IFI Working Paper Series Guidelines

Overview

A Working Paper is a publication of preliminary results of a research report, technical paper, research data or other types of research papers in progress. The IFI Working Paper series is intended for quick publication of works in progress and research findings by AUB faculty and IFI affiliated scholars on issues related to the institute's core programs. A working paper is not a final finished research paper ready for publication in an academic journal but can be considered an overview of ongoing research meant to stimulate discussion among university faculty, scholars, policymakers, and practitioners. This series will provide rapid feedback to the researcher and a platform to present initial research findings in order to develop and expand the research paper.

Length

Papers will vary in length, but 6,000 to 10,000 words is the expected length for papers for this series; this includes a 250-400 word executive summary and endnotes.

Executive Summary

As mentioned above, each paper should have a one page executive summary which summarizes the research methodology, key findings, and general comments about the research paper.

Referencing and style guidelines

Papers should be referenced using a standard accepted style such as MLA, APA or Chicago format. Since the working papers are written by authors and researchers from different disciplines, we allow different formats in referencing but we ask that everyone use AUB’s official style guidelines.

Review process

All papers will be submitted for an anonymous and confidential evaluation by at least one qualified reviewer who works in the field of the research topic. The review process is intended to give constructive feedback by colleagues in order to improve the paper. The reviewer will provide comments to the author on research methodology, clarity, content and style (amongst other things) to refine the paper and get it ready for publication. The review process will happen in a reasonable timeframe after submission (approximately 2 months) so that the author can make revisions and edits and resubmit it in a timely manner. It is possible for paper to get rejected for poor quality if that determination of sub-standard quality is made by two reviewers.