

Guidelines for IK Note Authors

Indigenous Knowledge for Development Program, World Bank

This note is intended to help potential authors write an article for the IK Notes series of the World Bank Indigenous Knowledge for Development Program. It is not intended to be a template, and merely suggests desirable emphases.

The IK Notes appears monthly and reaches at least 40,000 readers (20,000 print and at least as many web-hits a month on the electronic version). The primary language of production is English, but, with a short time lag, all editions are published in French as well. Articles submitted in French will be translated into English. Some IK Notes are translated into local languages, such as Swahili or Wolof.

While we have no precise reader profile, the IK Notes are intended for the development practitioner.

These readers will be interested in knowing what has worked, what made a practice successful (or a failure), what are the conditions under which a practice is likely to perform well and how can such conditions be created or, at least, influenced. Readers are also likely to want to know how the practice has benefited communities, how it has improved the quality of the development process or have had other beneficial outcomes or impacts. Further, the reader may want to learn about the principal actors and how they managed to accomplish their objectives and whether lessons learned were shared amongst the actors and the resultant longer-term benefits.

There is no prescribed structure for the IK Notes, except that they should not exceed 2,000 words, be written in a clear language that is not too academic and that avoids (or explains) technical jargon. Authors may include graphs or tables but no pictures.

The IK Notes will be edited for style and typos; no substantive changes will be made without the author's consent.

Authors are also encouraged to provide a summary with a maximum of 250 words which will be included into the IK Database <http://www.worldbank.org/afr/ik/datab.htm>. The structure of the entries should follow these questions:

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Entries for the database¹ should answer the following questions

1. **Country:**
Where is the practice applied (country and location)?
2. **Domain:**
In which sector is the practice applied (agriculture, health, social development etc.)?
3. **Technology:**
What technology (e.g. soil erosion control, childcare, institutional development etc.)?
4. **Bearers of Knowledge:**
Who applies the practice (e.g. Washambaa, local healers, women's group of a given village etc.)?
5. **Source:**
To whom can we address further enquiries?
Primary provider information (probably yourself or your institution)
Secondary providers of information
Add references to literature, web sites, names of individuals or organizations that can corroborate the practice.
Include **addresses** of primary and secondary providers of information.
6. **Copyright/ Ownership Issues**
Include statement of consent to have contribution published through IK Notes, World Bank Websites and other print or electronic media the World Bank uses.
If information presented in the contribution is not yet public domain and describes genuine information of indigenous knowledge bearers, include a statement that original knowledge bearers have provided free and prior consent that such information can be published by the World Bank.
7. Descriptive **headline** of practice:
One to two lines capturing the main features of a practice.
8. **Summary:**
Describe the main features of the practice and explain (not more than 200 words).
9. **Lessons:**
Answer three key questions related to the efficacy and impact of the practice.
 - Why it is important for the local community?
 - Why might it be beneficial to other communities?
 - Why should development organizations learn more about this practice?

¹ The IK database is an open, on-line resource for information on indigenous knowledge practices. The database acts as a referral system and does not disclose the technical details of practices or applications. Most practices in the database have been reported elsewhere in publicly accessible information sources. As is the principle of a referral database the provider of information could be asked by users of the database to provide further information or pointers as regards details of the practice. It is to the discretion of the provider of information and the inquirer to negotiate the terms of the exchange of knowledge. No information provided will be made public without the consent of the provider.