MIGNEX

MIGNEX Handbook Chapter 5

Communications and impact

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MIGNEX

MIGNEX (Aligning Migration Management and the Migration-Development Nexus) is a five-year research project (2018–2023) with the core ambition of creating new knowledge on migration, development and policy. It is carried out by a consortium of nine partners in Europe, Africa and Asia: the Peace Research Institute Oslo (coordinator), Danube University Krems, University of Ghana, Koç University, Lahore University of Management Sciences, Maastricht University, the Overseas Development Institute, the University of Oxford and Samuel Hall.

See www.mignex.org.

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The MIGNEX Handbook

The MIGNEX Handbook grows chapter by chapter over the lifetime of the project. It is primarily as a tool for internal information-sharing and quality assurance. The text refers to 'we' as the team members and 'you' as an individual team member reader. The handbook is public in order to ensure transparency and facilitate knowledge exchange also on issues such as project management, methodology and communication.

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MIGNEX Handbook Chapter

5. Communications and impact

Communications is an ethos that is fundamental to MIGNEX, involves all team members and underpins our expected impacts. This handbook chapter is a guide for all aspects of communications and impact maximisation, from producing publications to engaging with end users.

High-quality communications are central to realising our expected impacts. Our detailed procedures help secure integrity and quality in all outputs.

All MIGNEX team members are involved in communications, producing engaging outputs and disseminating findings.

MIGNEX directly engages end-users throughout the project to ensure greater impact.

5.1 Introduction

This handbook chapter sets out how communications and impact maximisation contribute to the overall vision, goals and objectives of MIGNEX. It describes MIGNEX's approach to impact maximisation, impact monitoring and engagement with end-users and provides a practical guide to all communications activities.

Communications and impact maximisation are an integral part of MIGNEX. Given its ambitious impacts – achieving policy change through rigorous research – a detailed communications and impact maximisation strategy is essential. We believe that communications is more than just editing and design, it is an ethos. Every MIGNEX team member contributes to communications – from thinking strategically about the products they produce, to ensuring the documents they write are well structured and achieve the objectives of the particular output, to actively disseminating work to end-users.

This document will be re-published in new versions in the course of the project. We will update the processes described here as we learn from experience.

5.1.1 Overview of communication forms

Within research communications, the most useful approach is one that takes the same evidence and presents it in different formats to appeal to different audiences. For that reason, MIGNEX is producing a range of outputs in different styles, with the explicit desire to target different audiences. In total, over five years, MIGNEX is producing 81 publications, 2–5 videos, and 18 issues of the project newsletter. Given the different objectives and audiences for these outputs, we have grouped them in categories:

- *Foreground publications:* briefs and reports, which spearhead impact maximisation.
- *Background publications:* background papers and handbook chapters, which lay the foundations for the briefs and reports.
- *MIGNEX Insights, news and newsletter,* which share briefer news, opinion pieces and analyses drawing on MIGNEX research
- *External publications:* journal articles and opinion pieces, which reach other audiences.
- *Other MIGNEX outputs:* videos, presentations, events and social media.

More information about the specific processes for editing, design, proofreading, peer review and sign-off are listed in sections 5.6, 5.7, 5.8, 5.9, 5.13

5.1.2 Research ethics and research integrity

Research ethics and research integrity concern a range of relationships with other individuals, groups and institutions, as described in MIGNEX Handbook Chapter 4 and the MIGNEX Overview on research ethics and research integrity. Our activities related to communication and impact relate to all those relationships, including responsibilities vis-à-vis research participants, potential end users, and colleagues in the MIGNEX team.

Most of the relevant aspects of research ethics and research integrity concern team members in their role as authors:

- Maximising impact is integral to research integrity. This means MIGNEX research must ensure added value for the academic body of evidence and policy, and challenge assumptions, wherever possible.
- Authors must strike a balance between (1) simple and effective messaging that is easily accessible to our audiences, and (2) communication of the uncertainties, nuances and limitations inherent in the research. This means keeping to core messages (balancing what is essential against what is interesting) as readers will only be able to absorb so much information without turning it into simplistic messaging. Authors could discuss specific challenges with or ask for feedback from communications specialist, who can help get the messaging right.
- Authors should refrain from supressing findings that have problematic political implications, but rather discuss those implications directly and make it clear why they are deemed problematic. Again, bringing in a communications specialist can help.
- Authors must ensure proper anonymisation of research participants who have not explicitly consented to being identified. Even when names are not used, it is essential to avoid publishing potentially identifying contextual information.
- Authors must follow the publication guidelines and procedures described in sections 5.5–5.16, to ensure that the project's output meets the expected quality standards and to avoid creating unnecessary work for colleagues in the MIGNEX team.

5.1.3 Key contacts

Amy Leach is the MIGNEX Communications Manager and is the first point of contact for general queries about the MIGNEX website or other communications activities; she can be reached at mignex@odi.org.uk. Amy works closely with communication specialists at MIGNEX partner institutions and MIGNEX team members.

When producing a publication, it is useful to take a look at Table 4, which gives a detailed overview of roles and responsibilities during the production process. It shows who to contact at different stages of the process.

If you have any questions about the End-User Board or End-User Panel please contact Jessica Hagen-Zanker (j.hagen-zanker@odi.org.uk). For general queries about the project, please contact Anne Duquenne (annduq@prio.org).

5.2 Impact maximisation

5.2.1 Expected impacts

MIGNEX has ambitious aims: achieving impact through rigorous research. The project has three distinct impacts, summarised here, and discussed in more detail in the Description of Action.

Impact 1: *A better understanding of the determinants of migration and the two-way interaction between migration and development processes.*

MIGNEX aims to contribute towards a better understanding of the differences between 'root causes' and 'other determinants' and how mechanisms function differently depending on the context. Our research areas are pertinent for migration towards Europe, ensuring that findings are relevant to European policy, as well as to policy-makers in country of origin and transit.

Impact 2: *Enhanced policy coherence and effectiveness in the EU's approach to third-country cooperation on migration.*

Our efforts to achieve this impact focus on the EU's relations with countries of origin and transit, institutional coherence as well as strategic policy frames and the range of migration-relevant policies implemented by the EU and member states, seeking to ensure that MIGNEX research is sustainable and retains relevance once the project has been completed. We also consider coherence with other policy objectives, such as integration in host countries.

Impact 3: *Stronger conceptual tools for interpreting the role of the EU and its Member States as global actors in the field of migration.*

MIGNEX research aims to provide clarity on the range of different roles the EU and its member states can and do have – from partner to inhibitor – and the relationships between them. These roles can be controversial and contradictory. For example, the role of partner – working with countries of origin and transit towards shared objectives – can clash with the role of inhibitor – restricting mobility by securing borders and combating migrant smuggling.

5.2.2 Approach to maximising impact

Figure 1 displays the steps from research to impact. We can influence each step, but the degree of control declines from the left-hand to the right-hand side of the figure. Maximizing and documenting impact requires attention to the entire chain. This section addresses the components of our strategy for to maximizing impact and section 5.4 addresses impact monitoring.

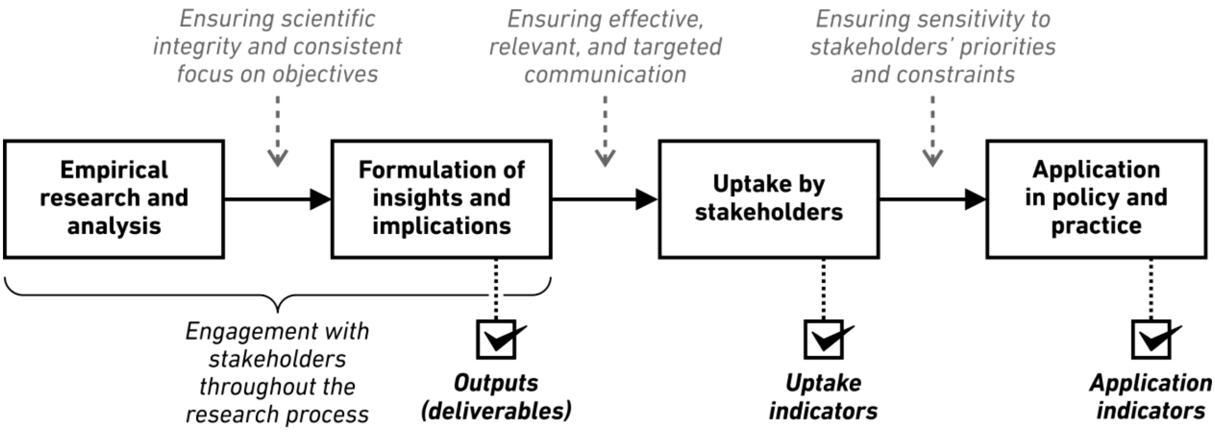


Figure 1. Basic model of maximizing and monitoring impact

Figure reproduced from the original project proposal.

Impact maximisation and communications are an integral part of ensuring MIGNEX research realizes our expected impacts. First, our approach to empirical research and analysis is grounded in a consistent focus on MIGNEX's objectives. Scientific integrity is also key to the formulation of insights and policy implications.

Next, we ensure our findings are disseminated effectively and taken up by stakeholders. Our communications aim to be innovative, relevant and user-friendly, with a strong digital footprint that integrates the latest expertise in research and policy communications.

Finally, to ensure MIGNEX research is applied in policy and practice, it is sensitive to stakeholders' priorities and constraints, through directly engaging with stakeholders continuously through the project's lifetime (see also section 5.3).

5.2.3 Audiences

The stakeholders referred to in Figure 1 are the audiences for our outputs. MIGNEX has two primary audiences:

- **Policy-makers** at all stages of career, based in Europe and in countries of origin or transit, likely to want short, brief and easy to access resources.
- **Academics** at all stages of career, based predominantly in the EU but also globally, likely to want longer, more explanatory pieces with data and detail.

MIGNEX also has three secondary audiences:

- Civil-society practitioners

- Interested members of the public
- Journalists (who may be valuable for reaching other audiences)

▶ *Stakeholder mapping will be revisited at MIGNEX Consortium Meeting 2 (November 2019) and included in a future version of the handbook*

5.2.4 Strategic objectives

Figure 1 identifies what it takes to move from each step to the next in the chain. We must ensure (1) scientific integrity and consistent focus on objectives, (2) effective, relevant, and targeted communications, and (3) sensitivity to stakeholders' priorities and constraints. Each of these strategic objectives can be pursued with concrete steps.

Ensuring scientific integrity and consistent focus on objectives

Other parts of the MIGNEX handbook lay out how we ensure scientific integrity and quality in our research.

Chapter 1: Project management defines strategies for assuring and maximizing quality, for instance by establishing clear standards and workflows and prioritizing quality in trade-offs with other demands.

Chapter 3: Data management plan establishes procedures for assuring data quality, protecting data from corruption or loss, and ensuring efficient and secure management of project files.

Chapter 4: Research ethics and research integrity addresses compliance with pre-defined ethics issues as well as measures to enhance sensitivity to emergent issues related to research ethics and research integrity.

Beyond the routines established in these chapters, work package leaders and deliverable leaders must ensure a consistent focus on project objectives.

Ensuring effective, relevant, and targeted communications

Communications (and research uptake) is a large part of MIGNEX. Ensuring our research findings are tailored, and communicated, to our key stakeholders must be of primary importance for all staff within the consortium. These stakeholders suffer from a lack of time and information overload. As a consequence, all pieces must be as succinct as possible, and tailored to their needs. To ensure we achieve this objective, we:

- Put forward insights in a succinct manner
- Tailor outputs and communication forms to specific groups
- Engage formally and informally with stakeholders, from the beginning of the project

The ideal model for communicating research to stimulate impact is to structure the form and content as displayed in Figure 2. A key insight that is easy to understand and remember for busy stakeholders rests on a foundation of accessible, non-specialist elaboration, which in turn earns its trustworthiness from underlying technical analyses and documentation. The tiers of the pyramid each correspond to specific elements among our outputs.

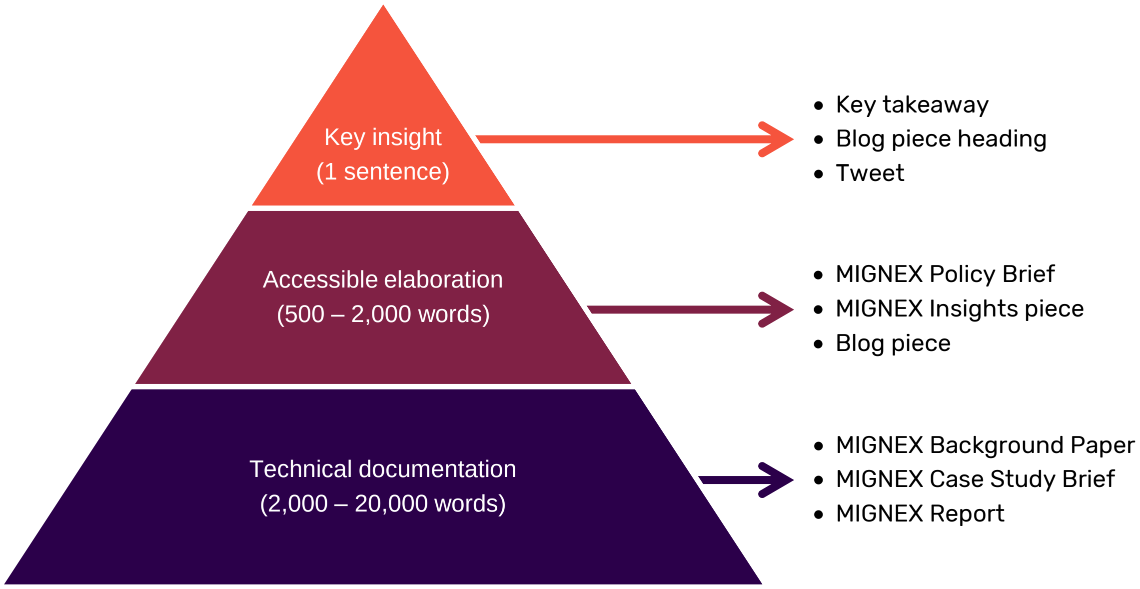


Figure 2. The communications pyramid

Ensuring sensitivity to stakeholders' priorities and constraints

Even with the best impact maximisation strategy in place, it can be difficult to ensure that research-based insights reach and engage important stakeholders. There are many reasons why our policy recommendations may not be followed, including conflicting priorities, resource constraints, or political disagreement over objectives. What we can do, however, is to be sensitive to stakeholder's priorities and constraints in the following ways:

- Involving stakeholders throughout the project
- Communicating in ways that suit the stakeholders, e.g. briefings by phone
- Timing our interactions with respect to windows of opportunity, e.g. in policy processes
- Formulating policy implications with resource constraints in mind
- Understanding political feasibility as a genuine constraint whilst challenging dominant political opinions and promoting alternative priorities (see also section 5.1.2).

5.2.5 Exploitation plan

In the terminology of EC-funded research, *exploitation* refers to the use of project results by external actors. Our exploitation plan defines the project's exploitable results and identifies plausible exploitation routes after the end of the project. Identification of exploitable results is a continuous process that can accommodate exploitation potentials that were not foreseen when the project started. Table 1 displays likely exploitable results that can already be identified. A revised version will be prepared by M36 and the final version will be included in the MIGNEX Handbook Chapter 14.

Table 1. Initial exploitation plan

MIGNEX innovation		Foundation for exploitation	Exploitation agent(s)	Exploitation	Possible facilitating actions
Type	**Description**				
Managerial	End-User Panel model for continuous engagement with stakeholders	Description in MIGNEX Handbook (D10.1, D10.6)	Managers of policy-oriented research projects	Application of End-User Panel model for maximizing impact, drawing upon lessons learned from MIGNEX	Blog post on The LSE Impact Blog
Methodological	Survey instruments for measuring potential migration	Description in Background Paper D2.3	Migration researchers and analysts	Application of MIGNEX survey instruments in future surveys	Promotion of D2.3 to the academic community
	QCA methodology for examining the causes and consequences of migration	Description in Background Papers D2.2, D6.4 and D7.5	Migration researchers, analysts, and graduate students	Application of MIGNEX-based QCA methodology in studies of migration and development	Promotion of D2.2, D6.4 and D7.5 to the academic community
Empirical	Survey dataset	Data and documentation in research data repository	Migration researchers, analysts, and graduate students	Secondary analysis of migration dynamics and/or migration–development links	Data articles submitted to coincide with data release (e.g. in *Demographic Research* or *Population and Development Review*)
				Use of MIGNEX data as baseline for repeat surveys in the same locations	
	Policy Database	Data and documentation in research data repository	Migration researchers, analysts	Extensions of the Policy Database with new data for analyses of change over time	
Analytical	Conceptual tools for interpreting the role of the EU and Member States as global actors in the field of migration	Deliverables from WP9	EU and national policy-makers (bureaucrats and politicians); civil society	Use of MIGNEX conceptual apparatus in debate about the role of the EU and Member States as global actors in the field of migration	Dissemination in toolkit format; liaison with Intergovernmental Consultations on Migration, Asylum and Refugees (IGC)
	Identification of possibilities and limitations for managing migration through addressing root causes	Deliverables from WP6 (especially D6.5)	EU and national policy-makers (bureaucrats and politicians); civil society	Use of MIGNEX results to guide policy and programming (possibly including avoidance of ineffective use of public funds); use of MIGNEX results in public debate about motivations for development cooperation and humanitarian efforts	Liaison with Emergency Trust Fund for Africa
	Identification of causes of policy incoherence in third-country cooperation on migration management	Deliverables from WP9 (especially D9.2)	EU and national policy-makers (bureaucrats and politicians);	Use of MIGNEX results to minimize incoherence and address dilemmas that are reflected in incompatible policy objectives	Closed meetings with policy makers in the final stages of the project

5.3 Engagement with stakeholders

To ensure MIGNEX research is applied in policy and practice, the MIGNEX team directly engages with stakeholders throughout the project's lifetime. This helps ensure our research is sensitive to stakeholders' priorities and constraints. Key mechanisms for this include the MIGNEX End-User Board and MIGNEX End-User Panel.

5.3.1 End-User Board

What is the End-User Board?

The overall objective of the End-User Board (EUB) is to ensure that we meet our key policy impact goals. It is made up of six people who are experienced practitioners in the fields of migration and development and *definite* end-users of the research. They have been selected based on personal knowledge of key players within this sector, and individually contacted to lend their expertise to MIGNEX. They contribute in the following ways:

1. Playing an active role in MIGNEX; providing strategic advice, shaping content, engaging with project findings, meeting regularly with project leaders and contributing to the delivery of key publications, events and digital outputs; and
2. Taking MIGNEX findings forward within their own organisations and networks.

Ongoing engagement with these influential and relevant policy-makers from the start of the project helps us achieve policy relevance and as such improve potential policy impact.

Involvement of the EUB

The EUB is expected to engage in the following ways:

- Develop an understanding of the project;
- Engage regularly with the project team, creating a mutually-beneficial platform for advice and responses to policy-relevant questions;
- Promote a sense of 'joint ownership' over the project;
- Offer advice on the project, particularly on research design, the policy relevance of findings, and ideal formats for dissemination materials;
- Attend regular meetings with the project team in their home city;
- Attend annual consortium meetings;
- Attend the final policy conference (in Brussels) and scientific conference (in Oslo);
- Take MIGNEX findings forward within their own organisations, sharing widely and communicating back comments received and impact gained; and
- Engage with the project on social media, sharing content and discussing findings.

