

Instructions for authors

Theoretical-methodological basis of science on statistics, statistical analysis of economic, social, ecological and demographic processes, other articles related to economy and social areas are preferred and articles non submitted to other publications are published in Journal of Research and Practice “Statistica kheberleri”.

Authors have to take the followings into account:

1. Total volume of article, including graphical materials, tables, formulas, summaries and list of literature should not exceed 12 pages and should be prepared either in Azerbaijan, English or Russian languages.
2. Article text should be in a paper or electronic form. Paper version must be submitted to editorial office in a signed form; an electronic version could be presented on CD or sent to e-mail (stat.xeber@stat.gov.az).
3. Article should be in Microsoft Office Word A4 format, **Times New Roman**, Font **12**, line spacing – **1,0**, margins: left - **25 mm**, right - **15 mm**, top – **20 mm**, bottom – **19 mm**.
4. Article should be compiled in a following sequence: title of article (in capitals, bold), name and surname of author (only first letters in capitals, bold), keywords, text, summary and list of literature. If subtitles, only first letter is written in capitals, bold and numbered. Before and after titles and subtitles, tables and pictures it is necessary to skip down one space. Words in the text should be written completely, it shouldn't be allowed to skip from line to line with a sign “-”.
5. Tables and pictures have to be titled and these titles for tables should be placed at the right corner of the top of the table, for pictures – at the left corner of the bottom of the picture; titles should be numbered by Arabic figures which have to be indicated correspondingly after words “table” and “picture”. First letters of titles of tables and pictures should be written in capitals and bold. Names of tables' columns should be short and measurement units have to be indicated.
6. Institution(s) where author(s) works and address(es) of this (these) institution(s), e-mail(s) of author(s) should be indicated in the article.
7. At the end of research article the conclusions reached by author(s), scientific novelty of a paper, importance of its application, economic efficiency and etc. should be clearly indicated in accordance with nature of domain of science and article.
8. As regard to the subject of article the scientific sources should be referred. List of literature at the end of article should be numbered either by sequence of referred literature met in the text (for example, it should be indicated as [1] or [1, page 119] or by alphabetical order. If the same literature is referred again in another part of the text, then the referred literature should be indicated by previous number. When referring to the same articles, theses of symposiums, conferences and other important scientific events the title of article, paper or thesis has to be indicated. When specifying the bibliographic description of referred source it is necessary to rely on requirements of item 10.2-10.4.6 of the section “List of literature” of effective guideline on “Compilation rules of the dissertations” of the High Attestation Commission under the President of the Republic of Azerbaijan.
9. Summary should be provided in two languages other than language of article. Summaries of article in several languages should be the same and correspond to the content of article. Summary should reflect condensate of conclusions reached by author or authors, scientific novelty of a paper, importance of its application and etc. Each summary should specify title of article, full name(s) of author(s). It is recommended summary to be of 8-10 lines.
10. UOT indices or PACS-type codes and keywords should be specified in each article. Keywords should be given in three languages (languages of articles and summaries) and be not less than 5 words.
11. Surnames, first letter of names of authors of the used literature, source, place of publication and a year of issue should be specified in the list. In the list of literature scientific articles and monographs of the last 5-10 years and other reliable sources are preferable.

12. After editorial office staff reviews the presented manuscripts it is made decision whether publish it or not and the author is informed about it at the latest during a month.
13. Editorial office presents a copy of journal to author(s) of article free of charge; e-version of journal is posted on the web-page of the State Statistical Committee.
14. Author bears responsibility for quality of article, reliability of the indicated facts and scientific results and other information.

Author(s) submits article(s) following the below-mentioned example:

Author's questionnaire

№	Author(s)	Consent of author(s) to publish article	Approval of non-publication of article previously	Approval of non-submission of article in any language to be published in other periodical scientific issue	Institution implementing research work with regard to article	Signature of author(s)

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Tel: (012) 538 52 61

e-mail: stat.xeber@stat.gov.az