

## **MEFMI FORUM EDITORIAL GUIDELINES**

- The Forum shall be published twice a year for the benefit of all MEFMI stakeholders;
- Contributions should be made in the English language;
- Contributions shall ordinarily be published on a continuous first-come-first-served basis, thus allowing for the deferring of some successful articles received late to subsequent issues of the Forum;
- Contributions shall be published on a voluntary or *pro-bono* basis, with modest honoraria being paid to only defray personal expenses incurred;
- The terms of reference of MEFMI resource persons shall provide for customization of their presentations into short background papers for the MEFMI Forum articles;
- Special contributions may be occasionally commissioned on an exceptional case-by-case basis;
- Contributions submitted for publication should be related to capacity building in macroeconomic and financial management;
- The contributions should be incisive, informative and as far as possible original, with proper acknowledgement of the work of others used, so as to avoid plagiarism;
- Contributions will only be published with the authors' consent and their acceptance of liability for content and implications of their contributions;
- Personal details, such as authors' names, titles, designations, name of employers and recent photographs may be inserted into respective contributions for ease of identification and reference;
- The MEFMI website versions of the Forum issues shall have been appropriately adapted for ease of access by all stakeholders under varying information technology capabilities;
- The Editor-In-Chief shall reserve the right to decline to publish articles that are inconsistent with the above guidelines and / or to annul part or all of any honoraria that may be due to the affected contributions

## **LEGAL AND INSTITUTIONAL FRAMEWORKS**

The authors of articles published in the Forum are deemed to accept personal liability for the content and implications of materials they submit for publication;

MEFMI shall not under any circumstance be held liable for contributions published through the Forum, and a disclaimer to this effect shall be inserted into every issue of the Forum;

The MEFMI Forum shall be published and disseminated through the office of the Editor-In-Chief, which is supported at various stages by the Editorial and Tender Committees and a Networking and Publications function from within the MEFMI Secretariat;

Prior written permission and /or acknowledged reference to the relevant issue of the Forum should be cited for any use of materials published in the Forum.

## **TARGET AUDIENCE AND CONTRIBUTORS**

The Forum shall be open for contributions and readership from a wide, diverse and expert stakeholder base from within the relevant MEFMI client institutions, member States, partners and other regional and international peers and networks;

The Forum shall be distributed to stakeholders and other relevant parties in hard copy and / or in electronic form, including through posting on the MEFMI website.

## **ELIGIBILITY CRITERIA**

In addition to complying with the editorial guidelines as set out in section 3 above, contributions should meet the following specific criteria for eligibility for publication:

- Contributions should be relevant to macroeconomic and financial management;
- The contributions should be topical, analytical and applied than being of a purely research or theoretical slant;
- Contributions should be concise and brief, within a maximum limit of 5000 words, excluding diagrams and other necessary illustrations;
- Contributions need to properly acknowledge others' work, including appending of relevant bibliographies, references, etc;
- Where appropriate, prior clearance or authentication by employers or relevant authorities should be sought in cases where country-sensitive or country-specific information is involved;
- Contributions should adhere to the following lay-out:
  - Title
  - Author and Designation
  - Overview / Executive Summary / Preamble
  - Introduction
  - The issues
  - Purpose / objective/s
  - Methodology
  - Scope
  - Body
  - Facts
  - Analysis
  - Interpretation
  - Conclusion / Recommendations
  - Bibliography

There should be adherence to the following submission procedures:

- Meeting submission deadlines, i.e. articles should be received 2 months prior to date of next publication;
- Submission of contributions in both hard and soft / MS-Word copies;