End-user board members are appointed for the duration of the project. Membership status can be reviewed on the initiative of the MIGNEX steering committee or the individual member.

EUB Members

The EUB is made up of the following members:

- Richard Danziger, International Organization for Migration
- Jason Gagnon, Organisation for Economic Co-operation and Development
- Raffaella Greco Tonegutti, Belgian Development Agency

- Graziella Rizza, Directorate-General for Migration and Home Affairs, EC
- Anna Schmidt, Directorate-General for International Cooperation and Development, EC
- Ingela Winter-Norberg | Swedish International Development Cooperation Agency

5.3.2 End-User Panel

What is the End-User Panel?

The End-User Panel (EUP) is an innovative engagement mechanism that sits in between the traditional advisory board (small and active) and mailing list (large and passive). The panel will have 100-200 members. The panel includes the policy community, academic community, civil society and private sector, who research, formulate or implement policies or programmes in the fields of migration and/or development.

The EUP provides a means for MIGNEX to conduct targeted engagement with a large and varied group of end-users, strengthening the path from research to impact. These end-users are not expected to invest large amounts of time in understanding all aspects of MIGNEX but are mobilised around specific issues. We consult the EUP on knowledge gaps in the field, aspirations for MIGNEX, priority topics for outputs and MIGNEX impact. The EUP is also a key mechanism for dissemination of findings and outputs to MIGNEX's end-users.

Recruitment of members

People can apply to join the EUP at any time, through a sign-up form on the MIGNEX website. The launch of the MIGNEX website provided a hook to kick off recruitment, alongside other efforts to reaching out to potential EUP members:

- A social media campaign
- Inclusion in newsletters of MIGNEX partners
- Partners reaching out to key contacts
- Reaching out to key migration organisations
- Requesting suggestions from the EUB

The criteria for membership is that new knowledge on migration and development is potentially relevant to the applicants' job. ODI reviews applications at regular intervals. Once approved, ODI sends an email confirming their membership and encouraging members to sign up for the MIGNEX newsletter.

Ongoing engagement of the EUP

We engage with the EUP at least twice a year. In addition, the EUP can also be contacted to vote on publication topics. Engagement takes three main forms.

Updates and personalised mailings: Once a member has signed up to the EUP, we have regular points of contact to keep them engaged and up-to-date in their areas of interest. This includes:

- A twice-yearly email: one is sent in April or May, inviting them to participate in the survey, and then sharing the findings a few weeks later; we send another update in November or December after the annual Consortium meeting.
- Members are also be alerted when a relevant publication in their thematic or geographic area of interest is launched.

Annual survey: At the beginning of the project, we ask the EUP a small number of focused questions of relevance to the three impacts, and their general profile, with a baseline survey run once we have a minimum of 100 EUP members. The EUP is consulted once a year to get a sense of MIGNEX's impact, see section 5.4.2 for more details

Voting on publication topics: EUP members have an opportunity to ensure relevance of MIGNEX research. For instance, a menu of potential Policy Brief topics are voted upon by EUP members before the team decides what to write. These votes may be weighted, depending on EUP composition.

Data privacy and protection

Dotmailer is used to store EUP members' details and any survey data collected. With this data, we commit to adhering to GDPR standards:

- Members are informed about the use of their data
- All data is securely stored within or through Dotmailer
- EUP members can request to be removed and their data destroyed at any point
- The data is anonymised or deleted by the end of the project's lifetime

5.4 Impact monitoring

Our model of maximizing and monitoring impact (Figure 1) identifies three points at which we can monitor the connection from research-based knowledge to applications in policy and practice:

1. *Output:* Are we meeting or exceeding targets for publications and other outputs?
2. *Uptake:* Do target audiences receive and engage with our output?
3. *Application:* Are insights from MIGNEX being applied?

The three types of indicators are progressively more relevant for assessing impact, but also progressively more difficult to measure. *Output* is directly evident on the website and through the project reporting process and is in essence a list of outputs published by MIGNEX. The other two types of indicators require dedicated monitoring and documentation.

5.4.1 Quantitative indicators

Table 2 presents the ways in which we measure uptake and application of insights from MIGNEX research. The range of measures reflect the diversity of our key audiences. Most of the indicators in the table simply reflect uptake, e.g. in the form of views and downloads. Indicator 10, 15 and 16 reflect the application of MIGNEX results by academics, journalists and policy makers, respectively.

We acknowledge the limitations of using quantitative metrics to assess uptake and application, since this also has a qualitative dimension. For instance, even if there are few downloads, the insights can have reached crucial individuals. And, conversely, social media posts can be widely shared even if the underlying content is rarely read or reflected upon. Nevertheless, these indicators can shed light on whether our audiences receive, engage with and apply insights from MIGNEX.

Table 2. Quantitative indicators of uptake and application

	Output	Indicators	Goal	Timing	Source
1	Policy Briefs	Downloads (avg. top 3)	1500	By M58	Google Analytics
2	Videos	Views (top video)	50	By M58	
3		Shares (top video)	50	By M58	
4	Reports	Downloads (top report)	2000	By M58	
5	Background papers[1]	Downloads (avg. top 3)	500	By M58	
6	Case Study Briefs[1]	Downloads (avg. top 3)	250	By M58	
7	Blog posts and opinion pieces	Views (avg. top 3)	2000	By M58	
8		Shares (avg. top 3)	50	By M58	
9	Journal Articles	Articles in leading journals[2]	10	1 year after end of project	Project website
10		Citations (avg. top 3)	50	5 years from publication	Google Scholar
11	Social media	Use of #mignex	250	By M58	Meltwater
12		Shares/retweets (avg. top 3)	100	By M58	
13	Conference[3]	Number of participants	100	M56	Project records
14	Newsletter	Number of subscribers	500	By M58	Dotmailer
15	Dissemination activities	References in news media	25	By M58	Meltwater
16		References in EU documents	20	By M58	europa.eu

Notes: (1) Indicators added after the start of the project; the remaining indicators are reproduced from the original proposal. (2) Articles accepted in journals with an Impact Factor higher than 1.0, which is a crude but verifiable measure; (3) Policy conference scheduled for 2023.

5.4.2 End-User Panel surveys

We conduct an annual survey with the End-User Panel (see section 5.3.2) to measure both uptake and application of the findings of MIGNEX. The baseline survey includes a small number of focused questions of relevance to the three impacts, and anticipated uptake. The survey includes both quantitative and open-ended questions. For instance, the survey asks which outputs they have read (uptake) and whether they have used them in their work (application). Use of the work could range from citing MIGNEX research to applying specific findings in policy or programming. At the end of the project (in the course of 2023) we conduct an end-line survey, using the same questions, to assess how knowledge of the project and its research has been understood and applied.

We use Dotmailer to send out the survey and manage survey data. Responses are confidential, and any information provided is treated and held in accordance with GDPR principles.

Engagement with the EUP is assessed on an annual basis. By using the details provided when members were enrolled, we can cross-reference engagement by sector and analyse responses. These findings are shared with the MIGNEX team and the EUP in the bi-annual update emails.

5.4.3 Engagement with End-User Board

Our regular contact with the EUB (see section 5.3.1) provides insights into how MIGNEX findings are received and applied by key stakeholders. This communication with EUB members may be used to contribute to impact narratives.

5.4.4 Impact narratives

We document the impact of MIGNEX research through a small number of impact narratives. They will be included in MIGNEX Handbook Chapter 14 (Impact and exploitation of results) and could also be used in other external communication.

Definition and components

These are short retrospective accounts of *specific instances* of the impact pathway portrayed in Figure 1. They could overlap with what we have described in the initial exploitation plan (Table 1). Each narrative should include the following elements:

1. A description of the specific research-based insight or resource
2. An explanation of how it was communicated to prospective users
3. An account of how the insight or resource was applied
4. If possible, an account of why the insight or resource was applied by end-users
5. If possible or relevant, information about the consequences of this application
6. Corroboration of the narrative through external sources or documentation.

Independent corroboration can, for instance, be in the form of citations or mentions in public documents. It can also be in the form of quotations from non-public (but verifiable) documents, presentations, e-mails, or testimonials, subject to consent from the source. If the source wishes to remain anonymous, an appropriate description of their position or role can be used in place of their name.

An example of an impact narrative drawn from the Overseas Development Institute's 2018 Annual Review is included below:

> Influencing the G7 and the G20
>
> In June 2018 we launched our G7 fossil fuels subsidy scorecard, which ranked countries' efforts to eliminate subsidies and made recommendations for progress. One of our project partners, Global Subsidies Initiative (GSI), presented the findings directly to French and Canadian governments. Within the month, G7 host Canada announced a peer review process – which was one of the steps recommended in the policy brief.
>
> As well as the G7, ODI and partners also engaged with G20, T20 and B20 processes, which had an important influence on the joint statement for a sustainable energy transition (PDF). Both G20 and G7 statements have included all countries in the pledges to phase out fossil fuel subsidies (including a strengthening of the G20 statement calling on all governments to complete peer reviews, and a retention of the 2025 deadline for subsidy phase-out under the G7). Our partner GSI is also the only NGO invited to be on fossil fuel subsidy peer review panels under the G20.

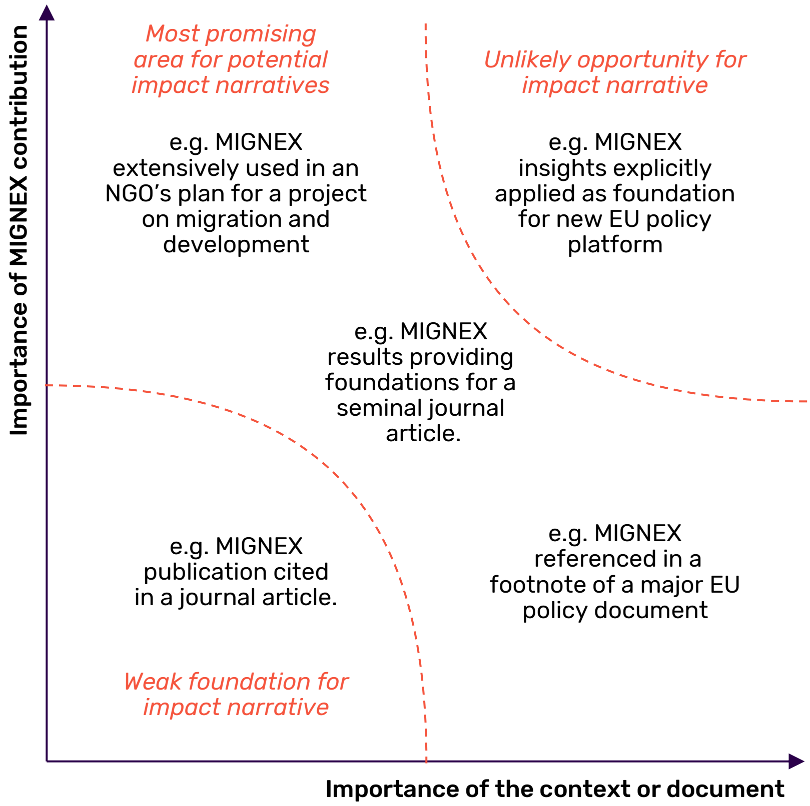


Figure 3. Potential for impact narratives

Identifying and developing impact narratives

What we need by the end of the project is *a few good narratives* that complement each other by involving different end-user groups (donors, national or local government, civil society) and, for instance, by being at different scales (local, national, global) or overlapping with different expected impacts (see section 5.2.1).

The starting point for identifying potential impact narratives is point 3 on the list of impact narrative components: *accounts of MIGNEX insights being applied*. Such applications can be significant for two reasons:

- The *role of MIGNEX insights* is particularly prominent or important
- The *context or document* in question is particularly prominent or important

There may be few or no applications of MIGNEX insights that score highly on *both* these criteria, but that is not necessary for a good insight narrative. Figure 3 illustrates this point with examples.

As Figure 3 shows, a single citation of a MIGNEX publication in a journal article is probably a weak foundation for an impact narrative. But if MIGNEX insights were foundational for the article's underlying research and the article became a key reference in the literature, we could develop a well-documented narrative about our impact.

The strategy for identifying and developing impact narratives is as follows:

1. The project leadership and WP10 leader regularly encourage team members to be alert to potential impact narratives.
2. Team members e-mail the WP10 leader a brief notification when they become aware of MIGNEX insights being applied in a significant way.
3. The WP10 leader examines responses to the annual End User Board survey for potential impact narratives.
4. The WP10 leader keeps an overview of potential impact narratives, decides which ones to fully develop and communicates with team members to complete the story.

5.5 Publications overview

Our output is organised in groups that reflect different production procedures:

Foreground publications are MIGNEX Case Study Briefs, MIGNEX Policy Briefs and MIGNEX Reports, which are professionally designed and primarily target end users outside academia. See Table 3 and section 5.6.

Background publications are MIGNEX Handbook Chapters and MIGNEX Background papers, which directly or indirectly provide foundations for the foreground publications. See Table 3 and section 5.7.

MIGNEX Insights, News and Newsletter are integrated formats for dissemination via the website and e-mail. MIGNEX Insights are publications in their own right – the sixth MIGNEX publications series. See section 5.8.

External publications are peer-reviewed journal articles and opinion pieces or blog posts on external platforms. See section 5.9

The first two groups (foreground publications and background publications) involve a MIGNEX-coordinated production of printable files. Table 4 lays out the step-by-step division of labour in this process.

The number of publications (as scheduled in the Description of Action) grows slowly until mid-2021, when the data collection has ended and initial results are available (Figure 4). The surge of publications in 2021 include all 25 MIGNEX Case Study Briefs. The MIGNEX Reports and the majority of MIGNEX Policy Briefs are produced after mid-2022.

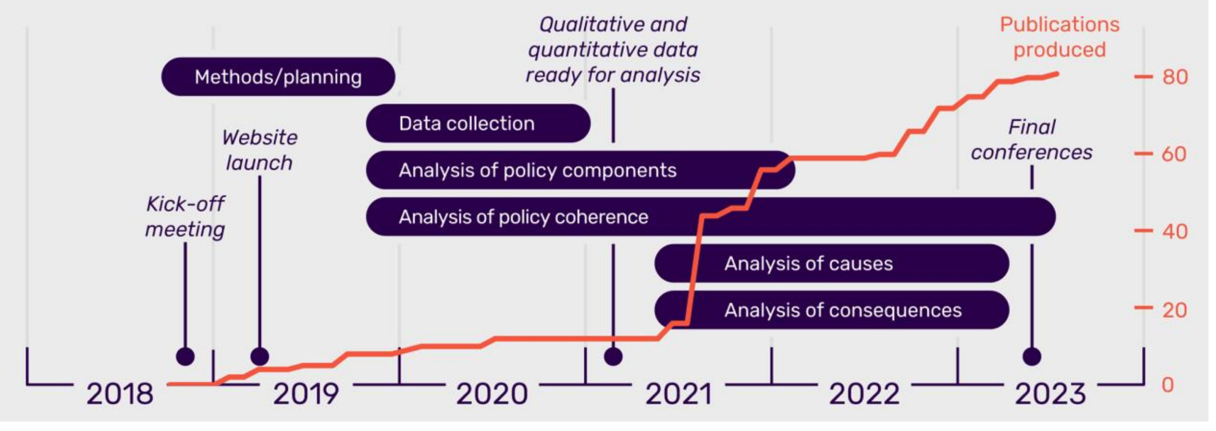
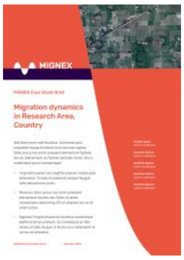


Figure 4. Project timeline with scheduled publications

Table 3. Overview of the main MIGNEX publications series

	Foreground publications			*Background publications*	
	MIGNEX Case Study Brief	**MIGNEX Policy Brief**	**MIGNEX Report**	**MIGNEX Handbook Chapter**	**MIGNEX Background Paper**
					
Quantity	25	10	3	14	29
Date of first publication	August 2021	February 2022	February 2023	December 2018	August 2019
Typical wordcount	2,000	2,000	25,000	5-25,000	6-10,000
Main audience(s)	Policy-makers	Policy-makers	Policy-makers, academics	Team members, academics	academics
Drafting	MIGNEX Case Study Brief Word template	MIGNEX Policy Brief Word template	MIGNEX Report Word template	MIGNEX Handbook Chapter Word template	MIGNEX Background Paper Word template
Peer review (minimum requirements)	One internal, one external	WP Leader[1], one other internal, one external	WP Leader[1], one other internal, one external	WP Leader[1], one other internal	WP Leader[1], one other internal, one external
Days for review	7	7	14	14	14
Days for revision	14	14	21	14	14
Pre-production approval	–	WP Leader	–	WP Leader, Project Manager, Project Leader	WP Leader
Days for pre-production approval	7	7	14	7	7
Editing	Professional edit	Professional edit	Professional edit	None	None
Typesetting and design	Case Study Brief InDesign template	Policy Brief InDesign template	Project Report InDesign template	None, but use Word Template	None, but use Word Template
Proofreading	Professional proofread	Professional proofread	Professional proofread	Proofread by ODI Comms Officer	Proofread by ODI Comms Officer
Days for production	21	21	28	14	14
Post-production approval	Lead author, Project Leader	Lead author, WP10 Leader	Lead author, WP10 Leader	–	–
Final sign-off	WP10 Leader	Project Leader	Project Leader	WP Leader	WP Leader
Printing	Selectively	As required	As required	None	Unlikely

Notes: (1) If WP Leader is not among the authors.

Table 4. Division of labour in the production of MIGNEX publications

	Publication series			
Task	**MIGNEX Case Study Briefs** **MIGNEX Policy Briefs**	**MIGNEX Reports**	**MIGNEX Handbook Chapters** **MIGNEX Background Papers**	**Technical require-ments**
Preparing Word template before writing begins	–	–	Project manager	
Drafting and review (see Table 3).				
Quality-assuring Word file formatting (See 5.7.4)	–	–	Project manager	
Obtaining pre-production approval	Project manager	Project manager	Project manager	
Entering reviewers' names and affiliations in the document	Project manager	Project manager	Project manager	
Entering other acknowledgements in the document	–	Lead author	Lead author	
Adding reference to MIGNEX EndNote library and entering suggested citation (See 5.13.7)	Project manager	Project manager	Project manager	EndNote
Obtaining ISBNs from PRIO Communications and entering into the documents (See 5.13.7)	Project manager	Project manager	Project manager	
Proofreading revised and approved manuscript (5.13.10)	–	–	ODI Comms Officer	
Correcting proofs in Word			Lead author	
Language editing (See 5.13.8)	External, via ODI	External, via ODI	–	
Reviewing and approving language edits	Lead author	Lead author	–	
Typesetting and design (See 5.13.9)	External, via ODI	External, via ODI	–	InDesign
Proofreading typeset publication file (5.13.10)	ODI Comms Officer	ODI Comms Officer	–	
Correcting typeset proofs	External, via ODI	External, via ODI	–	InDesign
Obtaining post-production approval (See 5.13.11)	ODI Comms Officer	ODI Comms Officer	–	
Obtaining final sign-off (See 5.13.12)	ODI Comms Officer	ODI Comms Officer	ODI Comms Officer	
Correcting issues flagged in approval/sign-off	Depending on issue	Depending on issue	Depending on issue	
Preparing final PDF file for the website (See 5.13.14)	ODI Comms Officer	ODI Comms Officer	ODI Comms Officer	Adobe Acrobat
Posting PDF and publication info on website (See 5.13.14)	Project manager	Project manager	Project manager	Drupal user credentials

Note: Dashes indicate 'not applicable'.

