

Studia Demograficzne

Guide for Authors

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Journal's scope and aim

Studia Demograficzne publishes high quality papers on a wide range of demographic issues. Being interdisciplinary in its scope, the journal welcomes up-to-date contributions from all areas of social sciences and life sciences, including economics, sociology, psychology, geography, health, political sciences, population-related policy, and social policy. Papers addressing population topics from mathematical and statistical perspectives are also of high interest.

The journal welcomes empirical as well as theoretical papers. They may provide both cross-national comparative and country-specific studies that demonstrate important population issues. Other related materials, such as brief research reports, books and literature reviews, as well as information on important scientific events, are also welcome. *Studia Demograficzne* places a particular emphasis on contributions which focus on Central and Eastern European countries.

The journal provides a space for scientific debate on a wide range of population issues and operates as a sharing platform for research results with a broad audience. It aims to support networking of population science researchers in Central and Eastern Europe and to contribute to a more advanced scientific communication and exchange within the demographic community.

Choosing the adequate paper category

All submissions, regardless of their category, should be made via the website of *Studia Demograficzne* at the OJS platform (click [here](#)). When submitting the manuscript, **you will be asked to indicate its type** (an original research paper, a review paper, a brief communication, a book review, other).

For more details about the submission process go to section “Submitting a manuscript”.

Original research papers and review papers

- We welcome both original research and review papers.
- **Original research papers** present full reports on analyzed phenomena or focus on methodological issues important to the scientific community.
- **Review papers** examine previously published studies and provide a comprehensive summary of the current state of understanding on a certain topic.
- **Length:** 36,000 characters including spaces (max. 20 pages). Format: Times New Roman 12-point, 1.5 spaced, all margins set to 2.5 cm. The character count refers to: Title, Main text and References.

Brief communications (short reports or letters)

- These types of publications consist of a brief, comprehensive report on the ongoing research (including the first communication of the results), insight into emerging research topics, comments of data or methods from original papers, highlight important research trends, etc., which may have an important influence on the scientific community in respect to the future research and methodology development.
- They are relatively short in format, usually not more than 18,000 characters with spaces (max. 10 pages). Format: Times New Roman 12-point, 1.5 spaced, all margins set to 2.5 cm.
- Format requirements are the same as for the original research and review papers (see section “Preparation of the manuscript”).

Book reviews

- We also welcome reviews on books on topics which fall within the scope of the Journal.
- Book reviews should provide a comprehensive insight and comments on recently published scholarly books.
- A book review should not exceed 5,400 characters with spaces (max. 3 pages). Format: Times New Roman 12-point, 1.5 spaced, all margins set to 2.5 cm.

Special issues

- We welcome proposals for special issues that consist of the collections of papers on topics falling within the scope of the Journal.
- *Studia Demograficzne* welcomes researchers to propose and co-editor the special issues focused on important research phenomena or methodological issues.
- According to the Journal’s review policy, the review procedure is identical as for original research and review papers.

- Authors of special issue papers should fulfill all the requirements described in the section “Preparation of the manuscript”.

Other

- We also welcome short notes including information on important events related to the scope of the Journal: conferences, prizes, etc.

Submitting a manuscript

- **Open Journal System Platform:** Starting from October 2019, authors should submit manuscripts via the website of *Studia Demograficzne* at the OJS platform (click [here](#)).
- **Author’s account at the OJS platform:** to submit a manuscript you will need to create an account if you do not have one. Please read the important notes below:
 - ORCID identifier – we highly encourage you to provide your ORCID identifier while registering at the OJS platform. Including ORCID identifier enhances the visibility of your research and publications as it increases the discoverability of your papers. You may obtain an ORCID identifier [here](#).
 - Please provide a valid e-mail address as it will serve as a primary contact medium.
 - The account will allow you to access your manuscript’s reviews. If your paper is accepted for publication, but reviewers indicated areas for change (“revise and submit”), please submit a reviewed paper using the OJS platform.
- **For any help and questions about the submission process** please contact Sylwia Timoszuk (stimos@sgh.waw.pl).

Quick submission checklist

Before submitting a manuscript, please ensure that your submission adheres to all the Author Guidelines and Instructions provided below. If a manuscript does not comply with these guidelines, it may be returned to the author.

