

Guidelines for Authors

HUMANITARIAN PRACTICE NETWORK

Editorial policy and submission procedure

The Humanitarian Practice Network (HPN) is a forum for people working in the humanitarian sector to share their knowledge and experience. It publishes short articles and more extensive papers and runs a resource website. The purpose is practical: to help individuals and organisations to learn from one another's experience. HPN is run by the Humanitarian Policy Group (HPG) at ODI. The views and opinions expressed in HPN publications are, however, those of the contributing authors, who work for a wide range of organisations and institutions around the world. They do not necessarily state or reflect the views and opinions of HPG or ODI and may not be attributed to HPG or ODI.

HPN maintains editorial independence. It is supported by a broad funding base of institutional donors and NGOs. It is under no obligation to publish submissions from any individual, organisation or institution.

Articles

The Humanitarian Practice Network publishes two types of articles: blogs, usually around 800 words, which may include the author's reflections or experiences on a particular humanitarian situation; and articles (up to 2000 words) on practical experience, institutional initiatives and policy developments related to humanitarian action. The latter are usually focused on a particular theme or country/region.

Focus

HPN articles focus on humanitarian action. Articles should contain information, analysis, ideas and experience that have a direct concern with improving humanitarian action.

HPN presents knowledge that is acquired from operational experience or that has a direct bearing on operational practice. Authors are encouraged to critically reflect on their own or their organisation's experience, referring to case material or other credible evidence, and consider the lessons of that experience and the implications for humanitarian programmes. HPN does not publish lobbying or campaign material or articles which do not provide some new information or critical perspective on current issues. Articles which are gratuitously critical of others or incendiary in nature, or conversely, praise one's own organisation or portray its work in a highly positive or uncritical light may be rejected.

Style

HPN publishes in clear, accessible and non-academic English. Authors should avoid using jargon and overly technical, specialist vocabulary. Where technical terms are unavoidable, clear explanations of their meaning should be supplied. When writing in English, please use UK English and spelling. By prior arrangement, articles can be written in other languages and HPN can organise translation.

Authors should keep referencing to a minimum, as HPN is not an academic journal. If used, please supply references as links within the article or as footnotes. Bibliographic information for any publications cited in the text must be provided in full and correctly, with author name, the full title of the publication, name and location of the publisher, and date of publication. For articles, please supply the article title and the name of the journal, volume, number and page reference.

Citation Examples

J. Craze, Life along the Sudan–South Sudan Border (Geneva: Small Arms Survey, 2013).

M. Burt and B. J. Keiru, 'Strengthening Post-conflict Peace-building through Community Water-resource Management', *Water International*, 36:2, 2011 pp. 212-234.

Authors should also provide their name(s), title(s) and affiliation(s) and confirm whether they agree to allow their email address(es) to be published to enable readers to communicate with them directly.

Submission

Along with your draft, you should also include the following:

- A cover page which lists the title of the article and the author's (or authors') name(s) and affiliation(s). A lead author should be named (and their contact details provided) as the key point of contact regarding the article.
- Authors should confirm on the cover page of their article whether they agree to allow their email address to be published with their article to enable readers to communicate with them.
- Photographs and/or other illustrations to illustrate the subject matter. Please ensure all photographs conform to the HPN Ethical Imagery Guidelines. For all photographs containing images of recognisable people, please provide proof that informed consent has been obtained, and that the photographer has agreed to the use of the images free of charge. These should be submitted with credits and captions explaining what is going on in the image. They may be prints or in electronic format (300 dpi or better or at least 1 MB). For data tables or graphs, please ensure that we have a version which we are able to re-format, if needed.

Once the HPN Coordinator and the author(s) agree on a final draft of the article, it will be read again and edited to ensure the article is as clear as possible and adheres to house style and grammatical standards. The edited draft is sent to the author for review and approval prior to publication.

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