5.5.1 Monitoring and guiding the production of deliverables

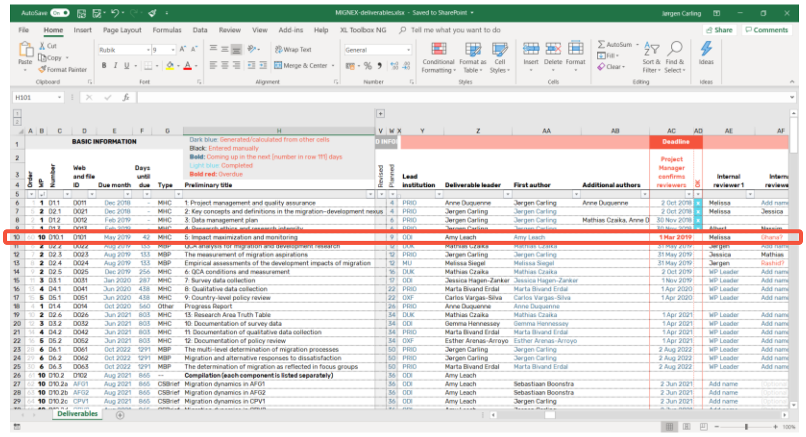
The deliverables specified in our contract are listed in Annex 5.1. Progress towards each deliverable is monitored and recorded in MIGNEX-deliverables.xlsx, one of the key management files. The file does the following:

- Specifies the standard workflow for each deliverable type (roles and dates) as in Table 3.
- Shows the roles to be filled for each deliverable, based on its type.
- Calculates five key dates in the production of each deliverable, based on the due date.
- Tracks progress as milestones and approvals for each deliverable are checked off.

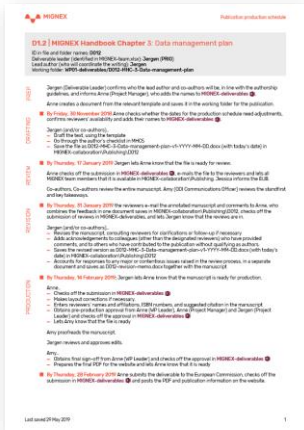
The production of deliverables involves a large number of steps that are challenging to keep track of. While this handbook chapter lays out the routines and division of labour for each publication type, the Excel file *MIGNEX-deliverables.xlsx* converts those principles into specific names and dates for who does what when for each of our 92 deliverables. It can be viewed by all team members but only edited by selected individuals.

The deadlines, actions and roles from MIGNEX-deliverables.xlsx are exported to a production schedule for each deliverable to guide authors through the process. The Project Manager prepares and distributes these schedules.

MIGNEX-deliverables.xlsx



Production schedule



Editing the MIGNEX-deliverables file

Most of the information in the file is dynamic. For instance, the due date for submitting a given publication for review is based on the due date for submission to the EC (as stated in the DoA) and the number of days set aside for review, revision and production, which varies by type of publication. Similarly, all the names of individuals are based on the distribution of responsibilities across *roles* (e.g. lead author, WP leader) combined with information about who holds which role. If responsibilities change within the team, or if we decide to change the number of days set aside for production of a publication type, the sheet will update accordingly. (Changes in *deliverable leader* responsibilities must be made in MIGNEX-deliverables.xlsx as well as in MIGNEX-team.xlsx).

Because of these links within the file, most cells should not be edited directly. Instead, the necessary edits should be made in the cells that are the source of information for other cells. The first row is colour-coded to show which columns can be edited:

- Never edit
- Edit if necessary, e.g. to change the title or deliverable leader
- Always review or edit, e.g. to verify the first author, add reviewers and track progress.

The *formatting* of cells in the sheet is also automatic, based on the content. Editing must be done by writing new text into the cells, or by copying and pasting *values only*, never by regular copy and paste.

Reviewing the schedule.

Start by confirming or changing *Due date: Project Manager submits to EC*. Adjust it if, for instance, earlier completion is needed for project scheduling reasons or because key staff will be absent. A new date can be written into the due date column, and the preceding steps in the process (e.g. dates for review) will be updated automatically.

Next, verify the dates for the preceding stages, working from the latest to the earliest:

- Author submits for production
- Author submits revision
- Reviewers return with comments
- Author submits for review
- Project Manager confirms reviewers

Adjust each date if there is a need for more time for a particular stage, or if dates need to be shifted because of holidays, project events or other absences. When the later dates are adjusted first, the earlier dates are adjusted automatically.

Entering author and reviewers

By default, the *lead author* is the same as the *deliverable leader*. Change the lead author if necessary and add the names of co-authors.

Enter reviewer names in the cells that say *[Add internal]* and *[Add external]*, reflecting our minimum requirements for internal and external reviewers, respectively. Additional reviewers can be entered in the cells that say *(Optional)*.

When the review procedures specify that the first internal reviewer is the WP leader, the name appears in the table. If the WP leader is also an author, a warning sign appears to indicate that another internal reviewer must be entered.

Tracking submissions and approvals

Each milestone in the production process is indicated with an 'x' in the *OK* column next to the date. These checks track the progress of deliverables and serve to document that our quality assurance procedures are followed.

Exporting or printing the deliverable overview

To the right of the columns tracking the production process, there is a compact overview of deliverables with key dates for each. This overview is defined as the print area of the sheet and can be printed to paper or to a PDF file. Next to the overview is a filtering column labelled *Is publication*. If only publications are selected, the overview of all deliverables fits on a single page.

Preparing production schedules

The Word document *Publication-production-schedules.docx* retrieves information from *MIGNEX-deliverables.xlsx* as a single-page overview of 'who does what when' for each publication. It is located in WP10-collab/Publications-production. Schedules for one or more publications are produced as follows:

1. Ensure that MIGNEX-deliverables.xlsx is saved and closed.
2. Open *Publication-production-schedules.docx*
3. Click 'Yes' when asked about running the SQL command
4. On the *Mailings* tab, ensure that Preview Results is selected
5. Go to the page with the relevant publication[1]
6. Print or create a PDF file[2]

Never make changes in the Word document. If the plans for a publication change after the schedule has been prepared, make changes in *MIGNEX-deliverables.xlsx* and then create a new schedule from the Word document.

5.5.2 Standfirst and key takeaways

Every publication in the five MIGNEX series contains the following two elements:

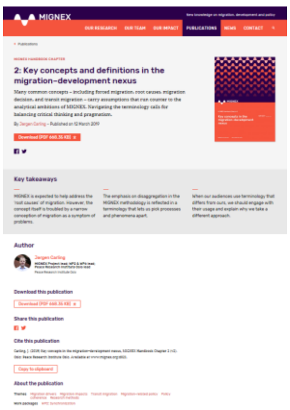
- A standfirst (25–40 words)
- Three key takeaways (15–30 words each)

The standfirst is primarily an *invitation to the reader*, supplementing the title to encourage starting to read the full text. The key takeaways are what authors want readers to remember and use. In other words, a publication's key results or analytical conclusions should feature among the key takeaways, not in the standfirst. The number of key takeaways is always the same (three). The threshold for what counts as a key takeaway therefore differs from publication to publication.

The standfirst and takeaways are included in the publication itself and reproduced on the publication page of the website. In this way, when the publication manuscript is reviewed and approved, the website text is also quality-assured.

Publication file

Publication page on mignex.org



[1] Alternatively, select *Edit Recipient List* on the Mailings tab and manually select the relevant publications or use the filtering option to select a group of publications.
[2] The exact procedures for PDF creation depend of the computer setup.

5.6 Foreground publications

5.6.1 MIGNEX Case Study Briefs

The case study briefs are short, illustrated publications that document migration dynamics in each research area on the basis of survey data, interviews and fieldwork. They are written by members of the country teams with support by ODI in terms of data analysis, visualisation and content streamlining. The case study briefs are highly graphical in nature. They draw heavily on primary data from work packages 3–5 as well as insights and photos gathered during the fieldwork and precede the more advanced analysis in background papers and reports, and draw heavily on communications expertise.

- *Follow-up by ODI and PRIO: Develop specific guidelines and production procedures for MIGNEX Case Study Briefs, no later than the end of 2020. (The case study briefs are due in August 2021).*

5.6.2 MIGNEX Policy Briefs

MIGNEX Policy Briefs are succinct non-technical publications that convey selected findings of particular relevance to the policy community. The specific content of policy briefs reflects discussions with the EUB and voting by the EUP.

- *Follow-up by ODI and PRIO: Develop specific guidelines and production procedures for MIGNEX Policy Briefs, no later than mid-2021. (The first policy brief is due in February 2022).*

5.6.3 MIGNEX Reports

MIGNEX Reports are high-quality illustrated reports in which key findings are presented in a comprehensive but non-technical way. The content largely draws upon analyses in the MIGNEX Background Papers.

- *Follow-up by ODI and PRIO: Develop specific guidelines and production procedures for MIGNEX Reports, no later than mid-2022. (The first report is due in February 2023).*

5.7 Background publications

5.7.1 MIGNEX Handbook Chapters

The MIGNEX Handbook plays a key role in the day-to-day administrative and scientific management of the project. It will grow chapter by chapter from M4 to M60 and consist of 14 chapters in total.

MIGNEX Handbook Chapters (MHCs) are primarily for internal use but are published on the website. Like other public deliverables from the project, they are also published via *Cordis*, the EU's portal for research projects.

Handbook chapters are written in a specific Word template. How to use the template is described in detail in section 5.7.3. The use of 'styles' that are mentioned in connection with handbook chapters are explained there.

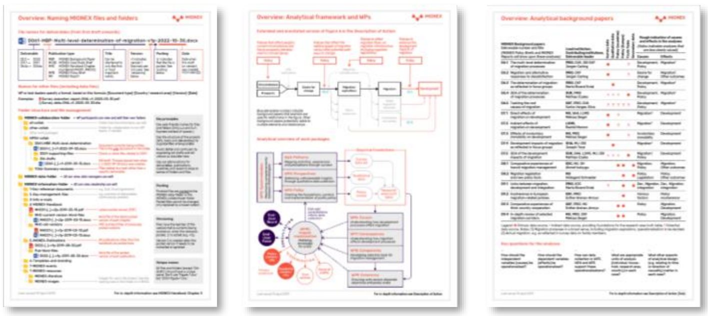
Supporting resources

MIGNEX Handbook Annexes are separate documents that are posted together with handbook chapters in the MIGNEX information folder. They include the following:

- Items that contain the same type of information as the handbook but were not incorporated in the pre-planned chapters (e.g. Procedures for selecting research areas)
- Workflow tables for all parts of the project

Individual chapters can also contain annexes if necessary, as in the case of this chapter.

MIGNEX Overviews are one-page 'cheat sheets' that summarise important reference information from handbook chapters. As far as possible, MIGNEX Overviews should be planned as the chapter is being written so that a reference can be inserted ('This section is covered in a MIGNEX Overview', using the banner supplied in the handbook chapter template). There is a separate template for creating MIGNEX Overviews.



Examples of MIGNEX Overviews

MIGNEX Collaboration Videos are videos for internal training and information-sharing that may or may not be linked to specific handbook chapters. When they are, a reference should be inserted ('This section is covered in a MIGNEX Collaboration Video', using the banner supplied in the handbook chapter template).

The five purposes of MIGNEX Handbook Chapters

Our handbook chapters play five overlapping roles:

Reference documents for our own work. Handbook chapters contain all the relevant guidance, procedures and background information that are needed for the various tasks. For instance, MHC7, *Survey data collection*, will serve as the field manual for carrying out the survey. The handbook thus eliminates the need for separate documents, memos or protocols.

Focal points for collaborative work in progress. Handbook chapters at the draft stage provide the arena for developing and discussing procedures and specifications. For instance, the development of sampling procedures for the survey will take place in the relevant section of the MHC7 draft. Rather than collected feedback in various documents and formats, team members' input on the sampling strategy are conveyed as comments in the one document.

Documentation for target audiences. The published handbook chapters document exactly how we have carried out the research. For instance, when we publish results based on the survey data, we can refer to the relevant handbook chapters for the full documentation and technical details that are not included in, for instance, policy briefs and background papers.

Inspiration for other researchers. Since MIGNEX is a large project, we can invest in developing routines and approaches that support future projects. In this way, our handbook chapters also provide a service to the academic community.

Commitments to openness. Beyond meeting specific information needs for target audiences, the publication of handbook chapters means adhering to valuable aspects of Open Science.[3]

Implications of making handbook chapters public

The publication of handbook chapters has three important consequences:

- They must not contain confidential or sensitive information (e.g. information that could jeopardise the anonymity of informants).
- They should, as far as possible, not contain information that is liable to change (e.g. authorship of planned publications). Such information is kept in the project management files.
- They should conform to the same professional standard as other project output (e.g. with respect to correctness, language, and layout).

Length and structure

The length of handbook chapters should simply reflect the content they need to include. Some might be as short as 5,000 words while others could exceed 20,000 words.

In order to let draft handbook chapters serve as arenas for developing and discussing procedures and specifications, a draft structure of the chapter should be developed as early as possible. The *Comments* style can be used to describe the content of sections that have not yet been written, if the section title itself does not provide sufficient explanation.

Required sections are included in the template. Handbook chapters do not need to have a conclusion.

Like all other publications, handbook chapters include a standfirst text and three key takeaways, which also appear on the publication's page on the web site. (See 5.5).

Research ethics and research integrity

Issues related to research ethics and research integrity are relevant to all parts of the project and not 'checked off' by having completed certain formal procedures. It is an important management responsibility at all levels of the project to identify and relate to those aspects of research ethics and research integrity that concern the task at hand.

Therefore, the *Introduction* of every handbook chapter contains a subsection called *Research ethics and research integrity*. This section highlights the intersections between, on the one hand, tasks described in the chapter, and, on the other hand, our principles of research ethics and research integrity described in MHC4 and the accompanying MIGNEX Overview.

[3] Open Science is an umbrella term that extends the principles of open-access publishing and open data to the entire research process. While certain aspects of Open Science are promoted in ways that threaten the value of research and the functioning of research communities (Carling et al., 2018) others are unequivocally beneficial to all.

Writing the section requires authors stop and think about research ethics and research integrity, and subsequently makes the reflections accessible to the team. The following steps are useful in this process:

1. Create the draft structure of the chapter to have a general idea of what will be covered and then consult MHC4 and the MIGNEX Overview on research ethics and research integrity.
2. Identify important intersections (i.e. those where particular attention is needed, for instance because transgressions are easily made or would have serious consequences).
3. List the intersections, describing which parts of the chapter require attention to which aspects of research ethics and research integrity, and how.
4. Ensure that the relevant parts of the chapter describe procedures in a way that safeguard ethics and integrity.

The current handbook chapter provides an example of how the *Research ethics and research integrity* section of the introduction can be written (See 5.1.2).

Duplication and cross-referencing

As a general rule, information in the MIGNEX Handbook should not be duplicated but be included *in only one place*. In this way, we can more easily ensure that the information is consistent, correct and updated.

Since a given topic or procedure could be *relevant* in many chapters (or in several parts of the same chapter), we add cross-references:

References within the same chapter are made by means of the Cross-reference function, referring to the relevant section number ('See 1.3'). The section 'Referring to other sections of the text' under 5.7.3 explains for how to use this function, which ensures that cross-references remain correct even if the heading numbers change.

References to other chapters refer to the chapter as a whole ('See MHC5'), since the section numbers within another chapter might change.

Development and updates

Each handbook chapter might be circulated internally at several stages:

- *Work in progress:* used as internal working document before submission
- *Official deliverable:* submitted to the European Commission in the delivery month
- *Updated versions:* revised as a result of additional work and published as a new version

Sometimes, certain parts of a handbook chapter will not be possible to write before the chapter is first published or circulated, for instance because it depends on decisions to be made at a later stage. In such cases, the content to be added is specified in the *Follow-up* style:

▶ [Brief explanation of what will be added, by whom and when, e.g. 'To be completed by Jessica Hagen-Zanker in conjunction with MIGNEX Handbook Chapter 7']

5.7.2 MIGNEX Background Papers

MIGNEX Background Papers (MBPs) are scientific papers with analyses that provide foundations for conclusions and policy implications that are presented in other formats.

Background papers are written in a specific Word template. How to use the template is described in detail in section 5.7.3.

Background papers and journal articles

The style of background papers resembles that of journal articles, with the same standards for analytical precision, referencing, and grounding the analyses in the relevant literature. Compared to the other MIGNEX publications, background papers can, to a larger extent, reflect the authors' own disciplinary traditions and personal writing style. However, specialist technical terms and theoretical concepts must be explained, not only for the sake of readers outside academia, but also to be relevant in a multi-disciplinary academic field.

Background papers are expected to form foundations for journal articles that we aim to produce, but which are not required deliverables from the project (See 5.9.1). You are therefore encouraged to write background papers with future journal articles in mind. This does not mean that the background paper must mirror the article manuscript. For instance, the background paper could include extensive empirical sections that will be omitted from the article. The point is to have a plan for how the work on the background paper can also, realistically, contribute to a journal article.

Some journals could consider the MIGNEX Background Paper 'prior publication' and, depending on their policy, not accept the submission unless it is substantially different. If the background paper and article differ greatly from each other, their titles should also differ. See 5.9.1 regarding open-access requirements and consequences for the choice of journal.

Length and structure

Background papers are expected to resemble journal articles also in terms of length, with a word count of 6,000–12,000 words. However, there is no upper limit. Longer papers might be pertinent, for instance, if it is meaningful to reproduce analyses for each research area.

All background papers should have an Introduction and a Conclusion. Other sections should reflect the content of the paper, in the way that journal articles also do.

5.7.3 Templates for background papers and handbook chapters

This section is covered in a MIGNEX Collaboration Video. (Watch online)

MIGNEX Background Papers and MIGNEX Handbook Chapters are produced directly from Word templates and not typeset in InDesign. The two templates are slightly different, but the instructions for use are generally the same.

We have the tools in place to produce professional-looking publications in the two series, provided that every author follows the instructions presented here. The following points are central:

- *Using the template from the outset:* You should start writing in the document created from the template. Pasting large amounts of text from elsewhere will generate additional work.
- *Formatting with styles:* Every paragraph in the document is formatted in a specific style that is included as part of the template. No other styles should be used.
- *Automatic fields:* Automatic numbering and cross-referencing ensures that information remains consistent and correct.

Differences between the two templates

There are slight design differences between the templates for handbook chapters and background papers, apart from the cover. Most noticeably, the text pages of background papers have a wider margin and slightly different layout. This makes them more reader-friendly and differentiates the two series.

The only difference that you need to relate to as an author is the use of headings. In MIGNEX Background Papers, you can use the styles Heading 1, 2 and 3 as you would normally do. These headings are not numbered.

In handbook chapters, by contrast, headings within each chapter are numbered and they automatically start with the chapter number. To achieve this Heading 1 is reserved for setting the chapter number while Heading 2, 3 and 4 are used to structure the text (Table 5).

