



## Publication of BaNoCoSS conference papers in STATISTICS IN TRANSITION Journal

Authors of invited and contributed papers presented in Baltic-Nordic Conference on Survey Sampling, June 2-7, 2007 in Kuusamo, are encouraged to submit papers to be considered for publication in *Statistics in Transition – new series* journal, December 2007 Special Issue.

The following styles of manuscripts can be applied:

- (a) An extension (10-12 pages) of the one-page abstract published in BaNoCoSS Conference Proceedings.
- (b) A full paper not published earlier in any other journal.
- (c) An extract (10-12 pages) of a full paper already published in some other journal.

A refereeing procedure will be applied for each submitted paper.

Please send your manuscript as an email attachment, preferably in Word format, to Guest Editor Risto Lehtonen, email address [r.t.lehtonen@gmail.com](mailto:r.t.lehtonen@gmail.com) by 1 September 2007. Comments by reviewers will be returned to authors by 31 October 2007. The final version of an accepted paper must be submitted as an email attachment to the Guest Editor by 30 November 2007. According to the standards of Statistics in Transition, the final version must be sent in Word format.

Please note that graphs and diagrams cannot be reproduced in color and therefore they must be submitted in black and white format. We encourage authors to follow as closely as possible the additional more detailed SIT-ns guidelines, see Appendix.

*Statistics in Transition – new series* is an international refereed journal in statistics, published by the Polish Statistical Association. The Chief Editor is Prof. Jan Kordos.

Helsinki, June 2007

Risto Lehtonen  
Guest Editor

Appendix: STATISTICS IN TRANSITION – new series. Guidelines for Authors (prepared by editorial staff of Statistics in Transition journal)

## STATISTICS IN TRANSITION – new series Guidelines for Authors

A submitted paper *STATISTICS IN TRANSITION – new series* (*SIT-ns*) must not have been published before or be under consideration for publication elsewhere. Authors are asked to read this document in its entirety and follow all guidelines regarding manuscript preparation.

### 1. LENGTH GUIDELINES

*SIT-ns* asks authors to consider the following length guidelines when planning papers:

1.1. *Reports of original empirical research* and *Conceptual essays* should normally not exceed a maximum of 8,000 words in body text (about 15 pages). However, authors are encouraged to aim for shorter papers: the 5000-6000 words range (about 10-12 pages) in many cases will prove suitable for a deep yet concise reporting. Further, some studies, especially of a quantitative nature, can be effectively reported in an even shorter form within the 4000-5000 words range. (*Note: Word counts* in these guidelines refer only to body text or main text, not to all other elements, i.e., abstract, keywords, acknowledgments, references, or appendices. Also, all *page-counts* refer to text formatted according to the guidelines: single-spaced text in 11 point Times New Roman font, using margins of 3.5 cm on all four sides.)

1.2. *Brief Reports* should be no more than 2500 words of body text.

1.3. *Papers longer than 8,000 words* body text may be appropriate in some cases, but in general should be avoided. Such papers will be considered for review only at the editor's discretion as they might pose a burden on both reviewers and readers. Authors should justify the need for that length in their cover letter.

The above guidelines are not meant to restrict authors in sharing their work. However, the essence of scientific writing is in concise and clear reporting. In an era of information explosion, *SIT-ns* encourages authors to aim for focused and balanced writing, in order to maximize papers' ability to contribute to *SIT-ns* readers and to the accumulation of new knowledge.

### 2. SUBMISSION

#### 2.1. What and how to submit

Manuscripts should be submitted to editor: Jan Kordos, [j.kordos@stat.gov.pl](mailto:j.kordos@stat.gov.pl). Manuscripts should be sent as a file, preferably in Microsoft Word format (.doc file), attached to an e-mail message containing a cover letter to the editor. The attachment filename should use the surname (last name) of the submitting author, e.g., <Surname\_date\_ *SIT-ns*.doc>.

We advise authors to avoid submissions in RTF format, as some formatting elements can be lost during file conversion. Authors who cannot use Microsoft Word should contact the Editor to make sure RTF conversions will keep their paper intact.

**2.2. The file size** of submitted papers should preferably be well under 1 MB. This is essential to reduce the eventual size of journal issues, which readers have to download. Authors should be selective in using figures and tables, which cause a large increase in file size beyond 1MB.

