

## INSTRUCTIONS FOR AUTHORS

*Economie et Statistique / Economics and Statistics* publishes articles on all economic and social phenomena, at the micro or macro level, based on data from official statistics or other sources. Particular attention is paid to rigour in the statistical approach and clarity in the concepts and analysis. To meet the objectives of the journal, the main conclusions of the articles, and their possible limitations, must be written in order to be accessible to readers who are not necessarily experts on the subject of the article. The submissions that meet the journal objectives are reviewed by two to three referees (double-blind procedure). Once the manuscript accepted, further editorial changes can be made in order to improve the articles readability and formal presentation.

### Submissions

The manuscripts can be submitted in French or in English. They must be sent to the editorial office ([redaction-ecostat@insee.fr](mailto:redaction-ecostat@insee.fr)), in MS-Word format.

The manuscript must be original work, not submitted in parallel to any other journal. The standard length of an article is of about 11,000 words (including boxes if any, tables and figures, appendices, bibliography, but not online complements if any). No initial manuscript of more than 12,500 words will be considered.

A submission must include two separate files:

- a one-page file including, in this order: the title of the article; the first name and surname of each author; a summary of a maximum of 160 words (approximately 1,050 spaces included) which must very briefly present the question, indicate the main source and give the main points and conclusions of the research; JEL codes and some key words; the affiliations (maximum two), the e-mail and postal addresses of each author; acknowledgements if any.
- an anonymized file of the full article (first page containing only the title, summary, JEL codes and keywords, then the text, with tables and/or graphs inserted throughout the article, bibliography, any appendices); a file containing any online additions. Files must be in Word format and paginated; it is recommended to keep the formatting as simple as possible and use 1.5 line spacing.

### Requirements for accepted manuscripts

Accepted articles must be presented according to the following instructions and accompanied by a one-page summary presentation.

**Do not:** apply any style sheet, prior layout, automatic numbering, chips, indentations, insert bullets, frame, center, "anchor" the elements.

- **General instructions:**

- The first page contains the title, the authors' names and affiliations (no more than 2), the abstract, JEL codes, keywords (no more than 5), acknowledgements. The text starts on page 2; the document must be paginated.
- The main text must be in Times New Roman font size 11, and 1.5 line spacing. Footnotes (no endnotes) are in font size 9, single-spaced, without indentation.
- Do not number the sections and subsections; use instead the typography of their title: in bold, font size 12 for section titles, bold size 11 for subsection titles, and italics size 11 if a third level is needed.
- The tables must be inserted throughout the text, in editable text (not as images) in font size 10, single line spacing; use MS-Word construction tools, not spaces or indentations. Lines and columns titles must allow understanding the contents. Avoid using bold or italic, use increments instead. Units (e.g. %, euros, etc.) must be indicated at the end of the table's title (or in the column's or line's head if there are different units), not in each cell of the table.
- The figures must be inserted throughout the article, and also provided with their data in an Excel file. They must be in black and white or greyscale (pay attention to readability).

Diagrams can be in good quality image format (tiff, png, jpg), but it is preferable (when it is possible) to provide an editable version in Word or Excel.

- In the text, tables, figures, always use the point (not coma) as decimal separator. Use an unbreakable space between a digit and a – or + sign.
- Please run a spelling and grammar check before sending your manuscript.

## • Illustrations

All the tables, figures, diagrams, etc. must be inserted in the text at the place you'd like it to appear. They must have a **title** and be **numbered** in sequence (unless there is only one of the sort, in this case it has no number). Use Arabic numerals for tables (e.g.: Table 6. If a second order level is necessary: Table 6-A, 6-B, etc.). Use Roman numerals for figures (graphs) or diagrams (e.g.: Figure IV; Figure IV-A, IV-B for a second order level). The numbering is different in boxes, appendices and online complements (see below).

- Tables and graphs must all have a **caption**; it must be placed immediately below the illustration and indicate at least the coverage or scope and the data source (in single-spaced font size 9). Short notes can be added to provide technical precisions; a reading note is required if the interpretation is not obvious. Examples (in order of positioning under the illustration):

- Note: Bootstrapped confidence intervals (1000 replications).
- Reading note: use as an example, preferably, the first or last line of a table, the highest (or lowest) curve or a specific area of a graph.
- Coverage: e.g. Individuals aged 30 and over..
- Sources: it must indicate the origin, name of the data and their year(s). Survey titles should be italicized.  
Example : Insee, *Time-Use survey* 2014.

Specific notes can be referred to in a table or figure in brackets exponent format (example: <sup>(1)</sup>); they will be listed immediately below the illustration.

