

## Content

|  |   |
|--|---|
| 1.Submission of Manuscripts .....                                      | 1 |
| 2.Preparation of Manuscripts before submission (JOS style guide) ..... | 2 |
| The authors are asked to submit: .....                                 | 2 |
| a) A separate title page with .....                                    | 2 |
| b) Body of the manuscript. The manuscript: .....                       | 2 |
| c) Reference citation .....  | 3 |
| d) Supplemental files .....  | 5 |
| 3.Evaluation Procedure and Outcomes .....                              | 5 |

## 1. Submission of Manuscripts

Manuscripts should be submitted via the Journal of Official Statistics (JOS) ScholarOne - Manuscript Management Portal (<http://mc.manuscriptcentral.com/joffstats>).

Accepted formats are .doc(x) and .pdf . If your paper is accepted, for editing and setting purposes, we prefer Word or Latex format. Please provide tables and figures as separate files, preferably in .jpg format.

All manuscripts are refereed and evaluated on content, language and presentation.

The peer review process is double blinded. There are no fees for submitting or processing the article before publication.

If the manuscript is accepted for publication, the paper will be language edited by the JOS Office.

We use Cross-Check for plagiarism control (read more here: <http://www.ithenticate.com/products/crosscheck>).

When submitting a manuscript, the authors will be asked to confirm that the manuscript:

- has not already been published in a peer-reviewed journal in the same or a very similar version, or in another language,
- is not under consideration for publication in any other peer-reviewed journal,
- topic is within the scope of JOS (see [www.scb.se/jos](http://www.scb.se/jos)),
- follows the JOS style guide (see below section 2 for preparations),
- is blinded and that a separate title page with complete information on all the authors has been prepared.

## Submission of revisions

When submitting a revised manuscript, please include a separate detailed list of how you acted on the suggestions made by the Associate Editor and the referees.

*Note! Upload this blinded file separately from the rest of the manuscript and set the File Designation in ScholarOne to “File for review”.*

## **2. Preparation of Manuscripts before submission (JOS style guide)**

Manuscripts should be blinded before submission. This means removing all identifying information, including the manuscript file naming.

JOS follows the Chicago Manual of Style (Author-Date referencing) and we do not print in color.

The authors are asked to submit:

### **a) A separate title page with**

- Title
- Complete author information for all the authors: name, affiliation, postal address, and email address
- Abstract: The abstract should be short (maximum 200 words), descriptive and free of references. Authors are strongly encouraged to compose an abstract that succinctly summarizes the content of their manuscript, as the abstract and not the manuscript is enclosed with the initial email when experts are invited as referees. Abstracts written with little care will find few or no referees, thereby considerably affecting the timeliness of the evaluation process.
- Key words: A minimum of two and a maximum of five key words are required. The words are not to be within the title.
- Acknowledgment(s)

*Note! Upload this file separately from the rest of the manuscript and set the File Designation in ScholarOne to “Title Page”. Title Page is not visible for reviewers.*

### **b) Body of the manuscript. The manuscript:**

- should have generous margins, at least 2 cm on all sides,
- should be double-spaced throughout, including the abstract and references,
- should be kept as short and concise as possible without loss of clarity,
- should preferably not make use of footnotes.

*Running Head:* Limited to 50 characters

*Sections:* should be numbered; sub- and sub-sub-sections may be used.

*Tables, Figures and Diagrams:* A table should be numbered and have a caption above it. A figure or diagram should be numbered and have a caption below it, legend and clearly marked axes. When formatting figures, please note that JOS does not print in color.

*Mathematics:* Equations cited in the text should be numbered, with the number placed to the right of the equation. Matrices and vectors should be upright and bold-faced. All other symbols should be in italics.

### **c) Reference citation**

*Referring within the text:* Change in 2014 is that JOS now follows the Chicago Manual of Style's author-date referencing for reference citation. For example: Dalenius (1974), Cox and Iachan (1987), Boruch and Cecil (1979, 154). If there are more than two author names in the reference, use *et al.*

To distinguish between works by the same author/authors published in the same year, use a, b, c, etc.

References in the text should conform to the following style:

**1. When a reference is cited directly:**

... as discussed by Dodge and Romig (1944) ...

**2. When a reference is cited indirectly**

... as discussed previously (Dodge and Romig 1944) ...

