

SANDEE Working Paper Format

REVISED JAN 2008

1. We want a publishable “Manuscript” and not a report.

- ☆ Do not write reports, write articles.
- ☆ You can have more than one article from your study – do not use every piece of data in your first article.

The paper you submit will be:

- ☆ Reviewed by SANDEE technical editors
- ☆ Finalized by you based on comments
- ☆ Peer reviewed
- ☆ Finalized by you again
- ☆ English edited
- ☆ Published as working paper

2. Overall Structure - Front Layout

- ☆ Cover Page
 - Title
 - Name of PI, Institution, Date (Please change the date after each revision)
- ☆ Abstract (200 words)
 - Please provide 6 key words under the abstract
 - Sample of an abstract is given below.

This study estimates the recreational benefits accruing from the Margalla Hills National Park in Pakistan. Willingness to pay for park visitation is estimated using the individual travel cost model. Travel cost, household income, substitute price, and the quality of the park are significant determinants of willingness to pay. The study shows that the annual benefits from park management are considerable – total annual consumer surplus obtained from recreation in the Park is approximately Rs. 23 million (US\$0.4 million) and total recreational benefits from the Park amount to Rs.200 million (US\$3.47 million) per year. If certain improvements were made to enhance the quality of the recreational experience in the park, consumer surplus and total recreational value are estimated to increase by 38% and 4.5%, respectively. The study recommends an entrance fee of Rs.20 per person per visit, which would generate almost Rs. 11

million annually in revenues to the Government. This is a large amount of money that could be utilized for improving park management.

Key Words: Environmental valuation, willingness to pay, total recreational value, consumer surplus, environmental resources, national parks in Pakistan.

☆ Table of Contents (TOC) - Use TOC feature of MSWord while creating TOC

TOC should be in the following format:

- Headings/Subheadings
 1. First Level Heading
 - 1.1 First-level subheading
 2. First Level Heading
 - 2.1 First-level subheading

Please, however, try to minimize the use of sub-headings since it breaks down the flow of writing.

- Acknowledgements
- References
- Appendix
- List of Tables
- List of Figures

3. Structure of Manuscript Text – Main Layout

A. Introduction (1-1.5 pages)

- Statement of Problem – what is the issue under consideration and why is it important?
- Policy context in your country – what is the specific context in your country that makes this study useful and interesting?
 - Literature – what do other studies have to say about this problem?
 - Specific objectives of paper – what questions do you want to answer?
 - Brief description of methods – how do you propose to answer these questions?
 - Road map for rest of the paper – what can the reader expect from the rest of the paper?

☆ *Please do not have sub-headings in the introduction.*

B. Background/Literature Review (1-2 pages)

Title: Irrigation Management in Pakistan

☆ *It is better to give this a real title rather than calling it literature review*

- Policy controversies or historical context
- Description of empirical analyses (literature review)

- Identify ways in which this study builds and adds to specific studies i.e. link your work to the literature review. Identify how your study offers improvement over existing literature – what is new? Do **NOT** give us a listing or descriptions of multiple studies without linking to your study.

☆ *Please try to not use sub-headings in the background/literature review.*

C. **Study Area and Data (1 -1.5 pages)**

- Reason for choice
- Brief description of area (*1 paragraph with broad features – details such as full weather pattern, longitude/latitude, all agricultural crops, biodiversity etc etc. NOT required – provide features relevant for study area choice*)
- Please provide a map where possible
- Secondary data description – if used in study or to provide some information about study area
- Data collection – sampling and data collection strategy (*this needs to be clearly described*)
- Types of data collected (*describe questionnaire succinctly in 1 paragraph*)
- Summary of important data variables – e.g. you could describe socio-economic features of your survey sample here – (*it is better to provide descriptive statistics here and use the results section to provide analytical results*)
- Table and discussion of descriptive statistics

D. **Methods (2 pages or more)** (*sometimes this section can precede the data/study area section*)

- Briefly identify research questions
- Describe Theory/Empirical techniques used (*if more than one, then have sub-headings*)
- Describe each sub-component or methods related to EACH research question

SEPERATELY:

- Theory/methods
- Hypotheses
- Analytical tools/techniques
- Data used
- Empirical formulation of regression equation if any
- Discussion of choice of functional form

E. Results and Discussions (3- 4 pages)

Section 1: Describe each sub-component/question

For each sub-component/question, please discuss:

- a. Regression analyses
- b. Table with definitions and expected signs of coefficients
- c. Summary statistics of variables used
- d. Regression results table
- e. Discussion of results – link to other studies where possible; discuss caveats
 - ☆ *In a, b, c, d – variables should be presented/discussed in SAME ORDER*
 - ☆ Any abbreviations used should be identical in all tables and discussion

Section 2: Identify distributional issues (poverty – environment link) where possible

- Simple analyses with tables that categorize your sample in landed/landless, rich/poor or female headed/male headed etc. useful
- Reinforce any such simple analyses with regression results (use asset index, consumption expenditure, rich – poor dummies, income etc as RHS variables)
- Do not categorize/ discuss data by village or taluka unless there is a specific reason for this.

