



EUROPEAN CENTRAL BANK

EUROSYSTEM

DIRECTORATE GENERAL STATISTICS
EDITORIAL BOARD OF THE STATISTICS PAPER SERIES

Questionnaire for submission of articles to the Editorial Board

Title of draft paper submitted:

The questionnaire facilitates the submission process of authors to check and ensure that the general guidelines have been followed as far as possible. This also assists the Editorial Board for assessing the allocation of potential referees. This is important for ensuring and completing the screening process and thereby contributing to a reasonable time-to-market release of articles.

Please complete the draft questionnaire and tick/insert comments as appropriate. Please submit the completed questionnaire together with the draft article.

1. Authors name¹ and contact details?

Name of author	Institution	E-mail	Phone
▪			
▪			
▪			

2. Does the paper follow the core guidelines of the Edb?

Core guidelines for submission of papers	Yes/No
▪ Does the article have an abstract?	
▪ Have you included the JEL classification codes?	
▪ Is there a non-technical summary/executive summary?	
▪ Are background and technical information ² mainly included as annexes?	
▪ Are sources being cited?	
▪ Is there a bibliography?	

¹ Please add the relevant group in case of Committee-, Working Group or Task Force work.

² Methodology description and discussion of methodology choices should remain within the paper. Technical information refers mainly to data test results and other technical information.

3. Guidance for charts and tables

Charts and tables used in articles	Yes/No
<ul style="list-style-type: none">Are all charts and tables integrated in the draft article including starting the sources?	

Please start timely the preparation of the final data file, which is needed as an integrated part for the final submission. The data file is not needed as part of the initial submission to the Statistics Paper Series. This data file is needed once you submit the final paper to the editorial board for approval.

Statistics/data used in articles	Yes/No
<ul style="list-style-type: none">Have you (already) created a csv/excel file with the data/statistics used in the article, including starting the sources? (can be zipped).	
<ul style="list-style-type: none">Are the data used within charts and tables numbered in the order in which the datasets appear in the article?	
<ul style="list-style-type: none">Is any of the data used in the paper confidential?	
<ul style="list-style-type: none">Have you included a statement on whether or not a re-use of the data is permitted from the external source (if not available in SDW)?	

4. Motivation and background for the submission?

- Is this own work or committee/working group related work? (Please state which, if any)
- In case of committee/working group related work, has the paper been approved and by whom? (*prior approval is not necessary. It is advice that authors inform their line management of their intention to write a paper for the Statistics Paper Series*).

5. Has the paper or the substance of the paper been published elsewhere?

- [Yes/No]
- If yes, please state where and provide the link

Papers are subject to ECB proof reading