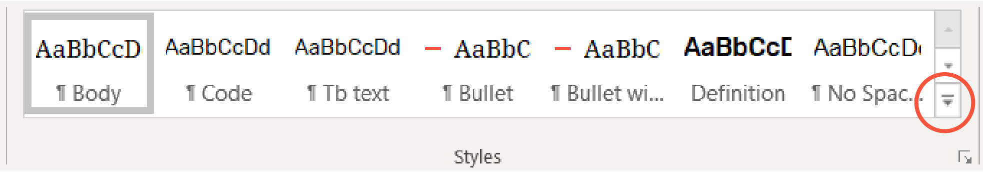
To easily navigate your document as you write, go to the *View* tab and click the *Navigation Pane* checkbox. Your outline with all the headings will then be displayed in the left panel.

Table 5. Headings in background papers and handbook chapters

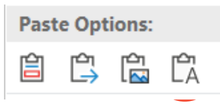
Name of heading style in Word	Appearance in MIGNEX Background Papers	Appearance in MIGNEX Handbook Chapters
Heading 1	Heading	[Not in use; reserved for setting the chapter number]
Heading 2	Heading	5.2 Heading
Heading 3	Heading	5.2.1 Heading
Heading 4	[Not in use]	Heading

Using styles

The styles you will need are included in the Style Gallery on the Home tab of the ribbon (see below). Other styles have already been applied to specific parts of the template. The window can be expanded to show the entire Style Gallery.

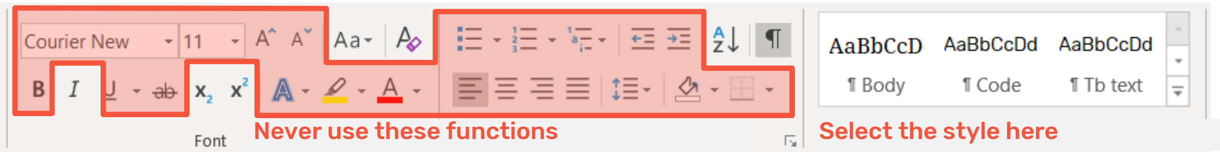


The styles make it possible to have instantly professional-looking documents. They determine not only the font, size, and colour, but also, for instance, the amount of spacing and the flow of the text across pages. As an example, styles ensure that a figure and its caption appear together on the same page, and that a heading is never left alone as the last line on a page. The following are tips and instructions for using styles when you write:



Write directly into the template. If you need to copy and paste text from elsewhere, you must paste it without formatting. Right-click where you want to insert the text and choose the black ‘A’ (‘Keep Text Only’) under the Paste Options.

Do not change the appearance of the text. Get the correct appearance by applying the right style. As a general rule the *only* formatting function you will need is *italics*, which is sometimes required because of the content (e.g. for emphasis or foreign words). Do not use bold for emphasis. You should never manually change the font, size, or colour, for instance.



Customise the Quick Access Toolbar to show and select styles. It is handy to add a little display to the toolbar at the top of your screen to always show which style is applied. It is a dropdown display that you can also use to select another style. Here is how you set it up:

1. Select *Customise Quick Access Toolbar* (downward arrow to the left of the file name).
2. Select *More commands...*
3. Under *Choose command from:* select *All Commands.*
4. Scroll down to the first item called *Style.*
5. Verify that it says *Style (StyleGalleryClassic)* when you hover over it.
6. Select it and click *Add*. Reorder the toolbar items if you wish. Then click *OK*.

The newly added display will look like this: 

Avoid the Normal style. Regular paragraphs of text use the Body style, and the built-in style called Normal is never used. If you paste unformatted text from other applications, it might appear in the Normal style. To alert you that you need to apply the appropriate style, text in the Normal style will appear like this:

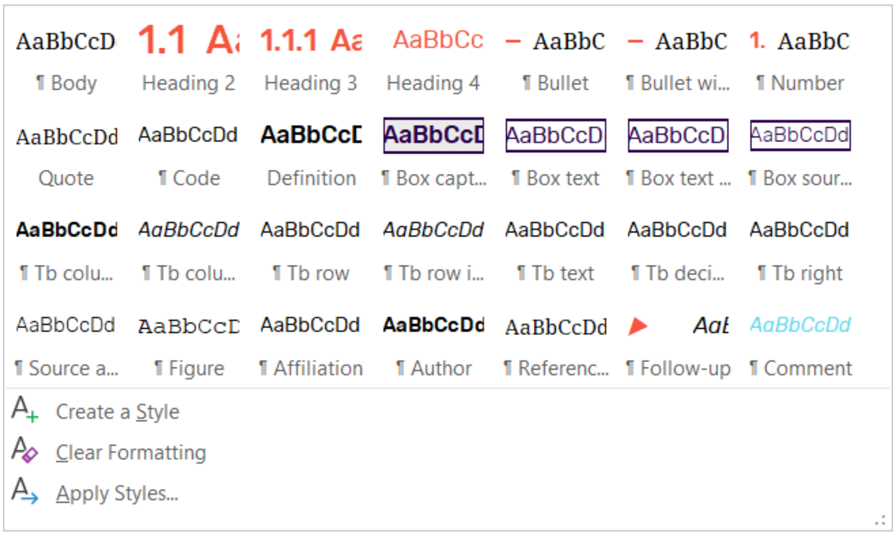
```
Text in the Normal style pasted from another application.
```

Select this text, or simply place the cursor within the paragraph, and select the style you want from the Style Gallery or from the dropdown display you added to the Quick Access Toolbar.

Don't use Enter for spacing. Since all the styles include correct spacing above and below each paragraph, you should not use Enter (blank lines) to add space. If spacing is missing where you would expect it, the paragraphs might not have the correct style applied.

Overview of styles

Figure 5, which runs across three pages, illustrates which styles are used for different parts of the text. These are all the styles you are likely to need for background papers and handbook chapters. All the styles presented in the figure are included in the *Style Gallery* on the *Home* tab of the ribbon:



Since *Body* is a style that you will often apply, the templates include the shortcut *Alt+b* for applying this style. After completing a bullet list, for instance, press *Alt+b* to continue with a regular paragraph of body text.

Automatic numbering of tables, figures and boxes

All tables, figures and boxes are automatically numbered, using the built-in function in Word. This feature has two important benefits:

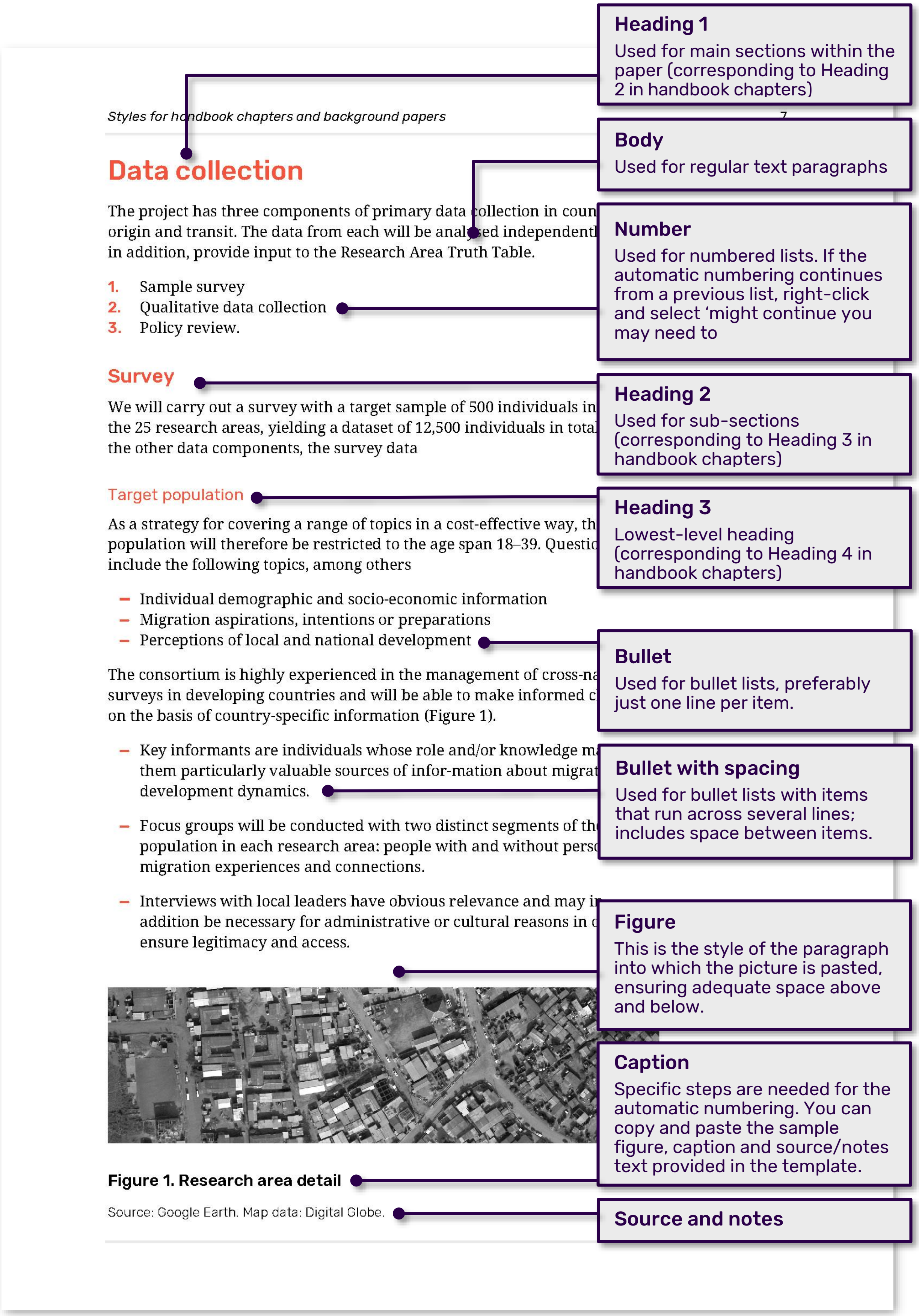
- The numbering remains correct even if items are added, moved, or deleted.
- Lists of tables, figures and boxes can be created together with the table of contents.

To insert a table, figure or box, start by copying and pasting from the examples provided within each template. In this way the correct label and automatic number are already in place. Moreover, you then have a starting point with the correct styles already applied. When you copy and paste the sample table, figure or box, their number will initially be the same as in the sample, but they will be correct as soon as they are updated.

To update the numbering of tables, figures and boxes, select the number (or the entire caption) and press F9. You can also select the entire document (Ctrl+A) and press F9 to update the table of contents as well as all the automatic numbers and cross-references in the document.

Small illustrations that don't need to be considered figures or tables can be placed within the text without a label or number. (The dialogue box above is an example of this.)

Figure 5. Overview of styles



The text and tables in the figure are for illustration only.

Figure 5. Overview of styles (continued)

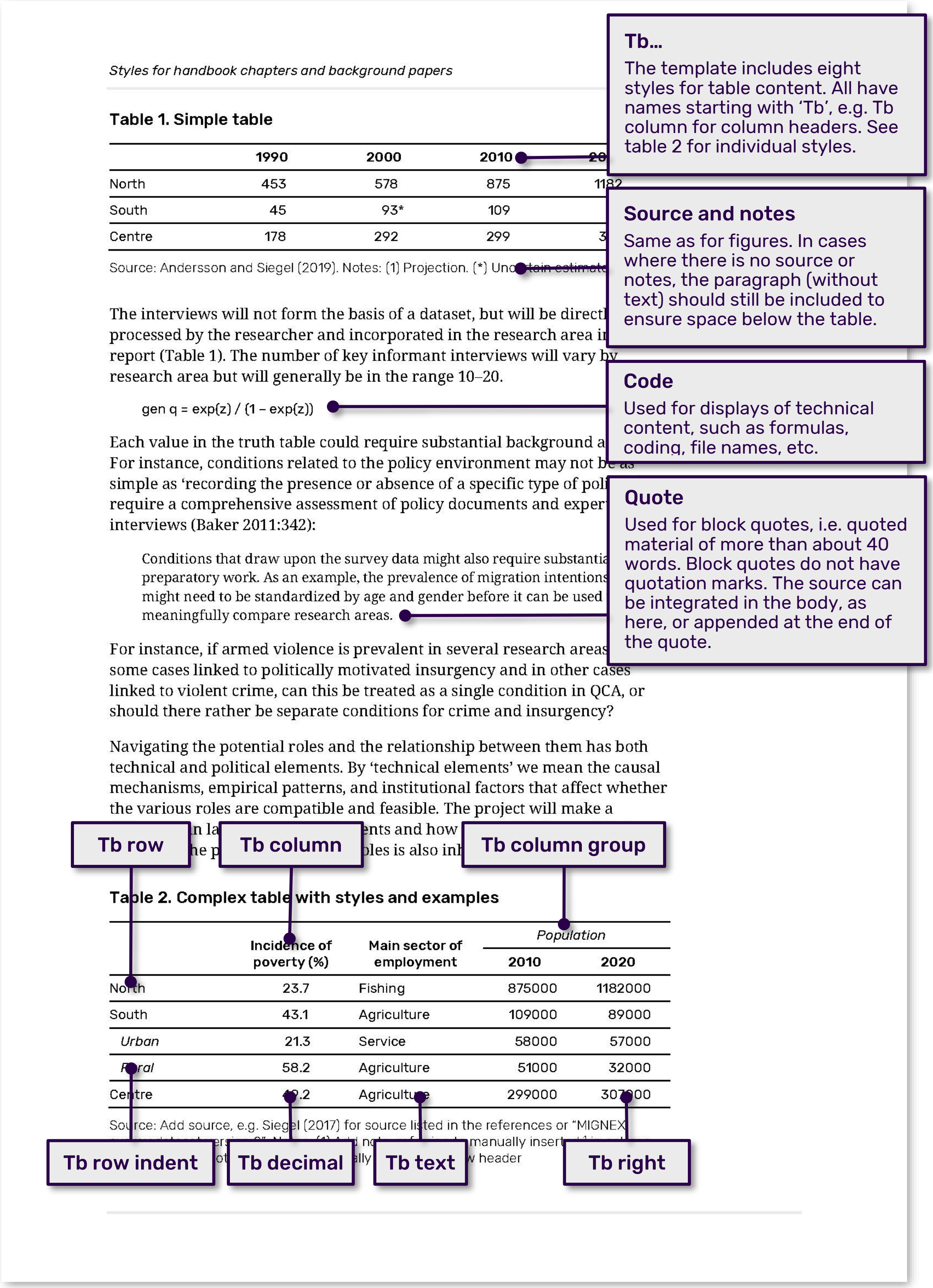

Styles for handbook chapters and background papers

Table 1. Simple table

	1990	2000	2010
North	453	578	875
South	45	93*	109
Centre	178	292	299

Source: Andersson and Siegel (2019). Notes: (1) Projection. (*) Unc

The interviews will not form the basis of a dataset, but will be direct
processed by the researcher and incorporated in the research area i
report (Table 1). The number of key informant interviews will vary by
research area but will generally be in the range 10–20.

```
gen q = exp(z) / (1 – exp(z))
```

Each value in the truth table could require substantial background a
For instance, conditions related to the policy environment may not b
simple as 'recording the presence or absence of a specific type of pol
require a comprehensive assessment of policy documents and exper
interviews (Baker 2011:342):

> Conditions that draw upon the survey data might also require substanti
> preparatory work. As an example, the prevalence of migration intentions
> might need to be standardized by age and gender before it can be used
> meaningfully compare research areas.

For instance, if armed violence is prevalent in several research areas
some cases linked to politically motivated insurgency and in other cases
linked to violent crime, can this be treated as a single condition in QCA, or
should there rather be separate conditions for crime and insurgency?

Navigating the potential roles and the relationship between them has both
technical and political elements. By 'technical elements' we mean the causal
mechanisms, empirical patterns, and institutional factors that affect whether
the various roles are compatible and feasible. The project will make a

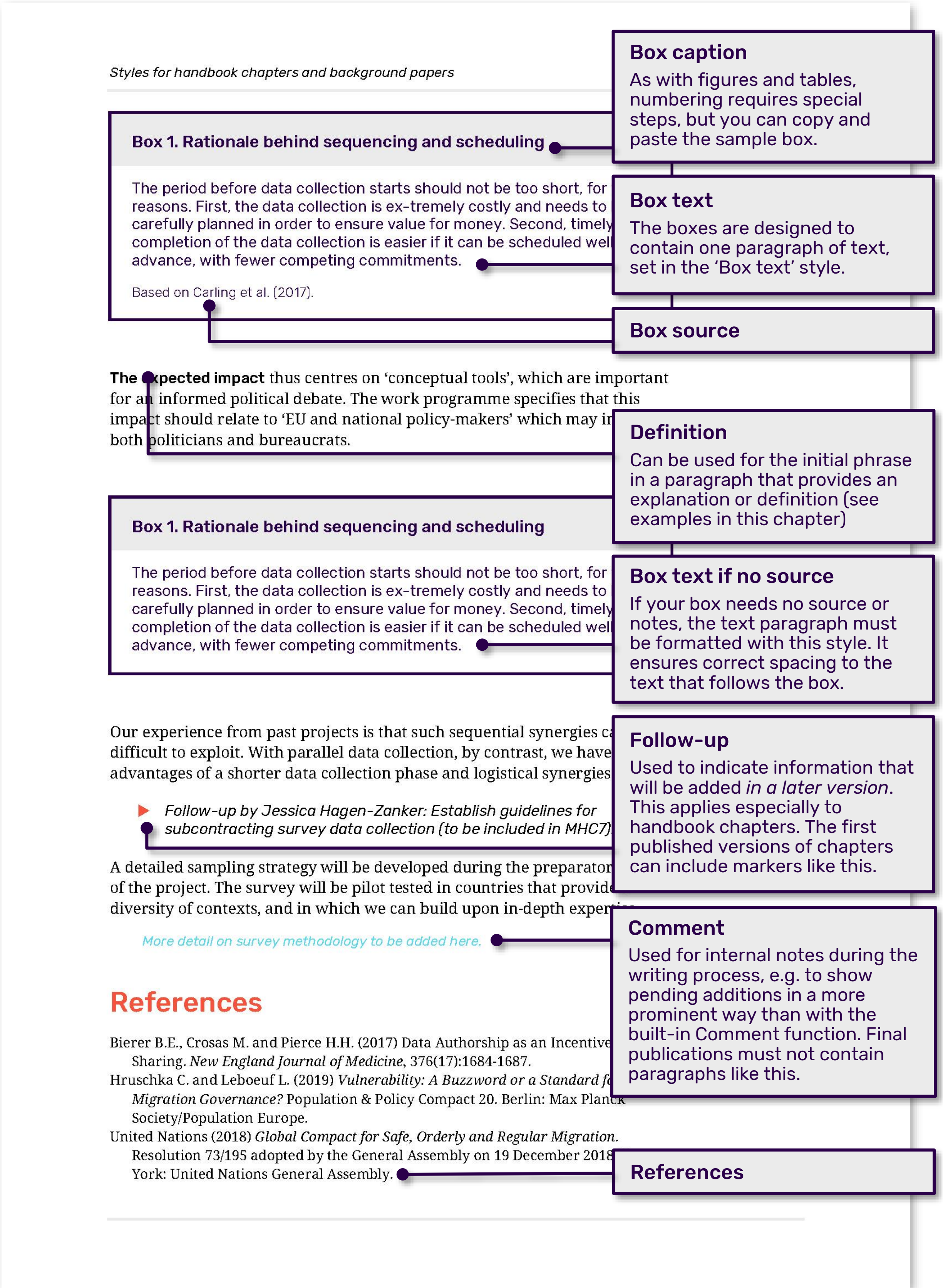
Table 2. Complex table with styles and examples

	Incidence of poverty (%)	Main sector of employment	*Population* 2010	2020
North	23.7	Fishing	875000	1182000
South	43.1	Agriculture	109000	89000
Urban	21.3	Service	58000	57000
Rural	58.2	Agriculture	51000	32000
Centre	.2	Agricult	299000	307 00

Source: Add source, e.g. Siegel (2017) for source listed in the references or "MIGNEX

The text and tables in the figure are for illustration only.

