**Information for authors:**

1. **Submitting an abstract**

Authors are encouraged to look for open calls in the journal and submit an abstract within the defined deadlines. Nevertheless, the journal accepts abstracts throughout the year for consideration by the editors. Abstracts need to:

* Have a clear Title.
* Have a short description of 350-500 words regarding the proposed article.
* Have 3-5 keywords.
* Have a clear indication of the author(s) and their affiliation.
* Have a list of the main references that will be used in the article.

The following template can be used for submitting abstracts:

*Title:*

*(Optional) Subtitle:*

*Author 1: Name and Surname*

*Affiliation:*

*Address:*

*Contact: email/tel*

*Author 2: Name and Surname*

*Affiliation:*

*Address:*

*Contact: email/tel*

*(Add more authors if necessary). In case there is more than one author, it is important to define the contact person.*

*Abstract: (350-500 words) Description of the article, main issues, methodology and expected results.*

*Keywords: 3-5 keywords*

*References: (present some of the main references)*

1. **Submitting an article**

Once the abstract has been accepted, authors are invited to submit their full article. Articles for the journal should follow the guidelines below:

* Clearly defined Title and (optional) subtitle
* (updated) Abstract (same as in the application or revised as appropriate)
* Author (s) indicating their affiliation and their contact details.
* (Updated) Keywords
* The full paper can be in the form of an academic/scientific paper, policy brief or policy review. Papers with a comparative approach are highly appreciated.
* The full paper should have a length of 4000-5000 words (including tables and figures but excluding bibliography).
* Articles should be original and should not have been published before. In case the authors want to re-publish an updated article or parts of a previously published work, written consent from the publisher is required.
* Articles should avoid any form of plagiarism.
* References should be made according to the Harvard System of referencing, click [here](https://www.co-plan.org/wp-content/uploads/2023/06/Reference-Guidelines_TGWeB-NEW.docx) for more information.
* Where available, URLs for the references should be provided.
* Explanatory footnotes are allowed and should be numbered.
* Authors may use up to 5 tables, figures and images. These should be named, tagged, and numbered. Tables, figures, or images should be sent as a separate file. Images which are not produced by the authors need permission before use, therefore all authors once submitting their article should also provide written consent from the copyright owner for the use of the material.

1. **Writing styles**

Text: For plain text the used font should be Times new roman, font 11, alignment should be Justify Text, line spacing should be single or 1.15, and paragraph spacing should be ‘before’ 0pt and ‘after’ 6pt.

In case of bullets the text should have the following style: Times new roman 11, alignment should be Justify Text, line spacing should be single or 1.15, and paragraph spacing should be ‘before’ 0pt and ‘after’ 0pt. The very last bullet should have paragraph spacing as the following: ‘before’ 0pt and ‘after’ 6pt.

The headers should be formatted in heading styles as of the outset – hence at any moment you enter a title. The table of contents, table of figures/images/picture and the table of tables must be generated automatically and the necessary formatting should happen parallel to paper writing and not in the end.

• Heading 1: Times new roman, 11, bold

• Heading 2: Times new roman, 11, bold

• Heading 3: Times new roman, 11, italics

• Heading 4: Times new roman 11, normal

• Heading 5: Times new roman 11, normal

Insert the table of contents automatically in the insert menu and chose the ‘classic style’. The final version of the manuscript, the ToC should not be bold and the text should be times new roman.

In the case of table of figures, or table of tables, and any other table of [xxxx] you create, please choose the style ‘from template’ and modify it to make sure the text is times new roman.

The page numbers must be entered so that the number does not appear in the title page. Endnotes should be used instead of footnotes, unless it will be differently stated at the beginning of the work. Endnotes should be numbered with number and not with letters. This is possible to change when you select ‘insert footnote’ from the menu. Footnotes/Endnotes are necessary when you need to explain in detail issues that secondary to the text and should not be used for referencing and for the source of the information.

Do not change margins in the text. Automatic A4 Word margins should be used. For bullets and numbering the following styles should be used:

• Pictures / images

• Pictures / images

1. Pictures / images

2. Pictures / images

i) Pictures / images

ii) Pictures / images

a) Pictures / images

b) Pictures / images

- Pictures / images

- Pictures / images

Pictures/ images/ map/ graphs: The title of the picture/image/map/graph should be entered above it, in caption, so that it takes automatic numbering and appears and is updated automatically in the table of pictures in the beginning of the document. The title should not be bold, italics or underlined. The font of the title is Times new roman 11, text alignment should be left, line spacing should be single, and paragraph spacing should be ‘before’ 0pt and ‘after’ 0pt.

The picture/image/map/graph should be placed on the left of the page – left alignment, not on the centre. For picture/image/map/graph always choose ‘In line with text’ in the ‘wrap text’ icon that appear on the screen menu when clicking twice on a picture. No two pictures should be placed next to each other. This is a matter of design formatting and should not be done in MS Office programs.

The source of the information is entered below the picture/image/map/graph with the following format:

Source: Ministry of Agriculture ….., [year].

This can be normally done automatically as explained in the reference system noted above. However, in case it is necessary to add more sources than the reference contains, then after the automatic entry, please follow the instructions in the paragraph below.

In principle the source is the same as the referencing it is made in the text. However, in some cases it might be needed to include in the source more than the main institution. For instance, when the General Local Territory Plan is drafted by the Municipality with the support of Co-PLAN, we place both the Municipality and Co-PLAN in the source under the map, while in the references at the end of the document it is only the municipality appearing. In other cases, we might need to provide both the year when the information in the image is produced and the year when the document that serves as a source is produced.

If the information/image is elaborated and processed by the author, then the following is written:

Source: Ministry of Agriculture ….., [year]. Own/Author’s calculations or Elaborated/Processed/Interpreted/Visually processed/etc. by the author

Tables: In the case of tables, depending on the size of the table the font size within the table could decrease up to 8 pt. and the text alignment should be left, line spacing is preferred to be single and paragraph spacing should also be 0pt. before and after.

The title of the table should be entered above the table in caption so that it takes automatic numbering and appears and is updated automatically in the table of tables in the beginning of the document. The title should not be bold, italics or underlined. The font of the title is Times new roman 11, text alignment should be left, line spacing should be single, and paragraph spacing should be ‘before’ 0pt and ‘after’ 0pt.

The source of the information is entered below the tables with the following format:

Source: Ministry of Agriculture ….., [year].

If the information is elaborated and processed by the author, then the following is written:

Source: Ministry of Agriculture ….., [year]. Own/Author’s calculations or Elaborated/Processed/Interpreted/etc. by the author

In some cases, we might need to provide both the year when the information in the image is produced and the year when the document that serves as a source is produced.

As a rule, it is better to consult at [ledio\_allkja@co-plan.org](mailto:ledio_allkja@co-plan.org), [kejt\_dhrami@co-plan.org](mailto:kejt_dhrami@co-plan.org) and [co-plan@co-plan.org](mailto:co-plan@co-plan.org) any time there is lack of clearance on how to enter the source for tables and images.

1. **Review Process**

All articles undergo a peer review by two reviewers. Following the review, articles may be suggested for:

* Publishing
* Publishing with minor changes (does not need further review)
* Publishing with major changes (undergoes a second round of reviews)

Once articles pass the peer review process, they undergo language editing. The language proofing is performed by a professional editor. The language proofing is offered by the journal at no cost to the author. Then the article is returned to the author for approval of edits.

1. **Publishing**
   * When the review and editing process has finished, all articles are prepared for publishing.
   * Initially, the journal is published online and within 2 months in a print version.
   * All authors receive a copy of the printed version.