

Author Guidelines

Governing Principles of the Journal's Works

The works of the Policy Paper Series is governed by a number of principles that reflect IDSC's vision and strategic directions as follows:

Integrity: Researchers should adhere to the highest level of research ethics and meeting international standards in terms of good research such as upholding the value of knowledge and reliability, diligent research, accountability, credibility, innovative thinking, and dedication to work.

Value: Research contributions are essentially oriented towards public policies, usually starting with the introduction of the topic and its context, then a brief analysis of the issue in question supported by evidence, along with proposed policies and alternative options.

Quality: The research contribution is based on a well-known problem or issue, aims at answering specific questions, and adopts an appropriate research methodology for data collection and analysis while providing an informed analysis of the results in order to put forward visions and policy alternatives that benefit decision-makers.

Credibility: Highly credible and authentic official data and information sources should be used along with abiding by logic regarding ideas and insights and citing the results of supporting studies/experiences.

Excellence: The search for distinction and uniqueness from others is an objective of the series. All contributions made to the publication must be authentic; the researcher should not have published or submitted them to any other party. The rate of plagiarism should not exceed 10%.

Impartiality: Adherence to neutrality and rejection of all prejudices, whether political, religious, ethnic, ideological, or intellectual, is essential. This is without prejudice to different cultures or any reference to particular models or behaviors whose analysis is not based on a scientific approach.

Openness: Fair opportunities should be offered to all young researchers, practitioners, and experts –inside and outside Egypt– to participate in the series' works. This has a positive impact on its scientific composition, enriching the expertise and knowledge it provides.

Copyrights: IDSC reserves all copyrights for published contributions. Authors may not re-publish them in any scientific periodicals or publications until they have obtained a prior written consent from IDSC, provided that it was firstly published in the said series.



Contributions

A wide range of academics, experts, and practitioners in different disciplines are needed to analyze the repercussions of climate change and put forward courses of action to address them. Thus, the editorial board of "Climate Prospects" welcomes all valuable contributions made to relevant topics, covering the following categories:

Category I: Policy-oriented Papers

- Applied research, based on applied scientific analytical foundations and supported by domestic and international evidence, experience, and expertise to provide the decision-maker with applicable views, initiatives and measures. This enriches the State's efforts in various aspects of development.
- Such papers should focus on the decision-maker's agenda and present valuable results that contribute to policy development. It should begin with a problem and analyze its dimensions in order to introduce alternative initiatives and policies to address it for submission before the decision-maker to choose.
- All research papers are subject to scientific review by two specialized referees. They are determined according to the nature of the research subject matter. The personality of both the author(s) and the referee is obscured to preserve the principle of confidentiality and ensure impartiality.
- For guidance, content is usually segmented into 3 - 4 subsections, other than the introduction and summary section and the recommendations section:
 - ✓ The introduction contains a definition of the problem/issue of concern posed by the paper, presenting the main definitions used by the author briefly. They are followed by the structure of the paper/questions and the research methodology.
 - ✓ A section is to be allocated to analyzing the dimensions of the issue of concern based on quantitative or qualitative methods, corroborated by the most important evidence and data. Then, results are presented and interpreted. The results of comparative analyses can be utilized.
 - ✓ A bulk of the content is to be allocated to proposing policy alternatives/possible pathways to deal with the problem/issue of concern while starting a dialogue on them. The supporting grounds for both applied and research literature should be highlighted.
 - ✓ The paper concludes with a final section to review its main findings and recommendations.
- A separate section should not be devoted to the presentation of literature or details of definitions and terminology, but –instead– the said can be referred to –briefly– within the paper, provided that one provides a solid addition to the content.
- The research paper's range is 3500-5000 words without margins and references in either Arabic or English, taking into account proper linguistic norms, and that the content should be logical, clear and concise.