- ☐ The paper is not under consideration for publication elsewhere and has not been published previously (except publication in the form of an abstract or academic thesis).
- ☐ The paper corresponds with the Journal’s aims and scope which have been described in the section “About the Journal”.
- ☐ The paper is written in either British or American English – the chosen language should be used consistently (the mixture of the two will not be accepted).
- ☐ The font used is Times New Roman 12-point, the text is 1.5 spaced and all margins are set to 2.5 cm.
- ☐ The length of the text should not exceed 20 pages (36,000 characters with spaces), including the title, the main text, tables, figures and the reference list.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the section “Preparation of the manuscript”.

- ❑ The manuscript is written in an inclusive language, which is free of bias and prejudice. Thus, it promotes the ideals of egalitarianism and is respectful to all people regardless of their beliefs, race, sex, age, culture, etc.
- ❑ The references are prepared according to the APA style requirements. In addition, the reference list is numbered using square brackets, i.e. [1], [2], [3] to facilitate more efficient Google Scholar reference search of your published paper.
- ❑ The submitted manuscript is anonymized completely to facilitate the double-blind peer-review process. To see detailed information about manuscript anonymization, go to section “Manuscript requirements concerning the Journal’s peer-reviewing policy”.
- ❑ The manuscript has been prepared using a Word processing package (.doc or .rtf).
- ❑ The author and all the co-authors have agreed to publish their names, bio statements, affiliations and email addresses with papers with the CC-BY license.

Named authors

- Name all the authors who have had a substantial contribution to the paper, i.e. individuals who have substantially contributed to:
 - the research design, analyses carried out or data interpretation, or
 - preparing the drafted manuscript or revising it critically for important intellectual content, or
 - receiving approval for the manuscript to be published.
- What is more, all the named authors should have contributed substantially to the manuscript.

Journal’s peer-review policy

- *Studia Demograficzne* adheres to a double-blind peer-reviewing policy, in which both the reviewer and the author are anonymous. To facilitate this, authors must anonymize their manuscripts to ensure that their identity will not be given away (see section “Manuscript requirements concerning the Journal’s peer-reviewing policy”).
- All submissions undergo a double-blind peer review process by two independent reviewers. In case of contradictory opinions, the third reviewer is asked to review a given paper.

Copyright

All authors of the accepted manuscripts will be asked to assign their copyright, on certain conditions, to SGH Warsaw School of Economics.

Preparation of the manuscript

Manuscript requirements concerning the Journal's peer-reviewing policy

Authors should **anonymize the submitted manuscripts completely** to facilitate the double-blind peer-reviewing process. Please read carefully and adhere to the following rules:

- Do not include your name, surname and affiliation in the manuscript.
- Do not include any acknowledgements in the manuscript – you may add them later when your paper is accepted for publication.
- In the main text, footnotes, citations, etc. replace any information that would identify the author(s) with the following words: [citation deleted to maintain the integrity of the review process] – or any other equivalent statement.
- Remove any running headers or footers that would identify the authors.
- When referring to your own references, use the third person – for example write “Doe’s research has shown” instead of “My research has shown”.
- Ensure that all identifiers have been removed from electronic files, including your manuscript prepared using Microsoft Word.

Paper style guidelines

Please keep the text formatting to the **minimum**. Do not use custom styles and exclude all the hyperlinks within the document (i.e. links to specific places in the document, such as chapter titles linked to the table of contents, table headers or drawings). Hyperlinks should also be removed from the quoted web sources.

Language

- The paper may be written in either British or American English – the chosen language should be used consistently (the mixture of the two will not be accepted).
- Authors, particularly those whose native language is not English, may wish to have their English-language manuscripts professionally proofread before submission or during the review process.
- Please note that the use of English-language proofreading service is optional, and at the author's own expense. Also, use of these services does not guarantee that the manuscript will be accepted for publication.
- The manuscript must be written in an inclusive language, that is free of bias and prejudice. Thus, it promotes the ideals of egalitarianism and is respectful to all people regardless of their beliefs, race, sex, age, culture, etc.

Main text

- Body text: Times New Roman, 12-point, 1.5-spaced.
- Section's headers: Times New Roman, 16-point, bold, 1.5-spaced. Do NOT number the headers.

- Margins: 2.5 cm margins all around (top, bottom, left and right margins) – it applies to the whole manuscript (the text, footnotes, quotations, equations, appendices, reference list, tables, figure legends, and headings).
- Justification: the text should be justified to both margins (left and right).
- First-line indent: 1.25 cm (do not use the “Tab” key).

