



# Island Innovation Formatting Guide

This guide describes how to prepare your policy paper submission for Island Innovation's Academic Council. It is recommended that you familiarize yourself with this guide and meet the requirements needed for formatting and style to ensure a fast and efficient publication process. Authors will be provided an opportunity to edit their submissions if need be.

## Policy Papers

Island Innovation policy papers are original reports or research that involve the discussion of challenges and/or solutions related to island communities. There are no limitations in terms of field of study other than the topic must be relevant to islands.

Submitted papers can have been published elsewhere in academic or non-academic press, but to be considered by Island Innovation, authors must show that they own the reproduction rights of the paper.

## Formatting

Policy papers should not exceed 5 pages, including graphs, tables, photos, and any other assets as well as footnoted references, which should follow [Chicago citation style](#). Any supporting graphic or asset should be clearly labeled and captioned.

All submissions should be written in English, and include all authors, their affiliations, and contact information.

To account for page limits, submissions must be written in size 11, Arial, with no line spacing.

The paper should be submitted as a Microsoft Word or Google Doc document.

## Images and Graphics

Each supporting graphic or asset must be clearly labeled and accompanied by a descriptive caption. Labels and captions should be concise yet informative, providing context or explaining the significance of the visual element.

If the visual asset is sourced from external sources, provide appropriate attribution within the caption or in a separate section of the paper. Follow the Chicago citation style for referencing sources, including author(s), title, publication date, and source URL or publication information.



## **Style**

Island Innovation's audience is primarily persons interested in global islands, and they resonate with the issues and challenges that they face. As such, present information and facts as impartially as possible. Nuance can be used - but there must be an argument made with facts, figures, or sources that support the angle being discussed. Assume that the audience is unaware of the topic and explain the issue/challenge/development and its potential effects.

Writing should always be informative with a formal tone. Active voice is preferred but not mandatory. All submitted papers should be written clearly and simply so that they are accessible to readers in other disciplines and to readers for whom English is not their first language. Technical jargon should be avoided as far as possible and clearly explained where its use is unavoidable. Abbreviations, particularly those that are not standard, should also be kept to a minimum.

## **Editorial**

All papers will be reviewed by Island Innovation's academic and editorial staff. If needed, edits will be requested, but once accepted the final version of the paper will be used for publication. The editors reserve the right to make style changes, but no changes will be made to the text without the author's consent.

Submit your paper at [vincent@islandinnovation.co](mailto:vincent@islandinnovation.co)

## **Questions?**

If you have any questions about the editorial process, guidelines, or other aspects of the policy papers, please contact our PR & Editorial Lead, Vincent Diring at [vincent@islandinnovation.co](mailto:vincent@islandinnovation.co)