

# HUMANITARIAN PRACTICE NETWORK

## Editorial policy and submission procedure

The Humanitarian Practice Network (HPN) is a forum for people working in or on 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 the Overseas Development Institute (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 twelve institutional donors and NGOs. It is under no obligation to publish submissions from any individual, organisation or institution.

### **HPN publications**

*Humanitarian Exchange*, the HPN magazine, publishes 12-14 articles per issue on practical experience, institutional initiatives and policy developments. Each issue includes a special feature of about six articles on a particular theme or country/region. Articles are about 2,000 words long. *Humanitarian Exchange* is published three times a year, in March, July and November. Submissions for an issue must be received at least six weeks before the start of the month of publication (e.g. by January 15th for the March issue).

*Network Papers* examine specific issues or experiences in the humanitarian field. They are 12-15,000 words long. Between four and six are published a year. Submissions can be made at any time but authors are advised to contact HPN staff to discuss proposed papers before submission.

*Good Practice Reviews* review operational experience of good practice in key areas of activity. They are intended as management reference guides for field-based practitioners. GPRs are approximately 50,000 words long and are normally published once a year. They are developed in close consultation with HPN staff and a peer review group of experts.

*The HPN website* carries articles and book reviews submitted for web publication. These are 500 - 1,000 words long, and can be submitted at any time. Information about new key documents and guidelines, forthcoming events (workshops, conferences, training courses etc), book reviews and links to other websites may also be submitted at any time to be posted on the site.

## **Content**

HPN aims to serve all areas of the humanitarian sector openly and transparently. It publishes articles and papers reflecting a wide range of individual and institutional perspectives from all viewpoints in debates. It does not promote any particular political, religious or ideological position.

The subject focus of HPN is humanitarian action. Whilst recognising the importance of related fields such as development, peace and nation-building, human rights and international relations, the specific concern of HPN is with information, analysis, ideas and experience that have a direct concern with improving *humanitarian* action.

HPN publications are practice-oriented and experience-based. They present knowledge that is acquired from operational experience, or that has a direct bearing on operational practice. Authors are encouraged to write about their own or their organisation's experience, referring to real-life case material, and consider the lessons of that experience and the implications for humanitarian programmes.

HPN publishes material concerned with making a contribution to learning and improved practice. It does not publish lobbying or campaign material, promotional information or 'advertorials'.

Information submitted to HPN's website on forthcoming events and links to other sites are posted for information purposes as a service to users. They do not carry any endorsement. Notices and links are checked for suitability before being posted on the

site but HPN cannot guarantee the accuracy or reliability of the information or assume any responsibility for the quality of resources and services offered.

HPN does not accept for publication material that is deemed to be libellous, or which otherwise exposes HPN and ODI to potential legal risk.

### **Style**

HPN publishes in clear, accessible and non-academic English, with a preference for impartial discussion and a case study approach.

Authors should avoid jargon, and to the extent possible avoid using technical or otherwise specialist vocabulary. Where technical terms are unavoidable, clear explanations of their meaning should be supplied.

Authors should keep referencing to a minimum. If used, please supply as endnotes at the foot of the article or paper. Bibliographic information must be supplied in full and correctly, with author name, full title of the book, 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.

### **Submission procedure**

Submissions may be emailed to [hpn@odi.org.uk](mailto:hpn@odi.org.uk) or posted to HPN, Overseas Development Institute, 111 Westminster Bridge Road, London SE1 7JD, U.K.

Drafts should be submitted in English, although in exceptional cases HPN may, by prior agreement, undertake to translate work from another language. Correspondence with authors is in English.

Together with their drafts, contributors should provide:

- The author's name, affiliation and very brief biographical details. Authors should confirm whether they allow their email address to be published with their article or paper to enable readers to communicate with them.

- Photographs and/or other illustrations to illustrate the subject matter. These should be submitted with captions. They may be prints or in electronic format (300 or better).
- Articles for Humanitarian Exchange should provide a list of four to six key references that the author recommends to readers on the subject of the article. References should be supplied in line with the style instructions, above.

Drafts submitted for publication are considered by HPN's editorial staff who will decide on their suitability for publication by HPN in terms of quality, relevance and appropriateness.

HPN editorial staff will then respond to the author confirming intent to publish. They may offer advice on structure and content and make suggestions for modification.

The revised draft will be read again by HPN and copy-edited to ensure the article or paper adheres to house style and grammatical standards. The edited draft is sent to the author for review and approval prior to publication.

The editorial decision of HPN staff is final. On occasion, HPN may seek editorial advice from HPG's advisory group.

After publication, HPN may collaborate with the author to hold events (e.g. seminars, workshops) to launch Network Papers and GPRs. In order to protect its neutral and objective position, HPN does not, however, actively engage in promoting the papers or the policy positions and recommendations in them.

Authors of Network Papers and GPRs are encouraged to support the dissemination of his/her publication by advising HPN on specialist audiences for the publication who might be added to HPN's usual mailing list. The author may also, in advance of publication, request free additional copies for dissemination by him/herself or his/her organisation.

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