



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](#).
- There is a Word template to use for these publications, which can be obtained by contacting estat-publications@ec.europa.eu. An InDesign template is available for contractors managed by authors and for the framework contractor. A professional layout is also possible – and recommended – with an OP contractor.
- The [Eurostat visual style guide](#) gives information on the use of colours, presentation of graphs, titles etc.
- The [Interinstitutional style guide](#) and the [Eurostat visual style guide](#) should be followed. The Eurostat [Excel add-in](#) should be used to produce tables and graphs. A **pilot chapter** of the layout can be sent to estat-publications@ec.europa.eu so that possible layout problems are detected at an early stage. EU identifiers will be provided by unit B.2.
- Authors have to ensure that the file is **accessible** and provide all the necessary alternative texts for the figures, tables and illustrations. Information on accessibility can be found on the Eurostat website: [Accessibility - 00.o0o.Documentation.o0o.o0 - Eurostat](#)
- Indicate if you have used AI for the preparation of this paper, specify which tool and for what purpose. Authors are responsible for the respect of copy right rules when using AI tools.
- A cover picture (a photo, not an illustration) should be chosen on https://stock.adobe.com/lu_en/. The cover photo should follow the image guidelines from pp.23-25 of the [Eurostat visual style guide](#).

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.