**Instructions for preparing your manuscript for the Proceedings**

Manuscripts may be submitted in either French or English. Since the Proceedings will be published in both languages, your punctual submission is essential for Statistics Canada to have the time required to translate the manuscripts. Authors should submit their manuscripts as an attachment to an email message.

1. Your file should be in Microsoft Word. Please check with us before sending diagrams and graphs or any other materials in machine-readable form other than Microsoft Word

2. At most, including references and appendices, the manuscript should not exceed **6 pages long for contributed papers** and **8 pages long for invited papers (12 pages long for the keynote address and the closing address)**. You should follow the 2018 Symposium Style Guide for Manuscripts (see APPENDIX A).

3. Final manuscripts are due by **January 18, 2019**. They should be submitted by e-mail to [STATCAN.Symposium2018-Symposium2018.STATCAN@canada.ca](mailto:STATCAN.Symposium2018-Symposium2018.STATCAN@canada.ca)

**APPENDIX A - Symposium 2018 Style Guide for Manuscripts**

Proceedings of Statistics Canada Symposium 2018

Growth in Statistical Information: Challenges and Benefits

**Symposium 2018 Style Guide for Manuscripts**

Author's name, Author's name, and Author's name[[1]](#footnote-1)

**Abstract**

Text for the abstract is indented a further 0.5 inch on both sides from rest of text. The “Proceedings of...” notation appears on the title page only, in the upper left corner, starting on line 1. Title of the paper appears in bold title case (font size 14), centred on line 5. Author's name(s) are centred on line 7 in normal mixed case, with superscript(s) referring to the footnote(s). The word Abstract is centred in bold (font size 12) on line 10. Abstract begins on line 12 and should contain approximately 100 words. Avoid mathematical expressions in the abstract. Select 3 to 6 key words, leaving 1 blank line after the abstract. The abstract should be in font size 8. Section headings are in font size 12. Other text is in font size 10.

Key Words: Margins; Spacing; Centering; Upper-case.

**1. Introduction**

**1.1 Description**

Text begins here. First heading is numbered and centred in bold sentence case after 2 blank lines following the key words line. Subheadings are numbered decimal style in bold sentence case starting at left margin. Make justification full (both left and right margins).

**1.2 Page Limit and Page Size**

Maximum TOTAL length of each paper (including text, tables, appendices, etc) is 8 pages for invited papers and 6 pages for contributed papers when printed according to this style guide. Page size is to be 8½ x 11 inches. NOTE TO INTERNATIONAL AUTHORS: Although the American letter size of 8½ x 11 inches may not be your standard paper size, we ask that you attempt to send us letter size formatted documents if at all possible.

**2. Margins and spacing**

**2.1 Margins**

Margins should be 1 inch on top, bottom, left and right.

**2.2 Spacing**

Spacing should be single, except when formulae dictate otherwise. In such cases, use 1¼ or 1½ spacing.

**3. Fonts, tables, formulae and other**

**3.1 Fonts**

The font for manuscripts is Times Roman 10-point type. For example: This is Times Roman 10-point type. The font for headings of sections and sub-sections within the manuscript is bold Times Roman 12-point type. **For example: This is bold Times Roman 12-point type.**

**3.2 Tables and formulae**

Short formulae should remain in the text, but long, complicated or important ones should be set on separate lines and numbered. Figures and tables should be numbered and titled, and appear near to where they are first referred to in the text. When possible, please include an editable version of tables and charts rather than a picture to make translation easier

**3.2.1 Details on tables**

Table numbers should be left-justified, in bold Times Roman 10-point type font and use Arabic numerals. The numerals should indicate the sub-section in which the table is found followed by a hyphen and a sequential number. The title of the table should appear on the following line, left-justified, in bold Times Roman 10-point type font and in sentence case. Column headers should be aligned in the same manner as the data below it unless they span more than one column

**Table 3.2.1-1**

**Participants at Statistics Canada’s Symposia by year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Participants | | |
|  | Total | Year to year change | |
| Year | Number | Number | Percent |
| 2005 | 400 | … | … |
| 2006 | 400 | 0 | 0.0% |
| 2007 | 300 | -100 | -25.0% |
| 2008 | 500 | 200 | 66.6% |

… not applicable

**3.2.2 Details on figures and charts**

Figure numbers should be left-justified, in bold Times Roman 10-point type font and use Arabic numerals. The numerals should indicate the sub-section in which the table is found followed by a hyphen and a sequential number. The title of the table should appear on the following line, left-justified, in bold Times Roman 10-point type font and in sentence case. In charts the axes should be labelled in sentence case.

**Figure 3.2.2-1**

**Participants at Statistics Canada’s Symposia by year**

**3.3 Other specifications**

Avoid abbreviations. Acronyms should be written out in full on the first occasion they are used. All other material (appendices, acknowledgements, etc.) should appear at the end of the paper.

Images submitted in both English and French will be accepted. Images submitted in one language alone will also be accepted, but will not be translated.

**References**

References in the text should be cited with the author's name and year of publication, e.g. (Cochran, 1977), Cochran (1977), or Cochran (1977, p. 164). References should be fully cited and arranged alphabetically by author (and chronologically within author) using the following formats:

# 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

Archer, D. (1995), “Maintenance of Business Registers”, in B. G. Cox et al. (eds*.) Business Survey Methods*, New York: Wiley, pp. 85-100.

### A Book

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

### A Proceedings Article

Pierzchala, M. (1990), “A Review of Three Editing and Imputation Systems”, *Proceedings of the Survey Research Methods Section, American Statistical Association*, pp. 111-120.

### An Unpublished Paper

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

### An 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.

1. Author #1 name, Affiliation, Address, Country, Postal Code (e-mail optional); Author #2 name, Affiliation, Address, Country, Postal Code (e-mail optional); Author #3 name, Affiliation, Address, Country, Postal Code (e-mail optional) [↑](#footnote-ref-1)