***Manuscripts should be in a form ready for review and conform to the formatting and other instructions given below.*** All elements of the paper being submitted (i.e. abstract, body/main text, tables and figures, etc.) must be compiled in one file, and placed where they would normally appear in a published paper, i.e., tables and figures should not be placed at the end of the paper.

#### 2.3. Details of the cover letter to the editor

The e-mail message (cover letter) to the editor will include:

2.3.1. A statement that the manuscript [title] is submitted for review for publication in *SIT-ns*. If there are multiple authors, the submitting author should also state that all authors have agreed to have the manuscript submitted to *SIT-ns* for review and possible publication.

2.3.2. A statement regarding duplicate publishing. Depending on the situation, either that "the author[s] warrant that the paper submitted has not been previously published, in whole or in part, in any printed or electronic means, and is not being considered elsewhere for publication". Or, if a duplicate publication may be an issue, an explanation regarding what parts were published before, where and

how, and in what areas the submitted paper is different from the prior publication. At times the editor may ask for a copy of the prior publication, so it is a good idea to attach it as well. (Note: When a paper was previously published, in part or in whole, a brief descriptive statement should be included in an Acknowledgments section which will appear in the paper.)

2.3.3. Full contact information for all authors, i.e., names, e-mail, institutional affiliation, complete mailing (postal) address, fax number.

2.3.4. Optionally, authors may also include other details, such as a request and justification to allow deviation from length guidelines, comments regarding the paper's relevance to *SIT-n*s in case the paper appears to address a novel or unusual topic, clarify technical details such as the name of the corresponding author if it is not the person submitting the paper for review, or other issues as the case may require.

### **3. THE REFEREEING PROCESS AND EDITORIAL DECISIONS**

3.1. Incoming papers are first screened by the editor, often in consultation with other editorial board members, to examine relevance to *SIT-n*s aims and to submission guidelines, and to see if there are major flaws that may justify an outright rejection. If problems exist yet appear to be fixable and the paper seems to have potential, the editor will aim to provide brief advice on key problem areas that need to be addressed before the paper can be suitable for a review, and encourage resubmission.

Papers that pass the initial screening are reviewed by an associate editor who acts as an internal referee and at times may coordinate the review process, and by at least two external referees.

3.2. Based on the referees' reports, the editor makes one of the following standard decisions:

- a) to accept the manuscript as submitted;
- b) to accept the manuscript provisionally, after relatively minor revisions are made;
- c) to reject the manuscript but encourage the authors to rewrite the paper and resubmit it for another refereeing cycle, although no promise is made that after revision the paper would be accepted;
- d) to reject the manuscript.

3.3. Upon completion of the refereeing process, authors receive a letter specifying the editor's decision regarding the acceptability of the paper and a summary of the editor's explanations for this decision. The anonymised reports from the referees are attached to this letter. Papers rewritten and resubmitted normally undergo a further stage of external refereeing, and sometimes more than one revision cycle is needed before rejection or acceptance decisions are reached. Revisions in provisionally accepted papers are supervised by the editors or associate editor, usually without further involvement of external referees.

3.4. Papers accepted for publication may be further revised by the editors or associate editor to improve clarity of presentation and correct technical issues. Papers that are ready for publication will be sent to authors for proofing if time permits, and in such cases authors will be asked to react to the proofs within 2-3 days and indicate small technical changes that may still be needed. Authors will be e-mailed an electronic copy of their paper when it is published on the *SIT-n*s website.

## **4. MANUSCRIPT PREPARATION AND FORMATTING**

### **4.1. Writing style and presentation**

Papers should be written with the aim of making them interesting and comprehensible to researchers as well as to practitioners and general statisticians, not only to specialists in the paper topic. Given the international audience of *SIT-n*s, authors should make sure to provide sufficient details regarding terms, acronyms, concepts or issues which are country specific and whose understanding is essential to readers from other countries.

Papers should be concise and focused, but contain all information necessary to inform both referees and readers

### **4.2. Formatting and layout**

Authors should consistently follow all specifications below when preparing their manuscripts. Attention to these details early on reduces the need for extra processing later and helps both the Journal and the authors in preparing accepted files for publication in an efficient manner.

**4.2.1. Title and Author(s).** The title should appear at the beginning of the paper, followed by each author's name, institutional affiliation and email address. Centre the title in **BOLD CAPITALS**. Centre the authors' names in **CAPITALS**. Centre the authors' affiliation(s) in *Italics*. Centre the authors' email addresses in *Italics*. Affiliation should be academic institution or employing organization, or town of residence if an author is not associated with an academic institution or organization. Leave one blank line between the title and each author's information.

