**Journal of Development Studies, IDS (SABAUNI, Georgia)**

**Author Guidelines**

* + **All manuscripts must be submitted electronically through the e-mail to the following email address: ids@sabauni.edu.ge**
  + **We only accept manuscripts in English language.**
  + **Length of paper: 3000-10.000 words are preferred.**
  + **Authors are advised to follow the Author Guidelines in preparing the manuscript before submission.**

**Authors should observe the following codes of conduct when they intend to submit/publish a paper.**

Authors are required to provide a complete list of references cited in their paper.

The journal cannot bear plagiarism and fraudulent data in any paper. It has a strict policy against plagiarism, which is checked through two methods: reviewer check and plagiarism prevention tool. All submissions will be checked before being sent to reviewers.

All papers are reviewed by a minimum of two readers.

It is assumed that all authors have significantly contributed to the submitted paper, if there is a co-author(s) in the submitted manuscript.

In case of presence of any fraudulent information in an article, its authors will be responsible for providing retractions or corrections of mistakes.

It is strictly prohibited to publish the same research in more than one journal.

Changes to authorship: this policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts. Before the accepted manuscript is published in an online issue, requests to add or remove an author, or to rearrange the author names, must be sent to the Journal from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal to the corresponding author, who must follow the procedure as described above. Any requests to add, delete, or rearrange author names in a published article will not be taken into account.

**Authors should note that**

a paper which is going to be submitted to this journal should be according to the journal Paper Submission Guideline as explained below:

***General Rules:***

You may see the general Template to obtain further information on drafting a paper.

You may use color for graphs and figures, but the layout of paper is only in white and black in the print format. The font type and size on the figure(s)/tables(s) must be the same with the text.

You should use this journal's Submission Template to submit your paper for publication.

Language: Please write your text in good English (American or British usage is accepted, but not a mixture of both).

We only accept manuscripts in English language.

Length of paper: 3000-10.000 words are preferred.

***Paper Submission Guideline:***

**1) Title Page**

Title page is a separated page before the text. Provide the following information on the title page (in the order given). It should include:

*Title*

Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Font: Times New Roman

Size: 14

*Author’s names and affiliations*

Please indicate the given name and family name clearly. Present the authors' academic degree, status and affiliation (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name. Provide the affiliation with the country name, and the e-mail address.

*Corresponding author*

Clearly indicate who is willing to handle correspondence at all stages of refereeing, publication and also post-publication.

Font: Times New Roman

Size: 12

*Sponsoring information*

If the research is sponsored or supported by an organization, please indicate it.

Font: Times New Roman

Size: 11

**2) General Rules for Text**

*Please use the following rules for whole* ***text, including abstract, keywords, heading***

**Font: Times New Roman; Size: 11;**

*For* ***tables*** *(inside) and references*

**Font: Times New Roman; Size: 10;**

Paragraph Spacing: Above paragraph – 0 pt; Below paragraph – 4 pt;

Line Spacing: fixed – **1,15;**

Heading 1: Times New Roman; Size-11; Bold; for example, **1. Introduction**

Heading 2: Times New Roman; Size-11; Italic; for example, *1.1 Research Methods*

Heading 3: Times New Roman; Size-11; for example, 1.1.1 Analysis Result

**3) Preparation of Manuscripts**

*Preparation of text*

Abstract

A concise and factual abstract is required (maximum length of 300 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list.

Keywords:

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

JEL codes:

Bellow the Keywords indicate JEL codes. JEL Classification: from 1 to 3 JEL Codes.

The JEL codes can be found at the following web site:

<http://www.aeaweb.org/journal/jel_class_system.html>

Subdivision of the article:

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible, but not at the expense of clarity.

Figures:

Graphs, diagrams, chromatograms, photos, etc. should be prepared as clear, black and white (no color), and original positives, suitable for reproduction. All figures should be embedded within the manuscript, and must be captioned and numbered sequentially.

Table and Equations:

Tables and equations should not be submitted in a format exceeding the A5 page size (in portrait form). All tables should be embedded within the manuscript, and must be captioned and numbered sequentially.

Formula:

The text size of formula should be similar with normal text size.

**References**

Font: Times New Roman

Size: 10

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. Citations in the text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citing and listing of web references

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Text

***Citations*** in the text should follow the referencing style used by the American Psychological Association.

You can refer to the Publication Manual of the American Psychological Association, Sixth Edition, copies of which may be ordered from <https://apastyle.apa.org/?_ga=2.184060526.914219031.1603117985-1501738468.1602715206>

List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). The elements of style. (3rd ed.). New York: Macmillan, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article? In B. S. Jones, & R. Z. Smith (Eds.), Introduction to the electronic age (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, J. (1999). One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (July 7, 1999).

**4) Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

4.1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

4.2. The submission file is in Open Office, Microsoft Word, RTF, or WordPerfect document file format.

4.3. Where available, URLs for the references have been provided.

The text is 1,15-spaced; uses a 10-11-12-14-point fonts accordingly; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the requirements outlined in the Author Guidelines.

**5) Copyright Notice**

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