

# GUIDELINES FOR AUTHORS

We will consider only original work for publication in the Journal, i.e. a submitted paper must not have been published before or be under consideration for publication elsewhere. Authors should consistently follow all specifications below when preparing their manuscripts.

## Manuscript preparation and formatting

The Authors are asked to use *A Simple Manuscript Template (Word or LaTeX) for the Statistics in Transition Journal* (published on our web page: <http://stat.gov.pl/en/sit-en/editorial-sit/>).

- **Title and Author(s).** The title should appear at the beginning of the paper, followed by each author's name, institutional affiliation and email address. Centre the title in **BOLD CAPITALS**. Centre the author(s)'s name(s). The authors' affiliation(s) and email address(es) should be given in a footnote.
- **Abstract.** After the authors' details, leave a blank line and centre the word **Abstract** (in bold), leave a blank line and include an abstract (i.e. a summary of the paper) of no more than 1,600 characters (including spaces). It is advisable to make the abstract informative, accurate, non-evaluative, and coherent, as most researchers read the abstract either in their search for the main result or as a basis for deciding whether or not to read the paper itself. The abstract should be self-contained, i.e. bibliographic citations and mathematical expressions should be avoided.
- **Key words.** After the abstract, *Key words* (in bold italics) should be followed by three to four key words or brief phrases, preferably other than used in the title of the paper.
- **Sectioning.** The paper should be divided into sections, and into subsections and smaller divisions as needed. Section titles should be in bold and left-justified, and numbered with **1., 2., 3.,** etc.
- **Figures and tables.** In general, use only tables or figures (charts, graphs) that are essential. Tables and figures should be included within the body of the paper, not at the end. Among other things, this style dictates that the title for a table is placed above the table, while the title for a figure is placed below the graph or chart. If you do use tables, charts or graphs, choose a format that is economical in space. If needed, modify charts and graphs so that they use colours and patterns that are contrasting or distinct enough to be discernible in shades of grey when printed without colour.
- **References.** Each listed reference item should be cited in the text, and each text citation should be listed in the References. Referencing should be formatted after the Harvard Chicago System – see <http://www.libweb.anglia.ac.uk/referencing/harvard.htm>. When creating the list of bibliographic items, list all items in alphabetical order. References in the text should be cited with authors' name and the year of publication. If part of a reference is cited, indicate this after the reference, e.g. (Novak, 2003, p.125).