

Q2008 Standards for Papers

Author#1 first and last name, Author#2 first and last name, Affiliation Authors #1 & #2
Author#3 first and last name, Affiliation Author 3¹

1. Heading

1.1 Subhead

Text should begin here. Headings are numbered and start at left margin in bold after two blank lines. Subheads are numbered decimal style in bold mixed case starting at left margin after one blank line. Text should be justified left.

1.2 Page limit and page size

Each paper (including text, tables and appendices) should be a maximum of 15 pages long. Page size should be 21.0 x 29.7 cm (A4)

2. Margins and Spacing

2.1 Margins

Margins should be 2.5 cm on top, bottom, left and right.

2.2 Spacing

Spacing should be single, except when formulae dictate otherwise. In such cases, use 1.5 spacing.

3. Fonts, Tables, Formulae and Other Specifications

3.1 Fonts

The font for papers is Arial 12 point type.

3.2 Tables and formulae

Short formulae should remain in the text, but long, complicated or important ones should be set on separate lines and numbered. Figures and tables should be numbered and titled, and appear near to where they are first referred to in the text.

3.3 Other specifications

Avoid abbreviations. Acronyms should be written out in full on the first occasion they are used. All other material (appendices, acknowledgements, etc.) should appear at the end of the paper.

¹ Address for correspondence: Author's name, Affiliation, Address, Country, Postal Code (e-mail optional)

References

References in the text should be cited with the author's name and year of publication, e.g. (Cochran, 1977), Cochran (1977), or Cochran (1977, p. 164). References should be fully cited and arranged alphabetically by author (and chronologically within author) using the following formats:

A Journal Article

Little, R. J. A. (1988), "Missing-Data Adjustments in Large Surveys", *Journal of Business and Economic Statistics*, 6, pp. 287-296.

An Article or Chapter that is part of an Edited Volume

Archer, D. (1995), "Maintenance of Business Registers", in B. G. Cox et al. (eds.) *Business Survey Methods*, New York: Wiley, pp. 85-100.

A Book

Kish, L. (1965), *Survey Sampling*, New York: Wiley.

A Proceedings Article

Pierzchala, M. (1990), "A Review of Three Editing and Imputation Systems", *Proceedings of the Survey Research Methods Section, American Statistical Association*, pp. 111-120.

An Unpublished Paper

Särndal, C.-E., and B. Swensson (1985), "A General View of Estimation from Subsampled Data Sets", unpublished report, Stockholm, Sweden: Statistics Sweden.

An Unpublished Paper Presented at a Conference

Scheuren, F. (1989), "Statistical Research Problems in Government", paper presented at the Annual Meeting of the Statistical Society of Canada, Ottawa, Canada.