

## **Guide for authors**

### **Thematic focus of articles**

We publish articles focused at:

- theoretical and applied statistics,
- mathematical and statistical methods,
- conception of official (state) statistics,
- statistical education,
- applied economics and econometrics,
- economic, social and environmental analyses,
- economic indicators,
- social and environmental issues in terms of statistics or economics,
- and regional development issues.

### **Journal sections**

The journal of Statistika has following **sections**:

The **Analyses** section publishes complex and advanced analyses based on the official statistics data focused on economic, environmental, social and other topics. Papers shall have up to 22 pages (Times New Roman, 1.5-spaced pages).

**Discussion** brings the opportunity to openly discuss the current or more general statistical or economic issues, in short what the authors would like to contribute to the scientific debate. Contribution shall have up to 10 pages (Times New Roman, 1.5-spaced pages).

In the **Methodology** section we publish articles dealing with possible approaches and methods of researching and exploring social, economic, environmental and other phenomena or indicators. Articles shall have up to 22 pages (Times New Roman, 1.5-spaced pages).

**Consultation** contains papers focused primarily on new perspectives or innovative approaches in statistics or economics about which the authors would like to inform the professional public. Consultation shall have up to 10 pages (Times New Roman, 1.5-spaced pages).

**Book Review** evaluates selected titles of recent books from the official statistics field. Reviews shall have up to 2 pages (Times New Roman, 1.5-spaced pages).

The **Information** section includes informative (descriptive) texts, information on latest publications (issued not only by the Czech Statistical Office), or recent and upcoming scientific conferences. Recommended range of information is max. 10 pages (Times New Roman, 1.5-spaced pages).

### **Paper submission**

Please email your papers in \*.doc, \*.docx or \*.pdf formats to [statistika.journal@csu.gov.cz](mailto:statistika.journal@csu.gov.cz). All papers are subject to double-blind peer review procedure. Articles for the review process are accepted continuously and they may contain tables and figures placed in the text (for final graphical typesetting shall tables and figures be supplied separately as specified in the instructions below).

You will be kept informed by our Managing Editor about all necessary details and terms.

Authors are required to read our **Publication Ethics** rules, i.e. *Authors responsibilities* (published at: [http://www.csu.gov.cz/statistika\\_journal](http://www.csu.gov.cz/statistika_journal)) and **respect them**.

### Language

The submission language is English only. Authors are expected to refer to a native language speaker in case they are not sure of language quality of their papers.

### Recommended paper structure

Title

Authors and contacts

Abstract (max. 160 words)

Keywords (max. 6 words / phrases)

JEL code (<https://www.aeaweb.org/econlit/jelCodes.php?view=econlit>)

Introduction

1 Literature survey

2 Methods

3 Results

4 Discussion

Conclusion

(Acknowledgments)

References

(Annex/Appendix)

### Authors and contacts

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### Main text format

Times New Roman 12 (main text), 1.5 spacing between lines. Page numbers in the lower right-hand corner. *Italics* can be used in the text if necessary. *Do not* use **bold** or underline in the text. Paper parts numbering: 1, 1.1, 1.2, etc.

### Headings

**1 FIRST-LEVEL HEADING (Times New Roman 12, bold)**

**1.1 Second-level heading (Times New Roman 12, bold)**

**1.1.1 Third-level heading (Times New Roman 12, bold italic)**

*1.1.1.1 Third-level heading (Times New Roman 12, italic)*

### Footnotes

Footnotes should be used sparingly. Do not use endnotes. Do not use footnotes for citing references (except headings).

### References in the text

Place references in the text enclosing authors' names and the year of the reference, e.g. „...White (2009) points out that...”, „...recent literature (Atkinson and Black, 2010a, 2010b, 2011; Chase et al., 2011: 12–14) conclude...”. Note the use of alphabetical order. Between the names of two authors please insert „and”, for more authors we recommend to put „et al.”. Include page numbers if appropriate.

### List of references

Arrange list of references alphabetically. Use the following reference styles:

[book]

HICKS, J. (1939). *Value and Capital: An Inquiry into Some Fundamental Principles of Economic Theory*. 1<sup>st</sup> Ed. Oxford: Clarendon Press.

[chapter in an edited book]

DASGUPTA, P. et al. (1999). Intergenerational Equity, Social Discount Rates and Global Warming. In: PORTNEY, P., WEYANT, J. (eds.) *Discounting and Intergenerational Equity*. Washington, D.C.: Resources for the Future.

[on-line source]

CZECH COAL. (2008). *Annual Report and Financial Statement 2007* [online]. Prague: Czech Coal. [cit. 20.9.2008]. <<http://www.czechcoal.cz/cs/ur/zprava/ur2007cz.pdf>>.

[article in a journal]

HRONOVÁ, S., HINDLS, R., ČABLA, A. (2011). Conjunctural Evolution of the Czech Economy. *Statistika: Statistics and Economy Journal*, 91(3): 4–17.

[article in a journal with DOI]:

STEWART, M. B. (2004). The Employment Effects of the National Minimum Wage [online]. *The Economic Journal*, 114(494): 110–116. <<http://doi.org/10.1111/j.0013-0133.2003.0020.x>>.

Please **add DOI numbers** to all articles where appropriate (prescribed format = link, see above). **All titles from the list of references must be cited in the text.**

### Tables and numbers

Articles for the review process may contain tables placed in the text.

For final graphical typesetting shall tables be supplied separately on each page. Indicate position of the table in the text by placing “insert Table 1 about here”.

Number tables in the order of appearance Table 1, Table 2, etc. Each table should be titled (e.g. **Table 1** Self-explanatory title). Refer to tables using their numbers (e.g. see Table 1). Tables in the Annex/Appendix are numbered separately with capital A (e.g. Table A1).

Try to break one large table into several smaller tables, whenever possible.

Separate thousands with a *space* (e.g. 1 528 000) and decimal points with a *dot* (e.g. 1.0). Specify the data sources below all tables.

### Figures and pictures/maps

Figure is any graphical object other than table. Articles for the review process may contain figures (pictures, maps) placed in the text.

For final graphical typesetting they shall be supplied separately. Indicate their position in the text by placing "insert Figure 1 about here".

Number figures in order of their appearance in the text: Figure 1, Figure 2, etc. Each figure should be titled (e.g. **Figure 1** Self-explanatory title). Refer to figures using their numbers (e.g. see Figure 1). Figures in the Annex/Appendix are numbered separately with capital A (e.g. Figure A1).

Figures should be prepared for black and white print and accompanied by the \*.xls, \*.xlsx table with their data sources (MS Excel).

Please provide cartograms in vector format. Other graphic objects should also be prepared for black and white print and provided in \*.tif, \*.jpg, \*.eps formats. Do not supply low-resolution files optimized for the screen use. Specify the data sources below all figures.

### **Formulas**

Formulas should be numbered and prepared in the same text format (Times 12) as the main text. Separate thousands with a *space* (e.g. 1 528 000) and decimal points with a *dot* (e.g. 1.0).

### **Country names**

The short version "Czechia" is recommended to use wherever it is not necessary to use the formal name "Czech Republic". We ask to use primarily the short name "Czechia", only in cases of a stylistically justified necessity (e.g. in several sentences in a row) is it possible to use the formal name "Czech Republic".

### **Contacts**

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statistika.journal@csu.gov.cz | [www.csu.gov.cz/statistika\\_journal](http://www.csu.gov.cz/statistika_journal)