Figure 5. Overview of styles (continued)



The text and tables in the figure are for illustration only.

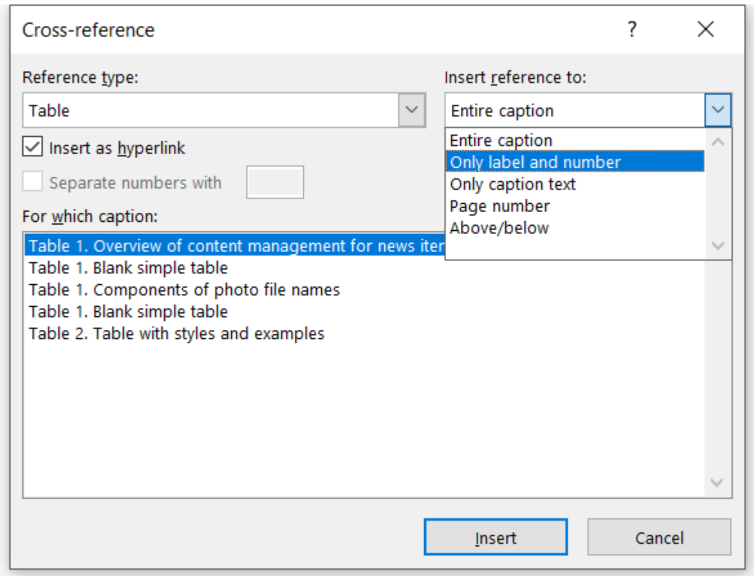
Referring to Tables, Figures and Boxes

Every table, figure and box must be referred to at least once in the text, either explicitly, as in 'Figure 2 shows …' or implicitly, as in '… a skewed distribution (Figure 2)'.

When figures, tables and boxes are automatically numbered, as described above, you can insert cross-references that are automatically updated. If what was originally Table 2, becomes Table 4 because new tables are added, the references to it will also change from 'Table 2' to 'Table 4'. If you refer to a table that you later delete, the reference to it will display an error message.

To refer to a table, figure or box in your document, follow these steps:

1. Click *Cross-reference* on the References tab of the Ribbon.
2. Under 'Reference type', select what you want to refer to (i.e. Table, Figure or Box)
3. Under 'Insert reference to' select 'Only label and number'
4. Under 'For which numbered item' select the table you want to refer to.



Avoid referring to tables, figures and boxes as 'above' or 'below' since it should be possible to move them to accommodate page breaks (e.g. shifting a figure from above to below the paragraph in which it is referred to).

Referring to other sections of the text

You can refer to other sections of the document in the same way as you refer to tables, figures and boxes, described above. Under *Reference type* in the dialogue box, select *Heading*. Then find the heading you want to refer to. Under *Insert reference to:* you can select *Heading number* if it is a handbook chapter. In background papers you must select *Heading text*.

Making coded fields visible

The references to tables, figures, and boxes are fields that display text based on underlying code. The same is true for the table of contents, page numbers, and other parts of the document. If any of these fields are overwritten with regular text, the code is lost, and the content potentially messed up.

The default setting in Word makes these coded fields look just like regular text. However, you can change the settings to show a light grey shading:

1. Go to *File, Options, Advanced*
2. Scroll down to *Show document content*
3. Under *Field shading*, select *Always*
4. Click *OK*

You will now see shading (like this) where there is text that is generated by underlying code. For instance, the title on the title page (above the key takeaways) is shaded because it automatically retrieves the title from the cover.

If you use EndNote for reference management, all the citations will be shaded because they, too, are fields based on code. In this way you can quickly see if there are citations that are entered manually and not from your EndNote library. (See 5.16.2 about referencing and EndNote.)

Tables

You can copy and paste one of the sample tables from the template, add or delete rows or columns as needed, and enter the content. If you copy and paste an existing table from another document or application (e.g. Excel), the easiest way to avoid formatting problems is this:

1. In Word, right-click and select *Keep Text Only* under *Paste Options*
2. Select the lines of text that were pasted
3. On the *Insert* tab, click *Table, Convert Text to Table…* and *OK*
4. Apply styles to the table from the *Style Gallery*
   - *Tb row* for the row labels (leftmost column)
   - *Tb column* for the column labels (top row)
   - *Tb decimal, Tb right* or *Tb text* to the remaining cells, depending on the content
5. Under *Table Tools, Design, Borders*, remove all vertical borders

Figures

Figures produced as charts in Excel should be created in the MIGNEX Excel template, which contains MIGNEX fonts and colours. Figures in handbook chapters and background papers will not be fully streamlined. However, you can achieve a reasonably consistent and professional appearance by following these steps:

1. Create the chart and verify that it shows the correct series and categories
2. Select it, and, under the *Format* tab, set the correct width:
   - For background papers: 13 cm
   - For handbook chapters: 16 cm
3. With the chart still selected, set the font size to 9 (verify that the font is Rubik)
4. Delete the chart title (since the title will be displayed separately in the document)
5. Under *Chart Tools, Format* set the *Shape Outline* to *No Outline*
6. Make other adjustments to the chart if you wish
7. Copy the chart and go to Word
8. Ensure that the paragraph that you will paste the chart into has the style Figure
9. Under *Paste Options* (below the *Paste* button), paste as *Picture*

Conceptual diagrams can be created from scratch in Word.

1. Select *Figure* as the paragraph style where you want to insert the diagram
2. On the *Insert* tab, select *Shapes*, then *New Drawing Canvas*
3. Select it, and, under the *Format* tab, set the correct width:
   - For background papers: 13 cm
   - For handbook chapters: 16 cm
4. On the *View* tab, check the box *Gridlines* to help you create the diagram
5. On the *Insert* tab, under *Shapes*, insert text boxes and other shapes as needed

You can also insert *SmartArt* diagrams from the insert tab. If you do, then change the font to Rubik, set the text size to 9 and adjust the size of the diagram to give it a balanced look.

Photos should be added by following the instructions in section 5.15, Photography and image files. Please pay attention to the following

- Storing the image file in the MIGNEX-images folder with the correct file name
- Verifying or specifying the license
- Providing attribution and license information in the *Source and notes* paragraph

Boxes

Text boxes can be used for short asides that are relevant but not required to follow the argument of the main text. They must be referred to at least once. The formatting of the text box is integrated in the styles (Box caption, Box text and Box source) and prepared for boxes that contain one paragraph of text, so for instance 100–150 words.[4]

Finalizing the document

The procedures for review, approval and preparation for publication are described in the production schedule for each publication as well as in Table 3 and Table 4. With respect to the manuscript itself, note the following:

- Delete the tables of figures/tables/boxes if there are none to display.
- Look through to ensure that there are no error messages in the document.
- If you have used EndNote, apply the *References* style to the reference list.
- Disregard the *blue* highlighted text on page 2; it will be updated in the production process.
- Update the *yellow* highlighted text on page 2 *after* the review.

5.7.4 Quality-assuring Word file formatting and formalities

Authors should go through the following checklist before submitting the manuscript for review. Before checking the document, select all content (Ctrl+A) and press F9 to update. Choose 'update entire table' when asked.

[4] If you need to break the text up as several paragraphs, you need to use a workaround: instead of hitting *Enter* once as you normally would to create a new paragraph, press *Shift* while you hit *Enter* twice.

Authors' checklist

- Spelling and grammar errors identified by Word have been corrected.
- The table of contents and tables of figures/tables/boxes contain no obvious errors.
- The headings follow a logical hierarchy.[5]
- Only the first word of the title and headings is capitalised.
- There are no cross-reference errors.[6]
- Photos have correct attribution and licensing information (See 5.15.7).
- Tables, figures are numbered with the automatic numbering function.
- All cross-references to tables, figures, boxes and are sections are automatic.
- Tables and data-based figures have adequate captions, source information and notes.
- The list of references is complete and correctly formatted (See 5.16.2).
- Captions are placed *above* tables and *below* figures.
- Long quotations, if any, are set as block quotes and do not have quotation marks.

Layout improvements and corrections

The following improvements can be carried out by authors or left to the communications staff to address. Before proceeding, ensure that formatting masks (e.g. ¶ for paragraphs) are shown.

1. Check that there are no obvious anomalies in typeface, text size, spacing, alignment, etc. that indicate problems with the use of styles.
2. Check that there are no unwarranted page breaks or blank lines (except an empty paragraph for sources/notes for tables/figures that do not have any sources or notes).
3. Look for major problems with page breaks that leave unreasonable amounts of white space at the bottom of a page before a table, figure, or heading.

- Move the table/figure down one or two paragraphs, so that text fills the preceding page.
- If the table/figure *almost* fits of the preceding page, make adjustments to create more space.[7]

5.8 MIGNEX Insights, News and Newsletter

This section addresses three closely related forms of output:

MIGNEX Insights is a MIGNEX publication series with blog-length pieces. Unlike our foreground and background publications, each MIGNEX Insights piece is produced as a web-only publication, not as a printable PDF.

News items are short updates and announcements that appear in the News section of the MIGNEX website.

The MIGNEX Newsletter is a quarterly e-mail newsletter that includes a round-up of news items from the website and announcements of MIGNEX publications.

Table 6 shows how content is managed across the website and newsletter.

[5] For instance, there is no Heading 4 immediately after Heading 2.
[6] These would be indicated with the bold text 'Error! Reference source not found'.
[7] Adjustments can be made on the same page or on preceding pages where there is potential for saving space. The preferred option is to slightly condense character spacing for part of paragraphs with only one or two words on the last line.

Table 6. Overview of content management for the website and Newsletter

		MIGNEX website		*MIGNEX Newsletter*[1]
Type of new content	**Procedure and frequency**	**Type and appearance**	**Required elements**	**Required elements**
News item: Short-form dissemination or updates from MIGNEX, including time-sensitive announcements.	Initiated and written by team On a rolling basis. See section 5.8.2.	**Internal news item** • News listing • News page	• Title • Authors • Photo • Standfirst • Body	• Title • Link to page *If featured, also:* • Photo (optional) • Standfirst *Included if still relevant when Newsletter is published*
Other external publication or resource of interest to MIGNEX	Initiated primarily by team members On a rolling basis. See section 5.8.2..	**External news item** • News listing	• Title • Photo • Link	• Title • Link
MIGNEX Insights piece	Initiated primarily by team members On a rolling basis; at least one for each quarterly newsletter. See section 5.8.1..	**MIGNEX publication** (*MIGNEX Insights*) • Publications listing • Publication page	• Title • Authors • Photo • Standfirst • Body	• Title • Publication type • Authors *If featured, also:* • Standfirst • Photo (optional)
Publication in one of the five MIGNEX series	According to the Description of Action. See sections 5.6 and 5.7.	**MIGNEX publication** (*MIGNEX Case Study Brief, Policy Brief, Report, Background Paper or Handbook Chapter*) • Publications listing • Publication page	• Title • Cover image • Standfirst • 3 key takeaways • PDF	• Title • Publication type • Authors • Link to page *If featured, also:* • Standfirst • Photo (optional)
Journal article based on MIGNEX research	Initiated by the authors. No fixed schedule. See section 5.9.1.	**MIGNEX publication** (*External publication*) • Publications listing • Publication page	• Title • Cover image • Standfirst • 3 key takeaways • Abstract • Link to external publication	• Title • Journal name • Authors • Link to external publication *If featured, also:* • Standfirst • Photo (optional)
External blog post or opinion piece by team member, linked to MIGNEX research	Initiated by the authors. No fixed schedule. See section 5.9.2.	**MIGNEX publication** (*External publication*) • Publications listing • Publications page	• Title • Photo • Link to external publication	• Title • Publication name • Authors • Link to external publication *If featured, also:* • Standfirst • Photo (optional)

Note: (1) See section 5.8.4 for details on the MIGNEX Newsletter.

5.8.1 MIGNEX Insights

MIGNEX insights piece or external blog post?

MIGNEX Insights pieces and external blog posts or opinion pieces are similar in length and could be similar in content. Table 7 provides help in choosing what is the best format when. The ODI Communications Officer can also help you make a decision. Guidance on external blog posts and opinion pieces are included in section 5.9.2.

Table 7. Deciding between MIGNEX Insights and external publications

Possible characteristics of the piece	MIGNEX Insights piece	External blog post or opinion piece	Comments
It will appeal to a broad audience of people who are interested in migration	●	●	
It will appeal primarily to people with a specific interest in MIGNEX	●		
It is highly topical in a way that could make it seem outdated in a year or two		●	MIGNEX Insights should match our other publications in terms of longevity
It has potential to remain a useful resource for years to come	●	○	Some external sites are more geared towards long-term use than others
It has particularly large potential for being shared widely in social media	○	●	We want Insights to be shared, but pieces with huge potential will have larger impact elsewhere.

Criteria for MIGNEX Insights

MIGNEX Insights pieces offer a new angle or take on a MIGNEX-related topic. They can relate directly to MIGNEX activities or research, or to external developments and are a useful tool for raising questions and stimulating debate on a specific theme. If there is a clear news hook or angle refer to section 5.9.2 for guidance on publishing pieces externally.

MIGNEX Insights pieces should be short, between 600 and 800 words in length, so be succinct. They are written my one or more MIGNEX team members and may have external co-authors.

Initial steps

What is your MIGNEX Insights piece about? Before you start writing, have a clear idea of the subject matter of your piece and why you are writing it. Draft a plan of the key points you want to make in the Insights piece, and how you plan to end it. This will clarify your thinking, provide a structure to your piece and stop you from deviating from the main point(s). Remember to keep it simple and don't try to cram in too much – two to three main points is ideal.

- *A template for MIGNEX Insights pieces will be developed by Amy Leach*

Writing effective headlines – signpost, don't summarise

The title acts as a *signpost* for the audience; its function is to simply and briefly convey the overarching *topic and purpose of the content.*

A catchy title will encourage people to read your insights piece and share it with others. Titles can be more informal, conversational and provocative than report titles. Formats that work well include these:

- Numbered lists
- Explainers
- Myth busting
- How-tos
- Clear, strong statements

Top tips for MIGNEX Insights

- *Make your key argument clear* in the first paragraph – give your reader a reason to continue reading!
- *Write in the first person.* Refer to your work, your research, your job, your experiences where relevant - readers want to know where you're coming from; not read something in a detached and corporate style
- *Write in short, concise sentences*, use short paragraphs and break up the text with subheadings where possible.
- *Write in the active voice,* doing so creates immediacy and has greater impact
- *Use subheadings* – these help busy readers scan your blog and follow the structure of your argument.
- *Avoid jargon* and spell out any acronyms the first time you use them.
- Include MIGNEX *facts and external statistics*, to support analysis where relevant – these are great for sharing on social media.
- *Ask questions and provoke debate* – invite readers to respond to your Insights piece and continue the discussion.
- *Link to further information* – tell readers where they can get more background info or follow the latest developments on the issue, including other MIGNEX outputs, if possible.
- *Be visual - include photos, infographics and videos* if possible. Graphs are great for sharing on social media. Remember that you can embed content (tweets, videos etc)

5.8.2 MIGNEX news

The MIGNEX website has a section dedicated to internal news and updates. If you have an update or idea for a news item, please get in touch with the ODI Communications Officer. Depending on the type of news item and your relationship to it, the text could either be drafted by you or written from scratch by the Communications Officer

What are good news items?

MIGNEX news items should focus on time-sensitive content that is directly related to MIGNEX research, our engagement activities, influence, findings and consortium members. For example, if you have been successful in contributing to a policy process or have an interesting experience from the field, it could make a good news item. News items can include selected updates about activities that are not formally part of MIGNEX, but directly relevant to MIGNEX themes and of interest to our audiences

Both the *selection* of news items and the *framing* should reflect a reader perspective. Box 1 illustrates how the same item can be framed in different ways with a huge impact on appeal to our audiences.

Top tips for news items

- *Timely:* ideas for a news item should be shared with the ODI Communications Officer no later than two weeks after an event or publication date (and wherever possible, let us know in advance).
- *Use who, what, where, when* as a guide in noting down key information for the news piece (it is fine for this to be in bullet point form).
- *Visual:* All news items should include an image – be sure to caption and attribute any images correctly. All photos published on the MIGNEX site must be captioned in full, with details of the image taken and the photographer, and copyright information. Photos without a clear indication of copyright cannot be published.
- *Succinct:* MIGNEX news items should be short – a body of 100–500 words, depending on the content, and a standfirst of 25-40 words

Box 1. How (not) to frame a project news item

Here are two ways of presenting the same information, with the second being more interesting and readable.

(1) MIGNEX researcher makes successful presentation at important policy conference

MIGNEX team member Jessica Hagen-Zanker, Senior Research Fellow at the Overseas Development Institute, delivered a successful keynote presentation at the International Organization for Migration's conference on migration and social protection, organised in Geneva on 12–13 March. Her presentation focused on totalisation, limited exportability, partial portability and transfer costs as obstacles to portability of social protection for migrant beneficiaries. …

(2) Making the case for cross-border pensions

Migrants often end up leaving pension rights and other social security benefits behind when they move to another country. This is not only unfair, but also harmful for development processes, according to MIGNEX researcher Jessica Hagen-Zanker. She made the argument as a keynote speaker an international conference on migration and social protection. …

How to make news items more like the second than the first example:

- Think about what readers will want to read, not just what you want to tell.
- Use simple language (e.g. 'pensions') in the heading and add nuance later.
- Don't start the text by repeating the content of the heading.
- Cut back on non-essential titles, institutions and formalities by using hyperlinks.
- Introduce the substance matter in a way that is accessible to our audiences.

5.8.3 MIGNEX external news

Selected external news coverage will be featured on the website, including media mentions and other news items that are highly relevant to the MIGNEX community. The ODI Communications Officer tracks media mentions. Team members should also share any coverage of the project in external publications, blogs etc (all that is needed is an external link and author, as the original title will be retained) as well as other external news items deemed relevant.

5.8.4 MIGNEX Newsletter

The MIGNEX newsletter is curated and produced by the ODI Communications Officer once a quarter. It will be uploaded to a 'Newsletter Archive' on the website and sent out to the mailing list of those who have signed up through the website form.

Newsletter content

The main body of content blocks is followed by a list of all MIGNEX publications since the last issue of the MIGNEX Newsletter alongside MIGNEX news items.

