

Top margin  
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**PREPARATION OF ARTICLES FOR PUBLICATION IN ICES II PROCEEDINGS  
AUTHOR GUIDELINES AND INSTRUCTIONS**

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**ABSTRACT**

Abstract margin  
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An abstract of about a 100 words must precede the article text. The abstract should summarize results, topics discussed, and main conclusions, but it should not contain any displays or complex mathematical notation or references. The abstract is followed by three to six key words or phrases that do not already appear in the title of the article. We look forward to publishing papers presented at the International Conference on Establishment Surveys - II. This style guide presents the rules to follow in producing your article. To assist you in preparing your paper, we have followed the style guide. We make efforts to improve the appearance and format of the Proceedings volumes and at the same time to expedite the publishing process and keep costs to a minimum. Authors can help us achieve both these objectives by following this guide carefully.

Abstract margin  
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**Key Words: Margins, Fonts, Title page, Fonts**

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**1. INTRODUCTION**

Files must be submitted in either WORD PERFECT OR MICROSOFT WORD formats; MacIntosh files are not accepted. In all cases, please indicate the format of your file in your e-mail or on the diskette label. Please, **DO NOT NUMBER YOUR PAGES.**

**2. PAGE LIMIT**

INVITED AUTHORS:           10 PAGES  
CONTRIBUTED AUTHORS:    6 PAGES  
DISCUSSANTS:                3 PAGES

These limits include tables, graphs, charts and other supporting material.

**3. PAGE FORMAT**

**3.1. Page Size**

8 1/2" x 11" (Standard American letter size)

**NOTE TO INTERNATIONAL AUTHORS:** Although the American letter size of 8 1/2" x 11" may not be your country's standard paper size, we ask that you attempt to send us 'standard letter size' formatted documents if at all possible. Papers in nonstandard format can be resized by us, but resizing can degrade the pagination and thus the readability of the paper.

**3.2. Margins**

All margins (top, bottom, left, and right) should be ONE INCH (2.54 cm). You may use any combination of text and graphical or tabular material, but you may not exceed the page limit. Alignment of text with the columns should be **LEFT AND RIGHT JUSTIFIED.**

Right margin  
1 inch

Bottom margin  
1 inch

### **3.3. Numbering the Sections**

The main body of the article should be divided by appropriate numbered section and subsection headings. Main headings are typed in all uppercase letters; when numbering use Arabic numerals followed by a period. When subheadings are needed, be sure to use no fewer than two under a main heading. They should be typed in upper- and lowercase letters, flush with the left margin; do not underline. Follow the same format for any further sub-sub-heading.

## **4. FONTS**

We request that you submit your article in TEN (10) POINT TIMES ROMAN, SINGLE-SPACED font. This applies to textual language only, of course. Many of you will also be using a variety of mathematical symbol fonts as well. Also, many of your mathematical formulas will of course need to be spaced differently. There are no restrictions on the use of such variations, but remember that all material must adhere to the margin guidelines listed above.

We chose this particular typeface and size because it is one of the most commonly found fonts in most word processing software programs, and the size is convenient for fitting a reasonably long article into the allotted number of pages.

## **5. TITLE PAGE**

The title of your paper should be centered across the top of the first page, using all capital letters and boldface type. Follow the title with one line space.

On the next line show all the authors' names and affiliations only, centered in capital and lower case letters. Do not include job titles or degrees, addresses, etc. Use only the author's name and affiliation; do not include organizational subunits.

On the next line, type the CONTACT AUTHOR'S NAME AND ADDRESS (INCLUDING E-MAIL ADDRESS.). If there is only one author, type only the address on this line. Do not repeat the name. Follow the address with one line space.

An ABSTRACT OF 100 WORDS must precedes the article text. The left and right margins for the abstracts should be 1 1/2".

The abstract is followed by three to six key words or phrases that do not already appear in the title of the article.

Finally, begin to type your article.

## **6. JUST IN CASE**

Accidents do happen, and things sometimes get lost; we suggest you KEEP A COPY OF YOUR PAPER conveniently at hand should it be necessary to provide a substitute on short notice.

## **7. REFERENCES**

When referencing in the text, place the date in parentheses; for instance, "Kish (1965) showed that ...." If the reference is within parentheses give the author and date, for instance "(Kish 1965)." For three or more authors, use the et al. form. If the full reference is "Kish, Smith, Johnson, and Pearson (1991)" for instance, use "Kish, et al. (1991)."

If more than one paper are quoted at a time, separate references in brackets with semicolons, but separate references in the text as you would any other noun or proper name. For example: "A number of studies suggest that editing can be very expensive (Granquist 1994; Labrecque, et al 1999). On the other hand, Berthelot (1988), Latouche (1989) and Berthelot and Latouche (1990) disagree".

The following are examples of style depending on the kind of reference:

A Journal Article

Little, R. J. A. (1988), "Missing-Data Adjustments in Large Surveys," *Journal of Business and Economic Statistics*, **6**, pp. 287-296.

An Article or Chapter That Is Part of an Edited Volume

Binder, D., J. Kovar, S. Kumar, D. Paton, and A. van Baaren (1987), "Analytic Uses of Survey Data: A Review," in I.B. MacNeil and G.J. Umphrey (eds.) *Applied Probability, Stochastic Processes, and Sampling Theory*, Vol. 1, Dordrecht: Reidel, pp. 243-264.

A Book

Kish, L. (1965), *Survey Sampling*, New York: Wiley.

A Proceedings Article

Davis, S. J., J. Haltiwanger, and S. Schuh (1990), "Published Versus Sample Statistics from the ASM: Implications for the LRD," *Proceedings of the Business and Economic Statistics Section, American Statistical Association*, pp. 52-61.

Unpublished Paper

Särndal, C.-E., and B. Swensson (1985), "A General View of Estimation from Subsampled Data Sets," unpublished report, Stockholm, Sweden: Statistics Sweden.

Unpublished Paper Presented at a Conference

Scheuren, F. (1989), "Statistical Research Problems in Government," paper presented at the Annual Meeting of the Statistical Society of Canada, Ottawa, Canada.

Technical Report

Federal Committee on Statistical Methodology (1988), *Quality in Establishment Surveys*, Statistical Policy Working Paper 15, Washington, DC: U.S. Office of Management and Budget.