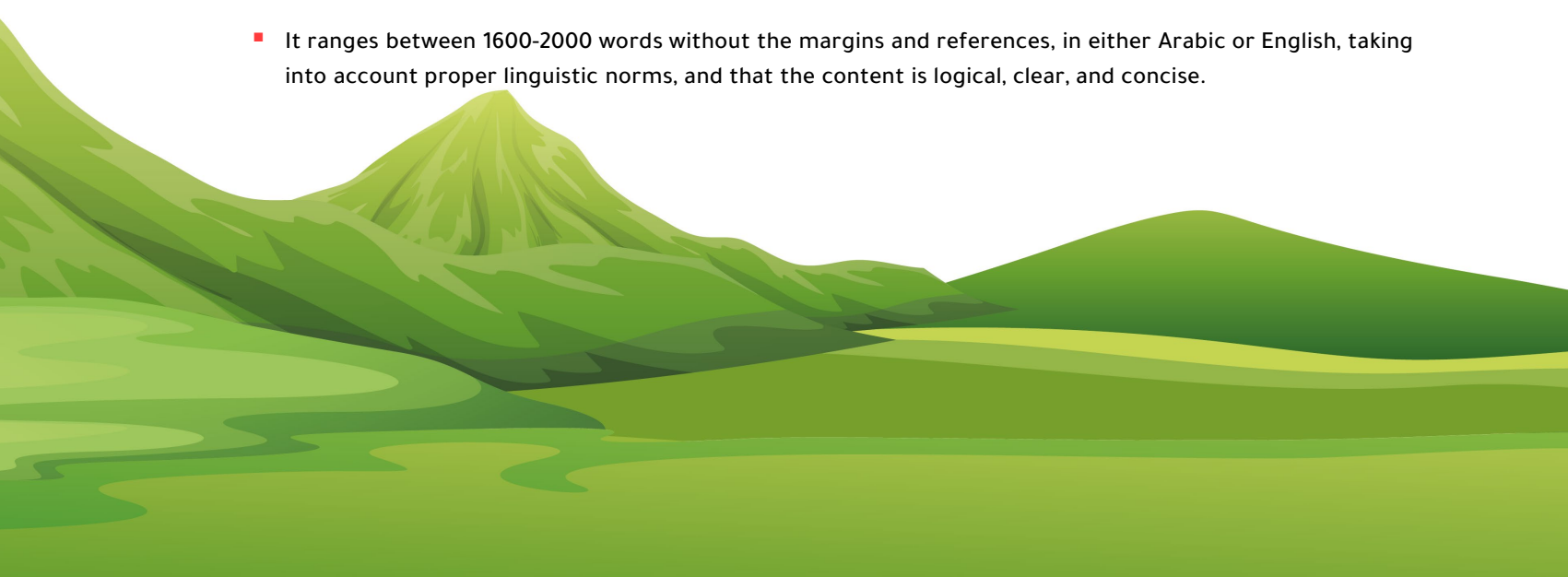
- Content could be reinforced with illustrative tools as an addition to its scientific value, including tables, charts, and effective illustrations, taking into account the guidelines to be outlined later.
- In case of reliance on analytical models, emphasis is placed on their logic, findings, and significance, provided that the technical details of the model are mentioned in a technical appendix.
- The author(s) should take into account the attachment of an abstract in Arabic and English, each of which is 250 words.

Category II: Opinion Articles

- The opinion article presents an added value to the issue it addresses and a different view of what is known with informed ideas and visions that can be used by the decision-maker.
- It is of an applied research nature, focusing primarily on presenting a major problem and analyzing it according to the author's point of view while supporting it with evidence and information.
- It ranges between 1600-2000 words without the margins and references in either Arabic or English, taking into account proper linguistic norms and that the content is logical, clear, and concise.
- For guidance, content is usually divided into 3-4 subsections other than the introduction; their content must be balanced in a logical sequence, with the article ending with a concluding paragraph (In conclusion, ...).
- To attract the reader's attention, the article can start with a key question, a brief story, or a saying, provided that it is in harmony with the content.

Category III: Climate Narratives

- These narratives seek to present pioneering local, regional, and international experiences in climate action and coping with extreme weather phenomena to shed light on them and conclude lessons that inspire decision-makers.
- Climate narratives can cover the experiences of countries; regions; cities; governments; public or private institutions; or initiatives, programs, and projects. It can be formulated according to business narratives methodology.
- It should be an applied article, analyzing the experience according to the author's point of view. It should be supported with evidence and information.
- It ranges between 1600-2000 words without the margins and references, in either Arabic or English, taking into account proper linguistic norms, and that the content is logical, clear, and concise.



