

# Guidelines for Authors

## General instructions

The Vienna Yearbook of Population Research welcomes empirical, theoretical and methodological contributions focused on population changes, structures and processes. Since 2008, the volumes have been devoted to selected themes following special calls for thematic issues. Please consult the website of the Vienna Yearbook of Population Research (<https://www.viennayearbook.org>) for the ongoing Call for Papers.

Contributions in the journal are divided into six main categories:

- **Research articles:** original peer-reviewed articles presenting new research;
- **Review articles:** peer-reviewed contributions providing a broader overview of a selected topic, with a focus on summarising existing research, main arguments and discussions, identifying research gaps and outlining future research agenda;
- **Data & Trends:** peer-reviewed analytical or descriptive articles that focus primarily on empirical analyses or present databases and data infrastructures;
- **Perspectives:** peer-reviewed short contributions and essays focusing on ideas, concepts or theories, either discussing existing research or proposing new frameworks and interpretations;
- **Debate:** invited short contributions and reflections discussing a selected question or issue. These contributions are assessed by issue editors only. They do not need to cover relevant data and literature in detail and might be speculative.
- **Letters & Commentaries:** comments, reflections, updates and critique on the past contributions published in the journal. These can either be brief and focused (Letters) or broader-based and more elaborate (Commentaries) spontaneous contributions, which will be assessed by the journal editors. If accepted, they will be published online and linked to the article they discuss. The authors of the discussed articles may be invited to respond.

Contributions for the *Vienna Yearbook of Population Research* should be in **English** (preferably in British English). Spelling and usage should be according to the conventions of either British or American English and should be consistent throughout.

Authors are encouraged to write concisely and to have their contribution checked for grammar and spelling. Poorly written contributions will not be accepted. The *Vienna Yearbook of Population Research* provides final English editing.

The *Vienna Yearbook of Population Research* does not impose strict restrictions on the **length of contributions**. However, we recommend that submitted manuscripts do not exceed 10,000 words. Submissions can be in any common format such as MS-Word or as LaTeX files. For submissions in LaTeX, please provide a backup PDF file; changes by the copy editor will be made in a Word copy of the PDF file in order to make ‘tracked changes’ visible to the authors — who will have to integrate them into the LaTeX file, if applicable. Please inquire with the managing editor about other formats if necessary.

Submissions are handled by an automated journal management system (OJS) for all users involved in the reviewing, editorial and publishing process to speed up the production schedule and make it as smooth as possible. Authors are asked to register online at <https://vypr.vlg.oeaw.ac.at/> and then submit their articles by following the instructions under [Submissions].

## Submission procedure

### First submission

Submissions should contain original research, that has not been published before, has not been and will not be submitted for review to another journal while under review by the *Vienna Yearbook of Population Research*.

Submissions that have been published as working papers, in conference proceedings or which have been uploaded to institutional or public pre-print repositories are accepted, but it should be indicated in a note to the editors at submission.

First submissions do not have to adhere to our guidelines on the final manuscript layout. All pages must be typed double-spaced (11 or 12 point type size), with margins allowing for editor’s notes.

Each submission has to contain a **cover page** specifying

- Title of submission
- Names of all authors (main author first), institutional affiliation, postal address and email and ORCID iD, if available
- Abstract (about 150 words)
- Keywords (4-6)
- Disclosure of competing or conflict of interests
- Compliance with ethical standards
- Sources of funding, if any
- Acknowledgements, if any

The separate **anonymized manuscript** contains title of the submission, the abstract, keywords on the first page. The following pages contain the text of the paper, illustrations (figures, tables, drawings, photographs), notes, list of references, and appendices when included. The position of all illustrations should be clearly indicated in the text, unless they are already in place. **All submissions except invited Debate contributions will be subject to external double-blind peer review. Please ensure that any identifying information is removed from the manuscript.**

## Reviewing procedure

Submitted manuscripts (except invited Debate contributions) are first assessed by the editors or guest editors, who desk reject submissions which do not fit the topic of the current special issue or do not meet the quality criteria of the journal. The remaining submissions are subject to **double-blind peer review** by at least two reviewers who are not based at the same institution as the authors, have not recently collaborated with the authors and do not have other potential conflict of interest. In exceptional cases, one of the editors may serve as an additional reviewer, but she/he is then no longer included in the editorial decision process. The names of reviewers are not disclosed to the authors of the manuscript under review.

The reviewing process usually takes up to three months and includes the use of the plagiarism detection and other appropriate checks as required (see below). The editors rely heavily on the judgments of the reviewers, although they are not bound by them and can summarise, restate, or elaborate the reviewers' assessments in their recommendations to authors. The authors are informed of the board's decision. In case of rejection or request for modifications, the authors receive an explanation or a specification of the modifications suggested by the reviewers and editors. Resubmissions should address comments provided by the reviewers and the editors. The editors may contact initial reviewers or contact new external reviewers to assess resubmissions if necessary.

## Plagiarism

Plagiarism is not accepted by the Vienna Yearbook of Population Research and will be considered as academic misconduct. Please see the definition of plagiarism in the VYPR Editorial Policies & Ethics Guidelines (<https://viennayearbook.org/editorial-policy-publication-ethics>).

The Vienna Yearbook of Population Research screens all submitted manuscripts using plagiarism detection software, PlagScan (<https://www.plagscan.com>) and iThenticate (<https://ithenticate.com>), and other appropriate checks as required.

In cases of suspected plagiarism, the VYPR will follow the COPE guidelines, which may result in the rejection of the submitted manuscript during peer review, or the correction or retraction of the published article, as appropriate.

## Final manuscript

Upon acceptance, the authors are asked to provide the **final manuscript** prepared according to the [Style and Layout Guidelines](#). A strict adherence to this uniform standard helps to speed up the production process. The *Vienna Yearbook of Population Research* provides final English editing. The editorial board retains the right to edit submitted contributions. Manuscripts requiring extensive editing will be returned to the author for approval before typesetting. Final pagination and insertion of running titles is arranged by the publisher.

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