



Center for International Trade and Agriculture (CITA)

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GUIDELINES FOR CONTRIBUTIONS TO THE CITA WORKING PAPERS SERIES

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Guidelines for Contributions to the CITA Working Papers Series

Introduction

The Center for International Trade and Agriculture (“CITA”) at the University of Kansas School of Law actively solicits Working Papers for publication on the CITA website. The Guidelines set forth here, prepared in September 2010, relate most directly to “country-specific” papers that will provide a brief overview of issues relating to trade and agriculture in particular countries. However, these Guidelines also may be applied to a prospective Working Paper on any topic concerning trade and agriculture. In due course these Guidelines may be further elaborated as needed.

The Guidelines are just that – suggestions. In some cases, an individual working toward preparation of a contribution to the CITA Working Papers Series might already have formulated an outline and approach that is particularly fitting for the country or the topic on which he or she wishes to focus attention. Accordingly, the Guidelines might be regarded as a “default setting,” showing our current expectations and views about how such proposed Working Papers might appropriately be researched and written, but from which some departures and improvements might well be made.

Submissions are welcome from scholars, practitioners, and other professionals and observers interested in international trade and agriculture. Submissions also are welcome from persons who have completed a professional degree in law (*e.g.*, J.D., LL.B. or equivalent), or completed an advanced degree in law (*e.g.*, LL.M. or equivalent, or S.J.D. or equivalent). Submissions also are welcome from persons who have completed a graduate degree (*e.g.*, M.A., M.Sc., Ph.D.) in any subject area relevant to international trade and agriculture, or to the subject of the proposed Working Paper. It is in part to provide substantial guidance to persons who are still in the early years of building their careers that the following Guidelines have been expressed in rather detailed form. For more experienced authors, considerably more flexibility and discretion is naturally permitted.

Overall Goals

1. The overall aim of this exercise is to start building up a set of concise Working Papers that identify and address issues relating to international trade and agriculture in a range of countries – one country at a time – written by persons who are particularly well-positioned to provide such a useful summation.
2. From the perspective of the individuals preparing the contributions to the Working Papers Series, the principal goals will be (i) to benefit from the learning involved in researching and writing about such issues and (ii) enjoy being a valuable part of the early development of the CITA.

3. From the perspective of CITA itself, the overall goal is to provide to a range of CITA beneficiaries (“clients”) some interesting and useful insights into the “country-level” aspects of international trade and agriculture. Many of the persons who we hope will be reading the Working Papers will be unfamiliar with what significance(s) international trade and agriculture have in countries other than the United States. Accordingly, the CITA Working Papers will play an educational role.

Scope of Inquiry

4. Three main points. Each contribution to the country-specific set of papers in the CITA Working Papers Series should have three main points within its scope of inquiry: (1) international trade; (2) agriculture; (3) the specific country being researched. In other words, any paper that ventures into several topics of international trade beyond agriculture will be outside the proper scope of inquiry; likewise, any paper that ventures into several topics of agriculture beyond the international trade aspects will be outside the proper scope of inquiry; and any paper that ventures outside the scope of the specific country under consideration will be outside the proper scope of inquiry. Naturally, some related matters must be covered in order to provide some context to the discussion of these three main points (international trade, agriculture, specific country), but such related matters should be dealt with only very briefly.

5. Contemporary reality. Also as to the scope of inquiry, each Working Paper should focus on contemporary (early 21st-century) realities and developments. If a historical review is necessary (especially, for example, in the case of former colonies), then that would be appropriate, but it should be short.

6. Legal Focus. Further as to the scope of inquiry: Every Working Paper is to have an underlying theme of law. It is an implicit element in the CITA that the concentration is on the legal aspects of international trade and agriculture. Hence, the topics being discussed in the Working Papers should focus especially on legal rules and institutions – rather than on economic analysis, for example, or seed technologies. That is not to say that social and cultural aspects are to be overlooked, since agriculture has such enormous social and cultural significance in many countries. However, the reason for addressing social and cultural aspects should be to illuminate the pertinent legal rules and institutions that are relevant to (or should be relevant to) the country under investigation.

7. Only a summary. In any event, every Working Paper is to be a summary, not an exhaustive treatment of the subject. In posting the papers, there will be a very clear indication that these contributions to the Working Papers Series – like any “working papers” – are intended to introduce big ideas and issues and to offer the basis for a more detailed conversation or research project. Accordingly, in this case, short and simple is not only acceptable but preferable; indeed, a paper that is long and complex is outside the scope of this project and will not be published. Moreover, it is understood that a Working Paper need not provide a completely polished “last word” on the author’s views but can be a work-in-progress offered in the hope that readers and other contributors will offer comments and responses.