- For guidance, content is usually divided into 3-4 subsections other than the introduction; their content must be balanced in a logical sequence, with the article ending with a concluding paragraph (In conclusion, ...).
- To attract the reader's attention, the article can start by a key question, a brief story, or a saying, provided that it is in harmony with the content.

Category IV: Report/Research Review

- It aims at utilizing the vast stock of knowledge available in all regions of the world in English, including studies, applied research, and international reports. It should offer an added value to the decision-maker.
- The review ranges between 1600-2000 words in Arabic, taking into account proper linguistic norms and that the content is logical, clear, and concise.
- For guidance, content is usually divided into 3-4 subsections other than the introduction; their content must be balanced in a logical sequence, with the article ending with a concluding paragraph (In conclusion, ...).
- To attract the reader's attention, the article can start by a key question, a brief story, or a saying, provided it is in harmony with the content.

It should be noted that each issue of *Climate Prospects* comes in two separate parts:

Part I: Refined research in Arabic, opinion articles in Arabic and English, climate narratives, and research review.

Part II: Reviewed research in English.

Methodology

- For all categories, the author(s) should send a proposal for the desired contribution to the series, within 250 words, with a brief biography to (CJ@idscc.net.eg). The nature and title of the research should be mentioned.
- The team examines the proposals made and expresses their opinion on them. The author(s) is addressed whether the proposed topic is acceptable, acceptable but needs modifications with clarification, or rejected.
- If the proposal is accepted, the author(s) will finalize the work and send via e-mail with an electronic copy of the sources on which it is based. This is in addition to completing the author's acknowledgement form that the content has never been published before and that it has not been submitted for publication at the present time.
- The team reviews the content sent and the rate of plagiarism is checked to ensure that it does not exceed 10%. The author is informed whether the content is definitively acceptable, acceptable but needs modifications with clarification, or rejected.

- After receiving the edited version of the content, the team will review and confirm its quality. In the case of applied research, the scientific review will be conducted until reaching the final edition.
- The series' team then proceeds with editing and graphic designing. The team reserves the right to edit the content provided according to the requirements of publication without prejudice to the text and the general idea.
- IDSC publishes and distributes the series' paper and electronic versions –according to internal working policies– through different channels and means it deems appropriate.

In any event, a number of objective criteria are relied upon in evaluating the contributions nominated for publication in the series, the foremost of which are:

