

Tutorial:How to create an article - validation

Statistics Explained

Overview of all steps This tutorial is part of [How to create an article step by step](#) and informs on the approval procedure ('validation').

Once the article is ready for publishing, it needs to go through a validation procedure.

Updated articles

If your article is an update of an existing article, the **editor** (see the [list of editors](#)) appointed by the head of unit needs to **approve the article** (see below). The Statistics Explained team is informed through an automatic notification that the article has been approved and carries out a check on the layout and the consistency of tables/text. Once this check is done, possible comments are given to the author in the Discussion page of the article.

New articles / Major updates

If you have written a new article or a major update, you first need to get the approval from your Head of Unit and your **Director** who **approves the article directly** in Statistics Explained (see below). The Statistics Explained team is informed through an automatic notification that the article has been approved and carries out a check on the layout and the consistency of tables/text and also sends the article to a native English speaker for final English checking. In case of sensitive issues, the Chief Editor is also consulted. Once the Statistics Explained team and the native English speaker have done the checks, possible comments are given in the Discussion page of the article.

Approving a page

- 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

- next to 'Director/Editor approval', tick the box ' **Approved** ' ;
- click ' **Submit approvals** ' .

Other articles

- [Tutorial:Governance rules](#)
- [Tutorial:Statistics Explained - Editor](#)

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