**3. A quotation requires a page number:**

... their general conclusion was that "the impact of the improved design was smaller than expected" (Smith 1985, 379)

**4. When a reference is made to a particular page/s, section, chapter, appendix**

...the abbreviations p., pp., sec., chap., app., are used.

*The Reference List.* References should be arranged alphabetically and for a given author, chronologically.

1. Author's name and year of publication.

2. Title

3. Details of publication. Complete name of journal. Publication site: Publisher, pages.

References to works inaccessible to general audience are strongly discouraged.

DOI number: If the reference has DOI number, please don't forget to add this at the end of the reference.

References should be given in accordance with the following (Chicago Manual of Style) style:

### ***Book***

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***Example:***

D’Orazio, M., M. Di Zio, and M. Scanu. 2006. *Statistical Matching: Theory and Practice*. New York: Wiley.

### ***Book Chapter or Article in an Edited Book***

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***Example:***

Scherpenzeel, A.C. and M. Das. 2011. "'True' Longitudinal and Probability-Based Internet Panels: Evidence from the Netherlands." In *Social and Behavioral Research and the Internet*, edited by M. Das, P. Ester, and L. Kaczmirek, 77–104. New York: Taylor and Francis.

### ***Proceedings from a Conference***

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***Example:***

Kwiat, A. 2009. "Examining Blocks with Lister Error in Area Listing." In Proceedings of the Section on Survey Research Methods: American Statistical Association, August 4, 2009. 2546–2557. Alexandria, VA: American Statistical Association. Available at: <https://www.amstat.org/sections/srms/proceedings/y2009/Files/304066.pdf> (accessed June 2012).

### ***Journal Article***

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***Example:***

Sala, E., J. Burton, and G. Knies. 2012. "Correlates of Obtaining Informed Consent to Data Linkage: Respondents, Interview and Interviewer Characteristics." *Sociological Methods and Research* 41: 414–439. DOI: <http://dx.doi.org/10.1177/0049124112457330>.

### ***Government Publication***

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***Example:***

U.S. Department of Health and Human Services 1996. *HHS Plan for Integration of Surveys*. Washington DC: HHS. Available at: <http://aspe.hhs.gov>. (accessed October 2012).

### ***Report***

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***Example:***

Osgood, D. W. and J. K. Wilson, 1990. *Covariation of Adolescent Health Problems*. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

## d) Supplemental files

Supplemental material: You may submit additional tables, figures, videos, appendices or other additional material (e.g. references) that exceeds the limitation of the article as Supplemental data for online only publication. Supplemental data should be uploaded as separate files during submission. Within the text, Supplemental data must be cited consecutively and be referred to as Supplemental data (e.g. see Supplemental data, Figure 1). Supplemental data is subject to peer review as part of the manuscript. If the manuscript is accepted and the Supplemental data is posted online, it will be referenced at the end of the article of the printed version together with the URL where it can be found.

## 3. Evaluation Procedure and Outcomes

After evaluation, a manuscript is accorded one of five decisions:

*Acceptance (A)*. The manuscript is of sufficient quality and is accepted for publication without any need for revision. When a manuscript is accepted, the authors will be asked to sign and send the Versita Open Access License to the JOS Editorial Office. (available online at [www.jos.nu](http://www.jos.nu)).

*Minor Revision (MiR)*. The manuscript is of sufficient quality but some minor revisions need to be made regarding content, structure, presentation, or formalities. The manuscript meets the criteria for a publishable scientific contribution and is accepted for publication conditional on the authors satisfactorily addressing the issues raised in the decision letter. Deadline for revision is four weeks from decision. For exact date, please log in to ScholarOne.

*Major Revision (MaR)*. The manuscript is of sufficient quality but it requires for instance clarification, rewriting, reorganization, cutting or more detailed explanation of certain points. The manuscript meets the criteria for a publishable scientific contribution and is accepted for publication conditional on the authors satisfactorily addressing the issues raised in the decision letter. The revised manuscript is likely to be subject to a new round of evaluation. Deadline for revision is two months from decision. For exact date, please log in to ScholarOne.

*Reject and Resubmit (RR)*. The manuscript is promising but needs through rewriting and possibly research, new material, new analysis, or other improvements. JOS encourages revisions to be made and will be happy to receive a revision, which will be subject to a new round of evaluation. Deadline for revision is six months from decision. For exact date, please log in to ScholarOne.

*Reject (R)*. The manuscript is not accepted for publication.