any choices available to them in their study design?
5. The Results Section
    a. Are the results clearly explained?
    b. Are the results reasonable and expected, or are they unexpected?
6. The Discussion Section
    a. Is the discussion concise? If not, how should it be shortened?
7. References
    a. Does the work include an appropriate number of references?
    b. Are the references consistently and properly formatted?
8. Generally:
    a. Is the quality of the research academically sound?
    b. Is the quality of writing acceptable?
    c. Are there any other topics that should be covered?
    d. Is the structure of the report/paper sound and does it bring out the policy issue addressed in a succinct manner?

Issues Papers and Spotlight

The review of any Issues Paper and Spotlight manuscript should address the following basic questions:

1. Does the manuscript have policy implications that are of relevance and/or importance to the contemporary PNG setting?
2. Are the policy implications of the argument made clear and appropriately justified?
3. Abstract/Key Points
    a. Does the Abstract (Issues Paper) or Key Points (Spotlight) succinctly summarise the content of the paper?

       b. Are there discrepancies between the Abstract/Key Points and the remainder of the manuscript?

4. Body of Paper
   a. Is there a logical flow to the body of the Paper?
   b. Is the purpose of the Issues Paper/Spotlight clearly defined?
   c. Is the discussion concise? If not, how should it be shortened?
   d. Is the quality of writing acceptable and appropriately targeted?
   e. Are there any notable omissions that should be covered?

6. Research Workflows

PNG NRI has a number of research modalities (or pathways to research outputs). These are summarised below:

- Internal research (IR): Research that is primarily undertaken by PNG NRI research staff. While non-NRI researchers may assist with such projects, the task of conducting the research is primarily undertaken by a researcher at the Institute.
- Commissioned Research (CR): Such research is undertaken by external sourced researchers (or firms) who are employed to undertake a particular research on behalf of PNG NRI. Commissioned research outputs are subject to internal quality control processes, and are intended to be published as PNG NRI Research Reports, Discussion Papers, or Issues Papers. Commissioned research may be sourced through an open tender process, or through direct invitation to tender. Commissioned Research is normally procured on a fee basis for work on a topic of current Public Policy Relevance
- Open Call Research (OCR): External researchers often seek a channel to publish and distribute their work. PNG NRI facilitates such work through its OCR. The key criteria for consideration of open call research works are that they are of good quality and aligned with PNG NRI's existing research priorities, as articulated in the Corporate Plan.
- Affiliated Research (AR): PNG NRI welcomes the affiliation of external researchers with the Institute through Visiting Fellowships, Emeritus Fellowships and Research Associateships. Such affiliations should align with PNG NRI's research priorities, providing the Institute with additional skills and resources, and external networking opportunities.

Associated with the research modalities is a clear workflow, intended to streamline the process of managing work from conception through to publication and socialisation into policy discussions. The Research Workflow is presented in a separate document. It is coordinated by the Manager, Research Projects.