The footer includes a disclaimer on the involvement of the European Commission as per the requirements of the funder. In addition, each newsletter will contain the following sections:

Featured content: Two or three pieces of featured MIGNEX outputs – this could be a publication, event or media coverage. A piece of featured content comprises a content block with the following elements:

- Label (e.g. 'MIGNEX Publication')
- Title
- Text (25-40 words; identical to website standfirst when possible)
- Link
- Image (same aspect ratio as on the website (1:1.58), with a resolution of 600x380)

What we're reading: A couple of new or important pieces of relevant research, analysis or news. The ODI Communications Officer will contact an allocated team member prior to each issue. Alongside this, contributions from team members are encouraged at any time. This section includes:

- An academic article or publication (this must be open access)
- An article, blog or book

Each piece should include the following; title (hyperlinked), author and publication, one or two sentences on the piece and the name of the person recommending (hyperlinked to their profile). Here are a couple of examples:

> The refugee and the thief | Peter Hessler, *The New Yorker*.
> A captivating account contrasting Peter Hessler's own departure from Egypt - easy despite a last-minute theft – to the planning and struggles involved in the attempts of a gay Egyptian friend to leave. – *Jessica Hagen-Zanker*

> Managing or restricting movement? Diverging approaches of African and European migration governance | Franzisca Zanker, *Comparative Migration Studies*
> A decade's worth of policy documents on migration shows divergence between a management-orientated discourse and the restriction-orientated practice, and remarkably similar rhetoric from African and European institutions – *Jørgen Carling*

Meet the MIGNEX team: A section where we profile different members of the consortium on a rolling basis, one in each issue.

Pieces should be no more than 60 words in length. The ODI Communications Officer contacts team members in advance and asks them to write a short presentation. This should differ from your profile page and could, for instance, include a reflection on what you enjoy about your work and what excites you about MIGNEX as a project. An example is included below:

> Jørgen Carling | Research Professor | Peace Research Institute Oslo
>
> Leading MIGNEX involves using my experience to the full – from the managerial to the scientific and creative – as well as learning many new things. I enjoy making connections between fields of expertise and across methodologies, as we do in MIGNEX: I am also excited about connecting Cape Verde with nine other African and Asian countries in the same project.

Newsletter subscribers

You can sign-up to the newsletter via the MIGNEX website. We use Dotmailer to design and develop the newsletter, send out each edition and manage our subscriber list. Dotmailer is a GDPR compliant platform and we strictly adhere to GDPR principles when collecting and storing subscriber data.

Workflow

The newsletter is coordinated and drafted by the ODI Communications Officer, with a schedule for team members to feature in 'Meet the MIGNEX team' and contribute to 'What we're reading'.

An interesting newsletter that MIGNEX end-users want to read depends on relevant and strong content and contributions from team members are welcome! Read something interesting or want to share your take on a relevant issue or piece of research? Get in touch with reading recommendations and ideas for the next MIGNEX Insights at: mignex@odi.org.uk.

5.9 External publications

External publications play a crucial role for reaching broader audiences than we possibly can via the MIGNEX website and networks. Moreover, the specific context of external publication can add value to our dissemination, for instance through independent peer review. We have panned for two types of external publications: articles in peer-reviewed journals and opinion pieces or blog posts on external platforms.

5.9.1 Journal articles

Publishing MIGNEX results in highly regarded journals is important for anchoring the quality of our research in academic community and for maximizing the project's impact. Journal articles are a central element in our quality assurance strategy (see MHC1).

MIGNEX Background Papers can be developed into journal articles. This is the primary strategy for publishing journal articles without additional resources. The DoA indicates that we will submit 15 articles to peer-reviewed journal on the basis of background papers.

Open Access (OA) requirements

The Grant Agreement (Article 29.2) specifies that each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to MIGNEX results. The Horizon 2020 funding guide provides more detailed information.[8]

Specifically, we are required to deposit publication files in a repository, and these files must at some stage become openly accessible. The key questions are (1) *when* files are first deposited, (2) *what format* these files have, and (3) *when* they are made openly accessible. In each case, the EC has stated a preference as well as an acceptable minimum requirement, as laid out in Table 8. MIGNEX is not subject to the more restrictive prohibitions introduced under Plan S.

The OA requirements can be met in three ways, by targeting the following types of journals:

1. Gold open access journals (e.g. *Comparative Migration Studies* or *Demographic Research*)
2. Subscription journals that have self-archiving policies compatible with Table 8.
3. Hybrid journals that provide open-access publication against a fee.

Our budget includes Open Access processing charges for 12 articles. This can only be allocated to articles that are published before the end of the project period. The remaining three journal articles must be published in one of the types of journals listed above.

Table 8. Open access requirements

	Preferred	Acceptable
Timing of the initial deposit in a repository (under embargo)	As soon as possible	On publication
Format of the deposited file	The published version	The final peer-reviewed manuscript accepted for publication
Timing of open access via the repository	On publication	Within twelve months of publication

Note: The format and content of the information posted in the repository is subject to additional requirements.

Internal coordination

By coordinating information about journal articles in progress we avoid inadvertent conflicts (e.g. simultaneous submission of several MIGNEX articles to the same journal) and ensure that we can manage our budget for open-access fees.

The lead author of a planned journal article is responsible for

1. As early as possible, the lead author informs the Project Manager about plans to develop a journal article, with the following provisional details

- List of authors
- Relationship with MIGNEX research (e.g. overlap with background paper)
- Target journal(s)
- Strategy for meeting open access requirements (including funding needs)
- Planned submission date

[8] See http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm

2. The Project Manager updates the overview of planned journal articles in the MIGNEX information folder and keeps the Steering Committee informed about journal articles in preparation.
3. The lead author updates the Project Manager about significant changes in the information that has been provided, including *submission* to a journal and *acceptance* of an article.

The Project Manager and Project Leader seek to identify any potential conflicts of interest relating to journal articles and brings the issue to the Steering Committee if necessary.

5.9.2 Opinion pieces and blog posts

MIGNEX team members are encouraged to write short pieces for external platforms, including multi-author blogs and the opinion section of news organisations. We aim to produce at least ten such pieces by M58 (cf Table 2).

Possible target platforms, other than conventional news media, include the following:

- The Conversation
- From Poverty to Power
- The New Humanitarian
- LSE Impact Blog
- OECD Development Matters
- The World Bank blog
- World Economic Forum Agenda

For blog ideas, please look at platforms such as the ODI blog, From Poverty To Power, and the World Bank blog. Blogs that do well include those with one central idea, listicles ('Five things to know…') and myth-busters ('Why X is wrong')

The ODI Communications Officer can help you craft your piece, assist with editing and proofreading, and contact external blog platforms. Most platforms will not accept pieces over roughly 1,000 words in length. They need to be to-the-point and targeted in terms of their audience and main idea.

See section 5.8.1 for help on deciding between a MIGNEX Insights piece or an external piece, as well as for writing tips that apply to both.

5.10 MIGNEX website

MIGNEX is proud to be a digital-first project, and our website lies at the heart of this approach. The website is clear, functional and boldly branded and acts as the home for all our communications outputs, from publications to news and blogs. With the MIGNEX website you can:

- Share a snappy overview of MIGNEX
- Check out your own profile and share the MIGNEX team with others
- Explore MIGNEX publications and
- Sign up to be alerted to forthcoming publications
- Read the latest MIGNEX news and 'Insights'
- Encourage others to get involved in the project through signing up to the MIGNEX newsletter and requesting to join the End-User Panel

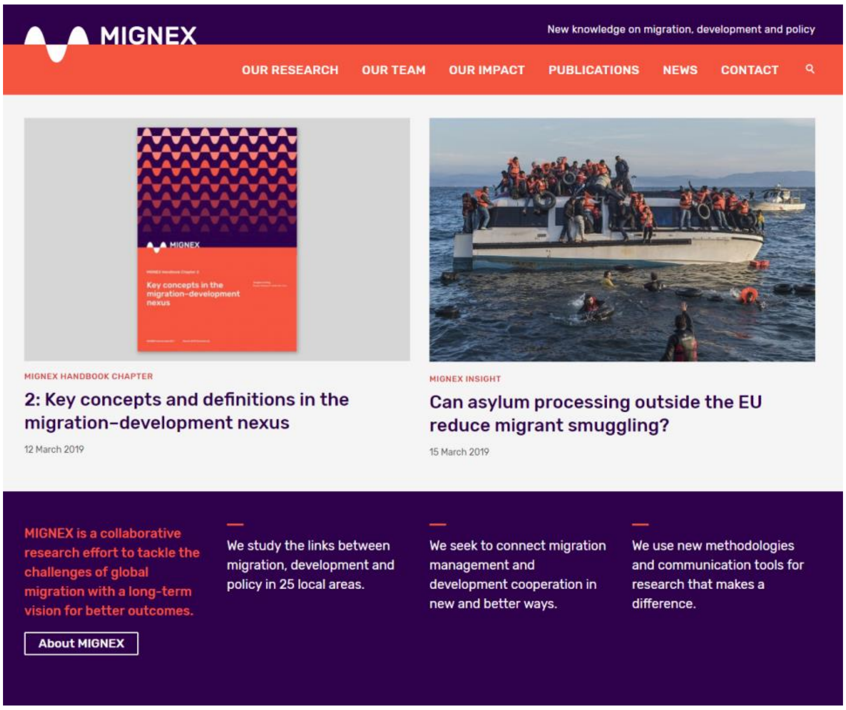


Figure 6. MIGNEX website homepage

A few elements of the MIGNEX website that we're particularly proud of are:

- **Accessibility**: with the website built to be accessible to low bandwidth users and working just as well on a mobile as it does on a desktop.
- **Publications:** alongside published publications, you can view forthcoming publications and sign up to receive an alert when they are published.
- **Integration of #MIGNEX:** with a Twitter feed on our homepage so you can see the latest news and updates from our partners across the globe.

5.10.1 Content Management System

Soapbox designed and built the website using Drupal 8, working closely with ODI and PRIO. Drupal is a user-friendly open-source content management system designed for modern browsers and mobile devices. A Drupal CMS handbook (available in the MIGNEX Information folder) offers a comprehensive guide to managing the back-end of the website

Only two people will have access to the back-end of the website: the Project Manager and the ODI Communications Officer. Both will be responsible for uploading and editing content with the following division of labour:

- ODI Communications Officer will have be responsible for ensuring the website remains secure, functional and up to date; uploading and editing content, managing updates and ongoing technical support provided by Soapbox.
- The Project Manager will be responsible for uploading publications to the website.

If you want to change or add something to the website (e.g. your bio, an external link, or a blog) get in touch with the ODI Communications Officer at mignex@odi.org.

5.10.2 Monitoring and evaluation

Website performance is monitored using Google Analytics and recorded in an Impact Log saved on SharePoint. Analytics are submitted as part of project reporting.

Analytics helps us to make communications decisions based on data and insights, driving a process of continual improvement to ensure we are targeting stakeholders in the most targeted and effective way possible. Website analytics enables us to track the following:

- Our audience: including where they're coming from (geography, demographics, platform)
- Uptake of MIGNEX communications outputs; through tracking the number of publications downloads and views for news items
- How users are interacting with the MIGNEX website and our research: which pages they are viewing, the length of time spent reading publications, number of sign-ups to the 'alert-me' function for forthcoming publications

Specifically, the following indicators will be monitored:

- Number of website users
- Top countries
- Top pages visited
- Average time spent on the website
- Bounce rate

5.11 Social media

Alongside our website, social media is a key way of building the profile of MIGNEX research and effectively engaging our audiences in debate and discussion. MIGNEX institutions and team members are encouraged to be active on social media and share updates, resources and publications from the project.

Our project hashtag is #MIGNEX. We have opted for the use of a unifying hashtag rather than dedicated project social media channels because:

- A unifying hashtag enables us to draw on the existing strength of our collective social media footprint, from existing institutional channels to individual accounts.
- It would be challenging to build a significant following on a dedicated project social media account within the lifespan of the project. Furthermore, a dedicated social media account would need to be closed down with the end of the project in 2023.

Alongside #MIGNEX, the following hashtags may be useful:

- #mig4dev
- #H2020 (Horizon 2020, the programme that funded MIGNEX)
- #HorizonEU (The programme that is replacing Horizon 2020)
- #migration
- #development.

5.11.1 Target social media channels

Our main social media channels are Twitter and LinkedIn, with both platforms home to an engaged community of migration and development practitioners and policymakers. Team members are also encouraged to share MIGNEX updates and publications across other channels, e.g. Facebook and Instagram.

The ODI Communications Officer will coordinate social media activity around key MIGNEX 'moments', whether this be the launch of a flagship publication, the release of background papers with important findings, or our annual consortium meeting, sharing suggested social media posts and visual assets. However, MIGNEX team members are encouraged to engage outside these key moments.

5.11.2 Social ambassadors

Whether you are a Twitter veteran or contemplating your very first tweet, all MIGNEX team members are encouraged to be MIGNEX ambassadors on social media. Here's a few ideas for spreading the word about #MIGNEX:

- Add #MIGNEX and a link to the MIGNEX website in your Twitter bios and LinkedIn summary.
- Include #MIGNEX when sharing relevant migration and development articles on Twitter and LinkedIn.
- Take a look at the MIGNEX website and newsletter for content ideas – both are a really useful resource for engaging content to share on social media.
- On social media, the more visual you can make the post, the better – with video content, infographics and photos seeing much higher levels of engagement.
- Check out our toolkit of visual assets in the information folder on Sharepoint, including gifs, that will be added to across the lifetime of the project.
- Cross-posting MIGNEX blogs and Insights as an article on your LinkedIn profile, linking back through to the original post on the MIGNEX website.

5.11.3 Institutional social channels

Institutional communications teams also play a vital role in amplifying the digital footprint of MIGNEX through sharing MIGNEX content with their established social media audiences.

The ODI Communications Officer holds bi-annual calls with institutional communications leads to coordinate digital activity, giving a round-up of key updates and ideas for future social media content.

Alongside this, institutional communications leads are encouraged to closely engage with researchers on MIGNEX research, sharing updates from fieldwork or reflections on the latest MIGNEX events and publications.

Wherever possible, tag other MIGNEX institutions to increase the reach of social media posts. MIGNEX partner social media handles are listed in Table 9.

Table 9. MIGNEX institutional Twitter handles and LinkedIn pages

Partner	Twitter handle	LinkedIn
Peace Research Institute Oslo	@PRIOUpdates	PRIO
Danube University Krems	@donau_uni	Donau-Universität Krems
University of Ghana	@cms_moop	University of Ghana
Koç University	@mirekoc @kocuniversity	Koç University
Lahore Uni of Management Sci.	@LifeAtLUMS	Lahore University of Management Sciences
Maastricht University	@UNUMERIT @MaastrichtU	Maastricht University
Overseas Development Institute	@ODIdev	Overseas Development Institute
University of Oxford	@COMPAS_oxford	Centre on Migration, Policy and Society (COMPAS)
Samuel Hall	@Samuel_Hall_	Samuel Hall

5.11.4 Visual assets for social media

Since social media content will be shared from a variety of accounts, using MIGNEX-branded images strengthens the MIGNEX identity of a post. Instead of just tweeting a key finding or question as text, for instance, it can be displayed as an image, either including text only or also including a photo:

This section describes how to produce such images (still or animated) and applies to communications staff and project leadership only.

Creating MIGNEX-branded images

1. Right-click a template in the *Branded-message-images* subfolder and select *New*.
2. In PowerPoint, enter the content you want to display.
3. Save the file to Branded-message-PPTs, naming it like this:

   Format: [YYYY-MM-DD]-[Subject].ppt
   Example: 2019-04-19-Website-promotion.ppt

4. Go to *File*, *Export*, *Change File Type* and select *PNG* under *Image File Types*.
5. Save the file to *Branded-message-images-for-sharing*, with the same name as the PPT
6. Upload the file to social media platforms and share with a deliberate schedule and plan

Creating MIGNEX-branded animated GIFs

1. Go to *File*, *Export*, *Create a Video.*
2. Select *HD (720p).*
3. Save the video to the *Supporting-files* subfolder of *Animated-GIFs,* naming it like this:

   Format: [YYYY-MM-DD]-[Subject].mp4
   Example: 2019-04-19-Website-promotion.mp4

4. Go to ezgif.com/video-to-gif, upload and covert the file.
5. Optimise the GIF and/or change the original PPT to get a file that is smaller than 3.0 MB.
6. Save the file to the Final GIFs subfolder of Animated GIFs, naming it like this:

   Format: [YYYY-MM-DD]-[Subject].gif
   Example: 2019-04-19-Website-promotion.gif

7. Upload the file to social media platforms and share with a deliberate schedule and plan

5.11.5 Sharing videos

Our deliverables include ‘2–5 research videos’ scheduled towards the end of the project. Apart from these, other videos can be a great way to communicate in the course of the project, both internally and externally. We do not (yet) have a standard format or production workflow for such videos.

5.11.6 Monitoring

Meltwater is used to track the uptake of #MIGNEX across social media. The ODI Communications Officer provides regular updates to partners and submits social media analytics as part of project reporting.

Specifically, the number of mentions of #MIGNEX across all social media platforms are tracked alongside the geographical footprint of the hashtag.

5.12 Other MIGNEX outputs

5.12.1 Videos

We will produce two to five short videos or animations (typically two minutes) that present carefully selected insights of potential interest to a broad non-specialist audience. The content of these will be selected by the Project Leader, WP10 leader and the ODI Communications Officer. The videos could be in different formats (live videos, animations, talking heads) and used to speak to a variety of audiences.

These externally oriented videos are in addition to the MIGNEX Collaboration Videos we use for team communication and training (see section 5.7.1).

5.12.2 PowerPoint presentations

Please use the following files to create MIGNEX-related presentations. They are available in the MIGNEX information folder under *Templates and branding*:

- MIGNEX-PowerPoint-template: empty template for your presentation
- MIGNEX-PowerPoint-guide: guidelines and explanations
- MIGNEX-Sample-Slides: re-usable slides with project information

If you would like assistance with your slides (in terms of content and/or design) please contact the ODI Communications Officer.

5.12.3 Events

Events are important for disseminating MIGNEX results and engaging with stakeholders.

MIGNEX events

As a consortium, we will organise two major events in the final year of the project:

- Policy conference in Brussels (Organised by ODI)
- Scientific conference in Oslo (organised by PRIO)

In addition, we will organise smaller workshops, seminars and round-tables. They will target primarily policy-makers in Europe and the countries in which we collect data.

External events

All consortium members have a small budget for dissemination-related activities, which could be used to attend host small events or participate in external events. These budgets should be used to amplify the impact of MIGNEX work, for example to contribute to sessions at or around large high-profile policy or academic events , such as:

- United Nations General Assembly (UNGA) migration summits
- Intergovernmental Consultations on Migration, Asylum and Refugees (IGC) meetings
- European Migration Network (EMN) conferences
- Global Forum on Migration and Development (GFMD)
- Annual Conference of International Migration, Integration and Social Cohesion (IMISCOE)
- Seminar Series of the International Organization for Migration (IOM)

Top tips for effectively engaging with social media at events

Make the most of conferences and other events by using social media in these ways:

- Engaging early – start sharing thoughts in the weeks leading up to attending a conference using #MIGNEX.
- Tapping into the right conversations – identify relevant hashtags to use, people or organisations to follow, tagging organisations wherever possible.
- Keeping your institutional communications team in the loop – sending photos and key takeaways to share.
- Following up afterwards – connect on LinkedIn with any contacts you met and direct message them on Twitter, sharing any relevant MIGNEX publications.

Sharing MIGNEX publications at events

As a digital-first project, we print publications as required. If you are attending an event or conference and require printed copies of a MIGNEX publication get in touch with the ODI Communications Officer who can further advise.

5.13 Publication procedures

All publications follow a specific production process and timeline, depending on the publication type (See Table 3, Table 4 and the production schedule for each publication). This section provides a description of each step.

