

Vienna Yearbook of Population Research

STYLE AND LAYOUT GUIDELINES

This document provides a detailed overview of the style and layout required for the final manuscript. It follows the established structure of articles as they appear in the *Yearbook*.

1 Language, style and content

- Explain all acronyms and abbreviations when they first appear in your text, such as “TFR (period total fertility rate)”
- Briefly define or explain all technical terms
- Italicise foreign-language phrases (but not “et al.”)
- Write in a concise, straightforward style
- Use footnotes that appear on the bottom of a given page
- We encourage active writing (“We found that...”) whenever appropriate

1.1 UK English spelling

Texts for the VYPR should be in UK English, implying British spelling conventions such as

labour
behaviour
per cent
modelling
levelled
enrolment
centred
ageing
child care

Use the Cambridge (not Oxford) spelling for verbs ending in “-ise” and their derivations:

urbanise
analyse
industrialisation
summarised

1.2 Capitalisation

In headings and subheadings, and also in legends of tables and figures, only the first word is capitalised (and of course proper nouns), even when colons or dashes are used for separation.

Example:

A message for VYPR authors: the shift key is hardly necessary.

In tables, capitalise the first word of the descriptive field for columns and rows.

Example:

| Period | LE difference | Contribution of age group | | |
|-----------|------------------------|---------------------------|----------------|----------------|
| | SAW – total population | 60-69 | 70-79 | 80+ |
| 1980-1989 | 3.4 (0.3, 6.7) | 0.6 (-1.8, 2.5) | 1.7 (0.2, 2.9) | 1.1 (0.3, 2.7) |

Terms such as “table, figure, section, chapter etc.” are capitalised when followed by a number. Append the number with a “hard (non-breaking) space” (CTRL+SHIFT+space). Example:

Table 2, Section 3.2

In geographical references, the points of the compass are typically not capitalised except when part of a proper name. Examples:

South Africa but *southern Africa*, *East Germany* (i.e. the GDR 1949–1989/90) but *eastern Germany*, *Central America* but *central European* (the concept of “Central Europe” being both too fuzzy and too contentious for scientific purposes).

Capitalise the term *EU Member States*.

1.3 Punctuation

- No comma after (but usually before) “i.e.” and “e.g.”
- No Oxford comma (also known as Harvard comma or serial comma) in enumerations before the final “and/or/nor” and also before “etc.”, except to avoid ambiguity (Examples: *genetic, environmental and behavioural factors* but *I dedicate this book to my parents, Martin Amis, and J.K. Rowling*). This also applies to enumerations of authors in the bibliography.
- Do not use the ampersand to replace “and” except when part of a proper name such as the publishing house *Harper & Row*.
- Use an unspaced em-dash without spaces to indicate a break in thought or parenthesis: *an important and—when run separately for various age groups—significant relationship*. This punctuation mark can be created in Windows by ALT+0151 and in Word also by ALT+CTRL+NUM-.
- Use an unspaced en-dash for ranges (also between years, such as *2005–09*) and for relationships (*the parent–child relationship*).
- Hyphenate compounds when used attributively and when one part is not a noun (*low-fertility regions, age-specific factors*).
- Hyphenate fractions (*one-half, two-thirds, three-quarters*).
- When a hyphenated element has only one or two characters/digits (*co-author, 5-digit number, p. 5-15*), use a “hard (non-breaking) hyphen” (CTRL+SHIFT+hyphen)
- Real quotations of text take double quotes, mere ‘accentuations’ take single ones. Use ‘typographical’ quotes, not ‘straight’ ASCII ones.
- As for the order of punctuation and quotation marks: place according to the sense, i.e. when the punctuation belongs to quoted sentence, the marks belong within, otherwise outside!
- Footnote numbers (superscripts) come after punctuation marks,¹ not before².
- Dates take the format “day month year” with no commas (*20 December 2012*).

1.4 Other

Check for superfluous double spaces (no double “typewriter” spaces at end of sentence!)

Use the TAB key (and not the spacebar) for indentations.

For other questions of spelling, capitalisation and punctuation, consult the style guide of The Guardian (<http://www.guardian.co.uk/styleguide>) and, albeit with some reservations, that of The Economist (<http://www.economist.com/styleguide>).

2 Structure and layout of the contributions

Title page contains the following items:

- **Title of contribution**
- **Authors' names and institutional affiliations:** the main author is listed first. If the corresponding author is not the first author, he should be clearly indicated. The e-mail and postal address of the corresponding author should be included.
- **Abstract:** the abstract should summarise the contents and conclusions of the article in about 150 words.

First page of *Reprints* should contain a footnote indicating the complete reference of the original publication. Any important notes, e.g. on previous versions of the paper should be indicated in a first page footnote as well. Acknowledgements, especially more extensive ones, should be specified in the “Acknowledgements” section before the Reference list (see below).

Larger contributions should be structured by the use of short textual section heading or subsection headings. Sections and subsections should be numbered in Arabic. We accept three levels of subheadings, which should be numbered as follows: 1 Sections; 1.1 Sub-sections; and 1.1.1 Sub-subsections. The first letter of each word in the heading should be capitalised.

