

# Tutorial:Checklist for publishing

Statistics Explained

## Checklist

### Text

- Is the **introduction short** and does it inform the reader about the content of the article?
- No mandatory **section missing** ? (Main statistical findings, Excel file, Data sources, Context, See also, Footnotes, Explore further)?*Not applicable for background articles.*
- Did you add corresponding **categories** within the article: [Articles by theme](#) ?
- Are all **acronyms explained** the first time they appear?
- Are all statistical and technical terms linked to the corresponding **glossary page** when they first appear?
- Do the **figures in the text correspond** to the figures in the tables/graphs?
- Is the **ranking of Member States** in the text in the right order?
- Are the **references to the tables and graphs** correct?
- No **spelling** mistakes?

### Tables and graphs

- Do the tables and graphs follow the **Eurostat layout** (are the same **theme colours** used throughout the article)?
- Are graphs, tables and maps **positioned optimally** with regard to the related text?
- Do the titles include unit and period?
- Do the tables and graphs include the **data sources** ?
- Are the tables and graphs easily readable when clicked on?
- Are possible footnotes included below the image?
- Are tables and graphs the correct size (700 px)?
- Is alternative text included, with a reference to the link to the dataset?
- Is the Eurostat logo added (and ribbon for maps)?
- Is a disclaimer added if the y-axis doesn't start at 0?

### Maps

- Has the map been approved by the GISCO team - send to the following Teams group: [GRP-ESTAT GISCO MAP CHECKING](#)

## Links

- Do all **links** work ?
- Are Regulations, Directives, Commission documents mentioned in text **linked to EUR-Lex** product page? (using the EUR-Lex template)
- Is the **Excel file** with the source data for tables, figures and maps present?
- Are all technical terms linked to glossaries?
- Are Eurostat publications mentioned linked to the publication product page?
- Are there links to Eurostat data?

## Language

- **Important: has a native English speaker read and corrected the article?**

All articles must be first proofread by a native speaker (within your unit or Directorate if available) or sent for **proofreading to DGT via Poetry** (the author is responsible for requesting the proofreading).

- **Is the style adapted to a non-specialist audience?**
- Is the text written in **British English** ?

## Approval procedure

**Updated articles** If your article updates an existing one, the **editor** (see the [list of editors](#)) appointed by the head of unit must approve it in the system. The Statistics Explained team is notified automatically and checks the layout and consistency of tables and text before publishing.

**New articles / Major updates** For a new article or major update, obtain approval from your Head of Unit and Director, after which the **editor** can approve it in the system. The Statistics Explained team receives automatic notification, checks layout and consistency, and sends the article for approval from Director B before publishing.

Please pay attention to the following time requirements:

- final draft, including unit Director approval, should be sent to the SE team **at least 5 working days** before the scheduled publishing date
- if the draft is not ready by Thursday CoB in the week prior to the publishing date, and also allowing for the 5-working day timeframe, then it will not be included in the release calendar

In exceptional cases where approval by the Director General is required:

- the unit will send their article to the SE team, fully approved by their Director, at least **3 extra working days** in advance (ie 8 working days) to accommodate this additional approval step
- the unit will wait for Director B approval before submission to the Director General
- if a delay is likely, the unit will ask the SE team, well in advance (by Thursday CoB in the week prior to the publishing date), to remove the article from the release calendar (before the calendar is released to users and journalists)

## Approving an article

- Go to the 'Review this revision' pane at the bottom of the draft page (only the first line, Director/Editor approval button is visible to a person with 'editor' rights)

**Review this revision**

Director/Editor approval :  Not yet approved  Approved

Chief editor/Dissemination approval :  Not yet approved  Approved

**Submit approvals**

- Next to 'Director/Editor approval', tick the box '**Approved**'
- Click '**Submit approvals**'
- Article is checked and published by SE team and put on the homepage

## Publishing date

- The date for publishing the Statistics Explained article is agreed in advance between the author unit and the Statistics Explained team and entered as preliminary in the [Eurostat release calendar](#)
- Reminders are sent to the author units one month in advance and the date is confirmed in the release calendar
- Any changes must be requested before the release calendar is published (every Friday at 11:00); any changes after this must be approved by the Director of the corresponding unit.
- An article can be linked to a **news release** (this must be requested in advance) and **data release** .

## See also

- [List of editors](#)