5.13.1 Drafting

All output should be drafted in the designated template, from the very first draft. Doing so ensures that the content fits the format and structure of the publication type. It is also essential for the subsequent workflow towards a final publication and reduces workload of all involved in the production process.

Authors are encouraged to consult with other team members about document structure, framing and alternative approaches at the drafting stage. In these exchanges, you are welcome to speak to those who are later asked to review, approve or sign off on the document. Such consultations are not part of the formal quality assurance process but can improve the product and reduce unnecessary work at later stages.

Before submitting the document for peer review, the author should ensure that the text is complete, free of errors (including spelling and grammar), and generally prepared in a production-ready form (as when submitting a manuscript to a peer-reviewed journal).

5.13.2 Authorship guidelines

Assigning authorship correctly is important for giving individuals credit and responsibility for their work. The resulting accountability is a central element of our quality assurance strategy (see MHC1).

Our authorship guidelines are established as part of the Consortium Agreement. They are based on the authorship guidelines of the British Sociological Association (BSA Equality of the Sexes committee, 2001).

Which deliverables do the guidelines refer to?

With reference to the Description of Action, “Publications” refer to Background Papers, Journal Articles, Case Study Briefs, Policy Briefs, Project Reports, Handbook chapters, Blog Posts and Opinion Pieces. The principles contained herein extend to other texts that qualify as project results and have at least one named author, including news items.

Who is an author?

Authorship should be discussed between (potential) contributors at an early stage of planning a publication and be renegotiated as necessary. The division of labour should reflect considerations of authorship in the final publication(s). Early drafts of publications should include authorship to clarify expectations and prevent later disputes.

Authorship should be reserved for those, and only those, who have made significant intellectual contribution to the research. Participation solely in the acquisition of funding or general supervision of the research group is not sufficient for authorship. Honorary authorship is not acceptable.

1. Everyone who is listed as an author should have made a substantial direct academic contribution (i.e. intellectual responsibility and substantive work) to at least two of the four main components of a typical scientific project or paper:

   - Conception or design.
   - Data collection and processing.
   - Analysis and interpretation of the data.
   - Writing substantial sections of the paper.

2. Everyone who is listed as an author should have critically reviewed successive drafts of the paper and should approve the final version.
3. Everyone who is listed as author should be able to defend the paper as a whole (although not necessarily all the technical details).

How should authors be ordered?

If one person has made the major contribution to the publication and/or taken the lead in writing, that person is entitled to be the first author. All other authors should subsequently be listed in alphabetical order.

If there is no single author who has made a disproportionately large contribution to the publication, all authors should be listed in alphabetical order.

The authors of a publication can collectively agree on a different ordering of names, for instance to reflect conventions in specific disciplines or journals.

The *deliverable leader*, as identified in the project management files has the overall responsibility vis-à-vis the work package leader and coordinator for the timely completion of the deliverable. However, deliverable leaders should only be designated as lead authors if it is in accordance with these authorship guidelines.

How should other contributors be acknowledged?

All those who make a substantial contribution to a publication without fulfilling the criteria for authorship should be acknowledged if possible, usually in an acknowledgement section specifying their contributions. These might include interviewers, survey managers, data processors, computing staff, clerical staff, statistical advisers, colleagues who have reviewed the publication.

Short publications (e.g. Case Study Briefs, Policy Briefs, Blog Posts and Opinion Pieces) will normally not have an acknowledgement section.)

5.13.3 Peer review

Peer reviewers should provide a critical and constructive reading of the document, with particular attention to weaknesses in explanations, argumentation or structure, important omissions and other opportunities for improving the quality of the document. Reviewers are expected to make substantial contributions to the quality of the output. Sentence-level editing suggestions are not expected, but welcome. Suggestions for revision or expansion should consider the cost as well as the benefits of additional investments in the text. Reviewers and authors know each other’s identity; there is no blind review.

Reviewers are asked to pay particular attention to issues regarding research ethics and research integrity.

5.13.4 Optional review by team members and EUB

Coinciding with the peer review, the manuscript is made available to the entire MIGNEX team and the EUB members for optional review. Those who wish to provide comments must do so by the same deadline as the designated peer reviewers.

5.13.5 Revision

Authors revise their manuscripts in response to comments, questions and suggestions from peer reviewers. Our standard publication process does not involve a second round of review. However, authors must consult with reviewers for clarifications or follow-up, if necessary, within the time set aside for revision.

Authors must account for their responses to any major or contentious issues pointed out in the review process. This can be done in the e-mail with which the manuscript is returned, or as an attached document and will be shared with the reviewers.

5.13.6 Pre-production approval

Pre-production approval involves a critical review of the revised near-final document with particular attention to addressing any remaining problems that could jeopardise the workflows within the project, our contractual obligations vis-à-vis the European Commission, or the project's reputation. Specific suggestions for improvement are welcome, but the threshold for substantial revision should be high at this stage.

5.13.7 Adding publication information

ISBN number

ISBN numbers for each publication must be obtained from the Communications Department at PRIO. There are separate print and electronic ISBNs, regardless of plans for printing.

Suggested citation

Each publication file contains a suggested citation. Adding this citation is combined with adding the reference to the EndNote file of MIGNEX publications and is done by the Project Manager.

1. Add the publication information to MIGNEX-publications EndNote library as follows:

– *Reference type:* Report (for all five publication series)
– *Author:* Full author names on separate lines
– *Year:* Publication year (of the version being registered)
– *Title:* Publication title; for second and subsequent versions add '(version 2)' etc. after title
– *Place Published:* Oslo
– *Institution:* Peace Research Institute Oslo
– *Type:* Full name of the publication type, e.g. MIGNEX Handbook Chapter
– *Report Number:* Chapter number for handbook chapters, otherwise not in use
– *URL:* mignex.org short link, e.g. mignex.org/d101

2. Verify that the Output style is set to MIGNEX Harvard.
3. Select the reference and press Ctrl+K to copy with formatting.

4. In the publication Word file, right-click and paste with the option Merge formatting.
5. Save the MIGNEX-publications EndNote library.

5.13.8 Language editing

All foreground publications will receive a full copy-edit. At the least, copy-editing is a word-by-word look through the whole text to ensure correct use of spelling and grammar, and that the text adheres to our style guide (see section 5.16). Depending on the text, copy-editing can involve light to substantive rewriting of sections of text suggestions for structural changes and advice on tone, style, and overall voice of the writing.

Editing is done by external editors contracted by ODI. Changes are returned to the author for review. If there is anything specifically to flag to the editor (e.g. requests for shortening or for re-writing certain parts of the document, particular things to look out for such as terminology or inconsistent use of language) this must go in the e-mail accompanying the draft manuscript.

5.13.9 Design

All foreground publications will be professionally designed to make information more accessible and impactful. Functionally, this includes laying out text from Word into InDesign templates, redrawing figures and charts, advising on how to present information, and potentially creating infographics from concepts, data and diagrams.

Please ensure that the final manuscript is accompanied by all the base data you have used to construct graphs, if any. If you have specific requirements, for instance to redraw figures, this must be specified in the e-mail accompanying the manuscript.

5.13.10 Proofreading

All foreground and background publications will receive a professional proofread by either the ODI Communications Officer or an external proof-reader. Proofreading includes a careful read through of the typeset publication to ensure no basic errors like typos and design issues remain in the document. They check both the text, and the design. Any small errors picked up by the proof-reader will be submitted to the designer to correct, before the final version is exported ready for sign-off, but will not be signed off by the authors.

5.13.11 Post-production approval

Post-production approval is intended to quality-assure the publication in its typeset form and address problems that may have emerged in the production process. At this stage, no substantial revisions are allowed – merely small corrections of factual or graphical errors.

5.13.12 Final sign-off

Sign-off involves reviewing the final product and giving green light for publication. Sign-off responsibility includes the authority to settle disputes about the product's final form.[9]

[9] This authority is final with one exception: the Coordinator can reject a sign-off and request changes to the product if, and only if, it is deemed necessary in order to fulfil contractual obligations vis-à-vis the European Commission

5.13.13 Printing

As a rule, we rely on electronic distribution rather than print. All products are formatted to allow for on-demand printing by partners or individual users. The project's general print budget is managed by ODI with priorities reflecting the contribution to impact maximisation, the added value of professional printing, the economies of scale of printing, and the cost of distribution. A significant portion of the print budget will be retained for printing the three MIGNEX Reports (to be completed in M54–M58).

5.13.14 Preparing files for publication

These final steps are carried after the PDF has been created from Word or InDesign. The procedures require *Adobe Acrobat*, not the free *Adobe Acrobat Reader*.

Setting the file properties to display page spreads correctly.

This procedure ensures that facing pages are displayed side-by-side when the PDF is opened.

1. Open the file in Acrobat.
2. Go to File > Properties > Initial View > Page Layout.
3. Select Two-Up (Cover Page.)
4. Save and close for the change to take effect.

Creating the cover image

1. Open the file in Acrobat.
2. Display the *Organise Pages* tools, select the cover page and chose *Extract*.
3. In the new single-page document, go to *File* > *Export To* > *Image* > *JPEG*.
4. Save the image in *MIGNEX-images/Publication-cover-images*.
5. Name is [deliverable number]-cover.jpg, e.g. D021-cover.jpg.
6. Close the single-page PDF with the cover without saving it (i.e. discard it).

Saving publication files in the MIGNEX information folder

Handbook chapters are stored in *4-MIGNEX-Handbook*. All other publications are stored in 5-*MIGNEX-publications*. For background publications, both the Word document and the PDF are saved in these folders, with identical file names. (See *MIGNEX Overview: Naming files and folders*).

Naming publication files on the MIGNEX website

For users who download PDFs from the MIGNEX web site, our internal file names are not the most user-friendly. The publication files for the web site therefore have a different formula which starts with MIGNEX, drops internal abbreviations, and identifies the author(s), year and title.

Formula: MIGNEX-[Authors]-[Year]-[Title]-[Version].pdf

Examples: MIGNEX-Czaika-2019-QCA-for-migration-and-development-v1.pdf
MIGNEX-Dempster-et-al-2019-Communications and-impact-v1.pdf

5.13.15 Submitting deliverables to the European Commission

All publications which are part of the formal project deliverables list will be submitted to the European Commission *before* they are published on any other platform. The Project Manager is responsible for this. Deliverables can be subject to revisions. The latest version will therefore have to be the one available on the website.

5.13.16 Promoting publications

The ODI Communications Officer coordinates the promotion of publications, sending a regular round-up to team members and institutional communications leads to share across social media and institutional newsletters, and featuring publications in the MIGNEX newsletter.

The level of promotion depends on the following:

- *Publication tier:* A dissemination plan is developed for foreground publications and as required for background publications.
- *External hooks:* A dedicated outreach plan is developed for publications that are particularly timely or substantive, including media engagement and engagement with key influencers on social media

Media coverage and social mentions are monitored to maximise any opportunities for further dissemination of MIGNEX publications.

All team members are encouraged to be active in promoting MIGNEX publications:

- *Encouraging 'alert-me' sign-ups:* for future MIGNEX publications via the website.
- *Spreading the word on social media:* sharing the branded publication image and link on social media with #MIGNEX and tagging individuals and institutions that may be interested to encourage debate and discussion.
- *Sharing with key contacts via email:* linking the publication and highlighting the three top takeaways and a suggested tweet.
- *Engaging at events:* sharing publications at relevant migration events and conferences. Please find more guidance on publications and events in section 5.12.3 on events.

Creating a MIGNEX-branded publication image for social media

The MIGNEX-branded publication images for social media include the publication type, title, authors and cover image and look like this:

They are produced by following these steps:

1. Right-click the template in the *Branded-publication-images* subfolder and select *New*.

2. In PowerPoint, enter the publication type, title, author(s) and cover image.
3. Save the file to *Branded-publication-image-PPTs*, naming it with the deliverable number:

   Example: D101.pptx
   Example: Czaika-et-al-2020.pptx *For publications that are not deliverables*

4. Go to *File*, *Export*, *Change File Type* and select *PNG* under *Image File Types*.
5. Save the file to *Branded-publication-images-for-sharing*, with the same name as the PPT
6. Upload the file to social media platforms and share with a deliberate schedule and plan

- Compose a message text that includes a link to the publication page
- Don't repeat the publication title in the message
- Use the standfirst and key takeaways as inspiration for the message
- Mention authors and their institution (if they are on the platform)
- Send the image and suggested text to authors so they can also share it directly

5.13.17 Translations

The MIGNEX budget cannot accommodate translations of publications, only translations of data collection material. However, translations of selected output may increase the project's impact. Additional funding opportunities for this purpose should be explored.

5.14 Project branding

Our brand identity helps bring MIGNEX research to life and helps to create a lasting impression. MIGNEX is innovative, bold and vibrant and we want our branding to reflect this.

More information on our brand identity can be found in our brand guidelines, developed by Soapbox in collaboration with ODI and PRIO. These are available in the MIGNEX information folder alongside downloadable versions of all brand assets.

Please refer to these guidelines for guidance on the following:

- The MIGNEX logo and how to use it
- Our colour palette
- Our typography
- Use of the MIGNEX pattern
- Photography (see section 5.15 for further guidance)
- Icons
- Brand application
- Tone of voice (see also 5.14.3)

5.14.1 MIGNEX name and tagline

The project's official name is Aligning Migration Management and the Migration–Development Nexus (MIGNEX). This describes our research and vision in a precise way, but sounds technical and potentially alienating for our audiences. We therefore rarely use the project's full name.

Our tagline is *new knowledge on migration, development and policy*. This is an accessible and concise description of what we produce through our work. The tagline is displayed on the website, newsletter and other output.

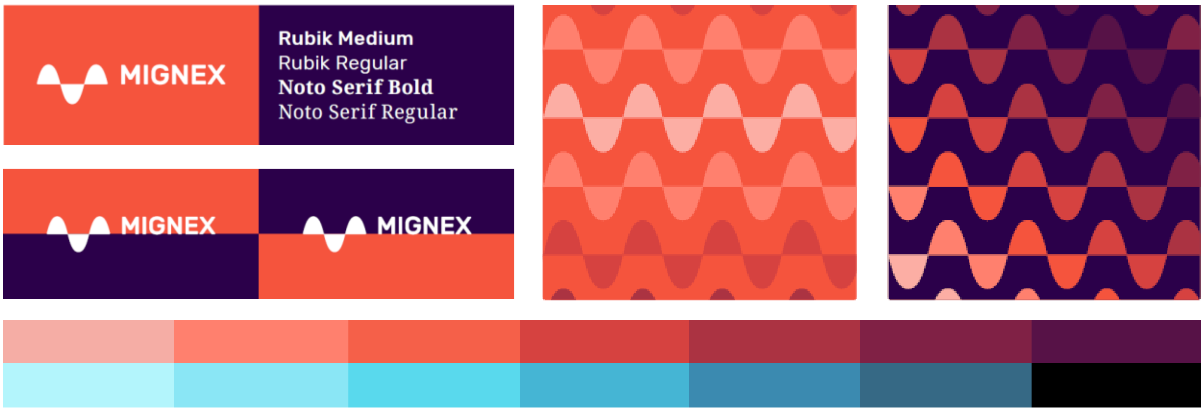


Figure 7. Overview of MIGNEX visual identity

5.14.2 MIGNEX visual identity

MIGNEX logo: our logo comprises a bold and distinct 'M' symbol which references graphical data and the primacy of knowledge in the project. The symbol sits on a horizontal line suggesting balance and alignment between the migration management and development aspects of the project. The default colour on light backgrounds is our primary Bright Red, on dark backgrounds the logo should appear in white.

MIGNEX pattern: Alongside the logo, the MIGNEX pattern is a core element of our visual identity, with bright red and dark purple versions that help to bring alive both digital and print outputs.

MIGNEX typefaces: our primary typeface is Rubik – a bold and modern sans serif. This has been paired with Noto Serif for long-form text and readability on screen. Both of these typefaces are available open source from Google Fonts in desktop format.

5.14.3 MIGNEX tone of voice

Our tone is not what we say, but how we say it. It is our unique way of communicating in any written copy, and it applies to reports, emails, web, social media and any other written output.

If we all write with a similar, consistent tone and style, we will make our communications feel coherent and familiar for our audiences. This is particularly important for us, given that we are a consortium of nine organisations and several dozen researchers with diverse backgrounds. By subtly showing readers that we have a distinct 'personality' and voice, we can reflect and reinforce our overall mission across all of our work.

Always try and keep writing:

- *Concise:* simplicity and brevity allow for ease of understanding and do not, in themselves, constitute 'dumbing down'
- *Clear and free of jargon:* short sentences and clear meanings that are easily understood, also by non -specialist audiences.
- *Academic, rigorous and credible:* everything must be able to stand up to scientific scrutiny, even if it is aimed at non -academic audience

See section 5.16 for other aspects of writing style.

5.14.4 Stock text

When discussing or describing MIGNEX externally, you can copy or build upon the text below.

Short

> New knowledge on migration, development and policy

Medium

Option 1

> MIGNEX is a five-year research project exploring the relationship between migration and development. Working across 25 local areas in 10 countries, we use new knowledge to promote better migration management.

Option 2

> MIGNEX is a five-year migration research project funded by the European Commission. We are driven by one overarching objective: contributing to more effective and coherent migration management through better understanding the linkages between development and migration.

Option 3

> MIGNEX is a five-year research project with the core ambition of creating new knowledge on migration, development and policy. It is carried out by a consortium of partners in Europe, Africa and Asia.

Long

> MIGNEX is a five-year research project driven by one overarching objective: contributing to more effective and coherent migration management through better understanding the linkages between development and migration. Working across 25 local areas in 10 countries, we aim to show how development processes affect migration and how migration processes affect development. Our motivation lies in the promise of better policies and better outcomes for migrants and societies affected by migration. By better policies we mean policies that achieve their stated objectives, pull in the same direction, and engage with conflicts of interest in a meaningful way.

5.15 Photography and image files

Our brand guidelines describe our use of photography as follows:

> Photography should be chosen carefully to support the brand. Try to use images with a human element but avoid overly posed or close-up photography. Photos that are more zoomed out will complement other brand elements and reflect the project's emphasis on the community level, as opposed to individuals or society at large. Images can be used in full colour or black and white. Do not use colour overlays.

5.15.1 Guidelines for fieldwork photography

We need two types of photos from the field:

- Photos of relatively consistent style and quality for representing each research area
- Photos that show specific aspects of the research area or relevant themes more generally

Photos representing each research area

Comparing and contrasting the 25 research areas is essential to the project. In order to visualise these analyses and bring each research area to life we need at least one good, representative photo from each. Researchers doing fieldwork for WP3 WP4 or WP5 should submit several photos from each research area for this purpose. Some pointers:

- Choose subjects that give a reasonable impression of what it is like to live in the area
- Prioritise medium-distance scenes (neither close-up nor just a view from afar)
- Avoid subjects that are likely to elicit distracting questions ('what is he doing?')
- You can include people, but not as the main subject
- Include elements that show what is distinctive about this research area, or why it was selected (e.g. depicting 'specific developments; more on this below)

Figure 8 shows examples and identifies strengths and weaknesses.

A. Relatively good representation of the area, suggesting that there are differences in standard of living. Clothes line in the foreground add depth and life, even without people in the frame.

B. Relatively good representation of the area, showing new houses being built among older ones. Moving closer to the construction activity would be good. The motorcycle is a valuable detail.

