

Instructions for contributors of the *GRITIM-UPF Working Paper Series*

GRITIM – UPF

Grup de Recerca Interdisciplinari sobre Immigració

Departament de Ciències Polítiques i Socials – Universitat Pompeu Fabra

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Purpose of the *GRITIM-UPF Working Paper Series*

To disseminate academic research work-in-progress that contributes to the European approach on immigration and diversity. The main framework is related to *GRITIM-UPF* three main priorities: multidisciplinary, innovation, and transfer of knowledge. Its contents are related to the following research areas: immigration and governance, immigration and society, immigration and law, economics of migration, immigration and the dynamics of diversity, immigration and communication and immigration and humanities. *GRITIM-UPF Working Papers* will be published at least quarterly.

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Length

Between 8.000 and 10.000 words including bibliography and note.

- Proposals are always sent to an anonymous and external referee.
- Further information and requests can be addressed to karina.melkonian@upf.edu
- You can subscribe to the research group's distribution list, and receive automatically WP and other academic information: www.upf.edu/gritim

Languages

The Series can be published in four languages: English, French, Spanish and Catalan, which is up to the decision of the working-paper giver.

Along with the paper, the author will submit:

An abstract: Maximum 150 words

Keywords: Maximum 5 words

Author's bio-note: 200 words

Photograph (if any): Passport format.

Submission

The paper must be sent via electronic mail at gritim@upf.edu preferably in Microsoft Word or Open Office. The paper submitted must be original and unpublished. The series is published with a Creative Commons license. www.creativecommons.org

Criteria for submission

In the interest of the overall uniformity required by a periodical publication, the academic committee asks authors to observe the following guidelines:

1. Extension: 8.000 and 10.000 words including bibliography and notes.

The introduction is the only section that needs no numeration.
For the rest, follow 1. 2. 3. Etc.

2. Format: The body of the text will be 1,5 spaced in Times New Roman letter, sized 12. Margins must be justified at both sides, and each paragraph must start with a tab alignment. Sections will be and written in bold letters, and sub-sections in bold italics. Sub-sub-sections will be written in italics (follow letter listing).

1. Example of section

1.2. Example of sub-section a)

Example of sub-sub-section

Lists can be written by numbers or by dots: 1. 2. 3.

3. **Acronyms and initials:** When acronyms or initials are cited for the first time in the article, include their complete equivalent in parentheses.

4. **Notes:** The note is not a bibliographic reference. Please, limit the use of notes.

5. **Quotations:** Authors should not abuse of long quotations and these must be between single quotation marks. Only in case of quotation marks within quotations double quotation marks can be used. If a quotation is longer than 50 words, use a new paragraph indented in 1cm at both sides of the margins.

6. **Bibliographic references:** Group these alphabetically at the end of the text. In the body of the text, place the reference in parentheses indicating only the cited author's surname and the year of publication: (Surname, 2001). References will be minimum-spaced within each entry, and with additional space between each reference. References should be indented. Formatting:

Surname, N. (year) *Book title*. City: Editor

Surname, N. (year) 'Article Title' *Journal title*, volume (issue); starting page – ending page

Surname, N. (year) 'Chapter Title' in N. Surname, *Book title*, City: Editor

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Use *et al.* to cite a work signed by more than two authors.

Use letters (a, b, c, etc.) to refer to citations of different works by the same author published in the same year (Surname, 1995c).