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ProSPER.Net

ProSPER.Net Working Paper Series
Terms of Reference for Contributors

Definition and objectives

The ProSPER.Net Working Paper Series is a regular academic publication coordinated by the United Nations University Institute of Advanced Studies (UNU-IAS) Education for Sustainable Development (ESD) Programme that functions as ProSPER.Net Secretariat.

The ESD Programme at UNU-IAS contributes to advancing knowledge and learning for sustainable development (SD) through its various initiatives, and within this scope, the ProSPER.Net Working Paper Series aims to document the development and outcomes of joint projects undertaken by ProSPER.Net members, part of the existent collaborative activities within the network.

The ultimate goal is, besides providing partners and donors with a tool to publicise the achievements and evaluate the network undertakings, to contribute towards creating a body of useful knowledge on ESD and SD.

Submissions

Only ProSPER.Net Members involved in projects are invited to submit papers that should highlight how ESD practices and principles were observed during the development of the projects, as well as the outcomes produced in terms of new pedagogies and methodologies, integration of sustainability principles, transformation of educational standards, reorientation of curricula, inter or multidisciplinarity activities or research, holistic and critical thinking, outreach actions deriving from projects and its correlated social impact, emphasis on lifelong learning processes and so on.

Format

The ProSPER.Net Working Paper Series will be a web-based publication available for download at www.ias.unu.edu/efsd/prospernet. The publication of papers in this format does not prevent authors to publish them elsewhere, especially in peer-reviewed journals, provided that due acknowledgment to ProSPER.Net is included.

Papers shall be submitted in English, as a Microsoft word document, according to the following guidelines:

1. **Author(s), biographical note, abstract, acknowledgments**
   a) Authors should write their names with given name first and family name second;
   b) A brief biographical note including affiliation of each author should be provided after the author's name;
   c) An abstract of the paper, of up to 200 words should accompany the article;
   d) Acknowledgements should be placed at the end of the text, before the references.

2. Length, fonts and page settings

a) Articles should be of a minimum of 5,000 words in length;
b) Use Times New Roman, 12 point font, justified alignment for all text and illustrations;
c) Use A4 size and set margins to 2.5cm left, right, top, and bottom;
d) Set paragraph spacing to 0pt before and after, using a second paragraph return between paragraphs or where extra spacing is required;
e) Do not indent the first line of a new paragraph;
f) Use only a single space after punctuation.

3. Style, notes, page number, tables and illustrations

a) Use the latest edition of *The Chicago Manual of Style*;
b) Use British spelling;
c) Use footnotes (and not endnotes);
d) Page numbers should appear at the bottom centre of the page beginning at the first page;
e) Tables and illustrations should be inserted in the document in the order that they appear in the text.

4. Others

a) Permission to quote from or reproduce copyright materials must be obtained by the authors before submission and acknowledgments should be included at the end of the paper, before the references;
b) If photographs or figures are reproduced, acknowledgment of source and copyright should be given in the caption;
c) Include UNU-IAS and ProSPER.Net copyright on the title page.

Peer-review process and timeline

UNU-IAS reserves the right to submit all papers to a peer-review process and the editorial team, in consultation with authors, shall make the necessary edits to eliminate errors and ambiguities, in view of accuracy and clarity, as well as to conform to UNU style of publications.

The publication process will follow the tentative timeline after submission:
-   2 months for peer-review;
-   1 month for corrections by authors and final submission;
-   1 month for final edits and publication.

This timeline shall be subject to modifications, according to specific circumstances.