# GUIDELINES FOR THE AUTHORS

On the basis of the Editorial policy of the journal (http://instat.gov.al/en/publications/research-magazine/editorial-policy/), the paper should be original work and due the peer review process should not be send anywhere else until the review process is completed.

Each author takes responsibility of their work. Use a footnote with the standard disclaimer that the views expressed in this paper are those of the authors and do not necessarily represent the views of institution.

The author who submits the paper is a corresponding author and all co-authors should be informed and put in cc due communication with the journal. The corresponding author should manage all communication with the journal.

Before sending the manuscript the author should check the plagiarism.

Before sending the manuscript the authors should check the guidelines and the content should be as explained to the guidelines referring title, abstract, content, conclusions, references, text size, etc.

The paper should be in line with the topic of the Journal in the call for paper:
http://www.instat.gov.al/en/publications/research-magazine/call-for-papers/

**Conditions for not accepting manuscript**

A manuscript could not be accepted when does not fulfill one of the conditions:
- Format is not based on the template of the journal;
- The topic is not related with the journal content;
- The language is not appropriate;
- The content is not as is described to the guideline, abstract, introduction…results, conclusions, references. Missing at least one of them could not accept the paper and is considered as not completed;
- The author (s) does not submits the manuscript in line with deadline, (abstract, full paper or revision after peer review);
- The references are not included in the text;
- The references are limited, too short or too old;
- The tables or figures are not readable;

- The paper is unstructured;
- Does not fulfill the conditions to be research work because it has not a clear research hypothesis, results, empirical tests or a theoretical framework. In this scenario the article may be considered appropriate as short article for the journal;
- The part or the full paper is not original (based on plagiarism check);

## Submission

The paper in English and Albanian should be submitted by following the deadlines published on line:

Papers written in Albanian language should use "ë" and "ç" when is needed.

The paper could be sent through online web form or through email:

revistakerkimi@instat.gov.al

## After submission

The manuscript after submission goes to the peer review process. The peer review will last in no more than two months.

On submission, the manuscript is assigned to an editor covering the subject area, in the anonymous form. The paper that fills the conditions to be accepted goes to two-three peer review persons. After review the editors send the comments to the authors with the conditions of accepting or not the paper.

## Results of the referee process

The editor send the blind review report to the author and a the letter with final judgment about the paper. The output of the referee process could be:

- The paper is accepted for publication without any further changes required from the authors.
- The paper is accepted for publication with some minor revisions by author (s).
- The paper is accepted for publication with some major revisions by author (s).
- The paper is rejected on the basis of the **"Conditions for not accepting manuscript"**.
- The paper is rejected because the author (s) does not respond to the editor after sending comments.

## Fee

Paper have no submission fee and no publication fee.

**STRUCTURE OF ARTICLES (NOT TO INCLUDE SEPARATELY)**

Title
Author (s) and contacts
Abstract (max. 250 words)
Key words (max. 3-5 words (use mainly single words)
JEL code
Article body
Introduction
1 Literature Review
2 Data
3 Methodology
4 Results
5 Robustness test (optional)
Conclusions
List of References (named Bibliography)
Annexes (Please minimize the use)
Acknowledgement
Tables and Figures (additional from the ones already included to the text)

**Title**
It should be concise and informative. The title best describe the content of the paper shortly.

After the title should came the authors name and surname, grade (ex Dr., Prof. etc), the organization, institution or University and the email contact.

**Author (s) and Contacts**

**Name Surname1**, academic title, Institution Name, Country
E-mail1: instat1@instat.gov.al
**Name Surname2**, academic title, Institution Name, Country

E-mail2: instat2@instat.gov.al

Authors' order has to be defined on the basis of their contribution on the final output and if the role of each author is the same they have bob e listed in alphabetical order. The decision of the position of the names of the authors is on their agreement and not journal.

**ABSTRACT**

(max. 250 words) Times New Roman 12, 1.15 spacing between lines.

The abstract should state briefly the purpose of the research, methods, main results and conclusions. An abstract is often presented separately from the article, so it must be able to self-explaining. Abstract gives and overview of the content of the paper and it is a kind of promotion for the article in order to attract the interest of the reader for the full paper.

Avoid references, citations, years, footnotes, abbreviation, bullets and numbers, tables or figures in the abstract.

**KEYWORDS**

Times New Roman 12, 1.15 spacing between lines (2-5 words).
Key words are the words more frequently used through the paper that helps through the internet search to locate and find the paper.

