

Workshop

**Writing manuscripts for Official Statistics journals: Guidelines for practitioners and researchers:
8, 10 and 15 February 2022**

**ISI/ISR, IAOS/SJIAOS IASS/SS, StatisticsSweden/JOS, Statistics
Canada/SMJ, Wiley, IOSPress**

SESSION3: FEBRUARY 15, 2022

Typical structure of a manuscript

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Typical structure of a manuscript

The first presentation in this session covers several practical issues

It should be stressed that this is seen from the viewpoint of a publisher but we hope it's useful general advice

It covers the typical structure and content of a manuscript, bridging the information we provided from session 1 and especially session 2

SESSION3: FEBRUARY 15, 2022

Typical structure of a manuscript

Title – choose a title that best describes your work. Think about Search Engine Optimisation to aid discoverability. Title should entice the reader!

Abstract – concise summary of paper. Often the first and only part that gets read – so important to get it right!

Keywords – Effective keywords for your article will capture the attention of search engines while also accurately conveying the content of your article. Best practice for Search Engine Optimization includes mentioning the keywords every 100 to 200 words, in titles, subheadings, and at the beginning, and end of your article.

Introduction – why did you do the research? Demonstrate an expert understanding of prior work in the field by doing a literature review.

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Typical structure of a manuscript

Methods/experimental section – enables the reader to recreate/replicate the research with same outcome. How did you do it? What materials/tools/techniques did you use?

Results and Discussion – what does it mean? Why does it make a difference? Does it open up other avenues of enquiry? Don't summarise too much – that's what the abstract is for.

Appendix – the place for content not essential to the main article (some journals allow this to be placed in Supporting Information. Large datasets might be stored on external subject-based repositories).

Figures/tables – see the journal's Author Guidelines for instructions about the formats allowed.

Footnotes/endnotes – Footnotes and endnotes contain material that, if presented in the text, tends to disrupt the reader's train of thought.

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Typical structure of a manuscript

References – take care to follow the style of the journal and double-check them! More mistakes are found in the References than any other part of the manuscript.

Be sure to cite articles on which your work was based.

Make sure citations are relevant.

Avoid excessive self-citations.

Think about the audience – if journal is international don't focus on references from publications in a specific region.

Read the Author Guidelines carefully!

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Typical structure of a manuscript

There are many different conventions, or approaches, to effective referencing, depending on the referencing style being used, and these can be separated into a couple of standard systems for citing sources:

Author-date system, e.g. Harvard.

Numeric system, e.g. Vancouver.

Here is an example of an in-text citation in an author-date style:

In their review of the literature (Smith *et al.*, 2021), some themes emerge...

This style uses an approach in which an author-date are located/identified directly within the text when a source is used, which then allows the reader to find the full reference to the source at the end of the essay on a separate references list (or bibliography).

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Typical structure of a manuscript

Here is an example of an in-text citation in a numeric style:

In their review of the literature (1), some themes emerge...

This style uses a numbering system, where an alpha-numeric figure identifies that a source has been used/referenced. The reader can then locate the full reference in the reference list at the end of the essay.

Do not submit your article to more than one journal at the same time!

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Typical structure of a manuscript

Start with the data and work backwards.

- 1) Figures and tables
- 2) Methods, Results and Discussions
- 3) Conclusions and Introduction
- 4) Abstract and Title

Think of an article as a well-structured story. Only include information that advances the plot.

Authorship – some journals require an ORCID ID (unique identifier, prevents disambiguation). We'll talk about this in more detail in presentation 3.4

SESSION3: FEBRUARY 15, 2022

Typical structure of a manuscript

Copyright and licensing – Copyright is a law that gives the owner of the work the right to say how other people can use it.

Copyright licences detail the rights for publication, distribution, and use of research. Read your chosen journal's author guidelines for details on the journal's specific copyright agreement.

General guidelines on preparing your manuscript

See the [guidelines](#) here as a starting point.

Navigate the complex world of [Publishing Ethics](#)

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Typical structure of a manuscript

Our top publishing ethics tips for authors:

- 1) Declare to your chosen journal that your manuscript is not published elsewhere
- 2) Declare any conflicts of interest
- 3) Check all co-authors meet criteria for authorship and ensure appropriate acknowledgements made in the manuscript
- 4) Include appropriate funding statements in the manuscript
- 5) Be alert to bias and follow guidelines for accurate and complete reporting of research
- 6) Inform the journal if you subsequently find errors in your research
- 7) Sign a copyright agreement

Check out Wiley's Publishing Ethics Guidelines: <https://authorservices.wiley.com/ethics-guidelines/index.html>