

Information for authors

1. Aims and Scope

This Journal is published for the United Nations Economic Commission for Europe (ECE). A Principal Subsidiary Body of the ECE, the Conference of European Statisticians has been working for almost 30 years on the full range of problems of concern to national statistical services. The Conference, composed of the heads of national statistical offices within the ECE region – which comprises all of Europe and North America – offers an impressive record of work accomplished.

One of the major achievements of the Conference is the promotion of international comparability of actual national data through the harmonization of statistical subject-matter concepts or nomenclatures. Others relate to better insight into organizational and methodological problems with which national statistical offices are faced. International meetings organized by the Conference provide opportunities for in-depth discussions of organizational models or methodological solutions.

The aim of this Journal is threefold:

(i) to inform the professional world of statisticians, whether involved with theoretical or practical problems, of the work of the Conference;

(ii) to establish a forum for critical discussion of the entire range of problems – organizational, methodological, analytical or conceptual – facing statistical services; and thereby

The *Statistical Journal of the United Nations Economic Commission for Europe* publishes articles that have a recognizable link to the work programme of the Conference. The Journal covers the Conference's work programme, which is composed of five major areas:

(1) *Regional statistical co-operation*, namely statistical work carried out by the ECE;

(2) *Organization and operation of statistical services*, including, for example, use of electronic data processing in statistical services; general organization; and general methodology;

(3) *Development and harmonization of economic statistics*, such as national accounts and balance international comparisons; correspondence between international and standard classifications of economic activities, goods and services; and statistical information in selected areas like agriculture, energy, science and technology;

(4) *Development and harmonization of social and demographic statistics*, including, among other things, **elaboration** of a comprehensive framework for social and demographic statistics; population and housing censuses; nomenclatures and conceptual developments in individual fields such as manpower, education, culture, health, housing and migration; and

(5) *Developmental and harmonization of environment and related statistics*, concerning such questions as frameworks for environment statistics; environmental indicators; concepts and nomenclatures in individual fields such as land use, water use, water quality, air quality, fauna and flora.

2. Manuscripts

2.1. Organization of the paper and style of presentation

1. Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts.

2. Submit the original and two copies of your manuscript as well as a floppy disc. Preferred format of the floppy is WP 5 or ASCII format. Illustrations and graphics should be formatted in Encapsulated Postscript Format. Enclose the original illustrations and two sets of photocopies (three prints of any photographs).

3. *Manuscripts should be typed on one side of the paper only, with wide margins and double spacing throughout, including the abstract, footnotes and references*; this leaves room for editorial instructions to the typesetter. Every page of the manuscript, including the title page, references, tables, etc., should be numbered in the upper right-hand corner. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, but try to avoid the excessive use of italics.

4. Manuscripts should be organized in the following order:

- Title page
- Introduction
- Body of text (divided by subheadings)
- Conclusion
- Acknowledgements
- References
- Tables
- Figure captions

Any information concerning research grants, etc., should be included in the acknowledgement section preceding the references.

5. Headings and subheadings should be typed on a separate line, without indentation; do not type the whole heading in capitals.

6. SI units should be used, i.e., the units based on the metre, kilogramme, second, etc.

7. Any special instruction to the desk editor or typesetter written on the copy should be encircled. The typesetter will then know that the instruction is not to be set in type. When a typewritten character might have more than one meaning (e.g., the lowercase letter l may be confused with the numeral 1), a note should be inserted in a circle in the margin to make the meaning clear to the typesetter. If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly, and if necessary a note such as "Greek lowercase chi" should be put in the margin and encircled.

8. IOS Press reserves the right to return to the author for revision accepted manuscripts and illustrations which are not in the proper form given in this guide.

2. 2. *Title page*

1. The title page should provide the following information:

- Title (should be clear, descriptive and not too long)
- Name(s) of author(s)
- Full affiliation(s)
- Present address of author(s), if different from affiliation
- Complete address to which correspondence should be sent
- Abstract

2. The abstract should be clear, descriptive, self-explanatory and not longer than 150 words. It should also be suitable for publication elsewhere.

2. 3. *Tables*

1. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. It may be better to divide large tables into smaller ones.

2. Drawn tables intended for direct reproduction should not be folded.

3. Tables should be numbered according to their sequence in the text. The text should include references to all tables.

4. Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.

5. Each table should have a brief and self-explanatory title.

6. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.

7. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.

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2.5. References

1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of the authors' names and the dates are exactly the same in the text as in the reference list, and that the reference list is complete.

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3. Use the following system for arranging your references:

(a) For periodicals: [initials, name], [title paper], [title periodical (*italics*)] [volume (**bold**)] [(number, if any)] ([year]), [first page]-[last page].

(b) For books [initials, name], [title book (*italics*)], [publisher], [place of publication], [year].

(c) For papers in proceedings, [initials, name], [title paper], in: [title book (*italics*)], [volume, if any], [initials, name of editors], eds, [publisher], [place of publication], [year], pp. [first page]-[last page].

(d) For unpublished reports, departmental notes, etc. [initials, name if any], [title paper]. Unpublished [description], [name of institute, department, etc.].

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6. *Citation in the text is indicated by numbers in square brackets.* Multiple citations are set with spaces: [25-27, 31]. More detailed citations are set as in following examples: see [12, p. 760] and also [5, Chapter V, p: 233].

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3.1. General instructions

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