Footnotes

- General: notes should appear as footnotes, not endnotes. Footnotes should contain remarks, comments, important notes, etc. They should not be used for references (see “References in the body text” section).
- Font: Times New Roman, 10-point, 1.5-spaced.
- Numbering: footnotes should be numbered using Arabic numerals (1, 2, 3). In the text body, they should be in a superscript format (^{1, 2, 3}).

Tables

- Formatting: keep formatting **to the minimum**. Do not apply any custom style, font or background colour, etc. Leave a table as plain as possible, with all cell borders set to a single line (thick or double if needed).
- Position in the text: please indicate in the text where approximately a table should appear – you may use the following words: [Insert Table 1] – or any other equivalent statement. **Tables should be clearly laid out on separate pages** (NOT in the body text) and numbered consecutively.
- Numbering: number tables separately from the figures and illustrations using Arabic numerals (1, 2, 3).
- Columns/rows: please give particular attention for selecting the proper and concise column and row labels – ensure they are adequate and easily comprehensible. Multiple word labels should be in the sentence case.
- Numbers: when presenting numbers, avoid spurious accuracy – in most cases one decimal place is enough to present the obtained results.
- Referring: in the body text, please refer to the table using its number, for example “see Table 10”, NOT “see the table below”. To ensure high text flow and page breaks, the final placement of the table in the published paper may change in comparison to the manuscript submitted.
- Title: use a brief and concise title that presents the subject of a table clearly. Place the title above the table, do not use a dot at the title’s end.
- Title font: Times New Roman 10-point, bold, 1.5-spaced.
- Table’s notes: when referring to the table’s content, use lowercase letters (labels) in the superscript format (^{a, b, c}) or asterisks (*, **, ***). Explain the notes below the table.
- Column’s heading: the first word of the column’s heading should start with an uppercase letter.
- Source: the source for a table’s data should be indicated below the table (Source: ...).
- Colours: colours may be used in the tables, but the colours will appear **only in the online version** (free of charge). **The printed version will include only black and white** tables – please plan them so that they can be understood without recourse to the colour.

Figures and illustrations

- Quality: all figures and illustrations should be of high quality, easily readable and comprehensible. Please provide a copy-edited version of the file when possible. Also, please remember that authors of accepted manuscripts may be asked to send a high-resolution version of all figures during the publishing process, if the digital files provided earlier are inadequate for publishing.
- File format: when possible, enclose a file format that allows editing during publishing process. The following formats are preferred: CDR, AI, EPS, XLS. When sending the “picture” version of the figure, please ensure it is in a very high quality so that the figure will be readable in the published paper.
- Size: in case of the picture version/photographs/illustrations, use Tiff or Jpeg format at 300 dpi (dots per inch) at their final printing size.
- Figures generated in:
 - Excel please send the original file (not the “picture” version), which may be later copy-edited for ensuring high-quality of the published figures.
 - STATA, R, etc.: please ensure high quality of the figures.
- Position in the text: please indicate in the text where approximately the figure/illustration should appear – you may use the following words: [Insert Figure 1] – or any other equivalent statement. **Figures and Illustrations should be clearly laid out on separate pages** (NOT in the body text), numbered consecutively.
- Numbers: when presenting numbers, avoid spurious accuracy – in most cases one decimal place is enough to present the obtained results.
- Notes: any technical or methodological notes should be provided below the figure/illustration.
- Title: use a brief and concise title that presents the subject of a figure clearly. Place the title above the figure, do not use a dot at the title’s end.
- Title font: Times New Roman 10-point, bold, 1.5-spaced.
- Source: please provide the source below a figure/illustration. If the figure’s element/illustration is copyright protected, author(s) should obtain the written consent of the copyright owner for free of charge use of the protected material. Obtaining the permission is the author’s responsibility.
- Colours: colour figures can be submitted to *Demographic Studies*. However, they will appear **in colour only in the online version** (free of charge). **The printed version will include only black and white** figures – please plan them so that they can be understood without recourse to the colour.

Math formulas

- Formulas in Word: please ensure that equations are editable.
- There are strict rules concerning the font types used for math equations and formulas.

Use italics for (*example*):

- letters denoting numbers, variables and geometrical points,

- naming a function,
- letters and letter abbreviations used in the superscript or subscript format (except two- or three-letter abbreviations).

