



Statistical Working Paper collection Guidelines for writing papers

1. GENERAL GUIDELINES

- Papers are to be written in English using Microsoft Word. Authors should write in plain English, avoiding heavy nominalisation (use verbal structures instead) and jargon, and explain all abbreviations/acronyms. It should follow the writing conventions and common practices established in the [interinstitutional style guide](#).
- Word templates are to be used for presenting the paper according to the Theme to which they refer to. Templates can be requested by mail to ESTAT-PUBLICATIONS@ec.europa.eu. Some explanations on how to use the file are presented in the template. The [Eurostat style guide](#) was developed for professional layout but it gives some information on the use of colours, presentation of graphs, titles etc.
- Tables and graphs should be presented using the Eurostat layout (See Eurostat style guide pp 21-38). For this Eurostat developed a Microsoft Excel add-in enabling the authors to convert easily their graphs and tables in the correct layout and using the correct colours. The Excel add-in is delivered upon request to ESTAT-PUBLICATIONS@ec.europa.eu. A simple user guide is also provided.
- Eurostat will produce the cover page but the authors have the possibility to choose the picture which will go on it. Pictures can be selected from <http://www.shutterstock.com/> but Eurostat can also propose a picture.

2. CONTENT AND STYLE OF PAPERS

- Papers should comprise at least:
 - (a) an executive summary;
 - (b) main sections such as introduction, methods, results and conclusions; and
 - (c) references (wherever applicable).
- Papers should be as concise and informative as possible, using short sentences, and endeavour to:
 - (a) discuss only one idea per paragraph;
 - (b) limit paragraphs to between five and 10 lines, with topical sentences at the beginning of paragraphs (i.e. starting with the main idea); and
 - (c) avoid sentences with more than two clauses.
- Background and technical information should be included as annexes, with sources being cited (wherever applicable).

- The bibliographical references should be introduced in annex and ordered first alphabetically by author surname and secondly by date. The following order of information items should be adopted:
 - (i) author’s surname and initial(s) or first name followed by a comma;
 - (ii) title of the work in italics and, where appropriate, edition number;
 - (iii) publisher, place of publication, year of publication, relevant pages, etc.

Such as: Butcher, J., *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, 1975, p. 17. References are cited in the text using the author’s surname and year of publication, for example (Barrett, 1991), and the bibliography is printed in alphabetical order. Where an author has two or more publications cited from the same year, they should be listed as a, b, and so on, for example (Barrett, 1991a).

3. SUBMISSION TO EUROSTAT

- Draft papers should be submitted to the Editorial Board together with:
 - (a) a non-technical abstract (including keywords and [JEL classification codes](#));
 - (b) an Excel file with one worksheet for each table/chart used in the paper, numbered in the order in which the table/chart appears in the paper; and
 - (b) the author’s questionnaire.
- Draft papers with its related Excel file, abstracts and questionnaires are to be sent via e-mail to: ESTAT-PUBLICATIONS@ec.europa.eu.
- If applicable, the final paper submitted (i.e. incorporating the feedback received from the Editorial Board) must be accompanied by a note explaining how the Editorial Board’s comments were integrated.
- In case of formatting questions, please contact the Publications Team at: ESTAT-PUBLICATIONS@ec.europa.eu.