When there is more than one author, give all relevant details for the first author, then for the next author, and so on.

**4.2.2. Abstract.** After the authors' details, leave a blank line and centre the word **ABSTRACT** (in bold capitals), leave a blank line and include an abstract (i.e., a summary of the paper) of no more than 150 words in length, all set in *italics*. Right-indent the whole abstract 0.6 cm (0.24").

It is imperative to plan the abstract carefully - it is the paper's most important link to the outside world, together with the paper's title and keywords. Most researchers come across the abstract as a stand-alone paragraph when they perform a bibliographic search. This text is often their *only* basis for deciding whether to find and read the paper itself. Hence, authors should invest in writing a clear abstract that is structured, informative, accurate, non-evaluative, coherent, and readable. The content of the abstract may depend of course on whether it summarizes an empirical study or a conceptual/review article. Since space is limited, writing should be very concise and selective, focusing on a few key elements. With this in mind, the abstract should provide a sense for the purpose of the paper/study, its approach or methodology, the direction of key findings or conclusions, in such a way that the paper's contribution is made clear. The abstract should be self-contained, i.e., no bibliographic citations should be used and no assumptions should be made that readers will actually read the paper itself. Usually the abstract should be written only after the paper itself is completed.

**4.2.3. Keywords.** After the abstract, leave a blank line and type **Keywords** (in bold italics) followed by three to six key words or brief phrases, separated by semicolons. These keywords will often be used to index the paper by bibliographic services, and should be selected with care.

**4.2.4. Sectioning.** The paper should be divided into sections, and into subsections and smaller divisions as needed. Use capital bold letters for the **TITLE, SECTION TITLES, SUBSECTION TITLES, ACKNOWLEDGEMENTS, REFERENCES, and APPENDICES.**

Section titles should be centred and numbered with **1., 2., 3.,** etc. Subsection titles should be left-justified and numbered with **1.1., 1.2., 1.3.,** etc. (*Note:* The division into sections and subsections and the use of a numbering system as explained above help readers to understand the paper's structure, and simplify the process of feedback by reviewers and editors as well as. Manuscripts without these essential formatting features will be returned to the authors.)

**4.3. Formatting.** Please implement all the following:

1. **Page size.** Set the page size to A4: 21.0 cm width X 29.7 cm height (8.26" x 11.69").

2. **Margins.** Use margins of 3.5 cm (1.37") at Left, Right, Top and Bottom.

3. **Font.** All text should be typed using 11 point Times New Roman font, with two exceptions: (a) The Title should be 14 point, (b) text inside tables should be 10 points, all in the same font.

4. **Emphasis.** Text within the body text should only be emphasized by the use of *italics* (not underlining, not bold).

5. **Justification.** All body text should be both left and right justified (i.e., full justification), with two exceptions: (a) Centre the Title/Author information and Section titles, (b) Right-justify the name and mailing address of the corresponding author which appear after the list of references.

6. **Indenting.** The first line in each paragraph of the body text should be indented by 0.6 cm (0.24"). For numbered or bullet lists, indent the number or bullet by 1.2 cm (0.47") and set the text, in hanging indent format, further to the right by an additional 0.6 cm (0.24").

7. **Spacing.** Use 'single spacing' throughout the whole paper, including the title, author information and abstract. Exactly one blank line should be left before authors' names, abstract, acknowledgements, references, and appendices. Exactly one blank line should be left before *and* after section titles, subsection titles, and titles of tables and figures. Body text that follows a table or figure should be separated from the table or figure by exactly one blank line.

8. **Footnotes and endnotes.** Do *not* use any footnotes, footers, or endnotes. All key text should appear within the body text.

9. **Page numbers.** Insert a page number in the centre of the top margin (top header), starting on page 2 of the paper. Otherwise, do not write any text in the header.

10. **Things to avoid.** Do NOT add an extra 2nd space after a period at the end of a sentence. Do NOT add blank lines between paragraphs or items in a reference list, or before sub-subsections. Do NOT use spaces to indent text – always use tabs.

