

EUROPEAN COMMISSION

Directorate B: Corporate statistical and IT services Unit B-4: Digital Dissemination

# **Statistical Working Paper collection**

# Questionnaire for submission of articles to the Editorial Board

The questionnaire facilitates the submission process of authors to check and ensure that the general guidelines have been followed as far as possible. This also assists the Editorial Board for assessing the allocation of potential referees. This is important for ensuring and completing the screening process and thereby contributing to a reasonable time-to-market release of articles. Papers are in any case subject to Eurostat proof reading.

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Please complete the draft questionnaire and tick/insert comments as appropriate. Please submit the completed questionnaire together with the draft article.

## Title of the paper submitted:

### **1.** AUTHORS NAME AND CONTACT DETAILS

Name of author	Institution	E-mail	Phone
Author 1			
Author 2			

#### **2.** BACKGROUND FOR THE SUBMISSION

Background	Comments
Is this own work or related to the work of any ESS working group or task force? (Please state which, if any)	
In case of working group/task force related work, has the paper been approved and by whom?	
Has the paper or the substance of the paper been published elsewhere?	Yes/No
If yes, please state where and provide the link	

#### **3. Respect of Guidelines**

Guidelines	Yes/No
Does the article have an abstract?	
Have you included the JEL classification codes?	
Is there an executive summary?	
Are background and technical information <sup>1</sup> mainly included as annexes?	
Are sources being cited?	
Is there a bibliography?	
Have Eurostat templates (both Word and Excel) been used for the preparation of the manuscript?	
Has a picture already been selected for the cover? Authors may select a picture from <u>https://www.shutterstock.com/</u> , otherwise Eurostat may make a proposal.	

### 4. STATISTICS/DATA USED IN ARTICLES

Guidelines	Yes/No
Have you already created an Excel file with the data/statistics used in the article?	
Have all tables and graphs contained in the paper been developed according to Eurostat layout?	
Are the data used within tables and graphs numbered in the order in which they appear in the paper?	
Is any of the data used in the paper confidential?	

Please start timely the preparation of the final data file, which is needed as an integrated part for the final submission to the editorial board for approval.

<sup>&</sup>lt;sup>1</sup> Methodology description and discussion of methodology choices should remain within the paper. Technical information refers mainly to data test results and other technical information.