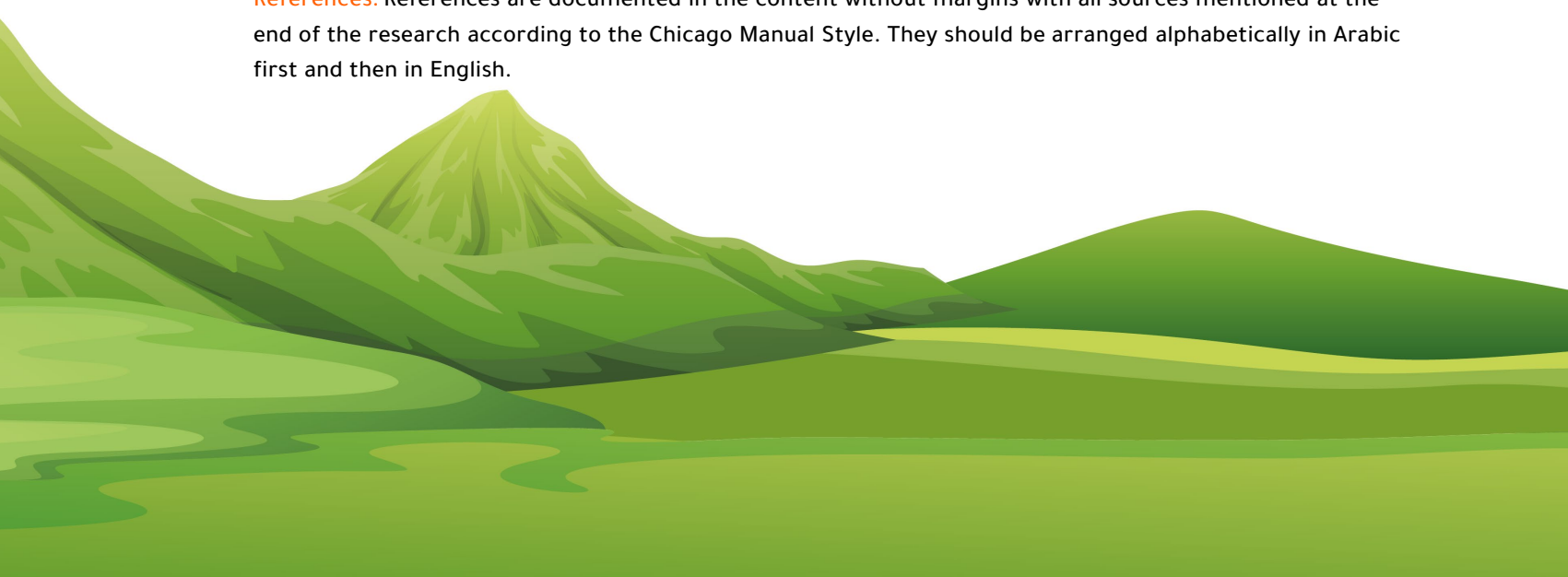
- The importance of the topic for decision-makers, its added value, and the applicable knowledge, ideas, and measures that can be adopted to enhance development efforts.
- Adherence to the scientific methodology of academic writing in research and the scientific documentation of sources and references.
- Consistency and logic of used data, goals and hypotheses, accuracy and objectivity, and quality of content and ideas.
- The clarity, accuracy, and integrity of the language used in writing.
- Organization of the overall format of the paper's content and use of explicit tools (tables, graphs and illustrations).

General Rules of Writing

Basic Data: The title is mentioned on the first page with the full name of the author(s), job title, and the employer in Arabic and English, except for non-Arabic-speaking participants.

Dedication: If a person is thanked, it is mentioned in a margin on the first page, with triple name and job title, and the contribution to which he is thanked is briefly mentioned (no more than 40 words).

References: References are documented in the content without margins with all sources mentioned at the end of the research according to the Chicago Manual Style. They should be arranged alphabetically in Arabic first and then in English.



Terminology, Abbreviations and Symbols: When technical terms are first mentioned in the content in Arabic, the Arabic term is mentioned immediately followed by the term in English and its abbreviation in parentheses. The term is then used in Arabic only.

If the content is in English, the term is first given in full, followed by the abbreviation in parentheses, with the abbreviation later used.

Please avoid using terminology abbreviations in the heading or sub-headings with research inputs, as well as in table headings, graphic and illustrative formats.

Page Format:

- Write in the MS Word file on the A4 page, with margins of 3 cm in all sides.
- Use size 16 Sakkal Magalla font for headings and subtitles, size 14 for metallic, with line spacing of 1.2 cm.
- Numbering starts from the title page.

Coordination of Graphic and Illustrative Formats:

- They are created within the content; they should not be imported from other programs such as PowerPoint or Excel and should not be added as a photo.
- All information should be mentioned on the graph or the illustrative form, including its number, the title at the top, the measurement unit, and any notes on the data and the source at the bottom in Sakkal Magalla font size 12.
- The graph or illustrative form is included after it is referred to in the content. No form may precede the pertaining content, and it shall be also numbered.
- In the charts, two-dimensional (2D) shapes are relied upon; three-dimensional (3D) shapes should be avoided. The type of chart should suit the target data displayed.

Table Coordination:

- They are created within the context and not added as a photo, bearing in mind that the number of their lines is suitable for presentation. In the case of long detailed tables, they can be mentioned in a statistical appendix.
- All the information about the table should be added including its number, its title at the top, the measurement unit, any notes on the data, and the source at the bottom, in a Sakkal Magalla font size 12.
- The table is included after being referred to in the context. No table may precede the pertaining content, and it should be also numbered.