Section 3: Testing Policy Hypothesis

- Does your regression test specify policy hypothesis? Eg. Household education affects collective action – not a useful policy hypothesis. Awareness program affects hand-washing behavior – very useful if awareness program is a government activity.
- Can you simulate and identify outcomes from changing policy variables. In CBA or CGE models eg. you can impose a change (a tax) and see what happens to outcomes.

Discussions: (1-2 pages)

- Have you discussed main findings from different sub-components?
- Do your findings reinforce or challenge other findings/studies?
- Have you contextualized your empirical results? Can you compare your numbers with secondary data (eg. if you estimate health benefits of air quality improvements, contrast this with government estimates of benefits of cost of some specific clean air initiatives. Or, compare the results of improved health from clean stoves to improved health as a result of access to doctors)
- What needs to be done to improve on your analyses? What are next steps?

F. Conclusions and Policy Recommendations (max 1 page)

- Useful to have “stand-alone” set of conclusions
- Reinforce/reiterate main findings
- Place your results in the context of specific on-going policy debates (eg. State if valuation the number you have found, note other people's estimation; compare these numbers with annual income or GNP etc)
- Identify any specific policy implications of your study
- DO NOT make general recommendations
- If you make specific recommendations, then state what further needs to happen for these recommendations to be implemented.

G. Acknowledgements

- Acknowledgement should not be more than 150 words.
- It should be at the end of the report, before the references page.

H. References

- The Reference section should contain ONLY those publications that are cited in the paper.
- All references cited in the paper should be in the Reference section; double check all references.
- Reference citation should follow the Environmental and Development Economics (EDE) format. Example below:
Amacher, G. S., W. F. Hyde and K. P. R., Kanel (1996), 'Household Fuel-wood demand and supply in Nepal's Terai and mid-hills: choice between cash outlays and labor opportunity', World Development 24 (11): 1725 – 1736.
Gockowski, J., B. Nkamleu and J. Wendt (2001), 'Impact of resource use intensification for the environment and sustainable technology systems in the central African rainforests', in D. R. Lee and C. B. Barret (eds.), Tradeoffs or Synergies: Agricultural Intensification, Environment and Economic Development, Wallingford, UK: CAB International Publishing
Alcantara, A. J. and R. G. Donald (1996), 'Management of Livestock Waste in the Laguna Lake Watershed, Philippines', ERMP Report No. 29, Delos Reyes Printing Press Los Banos.

I. Tables and Figures *The tables, graphs, maps and figures of the report should be placed at the end of the report after References and before Appendices*

Tables:

- All tables need titles (use MSWord caption feature); table titles should be at the top of the table.
- All tables, figures and graphs should be left aligned.

- Add notes at the bottom of the tables where necessary.
- Use portrait orientation for tables if need be; tables should fit in one page.
- Use the same format for all the tables - layout, spacing and font size should be uniform in all tables.
- In addition, please also send original excel files of graphs with the relevant data *as a separate file* since this helps with editing.
- Please use no more than 2 decimal points in all tables. When you create numbers (eg. the cost of illness) based on statistical tables, round off these numbers – we do not need to provide these numbers in decimal points.

If you have regressions please include three regression tables:

- Table with definition of variables and hypothesized signs of coefficients.
- Table with summary statistics (n, min, max, mean, sd) of variables used in regression
- Table of results with t-stats, star significant coefficients (** = 1%, * = 5 and * = 10%)
- Order of variables should be identical in all three tables
- Discussion of results should follow the same order
- Generally restrict discussion to discussion of significant coefficients

Figures:

- If maps are used, please send well labeled maps as a separate file (300dpi).
- Figure titles should be placed below as captions.

J. Appendices

- Appendices should be with the text at the end; not as a separate file.
- If you have conducted a field survey, please attach all questionnaires as an Appendix

4. Other Issues

- *Length of the Manuscript (without Appendices) should be no longer than about 9,000 words/ 25 single –lined pages.*
- Use Times New Roman font, size 12 point (Through out the document) with single line spacing.
- All Figures/Graphs/Tables should be in Times New Roman 10 point, less or more than this is not acceptable. The size of the font should be standardized in each table/figures/graphs.
- The page margins should be 1” on all the four side.
- Use Style and Caption Features of MSWord
- Use Word synonym’s feature to avoid repeating same words.
- Use footnotes if you have to elaborate.
- The page number should start from the first page (Introduction) of the actual report. Do NOT number title pages or abstract.

- Please do not use abbreviations in the text, unless it a very commonly used abbreviation such as BOD for Biological Oxygen Demand. Please do not create your own abbreviations or shorten names.
- Please round off numbers when they are used in the text – decimal points are distracting.
- For key numbers that are findings (eg. the value of a hectare of mangroves or the cost of illness) – please provide dollar values in brackets in the abstract and conclusion. Please be sure to mention the exchange rate used.
- Please number all equations (MSWord Equations Feature)
- Standardize all equations.
- Direct quotes from other authors should be italicized and the page number included in the reference in the text. For example (Judge et al.1997: 225)
- Send/Attach at least four pictures that can reflect the study that you completed. We need these pictures for our Policy Briefs. We prefer hard copies by snail mail. Do also send the electronic copy of the photograph. (300dpi)
- Print and read before you sent the manuscript to us.
- ☆ *Writing takes time – have a friend read your paper before submitting the final paper*
- ☆ *Please review a few SANDEE WPs before finalizing your paper.*