Acknowledgements and list of references appear below the main body of text. Appendices, when included, are listed last.

2.1 List of items

Lists may be presented with each item marked by either bullets or numbers:

bulleted items:

- item one
- item two
- item three

or numbered items:

1. item one
2. item two
3. item three

2.2 Equations

We recommend that authors use formula editors for their contributions. Typing simple formulae or mathematical expressions directly into the contribution is also acceptable. Displayed equations should be numbered consecutively, with the number set flush right and enclosed in parentheses, e.g.:

$$\frac{\partial P}{\partial t} + \frac{\partial P}{\partial a} + \mu(a)P = \alpha \quad (1)$$

In multiple-line equations, the number should be given on the last line. Displayed equations are to be italicised and centred on the page width. Standard English letters like “a” are to appear as italicised in the text (e.g. “*a*”) if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

2.3 Theorem environments

Theorems and lemmas. Theorems, lemmas, definitions, etc. are set on a separate paragraph, with 1 line extra space above and below. They are to be numbered consecutively within the contribution.

The citation command can be used to cross-link for theorem declaration, e.g. “see Theorem 1 and Lemma 1”.

Proofs. Proofs should end with a box. □

2.4 Figures and illustrations

Figures and illustrations should be numbered according to their sequence in the text. They should fit the format of the *Yearbook* which allows maximum size of 12.8 by 20.5 cm and should not exceed one page of the *Yearbook*.

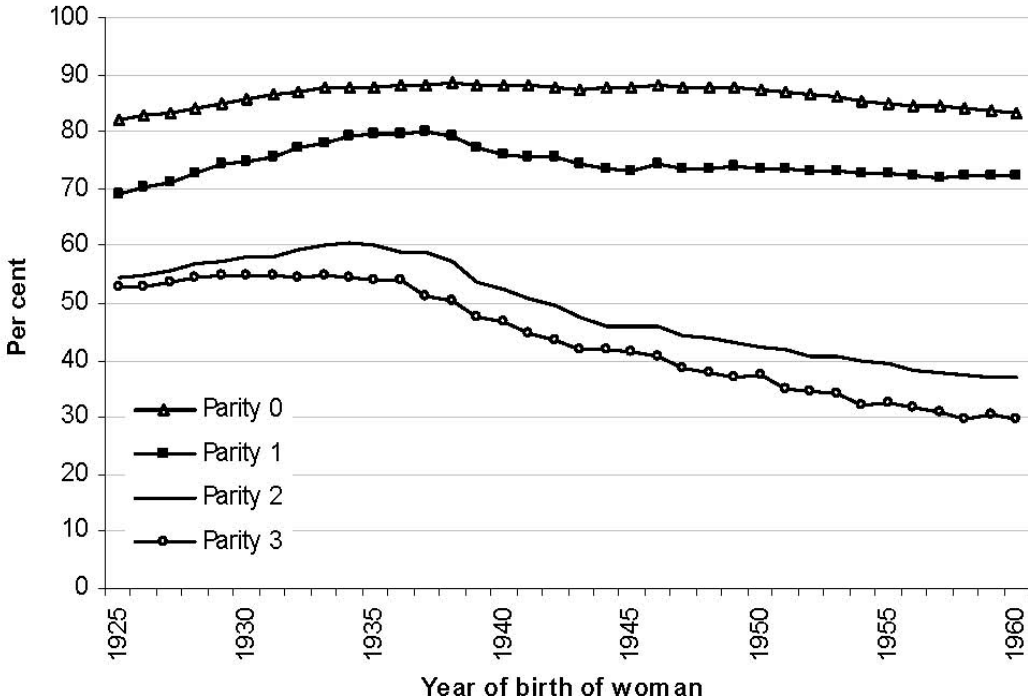
Colour figures and illustrations are accepted, but please ensure that colours can be distinguished in b/w printouts. Figures should be inserted at the nearest appropriate point following their first reference in the text. Alternatively, the position of the figures should be clearly indicated in the text (e.g. “[Figure 5 about here]”) and each figure then provided on a separate page.

Please provide all figures including the source data also in separate MS Excel or EPS Files.

References to figures should be done as follows: “Figure 5”, “see Figures 5 and 7” etc., with the word capitalised and the figure appended with a “hard” (non-breaking) space.

Each illustration should have a self-explanatory caption explanatory caption and an appropriate description of the x and y-axes (preferred font Arial bold, size 8). The caption must be placed above the figure. Notes and data source list are aligned left and listed below each figure when appropriate. Different lines, bars, and other features in the graphs should be clearly distinguishable in black and white print. Below we provide an example of a standardised figure published in the *Vienna Yearbook of Population Research* 2005 (Prskawetz and Zagaglia 2005, 145):

Figure 2:
Probability of having a(nother) child by current parity. Austrian women born in 1925 to 1960



Source: Statistics Austria (2005).

2.5 Tables

Tables should be numbered according to their sequence in the text and should be inserted at the nearest appropriate point following their first reference in the text. Alternatively, the position of each table should be clearly indicated in the text (e.g. “[Table 3 about here]”) and each table then provided on a separate sheet of paper.

