

# **Sri Lanka Statistical Review (SSR)**

## **Author Guidelines**

### **1. Introduction**

Sri Lanka Statistical Review (SSR) is a peer reviewed, bi-annual research journal published by the Research and Special Studies Division, Department of Census and Statistics (DCS), Sri Lanka. SSR facilitates open access and the copyright is entitled by the DCS. The objective of SSR is to introduce a platform to publish articles, identifying researchable areas in relation to the official statistics. SSR encourages researchers to use aggregate data and/or micro data produced by the Department of Census and Statistics, for their research works, and submit manuscripts related to Economy, Population and Labor Force, Education, Public Health, Industry, Agriculture (productivity, trade, land use, demand and supply), Services, Global Trade, and Environment etc. SSR accepts original research articles, review papers, case studies, book reviews, research notes, opinions, commentaries and notes. The manuscripts should be original and not submitted elsewhere for publication.

Manuscripts written in both Sinhala and English languages are accepted. Researchers attached to the government institutions, universities and research institutions in Sri Lanka are encouraged to publish their research works in SSR.

### **2. Preparation of manuscripts**

#### ***Structure of full length research papers***

The full length research papers should include the followings.

- a) Title
- b) Abstract – the word limit is 250.
- c) Keywords – should be aligned in alphabetic order. Maximum number of keywords is five (5).
- d) Introduction – This section explains the background of the study, research questions, research gaps, research hypothesis (if any), research objectives/aims, and significance of the study.
- e) Literature review – This section describes the relevant theoretical and empirical literature related to the topic.
- f) Materials and methods – This section describes the data and analytical techniques used in the research.
- g) Results and discussion – This section presents results and evidences, results of analyze and discussion based on results.
- h) Concluding remarks – This section presents a summary of results and analyses, make conclusions based on results and analyses and discusses policy implications.
- i) References – A list of all references cited in the text.

Research papers are limited to maximum of 10,000 words including figures, tables and references. Each table and figure will be counted as 400 words.

### ***Review papers***

Review papers should include abstract, keywords, introduction and background, the body of the paper under brief sub headings, conclusion and future research directions, and references.

The main purpose of a review article is to examine the current state of the relevant publications on a given topic to initiate a discussion about research methodologies and the findings related to the topic under consideration. The maximum number of words limit for review papers is 18,000 including tables, figures and references. Each table and figure will be counted as 400 words.

### ***Case studies***

The case studies should include abstract, introduction, literature review, methodology, discussion, conclusion, and references.

A case study examine a person, place, event, phenomenon, or other type of subject of analysis in order to extrapolate key themes and results that help to predict future trends, illuminate previously hidden issues that can be applied to practice, and/or provide a means for understanding an important research problem with a greater clarity. The methods used to study a case can rest within a quantitative, qualitative, or mixed-method investigative paradigm. The case study is limited to the 3000 words including tables, figures and references. Each table and figure will be counted as 400 words.

### ***Book reviews***

Book reviews should include the following sections. Introduction, background information, summary, evaluation, conclusion, and references

A book review is a thorough description, critical analysis, and/or evaluation of the quality, meaning, and significance of a book, often written in relation to prior research on the topic. Generally, the number of words in a book review should be within 500 to 2000 words.

***Research notes*** briefly explain new research findings. The words limit for a research note is 2000 words.

***Opinions*** should be written on a topical theme in the form of a concise, and independent report. Opinion should be limited for 1500 words.

***Commentaries and notes*** should address personalities and institutions of importance, appreciations and obituaries. The word limit for commentary/note is 2000. Authors are allowed to include photographs.

### **3. Submission**

A softcopy of the paper should be emailed to [statisticalreview.dcs@gmail.com](mailto:statisticalreview.dcs@gmail.com) or [ssr@statistics.gov.lk](mailto:ssr@statistics.gov.lk) in both MS Word format and PDF format. In addition, all graphs, charts, diagrams etc., in the article are to be sent as a separate file. Authors should send a separate information sheet including the title of the manuscript and a brief autobiographical note of each author including,

- a) full name
- b) affiliation
- c) address
- d) telephone number
- e) email address

In the case of multiple authors, the submitting author, who is generally the corresponding author, is responsible for the manuscript during the submission and peer review process.

#### 4. Peer Review Process

Each manuscript is initially reviewed by a member of editorial board to ensure its suitability to publication in SSR. If it is selected as a suitable one, it is then sent to two reviewers. Based on the comments and recommendations of the reviewers, the editorial board decides whether the paper should be accepted as it is, should be revised or rejected. If there are discrepancies between the comments and recommendations of two reviewers, the manuscript will be sent to the third reviewer before taking the final decision. The comments of the reviewers will be sent to the authors who are expected to submit the revised version within four (04) weeks of receiving the comments. The manuscript achieves full acceptance status after making all the revisions requested by reviewers.

#### 5. General guidelines

Microsoft Word is the preferred word processor for articles/papers. Authors are strongly encouraged to use standard international units of measurement wherever it applies and to use MS Word equation editor to write iconic species and mathematical equations.

