

## Appendix V: SANDEE Working Paper Format

### 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 your advisor
  - reviewed by the SANDEE technical editors after you make the changes suggested by your advisor
  - finalized by you based on comments
  - edited for English
  - peer reviewed by an external expert
  - finalized by you again
  - published as a working paper if all of the above steps are completed

### 2. Overall Structure: Front Layout

- Cover Page:
  - Title
  - Name of Principal Investigator, Institution, and Date (Note: Please change the date after each revision.)
- Abstract (about 200 words):
  - Please provide six key words or phrases under the abstract.
  - Sample:

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 the TOC feature of MS Word while creating the TOC. The TOC should be in the following format:
  - Headings/Subheadings (Note: Please try to minimize the use of sub-headings since it breaks down the flow of writing.)
    - First-level heading
      - First-level subheading
    - First-level heading
      - First-level subheading
      - Acknowledgements
- References
- Appendix
- List of Tables
- List of Figures

### 3. Structure of Manuscript Text: Main Layout

- Introduction (1-1.5 pages)
  - Statement of the 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? What is the value addition of your work?
  - 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 the rest of the paper: What can the reader expect from the rest of the paper?
  - Please do not use sub-headings in the introduction.
- Background/Literature Review (1-2 pages)
  - Give your literature review an actual title, e.g. Irrigation Management in Pakistan.
  - Include policy controversies or historical context.
  - Do not include all the studies you have read for your research. Include only those that are useful to a) provide context; b) discuss theory; and c) discuss methods used in your study.
  - 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.
  - It is best if each paragraph in your literature review addresses a specific conceptual or empirical issue. Then tie in all references related to that specific issue within that paragraph. Your paragraphs will not vary by author/reference; rather they will vary by conceptual/empirical issue.
  - Please do not use sub-headings in the Background/Literature Review.
- Study Area and Data (1-1.5 pages)
  - Include the reason for your choice of study area
  - Give a brief description of the area in one paragraph only, in order to explain why you chose it. Do **NOT** include too many details such as full weather patterns, longitude/latitude, all agricultural crops, biodiversity, etc.
  - Please provide a map where possible.
  - Discuss secondary data if you use secondary data in the study or to provide some information about the study area.

- Describe clearly the sampling and data collection strategy.
  - Describe the types of data collected, i.e. describe your questionnaire succinctly in one paragraph only.
  - Give a summary of important data variables. It is better to provide descriptive statistics here and use the results section to provide analytical results.
- Methods (2 pages or more)
    - This section can sometimes precede the Study Area and Data section.
    - Briefly identify research questions.
    - Describe the Theory/Empirical techniques used. If more than one technique is used, utilize sub-headings.
    - Describe each sub-component or method related to EACH research question SEPERATELY:
      - theory/methods
      - hypotheses
      - analytical tools/techniques
      - data used
      - empirical formulation of regression equation if any, and
      - discussion of choice of functional form.

#### 4. Results and Discussions (3- 4 pages)

- Section 1: Describe each sub-component/question. For each sub-component/question, please discuss:
  - regression analyses
  - table with definitions and expected signs of coefficients
  - summary statistics of variables used
  - regression results table, and
  - discussion of results. Link to other studies where possible; discuss caveats.

In the regression analyses, table, summary statistics and regression results table, variables should be presented and discussed in the SAME ORDER. Any abbreviations used should be identical in all tables and discussions.
- Section 2: Identify distributional issues (the poverty-environment link) where possible, including:
  - simple analyses with tables that categorize your sample in landed/landless, rich/poor or female-headed/male-headed, etc.
  - reinforcement of any such simple analyses with regression results (use asset index, consumption-expenditure, rich-poor dummies, income, etc. as RHS variables), and
  - not categorizing or discussing data by village or taluka unless there is a specific reason to do so.
- Section 3: Testing Policy Hypothesis and Discussion (1-2 pages)
  - Does your regression test specify a policy hypothesis? E.g. Household education affects collective action is not a useful policy hypothesis. Awareness program affects hand-washing behavior is very useful if the awareness program is a government activity.
  - Can you simulate and identify outcomes from changing policy variables? In CBA or CGE models, for example, you can impose a change (a tax) and see what happens to outcomes.
  - Can you aggregate over a larger population and does that offer any interesting insights?
  - Have you tried to graph demand curves? Sometimes graphical analyses of final results can be extremely insightful. Please see if you can convert some of your tables into graphs.
  - When discussing your hypothesis:
    - Have you discussed the 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. For example:  
If you estimate health benefits of air quality improvements, contrast this with government estimates of cost benefits 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 your analyses? What are the next steps?

## 5. Conclusions and Policy Recommendations (max 1 page)

- A “stand-alone” set of conclusions is useful here.
- Have an introductory sentence that summarizes the main issue addressed in the paper.
- Reinforce/reiterate the main (NOT ALL) quantitative findings.
- Place your results in the context of specific on-going policy debates, e.g. state the valuation of the number you have found, note other people's estimation, then compare these numbers with annual income, 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 those recommendations to be implemented.

## 6. Acknowledgements (150 words)

- Acknowledgements should not be more than 150 words.
- The section should be at the end of the report, before the References page.

## 7. References

- The References section should contain ONLY those publications that are cited in the paper.
- All references cited in the paper should be in the References section. Double check all references.
- Reference citations should follow the Environmental and Development Economics (EDE) format. Examples 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.

## 8. 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.
- Notes about Tables:
  - All tables need titles. Use MS Word 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 onto one page.
  - Use the same format for all tables. Layout, spacing and font size should be uniform in all tables.
  - In addition, please also send original MS 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, e.g. 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:
    - a Table with a definition of variables and hypothesized signs of coefficients
    - a Table with summary statistics (n, min, max, mean, sd) of variables used in regression, and
    - a Table of results with t-stats, star significant coefficients (\*\* = 1%, \* = 5 and \* = 10%)
    - The order of variables should be identical in all three tables.
    - A discussion of results should follow the same order.
    - Generally restrict discussion to that of significant coefficients.
- Notes about Figures:
  - If maps are used, please send well-labeled maps as a separate file (300dpi).
  - Figure titles should be placed below as captions.
  - Graphical analyses can be extremely useful – try converting some of your tables into graphs to see if this offers better insights. Where possible, please use graphs instead of tables.

## 9. Appendices

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

## 10. Other Issues

- The length of the Manuscript (without Appendices) should be no longer than about 8500 words, i.e. 25 single-lined pages.
- Use Times New Roman font, size 12-point. Use this font throughout the document with single-line spacing.
- All Figures/Graphs/Tables should be in Times New Roman 10-point font. Smaller or larger than 10-point font is not acceptable. The size of the font should be standardized in each table/figure/graph.
- The page margins should be one inch on all four sides, i.e. a border of one inch on each sheet.
- Use the Style and Caption Features of MS Word.
- Use MS Word's Synonym Feature to avoid repeating the same words.
- Use footnotes if you have to elaborate.

- The page number should start from the first page (the Introduction) of the actual report. Do NOT number title pages or the 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, e.g. 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 (MS Word 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)
- Take photographs during your study. Send SANDEE at least four pictures that reflect the study that you completed. We need these pictures for our Policy Briefs. We prefer hard copies by snail mail. Do also send electronic copies of the photograph (300dpi).
- Before you send the manuscript to us, print it out and read it.

#### **11. A Bit More Useful Advice**

- Writing takes time. Plan your time accordingly and don't procrastinate.
- Please review a few SANDEE Working Papers before finalizing your paper.
- Have a friend read your paper before submitting the final to us.