**JEL CODES**

Times New Roman 12, 1.15 spacing between lines (2-3 codes).
Select the three JEL codes that represent better the paper from the list published by the American

Economic Association

https://www.aeaweb.org/econlit/jelCodes.php?view=jel

**MAIN BODY**

Article has to be focused on themes defined in the journal editorial policy and it should have a clear structure, where titles and subtitles have a logical sequence. The standard structure of the article is the following: Introduction, Literature review, Data, Methodology, Results, Robustness tests (if necessary), Conclusion, Bibliography.

**Text Format**

Times New Roman 12, 1.15 spaces between the lines, justified. Page number should be at the right side in the end of the page. Italic font could be used if it is necessary but is not allowed "bold "and "underline" font within the text. Articles should be divided in well-defined sections. Every section should have numbers "1", "2", while sub-sections numbers "1.1","1.2", etc. Abstract and Bibliography is not part of section with numbers. The language used should be easy to understand from the readers and clear for the idea that wants to give. The writing form should be in third person.

**Sections (Headings)**

**1. FIST LEVEL OF SECTION (TIMES NEW ROMAN 12, BOLD)**

**1.1 Second level of sections (Times New Roman 12, bold)**

***1.1.1 Third level of sections (Times New Roman 12, bold italic)***

**Footnotes**

Footnotes should be used only when strictly necessary and they have to be numbered throughout the article. Footnotes are not allowed in the abstract and list of references.

**References**
**Citation within the text**

Every reference in the text should have the name of author (s) and year of reference. For examples:

 "Neti (2010) argues that …..", or "…in their article (Ana and Ben, 2011) conclude that…".

The names of authors should be written accordingly to the order given in the article cited.

If for the same author there are more publications for the same year, the author has to add a progressive letter to the citation in the text and to the reference list.

Example for citation in the text of the article: (Bianchi, 2005a), (Bianchi, 2002b)

Articles with more than three authors have to be identified by using the name of the first author and the acronym "et al.", for example "Betti et al., (2014)…..".

**Introduction**

Times New Roman 12, 1.15 spaces between the lines, justified.

The introduction gives a brief explanation of the topic selected and the aim of the paper. The purpose of the section is to attract the attention of the reader and to show why it is important to write a research paper on the topic. On this part it can be presented a historical background, an overview of the issue and the current debate. The issue should presented as so attractive that the reader is encouraged to read about it. The next step is to describe it clearly and concisely the purpose of your article. This explanation should focus on the questions you raise in your writing and it has to provide a clear idea of what the paper is talking about and why it could be considered different with respect to existing literature. In addition,  you can also explain in the

introduction the main terms and concepts by citing the pillars of the topic analysed in the paper. The introduction ends with the description of the structure of the following sections and a brief summary of their contents.

**Literature review**

Times New Roman 12, 1.15 spaces between the lines, justified.

The literature review has to provide a detailed overview of the existing literature already available by providing the milestones of the topic and the current debate that is mostly related to the research idea of the paper.

A proper literature review has to consider both the older references that provide the pillars of the analysis and the current new development of the research. Try to focus your attention on published references (books, book chapters, and article) and try to reduce at the minimum the references that are still preliminary and not published (working paper or conference papers). The literature review could be presented by following the order that you preferer (i.e. chronological, methodological, etc..) but the reader has to the able to understand how you decide to organize the section

**Data**

Times New Roman 12, 1.15 spaces between the lines, justified.

The aim of the data section is to present and motivate your choice of the data used for the analysis and how much they are representative for the specific research question you are trying to study. For the reader point of view it is important to understand that the sample selected will allow obtaining results that could be generalized internationally or that your choice of the sample allow to study a framework that is unique for testing an hypothesis.

Data section has to include at least the variable description, the summary statistics, and a correlation matrix.

**Methodology**

Times New Roman 12, 1.15 spaces between the lines, justified.

The methodology has to present your starting point (a reference model you consider your baseline model) and the improvements you are testing with respect to the existing evidence.

The methodology discussion has to be supported by references and the research hypotheses for each method used have to be clearly stated.

Equations has to be numbered and fully explained in the text by providing not only the label or each item of the equation but also the expected sign of the relation.

Describe and analyse every statistical method used and try to use the most appropriate and updated methodology on the basis of the literature available on the topic.

**Results**

Times New Roman 12, 1.15 spaces between the lines, justified.