C. Too much of a pretty picture. It has atmosphere but fails to convey much about the lives of people in the research area. In general, ubiquituous subjects such as sunsets are less valuable.

D. Potentially good as a supplementary photo if the site in the foreground represents an important aspect of the area. But it impossible to tell if the city in the background is poor or wealthy.

Figure 8. Annotated examples of photos of research areas which have varying levels of usefulness

Other photos from the field

In addition to the photos representing each research area, other photos from the field are very valuable. The following are particularly relevant:

- Photos illustrating 'specific developments' (see MHC2 and the DoA for explanation)
- Photos illustrating migration, directly or indirectly (e.g. migrants' houses)
- Photos related to policies or programmes that might figure in our analyses

The photos do not have to be taken within our research areas.

Photography tips

- New phones (e.g. iPhone 7 and above) take photos of sufficiently high quality.
- If you use a camera, set it to record RAW files in addition to regular image files.
- Take photos in the early morning or late afternoon for better lighting conditions.

5.15.2 Finding, using and submitting images

We share all images on OneDrive in the folder MIGNEX-images (a subfolder of MIGNEX-resources in the MIGNEX information folder). Figure 9 displays the principle of multiple sources and multiple uses, connected by a single storage place.

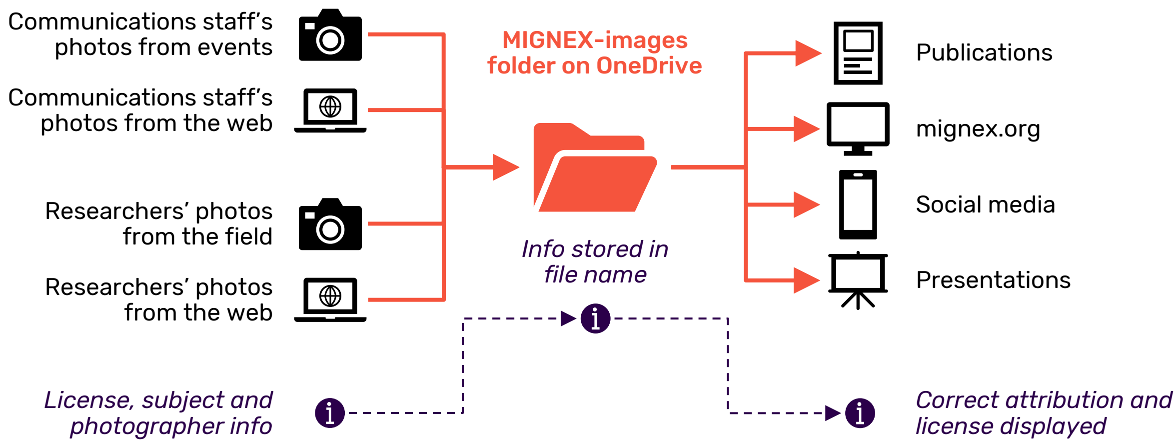


Figure 9. Sharing and using photos and other images in MIGNEX

Using images from the MIGNEX images folder

All our image files that might be used on the website, in publications, or presentations are here:

MIGNEX-information-folder\8-MIGNEX-resources\MIGNEX-images

All team members can copy the images and use them in presentations. Section 5.15.5 about licenses describes how the images can be used. Only selected individuals can edit this folder.

Finding images online

If you want to use other images other than the ones in MIGNEX-images in publications or presentations, you can search online.

1. Use a search engine or photo-sharing service that contains images licensed for re-use
   - Flickr.com allows you to filter search results by license (select *All creative commons*).
   - Unsplash.com contains only reusable photos.
2. Check the license to ensure that we can use the images (see 5.15.5 about licenses).
3. Take note of the license type and other information you need for the file name (see 5.15.4).
4. Add the images to MIGNEX-images as described below.

Ask the communications officer if you need advice on finding images.

Contributing images to the MIGNEX images folder

Whether they are photos you have taken or found online, follow these steps:

1. Name the files as explained in 5.15.4
2. Save them in MIGNEX-collaboration-folder\All-collab\Additions-to-MIGNEX-images

The communications officer is automatically alerted and will transfer the files to MIGNEX-images.

5.15.3 Image file specifications

File types

We generally use these types of files:

- JPG for photos
- PNG for maps, figures, logos, icons and other images with uniform fills

In addition, *camera raw files* are also used when submitting photos from the field (see 5.15.1).

File size and dimensions

Photos should always be saved to MIGNEX-images with highest possible resolution. (On the website, they are automatically resized without affecting the page loading time). The minimum recommended width for website photos is 2024 pixels. Landscape-format photos on the website have the ratio 8:5. The minimum recommended size is therefore 2024 ×1265 pixels. This is also enough for a half-page photo in a publication.

5.15.4 Photo file names

File names for photos follow the same general naming rules as other MIGNEX files. For instance, all words are separated by hyphens. Photos are stored with file names that contain all essential information, following this pattern:

Always required — Sometimes required

[description]-[license]-[photographer]-[agency]-[website]-[user]-[photo ID]-[dimensions]-[edits]

Examples: AFG1-bus-station-Sebastiaan-Boonstra-CCBY-8x5-edited.jpg
ETH-landscape-Francisco-Anzola-CCBY-flickr-fran001-24878783030.jpg

Table 10 provides details on each component of the file name. When there is important metadata or information that does not fit in the filename it is provided in a *.txt file with the same filename as the image file, stored in the same folder. This information could, for instance, be about permission to use a photo that is not licensed for reuse, or it could be the names of people in a group photo.

Table 10. Components of photo file names

	Notes	Examples
Description	Descriptions are as short as possible but include key facts (e.g. location) when it is relevant. The first words ensure logical sorting, e.g. (*Profile-*, *MIGNEX-team-*, [Country or area code]-)	MIGNEX-team-at-CM1- Profile-Amy-Leach- NGA1-bus-station-
License	License abbreviations are written as one word. The default for our own images is CCBY. 'All rights reserved' is abbreviated 'ARR' and should be accompanied by a file explaining our permissions. See also 5.15.5 about licenses.	-CCBY- -CCBYNCND- -ARR-
Photographer	Include the photographer's name (or user name; see below).	-Nassim-Majidi-
Agency	If the photographer represents an agency that must be named in the attribution, its name is included.	-UNMEER- -ICRC-
Website **User** **Photo ID**	If the photo comes from a web site which might be relevant to revisit (e.g. for more by the same photographer or additional information), the website, user name and photo ID are included. *Notes on flickr:* Some users do not reveal their name, so username must be used for attribution. Auto-generated user names containing @ are OK in file names. The ID of a flickr photo is the first 11-digit number in the file.	-flickr-fran001-41344256222- -flickr-126123741@N03-15965…
Dimensions	If images are cropped to particular dimensions, indicate it as [width]x[height] measured in relative numbers. This is relevant for photos cropped to the website's 8x5 ratio.	-8x5-
Edits	Edits can be summarised as *-edited* and *-edited1*, for instance, or described in words.	-edited1 -cropped

5.15.5 Other image file names

Maps and figures have file names that begin with these words:

Map-MIGNEX-countries.png
Figure-WP-structure.png

Profile photos are labelled like this:

Profile-[institution's abbreviation]-[name]-[number if necessary]
Profile-PRIO-Anne-Duquenne-2.jpg

5.15.6 Licenses

It is essential that the photos we use have a license that allows us to do so. Most reusable photos have Creative Commons licenses with one or more of these restrictions:

- BY: Attribution required
- ND: Non-derivative

- NC: Non-commercial
- SA: Share alike

They are indicated CC followed by the restrictions, e.g. CC BY-ND (CCBYND in our file names)

The type of license must be specified, but the differences between the CC licenses usually have little impact for our use. We should always provide attribution even when it is not required, and our use can be regarded as non-commercial. 'Non-derivative' restricts how much the photo can be altered, but we would generally only make acceptable edits such as cropping to fit our formats. Specifying the license is still necessary to avoid facilitating illegal secondary use.

There are also other relevant licenses:

- CC0: Permissible to reuse without restrictions
- UL: Unsplash license: Permissible to reuse without restrictions of relevance to us
- ARR: All rights reserved: Only possible to re-use with explicit written permission

5.15.7 Photo credits

The photos we use in publications should always include photographer attribution and license information, either on its own or together with a descriptive caption.

Examples: Stefan de Vries, CC BY-NC
Street art in Tunis, Tunisia. Photo: Stefan de Vries, CC BY-NC.

5.16 Style guide

This section covers only issues that are specific to MIGNEX, or which require particular attention. For general guidance, please see the *ODI Writing style guidelines*[10] or *The Economist Style Guide* (Wroe, 2018).

5.16.1 Forms of English

All MIGNEX publications will be published in British English. Publications that are language edited will be rendered in British English. This includes reports, policy briefs, case study briefs and news items.

Other MIGNEX publications, including handbook chapters and background papers, should be written in British English and authors should make sure that the language is set to English (United Kingdom) when drafting the document within word.

Capitalisation should follow the rules set out in 5.16.4.

5.16.2 Referencing

Our publication series use referencing that reflects their profile and target audiences:

[10] Available under MIGNEX-resources in the MIGNEX information folder.

MIGNEX Handbook Chapters, *MIGNEX Background Papers* and *MIGNEX Reports* use author-year references in the text, like social-science journal articles. References are listed alphabetically at the end.

MIGNEX Case Study Briefs and *MIGNEX Policy Briefs* use endnotes, which are less disruptive for the reading experience. References in these publications are kept to a minimum.

Reference style

Our referencing is based on the ODI style guide.

Author-year citations in the text are formatted as follows:

- Single author: (Hasselberg, 2016)
- Two authors: (Hagen-Zanker and Himmelstine, 2013)
- Three or more authors: (Crawley et al., 2018)
- Multiple citations: (Hammond, 2013; Hernández-Carretero, 2015)
- Citation of specific page: (Hasselberg, 2016: 20)

The full references are formatted as follows. Examples show a journal article, book, book chapter, brief/report, MIGNEX publication and blog post.

Hagen-Zanker J. and Himmelstine C.L. (2013) What do we know about the impact of social protection programmes on the decision to migrate? *Migration and Development*, 2(1):117-131.

Crawley H., Düvell F., Jones K., McMahon S. and Sigona N. (2018) *Unravelling Europe's Migration Crisis: Journeys Over Land and Sea.* Bristol: Policy Press.

Bakewell O. (2011) Conceptualising displacement and migration: Processes, conditions, and categories. In: Koser K. and Martin S. (eds) *The Migration-Displacement Nexus: Patterns, Processes, and Policies.* Oxford: Berghahn Books, 14-28.

Erdal M.B. and Ezzati R. (2015) *Age, life cycle, and length of stay: temporal perspectives on integration*. PRIO Policy Brief 01/2015. Oslo: Peace Research Institute Oslo.

Carling J. (2019) *Research ethics and research integrity*. MIGNEX Handbook Chapter 4. Oslo: Peace Research Institute Oslo. Available at: www.mignex.org/d013.

Clemens M. (2018) Cultivating a New Bargain on Migration: Three Recommendations for the Global Compact. *CGD Blog*, 12 February. Available at: https://www.cgdev.org/blog/cultivating-new-bargain-migration-three-recommendations-global-compact (accessed 2 May 2019).

In publications that use endnotes for referencing, include the full citation as shown above. If a second note refers to the same source, refer to is in the same way as in-text citations.

EndNote

For team members who use EndNote[11] to manage references, there is an EndNote style (MIGNEX Harvard v1) that produces correctly formatted citations. It has a version number in the event of future changes or corrections. The style file is available under *Resources* in the MIGNEX information folder and can be installed as follows:

1. Double-click the style file, and it will open in EndNote (if you have EndNote installed)
2. Go to File, Save as…

[11] EndNote is a commercial reference management software package, used to manage bibliographies and references https://endnote.com/

3. Delete ‘Copy’ from the end of the style name that appears (e.g. ‘MIGNEX Harvard v1 Copy’)
4. Click OK

For publications that use endnotes instead of in-text citations, don’t use the EndNote add-in to enter references, but copy and paste the formatted reference from EndNote into Word. In EndNote, ensure that MIGNEX Harvard is the selected style, select the reference you want to copy and press Ctrl+K to copy it in the correct format.

There is also a continuously updated MIGNEX EndNote library, maintained by the Project Manager, that contains references to all the published MIGNEX publications. It is available under *Resources* in the MIGNEX information folder.

5.16.3 Abbreviations

Abbreviations for consortium institutions should, as a general rule, *not* be used in external communication. While we have a full set of abbreviations for internal use, many are not established abbreviations used by the respective institutions.

In externally oriented publications, other abbreviations are written out in full when they are first used, followed by the abbreviation in brackets. Common abbreviations such as ‘EU’, ‘UN’ and ‘GDP’ can be used in headings and standfirsts and then written out in full when they are first mentioned in the body, with the abbreviation in brackets.

5.16.4 Capitalisation

Rules for capitalisation reflect common practice, as laid down in, for instance, *The Economist Style Guide* (Wroe, 2018).

Project and website

- MIGNEX is always uppercase
- The full project title has capitalised words (Aligning Migration Management…)
- mignex.org is always lowercase
- Extension of the URL are also lowercase (e.g. mignex.org/d066b)

Publication series and titles

The full names of MIGNEX publication series are capitalised:

- MIGNEX Policy Brief
- MIGNEX Background Paper
- MIGNEX Handbook Chapter

When mentioned informally, titles don’t include ‘MIGNEX’ and they are not capitalised:

- We distribute policy briefs.
- Most analyses are found in background papers.

For publication titles, however, only the first word is capitalised.

Work packages

A specific work package is described as follows:

- Work Package 6: Causes
- WP6: Causes
- WP

General references to work packages without their number or name are not capitalised:

- work packages
- work package leaders (or WP leaders)
- another work package
- in this work package

5.16.5 Other issues

Selected MIGNEX-related spelling and usage points

- Data set (not dataset)
- Database (not data base)
- Website (not web site)
- Data is plural (data are…, not data is…)
- Survey: we carry out a survey with 12,500 respondents, not 12,500 surveys

Numbers and dates

Dates are written as follows:

- In names of files and folders (see HBC3 for a full explanation): 2021-05-24
- Everywhere else: 24 May 2021

The possessive form of MIGNEX

The possessive form 'MIGNEX's' can be awkward and is usually possible to avoid with other constructions, such as 'the MIGNEX research design' instead of 'MIGNEX's research design'.

References

BSA Equality of the Sexes committee (2001) *Authorship Guidelines*. Available at: https://www.britsoc.co.uk/publications/guidelines-reports/authorship-guidelines.aspx (accessed 22 January 2019).

Carling J., Erdal M.B., Harstad B., Knutsen C.H., Lappegård T., Skardhamar T. and Østby G. (2018) At the crossroads of open access to research, An assessment of the possible consequences of Plan S for publishing, research quality and research environments. Oslo: Peace Research Institute Oslo.

Wroe A. (2018) *The Economist Style Guide.* Twelfth ed. London: Profile Books.

Annex 5.1 List of deliverables

This is the list of deliverables as originally specified in the Description of Action. Some of the deliverables are bundles of publications. *For updated information on each item, including possible title changes and planned delivery dates, see MIGNEX-deliverables.xlsx.*

Deliverable number	Sequence	Title	Lead	Delivery month
D1.1	1	Handbook chapter: Project management and quality assurance	PRIO	Dec 2018
D1.2	3	Handbook chapter: Data management plan	PRIO	Feb 2019
D1.3	4	Handbook chapter: Research ethics	PRIO	Feb 2019
D1.4	13	Progress Report (confidential)	PRIO	Oct 2020
D2.1	2	Handbook chapter: Key concepts and definitions	PRIO	Dec 2018
D2.2	6	Background paper: QCA analysis for migration and development research	DUK	Aug 2019
D2.3	7	Background paper: The measurement of migration intentions	PRIO	Aug 2019
D2.4	8	Background paper: Empirical assessments of the development impacts of migration	MU	Aug 2019
D2.5	9	Handbook chapter: QCA conditions and measurement	DUK	Dec 2019
D2.6	14	Handbook chapter: Research Area Truth Table	DUK	Jun 2021
D3.1	10	Handbook chapter: Survey data collection	ODI	Jan 2020
D3.2	15	Handbook chapter: Documentation of survey data	ODI	Jun 2021
D4.1	11	Handbook chapter: Qualitative data collection	PRIO	Jun 2020
D4.2	16	Handbook chapter: Documentation of qualitative data collection	PRIO	Jun 2021
D5.1	12	Handbook chapter: Country-level policy review	OXF	Jun 2020
D5.2	17	Handbook chapter: Documentation of policy review	OXF	Jun 2021
D5.3	24	Compilation of ten background papers on migration-relevant policies	OXF	Dec 2021
D6.1	29	Background paper: The multi-level determination of migration processes	PRIO	Oct 2022
D6.2	30	Background paper: Migration and alternative responses to dissatisfaction	PRIO	Oct 2022
D6.3	31	Background paper: The determination of migration as reflected in focus groups	PRIO	Oct 2022
D6.4	32	Background paper: QCA of the determination of migration processes	DUK	Oct 2022
D6.5	35	Background paper: Tackling the root causes of migration	OXF	Dec 2022
D6.6	36	Two Policy Briefs related to the causes of migration	PRIO	Dec 2022
D6.7	41	Project Report: New insights on the causes of migration	PRIO	Feb 2023
D7.1	33	Background paper: Direct effects of migration on development	MU	Oct 2022
D7.2	34	Background paper: Indirect effects of migration on development	LUMS	Oct 2022
D7.3	37	Background paper: Effects of involuntary immobility on development	MU	Dec 2022
D7.4	38	Background paper: Development impacts of migration as reflected in focus groups	GHA	Dec 2022

Deliverable number	Sequence	Title	Lead	Delivery month
D7.5	40	Background paper: QCA of the development impacts of migration	DUK	Dec 2022
D7.6	42	Two Policy Briefs related to the development impacts of migration	MU	Feb 2023
D7.7	43	Project Report: New insights on development impacts of migration	MU	Apr 2023
D8.1	22	Background paper: Comparative experiences of transit migration management	KOC	Oct 2021
D8.2	23	Background paper: Migration legislation and new policy tools	MU	Oct 2021
D8.3	26	Policy Brief: Managing transit migration in the European neighbourhood	KOC	Feb 2022
D8.4	25	Policy Brief: Managing transit migration along migration trajectories	SH	Feb 2022
D8.5	27	Policy Brief: Migration legislation and new policy tools	MU	Feb 2022
D9.1	18	Background paper: Links between migration, development and integration	PRIO	Aug 2021
D9.2	19	Background paper: Incoherence in European migration-relevant policies	OXF	Aug 2021
D9.3	21	Background paper: Comparative experiences of third-country cooperation	OXF	Aug 2021
D9.4	28	Background paper: In-depth review of selected migration corridors	MU	Aug 2022
D9.5	44	Compilation of 3 Policy Briefs related to coherence of migration-relevant policies	MU	Apr 2023
D9.6	45	Project Report: Towards migration policy coherence	OXF	Jun 2023
D10.1	5	Handbook chapter: Impact and dissemination maximisation and monitoring	ODI	May 2019
D10.2	20	Compilation of 25 Case Study Briefs	ODI	Aug 2021
D10.3	39	Compilation of 2-5 Insight Videos	ODI	Dec 2022
D10.4	46	Handbook chapter: Impact and exploitation of results	ODI	Aug 2023