Tables should have self-explanatory captions. The tables should fit the format of the *Yearbook* which allows maximum table size of 12.8 by 20.5 cm and preferably should not exceed one page of the *Yearbook*. Notes and data source list are aligned left and listed below each table when appropriate.

Our preferred table layout is illustrated below:

Table 5:
Marriage and divorce rates among women in countries A and B in t and t+5 (per thousand)

| | Country A | | Country B | |
|-----|----------------|---------------|----------------|---------------|
| | Marriage rates | Divorce rates | Marriage rates | Divorce rates |
| t | 25 | 12 | 18 | 12 |
| t+5 | 23 | 14 | 19 | 16 |

Note: Data for t+5 are preliminary estimates.

Sources: Carrot (2002) for marriage rates; Parsnip (2000) for divorce rates.

2.6 Footnotes

Footnotes should only be used if essential. They appear at the bottom of the page. They should be numbered in the text, indicated by superscript Arabic numerals that are to appear after any punctuation marks.

2.7 Acknowledgments

This section should appear before the Reference list. Funding information may also be included here.

2.8 References

Please use parenthetical referencing in author-date style, based on the Chicago [Manual of] Style system:

- Cite the references in the text in parentheses after the text which requires a reference without a comma between author(s) and date, e.g. (van Dalen 2010) or (Garfield and Blacksmith 1979).
- Separate a series of references with semicolons, e.g. (Grey 1989; White and Black 2011; Green et al. 2008). Do not use any other style of parentheses.
- For more than two authors, use “et al.” throughout, e.g. (Blondie et al. 2002). However, the list of references at the end should name all authors.
- Include page numbers when you quote directly from a work, refer to specific passages, or whenever you consider it helpful for the readers. Pagination follows the year of publication after a comma and a space, e.g. “Wellbeloved (2010, 77) argued that Everett’s (2007, 55-56) concept of truth has been clearly discredited by Goodwills’ (2009, 796) deconstruction analysis.”
- For unpublished materials use “forthcoming” to refer to material scheduled for publication: (Johnson forthcoming).

2.9 Reference list

All publications cited in the text should be presented in a list of references, which is placed after the article and, if applicable, the acknowledgements but before any appendix material.

References are ordered alphabetically by authors' names and chronologically per author. When multiple references are listed for one author, the following order should be used:

- 1) publications of a single author, arranged in chronological order
- 2) publications of the author with one co-author
- 3) publications of the author with more than one co-author.

Publications by the same author(s) in the same year should be listed as 2010a, 2010b, etc.

Any bibliographic element which helps readers obtain a copy of the work should be included, though URLs need only be given in cases where the text is not accessible in other ways, such as websites and for works that are either out of print or still forthcoming. Put book titles and journal names in italics. Invert authors' names. Whenever applicable, the full URL address should appear at the end of each reference concerned and when possible, indicate the date of access, e.g. <http://www.old-millennium.org>, accessed on 31 December 1999.

Please format your references using the style shown in the following examples. Do not abbreviate the titles of periodicals in the list of references.

Reference to a book:

Moon, E., Sun, D. and Star, E. 2011. *New galaxies*. Fifth edition, London: Supernova Publishers.

Reference to an edited book:

King, J. and Consort, D., eds. 2014. *Manual of Handmade Things*. Malacca: The Royal Press.

Reference to a contribution in a book:

Casanova, G. 2009. Early modern women in a cross-cultural perspective. In *Gender perspectives across cultures*, ed. E. Smith and G. Bart, 29-41. Istanbul: New Athena Publishers.

Reference to a journal or magazine article

Smart, W. 2012. IQ is declining in most human populations. *Journal of Mental Investigation* 17(3): 215-221.

Reference to a conference paper

Speaker, A. 2010. New methods to analyse hair density in humans and chimpanzees. Paper presented at Annual meeting of the Association for Biological Investigation, Antananarivo, 3-5 December 2010. <http://www.pathbreakingfindings.edu>, accessed on 5 September 2014.

Research reports, working papers

Short, M. 1977. Birth and death in the South. Research Report 1977-02, Small Town: Southern University.

Reference to a government publication

Statistics Papua. 2011. Marriages in Papua in 2010. Data Series 2010-SP 28, Port Elisabeth: Statistics Papua.

Reference to a doctoral thesis

Student, K. 2013. Leaving home after marriage. A life-history analysis. Doctoral Thesis. Institute for Leaving Home Research, Little Rock: University of Little Rock.

2.10 Appendices

Helpful but voluminous material such as mathematical derivations, complementary tables or details on the data and methods used in the article that might interrupt the flow of your paper's argument should be moved to an appendix.

Any appendices should appear after the References section and should be numbered as follows: A.1, A.2, etc. Number displayed equations occurring in the Appendix as (A.1), (A.2), etc.

Contact:

editors.vypr@oeaw.ac.at

Internet:

www.oeaw.ac.at/vid/yearbook/

Mailing address:

Maria Winkler-Dworak
Vienna Institute of Demography
Austrian Academy of Sciences
Welthandelsplatz 2/2nd floor
A-1020 Vienna
Austria