Estimation results should specify the nature of the figures presented (e.g. coefficients or odds ratios), their significance, the number of observations (N=...) and a relevant indicator of fit. The estimation method (e.g. logistic regression, double least squares, etc) should be indicated in the title of the table/graph or in the Note.

- **Math formulae and equations** must be editable in MS-Word. We recommend to limit the quantity of equations in the main text, and use boxes or appendices for formalized developments.

## • Boxes and appendices

Boxes and appendices must be concise since they count in the article length. Use a single line spacing for the text; do not insert any footnote either in a box or an appendix. Boxes are meant to present a data source, a target population, provide definitions, details of a method, etc. Appendices allow presenting secondary results or to go into detailed formulas or models. Boxes and appendices must always have a title and be numbered in Arabic numerals (e.g.: Box 1; Appendix 1). Use an alphabetic numbering for tables and graphs in boxes (e.g.: Table A, B etc., Figure A, B, etc.); in appendices, combine the appendix number with a prefix 'A' and the number of the table or graph (e.g.: Table A1-1; Figure A1-II).

## • References and citations in text

- References to **tables, figures, boxes, appendices and online complements** appear in parenthesis in the text. Examples: (cf. Table 2); (Figure IV); (see Box 4); (Appendix 2); (cf. Online complement C2).

- References to **authors** must appear in the text (not in footnotes). They mention, in parenthesis, the author's name, year of publication and pages if necessary. Example:

This hypothesis is common to various authors (Dupont,1998; Jones et al., 2000, Dupont & Jones, 2013) and is also found in Dupont (2002a; 2002b). However, Durand and Jones (2012) had seriously questioned it - see also Durand (2015, p. 35 and pp. 50-52) or Jones (2015, chap. 4).

## • Bibliography

All the references cited (in the text, footnotes, boxes, appendices) must appear at the end of the main text, ordered alphabetically (and chronologically for a given author). The required formatting for references is based on APA style.

Use font size 10, no indentations, single line spacing (insert a line break after each notice). Authors names and the year of publication must be in bold print.

For documents available online, provide an URL (<http://full address>) or DOI at the end of the notice (this is especially useful for Working Papers or Conference Papers).

Examples:

- Journal article:

**Dupont, P. (2002a).** Article Title. *Journal Title*, 150(2), 1–75. <https://etc.etc.xxxxxxxx>

**Dupont, P. (2002b).** Article Title. *Journal Title*, 412, 7–20. <http://doi.org/etc.etc.etc>.

- Book:

**Dupont, P. & Jones, A. Y. (2005).** *Book Title*. Printing place: Publisher's name.

- Book chapter:

**Dupont, P., Jones, A. Y. & Smith, V. (2012).** Chapter Title. In: V. Smith (Ed.). *Book Title*, pp. 50-124 (or chap. X). Printing place: Publisher's name.

- Working paper, conference / workshop paper:

**Dupont, P. (2015).** Working Paper Title. Institution, *Working Paper* N° 12. <https://etc>

**Dupont, P. (2015).** Communication Title. *Title of the conference or workshop*, organizer, place and date(s). <https://etc>

- Report:

**Dupont, P. (2015).** Report Title. Report for (institution or person name, etc...), date of submission/presentation, other details if any. <https://etc>

nb.: a report issued by a publisher must be treated as a book.

- Short paper, 4-page, 8-page paper, note, etc. :

**Dupont, P. (2002).** Short Paper Title. Institution, *Publication Title* N° 2002/5 (month of publication if not numbered). <https://etc>

## • Online complements

As their name suggests, these supplements are only available online; they are not translated. They must not be essential to the reading and understanding of the article.

They are to be numbered, in Arabic numerals, with a prefix 'C' (e.g.: Online complement C1, C2, etc.), and all must have a title. The numbering of tables and graphs combines the number of the complement and that of the table (Arabic numerals) or graph (Roman numerals), for example: Table C2-1; Figure C4-III. Online complements may cite references that are not in the main text; in this case, add a short bibliography at the end of the last complement (apply the same norms as that of the main article – see above).

## • “One-page” synthetic presentation

Aimed at improving the dissemination and accessibility of research, this “One-page” summary is to be structured as follows:

- Main question: brief presentation of the issue and motivation (max. 90 words)
- Methodology: brief point on the data and method (max. 50 words)
- Results: key findings in 3 to 10 points (total of max. 140 words)
- An illustration (preferably a graph, possibly a very simple table) based on the results. Keep in mind that the whole thing (text and illustration) must fit in “One page”.
- Message: the key policy or research message(s), possible limitations (max. 120 words)