**SSRP Guidelines for working papers**

**February, 2019**

**Do you have research you want to promote?**

The policy of SSRP is to encourage you to publish your work as soon as possible in peer reviewed journals. However, if you have preliminary work you would like make available to the research and policy communities (conference papers, preliminary work leading up to peer reviewed publication, etc.) then you can publish this as part of the SSRP Working Paper Series. This Series aims to showcase research from SSRP associated researchers, provide a way of getting feedback ahead of general publication, and provide early access to research.

**Submission:** Papers should be submitted in Word format. They should contain a title, an abstract, and keywords. Papers should be submitted to F.Hurd@sussex.ac.uk who will work with the Directorate and Programme Management Group of SSRP to process the paper.

**Review process:** The paper will be reviewed by a member of the SSRP Programme Management Group who will provide short written feedback. After taking into account this feedback, authors should send the revised version of the paper to F.Hurd@sussex.ac.uk for a final check by the Directorate.

**Format:** **Please follow the SSRP Working Paper template on the following page**. Please note, that not following this template will lead to delays in publishing the Working Paper.

Sussex Sustainability Research Programme WP 1-2019

Title Here Arial 26 pt

**SSRP WORKING PAPER**

Authors listed here centred on page Arial 16 pt

Citation details Ariel 12 pt

**Abstract** Arial 16 pt

Abstract text Arial 12 pt, maximum 300 words xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Table of Contents** in following WORD format (with suggested section titles as appropriate)

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**List of figures and tables**

**Main text**

Arial 12 pt

Line spacing: 1.05

Space between paras: 6 pt

Alignment: Justified

Hyphenation: Automatic

Margins:

Left, right: 2.3

Top, bottom: 0.84,

**Section titles** in ‘heading 1’ style (While the format is fixed, the section titles themselves are flexible)

# **Introduction**

# **Key research questions**

# **Methodology**

# **Research findings**

# **Policy implications and recommendations**

# **Summary**

# **References**

Follow the Harvard style referencing system.

**Cite journals the following way:**

Rosenthal J, Quinn A, Grieshop A, Pillrisisetti A, Glas R. (2018). Clean cooking and the SDGs: Integrated analytical approaches to guide energy interventions for health and environment goals. *Energy for Sustainable Development* 42: 152-159.

**Cite reports the following way:**

Griggs DJ, Nilsson M, Stevance A, McCollum D. (eds.). (2017). A guide to SDG interactions: *From science to implementation.* Paris, France: International Council for Science (ICSU).

**Cite books the following way:**

Ritzer, G. (2007). *Blackwell Encyclopedia of Sociology*. Blackwell Publishing, New York.

**Cite chapters from books in the following way:**

Sims, R. (2014). Transport and climate, in: *Climate Change 2014: Mitigation of Climate Change.* Cambridge University Press, Cambridge, pp.24-63.