Regular upright text for (example):

- Arabic and Roman numbers, including superscripts or subscripts,
- units of measurement,
- two- or three-letter abbreviations,
- special symbols, for example: π , e ,
- probabilities, for example $P(A)$, $E(x)$, $D^2(X)$.

use bold italics for vectors (***example***).

Use bold upright text for matrices (***example***).

- Please differentiate clearly between lowercase and uppercase letters (for example P and p). Special care should be given to: X, x and \times (the latter denoting multiplication). Also, be consistent when using asterisks: * (multiplication) or * (superscript).
- To avoid ambiguity, use parentheses where necessary.
- Consider using simple fractions in the text with the solidus “/” instead of a horizontal line to ensure that the paper’s content is easily readable.
- Number the equations consecutively using Arabic numerals in round brackets, i.e.: (1), (2). Insert the equation’s number on the right-hand side of the text. In the body text, refer to the equation by its number (“As equation [1] shows”).
- Please give special attention to the difference between letter “ell” and the figure one (l versus 1) and the letter “oh” and the figure zero (O versus 0).
- Please indicate clearly when “d” is used as a notation for the derivative.
- Units and symbols should be presented using SI system. When given in other systems, please insert conversions.

References in the body text

- The manuscript should follow the APA citation guidelines.
- When adding in-text citation provide the author’s surname and the year of the publication using the following format:
 - One author: (Author, year)
 - Two authors
 - First reference: (Author & author, year)
 - Second reference: (Author & author, year)
 - Three or more authors
 - First reference: (Author, author, & author, year)
 - Second reference: (Author et al., year)
 - Provide the page number when quoting: (Author, year, page-number)
- **Examples:**
 - One author: (Mood, 2010)
 - Two authors
 - First reference: (Arpino & Bordone, 2014)
 - Second reference: (Arpino & Bordone, 2014)

- Three or more authors
 - First reference: (Berg, Hoffman, Hassing, McClearn, & Johansson, 2009)
 - Second reference: (Berg et al., 2009)
 - Page number when quoting: (Łopata, 1996, p. 22)
- Separate the references with semicolon “;”, for example: (Biro, 2013; Łopata, 1996)

Reference list guidelines

- The manuscript should follow the APA citation guidelines.
- **You can consult APA style citation rules at:** <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.
- **Important notes:**
 - (1) include DOI, if available
 - (2) a given reference should always be retained in the language in which the source has been published (i.e. original titles should be retained).
 - (3) provide a complete list of references and include only the references cited.
 - (4) order the reference list by the (first) author’s surname in alphabetical order.
 - (5) all authors must be named in the list of references – the use of “et al.” is not permitted.
- **Journal**
 - One author: Mood, C. (2010). Logistic regression: why we cannot do what we think we can do, and what we can do about it. *European Sociological Review*, 26(1), 67–82.
 - Two or more authors:
 - Example 1: Read, S., & Grundy, E. (2011). Fertility history and quality of life in older women and men. *Ageing and Society*, 31, 125–145.
 - Example 2: Berg, A. I., Hoffman, L., Hassing, L. B., McClearn, G. E., & Johansson, B. (2009). What matters, and what matters most, for change in life satisfaction in the oldest-old? A study over 6 years among individuals 80+. *Aging & Mental Health*, 13, 191–201.
- **Book**
 - One author: Łopata, H. Z. (1996). *Current widowhood: myths & realities*. Thousand Oaks, CA: Sage.
 - Two or more authors: Tashakkori, A., & Teddle, C. (Eds.). (2003). *Handbook of mixed methods in social and behavioral research*. Thousand Oaks, CA: Sage.
- **Book chapter**
 - One author: Calasani, T. (2009). Theorizing feminist gerontology, sexuality, and beyond: an intersectional approach. In V. L. Bengtson, D. Gans,

N. M. Putney, & M. Silverstein (Eds.), *Handbook of Theories of Aging* (2nd ed.). New York: Springer.

- **Dictionaries:** *American heritage dictionary* (2nd ed.). (1985). Boston: Houghton Mifflin.
- **Website**
 - With author

Eco, U. (2015). How to write a thesis [PDF file]. (Farina C. M. & Farina F., Trans.) Retrieved from https://www.researchgate.net/...How_to_write_a_thesis/.../Umberto+Eco-How+to+Write+... (Original work published 1977).
 - No author:

EUROSTAT Glossary. (n.d.) Retrieved January 22, 2019, from <http://ec.europa.eu>.

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