

Center for Economic & Social Development

Better Research, Better Reform, Better Policy
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RESEARCH AND ANALYSIS STANDARDS AND GUIDELINES

CESD

This standard is designed to line up all research activities of the Center for Economic and Social Development. All employees, consultants and contracted experts shall follow the requirements of the standard.

CESD

*CESD Policies and
Standards*

*CESD Policies and Standards***Contents**

1	Purpose	2
2	Objectives	2
3	Research Guidelines	2
3.1	General guidelines	2
3.2	Research outline	2
3.3	Submitting research outline to external client	3
3.4	Referencing	4
3.5	Presenting the numbers	4
3.6	Presenting the charts and pictures	5
3.7	Presenting the tables	5
3.8	Text format of researches	6
3.9	Headings and titles in the research	6
4	Sources	6
5	Research language	6
6	Appendixes (to be updated)	6

CESD Policies and Standards

Purpose

This standard is to line up all research activities of the Center for Economic and Social Development. All employees, consultants and contracted experts shall follow the requirements of the standard.

Objectives

- To maximise the quality of the researches of CESD;
- To coherent the output of the all research activities conducted by the CESD staff, consultant and experts.
- To guide CESD staff, consultant and experts on generating the sound research.

Research Guidelines

General guidelines

All of the researches, conducted by the CESD staff, consultant and experts should have integrity to the clients. Client depending on the context, may mean, stakeholders of CESD, independent experts, government bodies and others who consider the views of CESD in their activities and decision making process. The integrity to the clients shall prevent any biased, unprofessional, ungrounded and misleading ideas, analysis, arguments and outputs in order to ensure the sound research.

Research outline

All of the researches conducted within auspices of the CESD shall have following structure:

- Cover Page (1 page)
 - Is a front page of the research paper and shall contain following information:
 - The name of the CESD and other partners;
 - The logo of the CESD and other partners;
 - Title of the paper;
 - Authors of the paper;
 - Date (and venue, if required by the client) of the publication;
 - Abstract (see below)
- Abstract (part of cover page, 200 words)
 - Is required to give the reader general view about the research, its problems, methodology employed and the results, in a nutshell. The section is part of cover page and shall not be longer than 200 words.
- Chapter 1: Introduction (750-1000 words)
 - Is essential to describe the situation, address the needs for the research and provide structure of paper with research questions and objectives. Shall has specific subsections for the:
 - General overview of the case
 - Need the research
 - Researcher's Profile and experience in the field;

CESD Policies and Standards

- Research questions and aims
 - Research objectives
 - Structure of the paper
-
- Chapter 2: Background information (1500-2000 words)
 - Is recommended to provide the reader with necessary information for the understanding the study and provide necessary supplementary information to the research. Any general information that required for further analysis and understanding of the research shall be reflected in this section as well.

 - Chapter 3: Literature review (1000-1500 words)
 - Is necessary to provide the reader with overview of the previous studies, the challenges they faced, and the ways they overcame these challenges. Critically conducted literature review will provide neutral and comprehensive view on the available methodologies and cases to answer the research question under consideration, with discussing both pros and cons of the available methodologies.

 - Chapter 4: Methodology (1000-1500 words)
 - Is advised to provide the reader with description of the methodology and the steps taken to answer the research questions. Ideally the methodology described in this section shall be chosen from the methodologies discussed at the Literature Review part. This section shall outline all details of the quantitative and qualitative models, their assumptions, limitations and suitability to the case. The methodology part shall also cover step-by step guidelines and logical framework for collecting data and define necessary procedures for answering the research question.

 - Chapter 5: Analysis (2000-4000 words)
 - Is required to provide the reader with the analysis of the output that resulted via application of the procedures described in the methodology section.

 - Chapter 6: Conclusion and Recommendations (500-1000 words)
 - Shall provide the reader with the recommendations and future implications of the research.

 - Chapter 7: Bibliography (no limit)
 - Shall list all of the authors and give credits to the authors whose ideas, arguments, researches and books, not depending on the mean of dissemination (internet, interview, video, audio, hard copy materials or soft copy information), have been utilised during the research

Submitting research outline to external client

While sending the research outline (2-3 pages) to the client, CESD staff shall ensure the general description of the case (250-500 words) with clearly specifying needs for research, questions to be answered by the end of the research and the methodology to answer these questions. These points shall be covered in at least 3 paragraphs:

CESD Policies and Standards

- First paragraph shall contain general description of the case and relevant quantitative and qualitative information;
- Second paragraph shall specify the need for the research, its policy implications by outlining the research questions and aims;
- Third paragraph shall discuss in general the methodology, expected results of the study.

Once these paragraphs covered, the CESD staff shall ensure inclusion of the research outline to the document before sending. The outline, as discussed above, shall briefly describe what subsections will be covered in each of the sections.

After all, the technical details of the study (Font face, font size, line spacing, paragraph spacing, line intend, paragraph indent) shall be consulted by the client.

