

A Brief Guide on Manuscript Submission

ADB WORKING PAPER SERIES ON REGIONAL ECONOMIC INTEGRATION

The ADB Working Paper Series on Regional Economic Integration focuses on topics relating to regional cooperation and integration in the areas of infrastructure and software, trade and investment, money and finance, and regional public goods. The Series is a quick-disseminating, informal publication that seeks to provide information, generate discussion, and elicit comments. Working papers published under this Series may subsequently be published elsewhere.

GENERAL GUIDELINE

Prospective working paper should contain original and unpublished work and must not have been concurrently submitted to other publishers. While the paper may draw on existing work, it should be materially different from any published document. This material difference may include significant updating, new analysis, or interpretation of previous work.

Submit paper in Word soft copy, accompanied by:

- Excel or PowerPoint files of the tables and figures.
- An abstract of about 150 words.
- A blurb—non-technical summary of the abstract—of about 75 words.
- Name of author, title, affiliated institution, address, contact numbers, and e-mail.
- JEL codes.
- Keywords.
- Acknowledgment, if any.

WORD PROCESSING

We prefer Arial font 11, full-justified paragraphs separated by single line spacing with no indentations.

HEADINGS

Number titles and subtitles accordingly and bold such as: **1. Introduction, 2. Market Integration, 2.1 Trade Integration, 2.2 Foreign Direct Investment.**

EQUATIONS

Use *italic* for variables names and **bold** for vectors. Number the equations accordingly.

TABLES AND FIGURES

Limit the border lines of tables to the heading and the bottom—most borders.

Table headings should have the table number and title.

Supply the source(s) for all tables and figures. If created by the author, indicate “Source: Author’s”.

Figures should be readable in black-and-white print. Avoid too many colors. You may add symbols, dot the bars, and use different line designs.

Preferred Font Style

- Table headings – Arial, 11 pts, bold.
- Title headers – Arial, 9 pts, bold.
- Texts in the cells – Arial, 9 pts, regular.
- Sources and notes – Arial, 8 pts, regular.

Samples

Table 1: Deviation from Covered Interest Parity

Economy	vis-à-vis USD IBOR		vis-à-vis JPY IBOR	
	Average, 2000–03	Average, 2004–07	Average, 2000–03	Average, 2004–07
China, People's Republic of	0.019	0.016	0.025	0.03
Hong Kong, China	0.002	0.006	0.023	0.02
Indonesia	...	0.043	...	0.07
Korea, Republic of	...	0.005	...	0.03
Malaysia	...	0.001	...	0.024
Philippines	0.28	0.275	0.299	0.295
Singapore	0.005	0.004	0.028	0.031
Taipei, China	...	0.024	...	0.009
Thailand	...	0.023	...	0.019
Japan	0.023	0.026

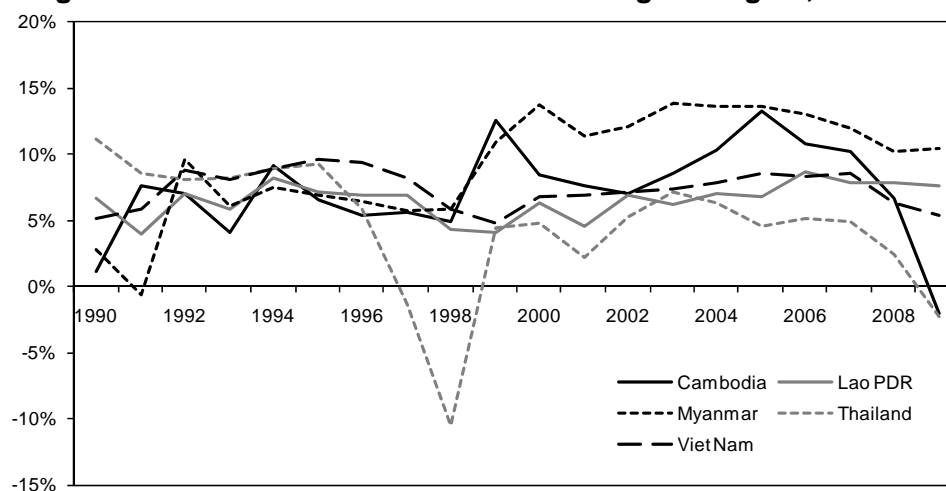
IBOR = interbank offered rate.

Notes: The figures indicate the period average of absolute daily values of covered interest differentials, that is, interest differential less forward discount, based on 3-month interbank offer rates vis-à-vis corresponding US or Japanese rates.