Be careful to be connected logically with other parts of the paper especially with the research hypothesis you underlined in the methodology. You should mention and describe every table and figure and discuss all statistical significant results. For the results that you discuss provide also the economic impact of the findings and do not focus on coefficient that, even if they are statistically significant, they do not have a clear and strong economic effect. Try to provide some references that support your findings when you can by considering alternative geographical areas or frameworks that reach similar results with respect to yours.

**Robustness test** (optional)

Times New Roman 12, 1.15 spaces between the lines, justified.

The robustness tests have to evaluate if removing some assumptions of your paper or by changing the variable specification all the main results are confirmed. Try to reduce at the minimum the length of the section and use, when needed, the appendix to present table that are not strictly necessary.

**Conclusion**

Times New Roman 12, 1.15 spaces between the lines, justified.

Conclusion should provide a synthesis of the main contributions of the article, the importance of the work for the industry and/or the society and suggest possible limits and extension of the research. Conclusions are the part that the reader will keep in mind, so without it the conclusion the paper is not completed.

In the conclusion you have to summarize the findings and the most important topics analysed in the paper. The conclusion should be concise and not too long. A good way for writing them is to go back to the purpose of your article, not necessarily using it the same words, and make the connection of the research questions you have asked, with the conclusions you have achieved. If you have not already done, the conclusions are the last opportunity to show the limitations of the results presented without point out mistakes or judging your own work..

Do not separate discussions and recommendations from the conclusions and avoid using points, bullets or numbers, bold or italic.

## TABLES AND FIGURES

**Tables**

Use the main tables and figures inside the body text. In the annex include the addition tables. Number tables in the order of appearance Table 1, Table 2, etc. Each table should be titled (e.g. Table 1: Poverty by prefecture). Refer to tables using their numbers (e.g. see Table 1, Table A1 in the Annex A1). It is not recommended using large table and try to use always the same measurement unit and limit the number of decimals to two.

Below the table title provide a table caption in which you explain in the detail the hypothesis tested in the table and the equation/methodology used. The aim of the table caption is to provide all the necessary information for understating the table without reading again the methodology section of the paper. At the end of each table write the source even when is computed by authors. Do not put tables as picture. Not using bold or italic style. Do not put tables using colors. Table should be inside one page, not half in page 5 and other columns in page 6. The position of the table should be centred.

Table 1: Sample table

| Indicator | X | Y |
|---|---|---|
| X | 20 | 2a |
| X | 20 | 3b |
| X | 30 | 3b |
| X | 23 | 2q |
| Total | 93 | xxx |

*Source: Instat, 2016*

The size of the text inside the table and the source at the end of the table should be Times New Roman, 10, italic.

**Figure**

Use the same logic and rules for figures as for tables.

Figure is a graphical presentation that as the table could be placed next to the relevant text in the articles, or on separate page (s) at the end (as annex). Numbers of the figures should be consecutively in accordance within their appearance in the text, Figure 1, Figure 2, etc. Any figure should have a title. Do not use bold or italic style.

Refer to the figure by using its number (for example: see Figure 1, or see Figure 1 in the Annex). The figure should be title before and the centred. Specify the source data at the end of figures, be Times New Roman, 10, italic.

**Formulas**

Formulas should be prepared with "formula editor" by using the same font Times New Roman 12, as the article. Do not copy as a picture the formulas.

**BIBLIOGRAPHY**

Named as Bibliography, Times New Roman 12, 1 space, bold, uppercase.

Use as list of **alphabetically** ordered references. Times New Roman 12, 1 space, not bold, lowercase. If there are multiple paper written by the same author they have to order them by year.
Use the following reference style:

[For a book]

Lequiller, F., and Blades, D., (2014), "*Understanding National Accounts*", Second Edition OECD.
Institute of Statistics, Institute of Public Health [Albania] and ICF Macro, (2010), *Albania Demographic and Health Survey 2008-09.* Tirana, Albania: Institute of Statistics, Institute of Public Health and ICF Macro, pp.20-22.

[For a chapter of the book]

Dietzenbacher, E., (1992), "*The Measurement of Interindustry Linkages: Key Sectors in the Betherlands*", Economic Modeling, 9(4), pp. 419-437.

[For a journal]

Xhaka, T.,and  Hoxha, S.,(2017), *Ekonomia shqiptare*. Revista Monitor, 3 (Mars), fq. 4–17.

[For a web references]

As a minimum the full URL should be given and the date when the reference was last accessed. Any further information, if known such as: author, date, source of information, etc should be given as well. Web references should be included in the Reference list. Example of web reference INSTAT WEB. Yearbook 2012[online]. Tiranë: INSTAT, 2017. [cit. 20.3.2017].