

IFPRI Discussion Paper Procedure

I. Preamble

IFPRI Discussion Papers enable researchers to publish “research in progress.” The papers may include early output from projects, controversial and incomplete material awaiting further study and analyses, and conceptual and review material. Policy implications are pointed at with caution, if at all. Some of the material published in each IFPRI Discussion Paper is expected to be published at a later date in peer-reviewed IFPRI publications or journal articles.

The role of the Discussion Paper Series Editor will be to help researchers optimize their scholarly output by undertaking a review of the discussion paper they wish to publish, and, in rare instances, by organizing a second external review. At all times, the author(s) will be active participants in the process.

The purpose of the Discussion Paper procedure is to alleviate some of the load on the researchers and their division directors and to ensure that IFPRI discussion papers are reviewed and produced in a timely and high-quality manner. Although this support will be provided centrally, the division director will remain in charge of the process and will have the right to overrule the reviewer’s comments.

II. Procedure

Step 1: The author submits the paper to the respective division director, along with the title of the paper and an abstract. In cases where one of the authors is a division director, the paper must be submitted to the director general.

Step 2: (up to 5 working days) The division director (or director general) reviews the paper for any obvious methodological faults and for politically sensitive issues. If s/he feels the paper requires revision, s/he returns it to the author(s) with suggestions for improvement. If s/he deems the paper acceptable, s/he then submits it to the Communications Division.

Step 3: (up to 2 working days) The Communications Division forwards the paper to the Discussion Paper Series Editor.

Step 4: (up to 5 working days) The DP Series Editor reviews the paper and makes one of three possible recommendations:

- i. that the paper is in excellent shape—the DP Series Editor would provide minor comments (if necessary) and would send the paper and a *final clearance memo* back to the Communications Division, where the paper would proceed directly to **Step 5** below;
- ii. that the paper needs revision— the DP Series Editor will review the paper and compile a revision memo for the author(s), following **Review Steps B, C, and D** below. After reviewing the revised paper, the DP Series Editor would send the paper and a *final clearance memo* back to the Communications Division, where the paper would proceed directly to **Step 5** below.
- iii. that the paper has serious faults and should not become part of the DP series— the DP Series Editor would provide a *rejection memo* with minor comments as to why the paper is not suitable for the DP series.

Note: In rare cases, the DP Series Editor may decide that the paper requires a second expert opinion, in which case he will ask the PRC Chair to recommend a reviewer in the relevant field. Should this occur, the paper will be sent for review as follows:

Review Step A: (up to 15 working days) The paper is submitted with review guidelines to the external reviewer, who proceeds immediately with the review. The external reviewer remains anonymous to the authors.

Review Step B: (up to 5 working days) The Discussion Paper Series Editor prepares a revision memo based on his own review of the paper (and on the external reviewer's comments, where applicable), to be shared with the respective division director (or with the director general) prior to author receipt.

Review Step C: (up to 20 working days) The author revises the paper and sends it back to the Communications Division with a cover letter describing how the suggested revisions in Step 2 were addressed.

Review Step D: (up to 10 working days) In consultation with the Discussion Paper Series Editor, the division director (or director general) accepts the paper or requests further revisions.

Step 5: (up to 10 working days) The Communications Division sends the approved discussion paper to be copyedited.

Step 6: (up to 10 working days) The author reviews the edits, sends the reviewed paper back to the Communications Division, which prepares the paper for formatting.

Step 7: (up to 10 working days) The respective division formats the paper according to the template for IFPRI discussion papers.

Step 8: (up to 5 working days) The Communications Division assigns an IFPRI Discussion Paper number, briefly checks the formatted and publication-ready paper, and releases it for printing and posting on the web.

Step 9: The Communications Division posts the IFPRI Discussion Paper on the web and sends out an announcement with the web links for the papers. Requests for discussion papers will be forwarded to the relevant division/office. Each division/office is responsible for fulfilling requests (including printing and mailing) and for the associated costs.