INFORMATION FOR WRITERS

The most important criteria for writing a good paper are *relevance* in a Nordic statistical context (i.e. not ‘only’ in your own country) *accuracy* and *clarity*. A first step towards this is a clear structure and a standardized form. We ask that:

* Papers should be no longer than 5 000 words, preferably less.
* All papers must be written in English
* All papers must be sent in Microsoft Word format file (\*.doc or \*.docx).
* The font type is Arial.
* In the title of the papers please use 24 pts and centre the title. In the main text please use 12 pts.
* Main headings should be in bold, subheadings should be in Italics.
* Please use 1.5 line spacing, paragraph line spacing 6 pts before, 0 pt after.
* In abstracts, footnotes, signatures of figure etc. please use 10 pts.
* Sections should be consecutively numbered by Arabic numerals.
* Equations should be centered, 6 points space above and below the text.
* Tables, figures and cartograms should be included directly in the files you submit. They should be at high resolution.

The references and citations should follow the Harvard System Convention (Author, date).

Secondly, write simply and concretely. Be straightforward and stick to the topic. This paper is not a novel and does not include subplots, however interesting they may seem. This is a short story with a single linear narrative.

Write your paper so that a novice in official statistics can understand it. Think of it as writing for a student of official statistics. Avoid technical terms and abbreviations. People with no expertise in official statistics should be able to understand in general terms your reason for the paper and your concluding points. Also, they should be able to understand why this topic is interesting and important.

A good rule of thumb for writing a paper is that it should be shaped like an hourglass:

* Start with a context setting introduction.
* Then move on to a more specific rationale for your paper.
* Then describe what you actually want to tell the reader (e.g., the methods used or the work done).
* Move on to the specific discussions or results.
* Before telling the reader about the implications of your work.
* Explain how your results or insights may relate to a broader context (e.g., other countries or other fields of official statistics).

Finally, do not be afraid to ask your colleagues to review your paper. Be aggressive in deleting or rewriting paragraphs. Ask yourself:

* *Why am I writing this here at this point in the paper?*
* *How does this help the reader to understand the next step?*
* *Is my language clear and concise?*
* *Is my language active, passive or assertive?*
* *Is there anything that can be deleted; small words, sentences that repeat the same content as others, or are my sentences too long?*

See the next page for the article template (headings are only suggestions).

Title of paper

Name, Affiliation, E-mail

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**Abstract**

An abstract is a short summary of your paper. A well written abstract serves the purpose of: 1) communicating the relevance, context, results and conclusion of your paper to the reader, 2) giving the reader enough information to decide if to read the whole paper and 3) helping the reader remember the highlights of your paper.

The abstract should include no more than 300 words. Remember to write the abstract in English. Please avoid jargon and explain all abbreviations. Try to use short and simple sentences. A good abstract underlines the results, findings and observations. Try to explain why the topic and the results are relevant: How do the results respond to user needs or strategically relevant objectives? What kind of impact have the results had on your work? Can the results be scaled-up or copied and implemented in other countries? What can the statistical community learn from your experiences? Please end your abstract with 1-5 key words.

**Keywords:** lorem, ipsum, dolor, sit, amet

1. Introduction
2. About the study
3. Results
4. Discussion
5. References
6. Appendix: List of references