Length and Format

8. Each paper contributing to the country-specific exercise in the Working Papers Series should:

- run about 20 pages to 40 pages, in double-spaced format.
- be submitted in Microsoft Word (preferably in Word 97 format).
- use footnotes, not endnotes, for the purpose of both (i) citing authority for factual propositions and quoted passages and (ii) providing additional material beyond the clean “story line” appearing in the text of the paper.
- have a bibliography (or “sources for additional reading & information”) at the end of the paper that will give full citations to all authorities used in writing the paper, plus any others that a reader might find useful.
- use 12-point Times New Roman in text and 10-point Times New Roman in footnotes, if at all possible. (These fonts will simplify any format conversions necessary before posting them on the CITA website.)

Style and Mechanics

9. CITA does not have capacity to edit the Working Papers (see below). Therefore, it is essential that each paper be submitted in clear, accurate, and understandable English, without mechanical or grammatical mistakes.

Sources of Input

10. For purposes of the country-specific Working Papers, the main types of “input” will be books, law journal articles, other professional-journal articles, articles in authoritative newspapers and news magazines (*e.g.*, *Economist* and *Financial Times*, plus publications of agricultural associations and groups), websites of reputable institutions (*e.g.*, World Trade Organization, World Bank, Asian Development Bank, United Nations, regional organizations, major news organizations, etc.). A valuable method of accumulating a “mini-library” of sources on which such a Working Paper could be based is to use a search engine to obtain basic information

Citation to Authority

11. It is not necessary to adhere slavishly to the so-called “Blue Book” citation forms, especially for materials that are international or foreign in character. However, it is essential that every citation to authority have the “three Cs” – Clarity, Completeness, and Consistency. What this means is:

- Clarity. Set forth the information in a way (without extensive abbreviations) that make it clear to a reader what the source is and where it can be found.
- Completeness. Set forth all the information that a reader would need to have (including pinpoint page citations where applicable) in order to retrieve the same document that you have used.
- Consistency. Present the information in the same order each time, so that the reader is not surprised or required to get accustomed to different orders of presentation in various footnotes.

Practical Application versus Theoretical Content

12. Such issues as (i) membership status in the World Trade Organization, (ii) key agricultural exports and imports, (iii) impediments to increasing those exports and imports, (iv) regional or bilateral arrangements bearing on trans-border trade in agricultural goods, (v) government policies or institutional structures pertinent to agricultural trade, (vi) economic and social implications of pricing or subsidy practices, and the legal rules that bear on them – all of these matters are what would be “bread-and-butter” ingredients to the country-specific Working Papers. Additionally, issues such as (i) competing economic theories about free trade versus protectionism or (ii) theoretical foundations to North-South relations might have a place in such a Working Paper, as long as the discussion of them is directly relevant to some of the practical matters being discussed. In other words, it is essential that the principal focus of these country-specific Working Papers be practical in character; if theoretical issues are included, they should be subsidiary to the practical issues on which the Working Paper concentrates.

Review and Editing

13. CITA does not have the capacity to undertake an editing process. The role that the Co-Directors, Professors Head and Bhala, play is that of facilitators.

14. Accordingly, prospective Working Papers should be sent to Professor John Head (jhead@ku.edu) and Professor Raj Bhala (Bhala@ku.edu), by e-mail attachment, in a form that is ready for conversion into PDF format and posting on the CITA website, without any further substantial manipulation.

15. In advance of that final submission, Professors Head and Bhala are available to be involved in the following review process, particularly in respect of the country-specific Working Papers to which these Guidelines apply most directly:

- Stage 1 – outline and synopsis. Please send an outline for the proposed Working Paper, along with an approximately one-page synopsis of what the theme, arguments, and main points of the paper will be. The outline and synopsis will be reviewed, and comments offered.

- Stage 2 – nearly-complete draft. Please send a near-final draft of the paper, so that it is possible to see how the proposed Working Paper has, in fact, progressed from the “outline-and-synopsis” stage into a full-blown paper. (It can still have some gaps, but with bracketed explanations about how the gap will be filled.) The outline and synopsis will be reviewed, and comments offered.
- Stage 3 – final submission. Please send the final paper, for a final review, conversion into PDF format, and posting on the CITA website.

16. There are no externally-imposed deadlines or dates for submission of proposed Working Papers. Individuals are encouraged to submit proposed Working Paper ideas at anytime, and to follow a schedule for research and writing that best suits them. Depending on the content and completeness of the proposed Working Paper, CITA can arrange for publication on a fairly rapid basis.

Other Matters

17. Finances. CITA has no funds in its budget to provide compensation or honoraria for contributions to the Working Papers Series.
18. Learning as we go. As the CITA programs start to take more definite shape, CITA may alter the arrangements and expectations, particularly in response from prospective contributors to the Working Papers Series.

Thank you. CITA looks forward to your submission of a Working Paper!