**4.4. Figures and tables.** In general, use only tables or figures (charts, graphs) that are essential. Design them for effective communication of key information and of main patterns of findings. Tables and figures should be included within the body of the paper, not at the end. Among other things, this style dictates that a title for a table is placed above the table, while a title for a figure is placed below the graph or chart. Tables should use only horizontal lines and no emphasis except italics (i.e., no bold or underlining). If you do use tables, charts or graphs, choose a format that is economical in space. This means that (a) the table or figure should fit within a single published page of the Journal (see **Formatting**), in legible type not below 10 points; (b) the resulting file size should be as small as feasible. Bad table and figure formats can lead to very large files, which in turn can complicate the sending of files to reviewers, and increases overall paper size and download time for readers. If your file exceeds 1 MB in size, you will be asked to reconsider the use of nonessential or very large charts or graphs in order to try to reduce file size. (*Note:* Some graphics are not correctly replicated across platforms, i.e., from Mac to PC or vice versa. Please try to adhere to standard graphic formats. If there is any chance that your graphics may not transfer to another platform, then please also include a PDF (Acrobat Reader) version of your paper.)

Colour in charts or graphs may be acceptable if it was part of original research materials or enables highlighting of special features of a chart or graph. Yet, authors must be aware that many readers will print or photocopy papers in black and white, not in colour. Hence, when planning and writing, authors should consider the comprehensibility of text that refers to colours, and of charts and graphs that contain colours, from the point of view of readers using texts printed only in black and white. In some cases, explanatory statements may be necessary to help readers understand the structure of colour-based charts or graphs. If needed, modify charts and graphs so that they use colours and patterns that are contrasting or distinct enough to be discernable in shades of grey when printed without colour.

**4.5. Acknowledgments (optional).** Authors may add a brief **ACKNOWLEDGMENTS** section after the end of body text and before **REFERENCES**, to acknowledge prior publication, support from funding agencies, or help by research assistants or various collaborators.

**4.6. Bibliography and citations.** Each listed reference item should be cited in the text, and each text citation should be listed in the References. When creating the list of bibliographic items, list all items in alphabetical order. Use a hanging indent of 0.6 cm (0.24”) for each item. Do not add extra blank lines or spacing between bibliographic items. References in the text should be cited with authors’ names and a year of publication. If part of a reference is cited, indicate after the reference, eg. (Novak, 2003, p.125)

**4.7. Details of the corresponding author.** At the conclusion of the paper, after the references, insert a blank line and then provide, in a right-justified format, the name (in capitals), followed by the complete postal (mailing) address, of the corresponding author. Usually, but not always, this will be the first author.

**4.8. Appendices (optional).** Authors may add 1-2 appendices if there is a need to present valuable auxiliary information, such as the full text of a new research instrument or a questionnaire used in a study whose details are not already widely available. With few exceptions, no results or tables with additional data should appear in an appendix, but rather be part of the main text. Appendices should be brief and essential to the understanding of the paper and are allowed at the discretion of the editor.

## **5. FINAL REMINDERS AND ADVICE**

Given the nature of reviewing and publishing electronic manuscripts, authors are reminded that they must attend to the length guidelines, number all sections and subsections in a consistent manner, follow the formatting and layout guidelines and apply the styles within it, avoid submitting large files (beyond 1 MB) without considering carefully the actual need for all elements, and send a proper cover letter. Going beyond technical aspects, it is important to state that the review process aims to enable

*SIT-n*s to accept for publication high-quality manuscripts that are interesting, informative, and make a genuine contribution to knowledge and practice in statistics. The review process is designed to provide authors with valuable feedback that can help them to further develop their papers and bring them to adequate quality if possible. Yet, there is interplay between the initial quality of a submission and the depth and breadth of the feedback that authors can hope to receive. It is easier to review and provide constructive feedback on papers that describe well-planned studies, that are well-developed, logically organized, and written in a clear and succinct style. When there are serious problems with the design, conceptualization, interpretation, or conclusions, when writing is poor or texts lack essential details or well-developed discussions, reviewers may not (or cannot) get into details.

It follows that authors should read their manuscripts critically and consider the criteria that the editors or reviewers are likely to apply, as stressed above. It is also recommended that, before submitting a manuscript for review, authors obtain constructive feedback from knowledgeable colleagues on earlier drafts, and review the writing style in papers of a similar nature such as those already published in *SIT-n*s. These steps can increase the likelihood of receiving detailed and helpful feedback, and can contribute to the paper's quality and acceptability for publication.