

Guidelines for writing papers for the ECB Statistics Paper Series

1. All papers are to be written in English using Microsoft Word.
2. Papers should comprise at least:
 - (a) a non-technical abstract;
 - (b) a non-technical summary/executive summary;
 - (c) main sections; and
 - (d) references (wherever applicable).
3. Background and technical information should be included as annexes, with sources being cited.
4. Papers should be concise and informative, wherever possible (keep it short and simple).
5. Authors are encouraged to submit the draft abstracts to the Editorial Board before writing the actual paper.
6. Draft abstracts (including keywords and [JEL classification codes](#)) should be submitted to the Editorial Board together with:
 - (a) background information on the topic;
 - (b) the value/contribution the paper is expected to bring;
 - (c) references to statistics literature, where applicable;
 - (d) a timetable;
 - (e) a documented request for a fast-track procedure, where applicable; and
 - (f) the author's name and e-mail address.
7. Draft papers should be submitted to the Editorial Board together with the author's questionnaire and the documentation set out in item 6 above in cases where a draft abstract was not submitted separately in advance.
8. Draft abstracts and papers should be sent via e-mail to:
statisticspaperseries@ecb.europa.eu.
9. Authors should write in plain English, avoiding heavy nominalisation (use verbal structures instead) and jargon, and explain all abbreviations/acronyms.
10. Authors should follow the bibliographical references guide.

11. Authors should be as concise as possible, using short sentences, and endeavour to:
 - (a) discuss only one idea per paragraph;
 - (b) limit paragraphs to between five and 10 lines, with topical sentences at the beginning of paragraphs (i.e. starting with the main idea); and
 - (c) avoid sentences with more than two clauses.



12. All charts should be created with Microsoft Office tools (such as Excel or PowerPoint) and should be integrated in the draft paper (use “paste special” – option: enhanced metafile). Please see Annex 1.

13. All tables should be created in Microsoft Word or in Excel. If they are created in Excel, mark the complete table and use the same paste option as for the charts. Please see Annex 2.

14. The final paper submitted (i.e. incorporating the feedback received from the Editorial Board) must be accompanied by:
 - (a) a note explaining how the Editorial Board’s comments were integrated; and
 - (b) the following separate files:
 - (i) a csv/excel file with the data/statistics used in the paper, including the sources and statements on whether or not reusing the data is permitted;
 - (ii) an excel file of each dataset (table), numbered in the order in which the datasets appear in the paper; and
 - (iii) an excel file of each chart including the sources and numbered in the order in which the charts appear in the paper.
15. In case of formatting questions, please contact the Publications Team at officialpublications@ecb.int

Annex 1: Charts

General set-up of charts

Font: Arial, 6pt, black

Axes lines: 0.5pt, Grey, solid line

Gridlines: 0.3pt, Grey, solid line

Data lines: 2pt, solid line, colours above






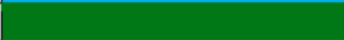
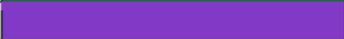
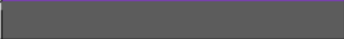


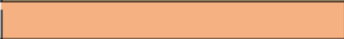

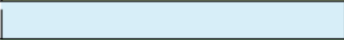


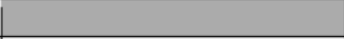
Background: None

Chart position and size in word document

How to insert charts from excel into word documents

- Mark and copy chart in excel (Ctrl+C)
- Put cursor in position, where the chart needs to go (On the Picture style of each chart)
- Choose Home > Paste dropdown > Paste Special > Picture (Enhanced Metafile)

Chart colours

		sRGB
Blue		0/56/148
Yellow		255/180/0
Orange		255/75/0
Light Green		101/184/0
Cyan		0/177/234
Dark Green		0/120/22
Purple		129/57/198
Dark Grey		92/92/92
Blue 2		152/161/208
Yellow 2		253/221/167
Orange 2		246/177/131
Light Green 2		206/225/175
Cyan 2		215/238/248
Dark Green 2		141/184/141
Purple 2		174/151/199
Dark Grey 2		169/169/169
Grey	Axes & gridlines only	217/217/217

Annex 2: Tables

How to create a table in word, when your data is in excel

- Put your cursor in Word in a new line underneath a normal paragraph.
- In this line create a table with exactly the same number of rows and columns; ignore merged cells in the excel table
- Mark the table in excel and copy it
- Mark the whole table in word and make a right click on it
- In the dropdown that opens, choose the following paste option: keep text only (the big A)
- Mark the whole table again and apply the style Table – Text
- If you had merged cells before in the excel table, merge the cells accordingly in the word file.
- Add table number, title and sources and notes before and after respectively.
- You can autofit the table to window, if there is a lot of content in the table.

To update a table in word with data from excel

- Mark the table in excel and copy it
- Mark the whole table in word and delete the content
- Mark the whole table in word again and make a right click on it
- In the dropdown that opens, choose the following paste option: keep text only (see picture above)
- Mark the whole table
- Click on the style Table – Text (see picture above)