Font (bold and italic options can be used as necessary)	Times New Roman
	Iskoola Pota (Sinhala)
Space	1.5
Font size	12
Justification	Justified
Margins	Top and bottom 1 inch and left and right 1.25 inch
Numbers	All the numbers should be rendered in digits
Figures (charts, diagrams, drawings, and photographs) and tables	Should be clear in quality
	Can be colored or black and white
	Should be numbered in Arabic numbers
	Source should be provided
Abbreviations	The details of the abbreviation should be given when it appears first
Headings	Use initial uppercase for main headings and initial uppercase italic for sub headings.
Reference	APA (American Psychological Association) style

## 6. Reference style

### In text citation

In text citations are citations in the main text and refer to the direct quote or paraphrase. In text citations correspond to the reference in the main reference list. These citations include the surname of the author and the publication date only. For a single author publication, using an example author Dominick Salvatore, the citation can be stated as Salvatore (2004)..... or ..... (Salvatore, 2004). In a direct quote the page number should be indicated after the date. For example ... (Salvatore, 2004, p.720). When there are two authors the surnames of both authors should be stated either “and” or an ampersand between. Example Nedelia and Smith (2016)..... or ..... (Nedelia & Smith, 2016). When the number of authors is three/four or five, for the first cite all the names should be listed. Example Emerson, Nedelia, and Smith (2020)... or ..... (Emerson, Nedelia, & Smith, 2020). Further cites can be shorted to the first author’s name followed by et al. example Emerson et al (2020)..... or ..... (Emerson et al, 2020). When there are six or more authors only the first author’s surname should be stated followed by et al. If the author is unknown, the first few words of the reference should be stated. This is usually the title of the source. If it is a title of a book, periodical, brochure or report it should be italicized. For example (*A guide to citation*, 2017). If this is the title of an article, chapter or webpage, it should be in quotation marks. For example (“APA Citation”, 2017). When there are authors with multiple works from one year those works should be cited with a, b, c etc. according the date. For example ..... (Nedelia, 2017a) and ..... (Nedelia, 2017b). If there are number of works by the same author, the surname should be stated once followed by the dates in order chronologically. For example Salvatore (2004, 2012, 2017)... or ..... (Salvatore, 2004, 2012, 2017). For citing the works done by multiple authors the reference should be ordered alphabetically by the first author separated by a semicolon. For instance (Corbin & Marshel 2012 ; James, Stuart, & Ndiaye, 2020). For citing a group or organization the full name of the group should be stated. This can be shortened subsequently. For instance first cite – (International Citation Association, 2017) and further cites – ((Citation Association, 2017). For citing a secondary source the original author and date should be stated first followed by “as cited in” followed by the author and date of the secondary source. For example Lee (1999) as cited in Singh (2015)..... or ..... (Lee, 1999, as cited in Singh, 2015).

### List of references

Authors are highly encouraged to use Microsoft Word reference editor.

#### **Books**

Author surname, initial(s). (Year). *Title* (ed.). Publisher location: Publisher

#### *Examples*

Michell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. London, England: My Publisher

Jones, A.F & Wang, L. (2011). *Spectacular creatures: The Amazon rainforest* (2<sup>nd</sup> ed.). San Jose, Costa Rica:

My Publisher

*For first edition books edition is not necessary to be included.*

### ***Edited books***

Author surname, initial(s). (Ed(s)). (Year). *Title* (ed.). Place: Publisher

*Eds marks the people listed as editors. Ed is for lone editors, Eds is for multiple.*

### ***Chapter in an edited book***

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initials(s), surname (Ed.).

*Title* (ed., pp. chapter page range). Location: Publisher

### ***E – books***

Author surname, initial(s) (Ed(s).\*). (Year). *Title*(ed.\*). Retrieved from URL

*\*optional.*

### ***E - book chapter***

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initial(s), surname (Ed.).

*Title*(ed., pp. chapter page range). Retrieved from URL

### ***Journal article***

Author surname, initial(s). (Year). Article title. *Journal Title, Volume number* (Issue or part number, optional), page numbers. DOI or Retrieved from URL (Only included if the article is online)

*The first letter of all words in journal titles should be capitalized.*

### ***Newspaper articles***

Author surname, initial(s). (Year, Month Day). Title. *Title of Newspaper*, column/section, p. or pp.

Retrieved from URL\*

\*Only include if the article is online.

### ***Magazine article***

Author surname, initials(s). (Year, month day). Title. *Title of the Magazine*, pp.

### ***Website***

Author surname, initial(s). (Year, month day). *Title*. Retrieved from URL

### ***Published thesis/dissertation***

Author surname, initial(s). (Year). *Title* [Doctoral or Master thesis or dissertation, Name of the Institution]. Database Name. URL (or Archive Name. URL)

### ***Unpublished thesis/dissertation***

Author surname, initial(s). (Year). *Title* [Unpublished Doctoral or Master thesis or dissertation]. Name of the Institution awarding the degree

For inquiries regarding the manuscript submission, please contact:

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