

## Text Editing Guidelines for *Istat Rivista di statistica ufficiale* (with pre-set formatting styles)

You can format a text according to the editorial standards of *Istat Rivista di statistica ufficiale* using the styles available in this document.

First, delete the pre-inserted content in this file, and then replace it with the text that needs to be formatted.

Selecting the icon on the command line (*Home > Styles*) a list of styles will open on the right of the screen. You can then select each section of the document (titles, text, notes, etc.) and click on the chosen style to apply it to your text. All styles prepared for *Istat Rivista di statistica ufficiale* start with “RSU”.

- **Language:** English.
- **Length:** from 4,000 to 8,500 words (maximum) not including Abstract, Keywords, tables/charts, references.
- **Abstract:** 120 words (in English), one-single paragraph with a maximum of ten lines (avoid mathematical expressions in the abstract).
- **Keywords:** 3 to 6 key words that capture the main topics of the article.
- **Citations and References:** Author-Date format according to the [Chicago Manual of Style](#). In-text citations should be parenthetical. For example, sources should be identified at an appropriate point in the text by last name of author, year of publication, and pagination, all within parentheses. Use of footnotes should be minimised and used only for substantive observations.
- **Figures and Tables:** All figures and tables should be numbered using a two-level numbering system based on the related Paragraph within the paper.

For example, Table 1.1 can be either the first table in Paragraph 1 or the first table in Subparagraph 1.1; if the first table is included in Subparagraph 1.1, it will be named Table 1.1 as well, and so on. Both figures and tables should have titles as self-explanatory as possible on top of them and appropriate sources at the bottom should always be indicated. Tables and figures should be prepared for communication of results and not include output from statistical software. Within the body of the paper, authors should insert a location note (e.g., “Table 2 about here,” at the appropriate place in the text). Tables and figures should be also submitted in a separate *.xls* file.

Page size and page margins are already set in this document:

- **Close format:** 17 x 24 cm;
- **Text limits:** 13 x 19 cm;
- **Margins** - Upper 2.5 / Lower 2.5 / Left 2 / Right 2.
- **Headings and page numbers** are not to be included by authors and will be updated at pre-publishing stage.





$$y = ax + b \quad (1.1)$$

Text text.

**Table 1.1 – Title of the table<sup>5</sup>**

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*Source:* Add the appropriate source (with a detailed description if necessary)

(a) Include possible explanatory notes for the figure content, if necessary.

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<sup>5</sup> Tables should have a width of 13 cm. (the same as the text box). Texts/Numbers within the Tables should be typed in 7 pt. Arial font. Tables should always be also included as a separate file with the original size and data.

## References<sup>6</sup>

- Eurostat. 2004. *How Europeans spend their time. Everyday life of women and men: data 1998-2002*. Luxembourg: Statistical office of the European Communities.
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- Istituto Nazionale di Statistica – Istat. 2019. “Essere anziani oggi: non è solo una questione di età”. In *Rapporto Annuale 2019. La situazione del Paese*. Roma: Istat. <https://www.istat.it/it/archivio/230897>
- Istituto Nazionale di Statistica – Istat. 2019. “Rapporto SDGs 2019. Informazioni statistiche per l’Agenda 2030 in Italia”. *Lecture Statistiche – Temi*. Roma: Istat. <https://www.istat.it/it/archivio/229565>
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- Sudman, S., D.K. Willimack, E. Nichols, and T.L. Mesenbourg. 2000. “Exploratory Research at the U.S. Census Bureau on the Survey Response Process in Large Companies”. *Proceedings of the Second International Conference on Establishment Surveys*: 327-337. American Statistical Association.
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<sup>6</sup> References should follow the Author-Date format of the [Chicago Manual of Style](#). More in detail, list all referenced items alphabetically by author, then by year of publication beginning with the most recent year. Use *italics* for titles of books and journals. It is necessary to always include all the bibliographic references used within the text: in round brackets (Author’s Surname Year, page number/s). The examples listed in the present template are the most frequently used: an institution as a book author, an article by multiple authors, an article on a journal, etc.

For further details, refer to [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)