Referencing

The CESD staff, consultants and experts shall follow the referencing style required by the CESD Plagiarism Policy. The current referencing style is Harvard-Anglia 2008 referencing style. This style requires:

- Citing all quotes, ideas, arguments, figures and charts;
- Giving credits in a predefined way to the authors of the original ideas;
- Enabling readers to identify the original ideas and investigate further if interested.

All CESD staff, consultants and experts are recommended to utilise the genuine descriptions and requirements of the Harvard-Anglia 2008 style. The relevant materials can be accessed via the web page of the Anglia Ruskin University:

- Quick Sheet on Harvard-Anliga Referencing :
<http://libweb.anglia.ac.uk/referencing/files/ShortHarvardGuide2012Sept.pdf>
- Full guidelines to the Harvard-Anglia Referencing:
<http://libweb.anglia.ac.uk/referencing/harvard.htm>
- Full guideliness to the Harvard-Anliga Referencing (PDF version):
http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2012.pdf
- Examples of in-text citing:
http://web.anglia.ac.uk/anet/student_services/public/Oct2010%20-%20Citing%20References%20in%20Text.pdf

Presenting the numbers

All numbers provided at the research shall be provided in 2 decimals precision, separated with full stop. Thousands shall be indicated via comma. This does not apply to the figures indicating years and countable items and other cases where the no precision is necessary.

Some examples:

- “4% increase” is less precise to the reader than 3.98%. Thus more precise shall be employed.
- “4% increase” may mean 4.00%, 3.98% or 4.02%, whichever the reader assumes
- “4,02%” is irrelevant because of regional standards: The relevant standard requires decimals indicated via full stop, rather comma: 4.02%
- “4000.02” is correct and relevant but can be hard for a reader to identify thousands. Thus thousands shall be separated via single comma: 4,000.02

CESD Policies and Standards

All numbers presented at the study shall be referenced appropriately, as per Harvard-Anglia-2008 referencing style.

Presenting the charts and pictures

Charts and pictures are essential part of the analysis as they visualise the large amount of figures and complex procedures. All of the charts and pictures shall have its “chart number”, followed by the “title of chart” and “years covered at the chart”, with clarification of the “source or author of the chart” in Harvard-Anglia-2008 referencing style. For example:

Chart 2. The unemployment rate of Azerbaijan, 2002-2012

c-h-a-r-t- -h-e-r-e

Source: Author, based on the data of the State Statistics Committee of the Republic of Azerbaijan, 2013

All charts utilised during the paper shall be created via features and tools of MS Excel, and have editable layout. The bars, columns, pies and lines of charts shall include the numerical version for each chart point.

Whenever charts from external sources utilised, the researchers of CESD shall do their best to locate the input table (original, raw table) and regenerate the table at MS Excel. The latter chart, when transferred to the MS Word will provide researchers with highly editable features of the chart for future amendments. If the raw data cannot be located, the chart itself shall be utilised.

Presenting the tables

External tables shall not be presented in the body of the research. Instead charts shall be utilised to present the same information. When it is essential to provide the table then the annexes/appendixes shall be considered. In exceptional cases, the external charts can be provided in the body of research, if the table is large enough for a chart but small enough for an annex/appendix. The tables not presenting historical trends, whose visualisation will be irrelevant, can also be provided at the body of the research.

However the internal tables, which are presenting the result of analysis, comparing the outcomes can be presented in the body of the research at Chapter 5: Analysis. If the resulting table of the analysis is too large for body of the research, table shall be provided at annexes/appendices. In this case the summary table of the resulting table shall be provided at the body of the research, in Chapter 5: Analysis.

CESD Policies and Standards

Text format of researches

Papers shall follow the standard text format of Ms Word, 2007 version or later, which are following:

Font Face: Calibri (Body)

Font Size: 11 ppt

Paragraph spacing: Before = 0; After = 10 pt

Line Spacing: Multiple: 1.15 ppt

Indentation: Left=0; Right = 0

Alignment: Left

Headings and titles in the research

Headings and titles are essential for the research to structure it and provide the information in a systematised way. Researchers shall consider numbering the headings via features of Ms Word.

Sources

CESD advises its staff, consultants and experts to benefit from following prioritised sources while conducting a research:

1. Statistical databases of the World Bank, IMF, UN and other International Development Institutes and International Financial Institutes;
2. Official figures of the countries under consideration;
3. Reports and publications of the World Bank, IMF, UN and other International Development Institutions and International Financial Institution;
4. Reports and publications of the official government entities of the countries under consideration;
5. Views and interviews of the independent experts and sources;
6. Views and interviews of local pro- and anti- governmental experts and sources.

Research language

The CESD working language for its researches is English. The papers shall be translated into local language, later on, once the domestic audience targeted. In exceptional case, depending on the needs of the client, the output can be translated into other languages.

Appendixes (to be updated)

1. Installing Harvard-Anglia-2008 style to your PC
2. Utilising Ms Word features for Harvard-Anglia-2008 referencing: In-line referencing
3. Utilising Ms Word features for Harvard-Anglia-2008 referencing: Adding Bibliography to the research (Chapter 7)
4. Utilising Ms Excel to create chart
5. Adding numerical values to chart points
6. Providing information in two-axe chart.

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