

The Roles of the News Media in the Governance Agenda

STYLE GUIDELINES

Readership: The report is intended for a wide range of practitioners, colleagues, journalists, broadcasters, and general readers drawn from many societies and areas of expertise within the international development community. The aim of the volume is to provide a balanced, comprehensive and timely overview of the topic written in a straightforward, clear and lively style. The publication is designed for practitioners keeping abreast of developments and seeking practical guidance for effective programmatic interventions, for teachers and workshop leaders to use in the classroom and in professional training sessions, and for journalists, broadcasters, commentators, and the general reader. The report incorporates primary research but it is not designed primarily for the presentation of more technical findings designed for the research community. Ideally contributions should be thought of as chapters in an integrated report, to be read as a whole, rather than a series of independent topics brought together under one cover, so ideally in the final draft you may want to make some cross-references, where appropriate, to other chapters in the book.

Length: Papers should be approximately 30 pages (i.e. about **8,000-9,000** words long), inclusive of tables, figures, and references.

Deadline: The first draft of your chapter needs to be delivered by **15th May 2008**. The conference discussions will generate suggestions for revision and further editorial suggestions for each chapter will follow during June. Your revised draft incorporating these suggestions is requested by the **1st September**. The final report will be submitted to the World Bank publishers in fall 2008 and publication is planned for spring 2009. We will contact you at a later date with information about launch events.

Endnotes: Endnotes should be listed at the end of each chapter to provide references to the literature and to elaborate on more technical points or definitional issues raised in the text. In this report, endnote references are used to indicate some of the classic background literature available for readers, to source quotations, and to justify statements of fact, rather than to provide a comprehensive review of the literature in the sub-field. The location of endnotes should be indicated use consecutive numbers (1,2,3...) and should be listed at the very end of the paper, after any tables and figures. The report will not use the 'Harvard' referencing system (where the surname and year of publication are included in the text). To avoid additional work at the sub-editing stage ideally it would be appreciated if you could use the following style consistently.

Examples of the endnote referencing style are as follows:

ARTICLES:

- ¹ Sendhil Mullainathan and Andrei Shleifer. 2005. 'The market for news.' *The American Economic Review* 78(3):1031-53.

CHAPTERS:

- ² Karen Siune. 1998. 'Changing media and changing society?' In *Media Policy: Convergence, Concentration and Commerce*, eds. Denis McQuail and Karen Siune. London: Sage Publications.

BOOKS:

- ³ Pippa Norris. 2008. *Driving Democracy*. New York: Cambridge University Press.

Please refrain from using italics and bullet points within the text unless really necessary. Short quotations should be run on within the paragraph, and only longer quotations should appear indented separately. Numerals one to ten should appear in words while higher numbers should be in numerical form (22, 45,000). Use the % symbol. Percentages should be rounded up within the text and tables where small samples are involved. Use headings sparingly. American spellings will be used.

Text Tables: Short tables (20 lines or less) for inclusion in the text should be provided on separate pages at the end of your chapter. Use Table 3.1, 3.2 etc. reflecting the chapter and table. Please make sure columns of data are laid out using the table functions in Word or its equivalent. The source should be listed under each table. E.g.

TABLE 3.1: Freedom of the Press by Region (%)

Region	Freedom House	Reporters without Borders
Latin America and the Caribbean	70	86
Sub-Saharan Africa	60	65
Asia and Pacific	55	58
Arab States	30	25
Central and Eastern Europe	65	60
All	100%	100%

NOTE: This includes low and medium income developing societies (per capita GDP in PPP below \$15,000). Both the Freedom House and Reporters without Borders indices are standardized in 100-point scales, where a higher score represents greater freedom.

SOURCES: Freedom House, 2007. 'Freedom of the Press'; Reporters without Borders, 2007. 'Annual review of press freedom'.

Longer reference tables: If you want to supply longer reference or descriptive tables for each chapter, these will be gathered in a technical appendix at the end of the report and/or posted on the report website. Please also specify a note, source and the date listed below each. Longer tables typically list information (eg type of media system, limits on press freedom) for each nation under comparison.

Diagrams: The use of figures and diagrams should also be submitted at the end of each chapter, ideally produced as camera-ready black and white copy using Excel graphs. You may want to include a print-out of the data accompanying any graphs so that they can be reconstructed, if necessary, by the typesetters.

Submission: Your final submission in September should include:

- ✓ A electronic copy of your chapter in Microsoft Word;
- ✓ An updated brief biography (about 50 words) listing your institutional affiliation, position, selected recent major publications and the email address to contact you, for publication as 'About the Contributors';
- ✓ A note of the mailing address, email, fax, and phone numbers for urgent queries by the copy-editor in the six months after the submission.