...= no available data.

Source: Authors' calculations based on Bloomberg data.

Figure 1: GDP Growth in the Greater Mekong Subregion, 1990–2009



Lao PDR = Lao People's Democratic Republic.

Source: Asian Development Bank Statistical Database System.

FOOTNOTES

Avoid placing reference or bibliographic details at the footnote; instead place them at the reference section.

CITATIONS

Text citations should follow the format: Author (year) or (Author year). Please note there's no comma between Author and year.

For direct quotes, enclose the quoted statement in quotation marks and indicate the page number(s) following the format (Author year, page), e.g., "Tightening monetary policy and allowing Asian currencies to appreciate relative to current levels" (Eichengreen 2006, 28).

For lengthy quotations, left indent and do not enclose in quotation marks.

Ensure complete reference details on the Reference section.

REFERENCES

Use a 3-em dash for subsequent listings by the same author. Arrange entries chronologically, and for those in the same year, alphabetically by title.

Spell out the name of an organization and include the abbreviation regardless of its introduction in the main text.

Provide complete information, i.e., (i) periodicals must include volume, number, and page references; (ii) published titles should specify place of publication and publisher; and (iii) unpublished conference proceedings should carry conference title, organizer, venue, and date.

Please note the prescribed style and formatting of ADB:

Book: One author	S. Mallaby. 2004. <i>The World's Banker: Story of Failed States, Financial Crises, and the Wealth and Poverty of Nations</i> . Harmondsworth, UK: Penguin.
Book: More than one author	D. Rozanov, A. Godzik, J. Wang, and J. Smith. 2005. <i>Sustainable Urbanization in China</i> . Singapore: Butterworths.
Edited book or volume	L. Whitehead, ed. 2002. <i>Emerging Market Democracies: East Asia and Latin America</i> . Baltimore, MD: Johns Hopkins University Press.
Chapter in a book	R. Chang. 1999. Origins of the Asian Crisis: Discussion. In W.C. Hunter, G.G. Kaufman, and T.H. Krueger, eds. <i>The Asian Financial Crisis: Origins, Implications, Solutions</i> . Norwell, MA: Kluwer Academic Publishers.
Forthcoming book	V. Luker, S. Dinnen, and A. Patience, eds. Forthcoming. <i>Law, Order and HIV/AIDS in PNG</i> . Canberra: Australian National University Press.
Ministry, department, or agency	Government of India, Planning Commission. 2006. <i>Towards Faster and More Inclusive Growth: An Approach to the 11th Five Year Plan</i> . Delhi.
Journal	R. A. Brown. 2004. Conglomerates in Contemporary Indonesia: Concentration, Crisis and Restructuring. <i>South East Asia Research</i> . 12 (3). pp. 378–407.
Working paper	D. Park and Q. Xiao. 2009. Housing Prices and the Role of Speculation: The Case of Seoul. <i>ADB Economics Working Paper Series</i> . 146. Manila: Asian Development Bank.

Mimeo	H. Chai and Y. Rhee. 2005. Financial Integration and Financial Efficiency in East Asia. <i>Mimeo</i> .
Website Homepage	Global Environment Facility. http://www.gefweb.org/
Website (not a home page)	Global Environment Facility. Climate Change. http://www.gefweb.org/interior_right.aspx?id=232
Web document	World Health Organization. 2003. <i>A Practical Guide for SARS Laboratories: From Sample Collection to Shipment</i> . http://www.wpro.who.int/sars/docs/practicalguidelines/pg_sars_lab_29Dec03.pdf
Database	International Labour Organization. Labor Force Statistics. http://laborsta.ilo.org (accessed 19 January 2008).
Paper presented at a meeting, background document	A. Fabra. 2002. The Intersection of Human Rights and Environmental Issues: A Review of Institutional Developments at the International Level. Background paper for the Joint United Nations Environment Programme and Office of the High Commissioner for Human Rights Expert Seminar on Human Rights and the Environment. Geneva. 14–16 January.

ADB NAMING CONVENTION FOR COUNTRIES

Please note the following:

- China – People’s Republic of China (PRC)
- Hong Kong – Hong Kong, China
- South Korea – Republic of Korea
- Taiwan – Taipei,China <no space after the comma>
- Vietnam – Viet Nam
- Laos – Lao People’s Democratic Republic (Lao PDR)
- Burma – Myanmar

FOR INQUIRIES

You may send them to Ma. Liza Cruz, mlscruz@adb.org.