

# Guidelines for Authors of IUSSP Seminar Papers

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- Website Publication* Papers will be posted on the IUSSP website after the scientific event takes place on a password protected section of the website restricted to members.
- Submission* Papers should be submitted as Word documents only and must be smaller than 2 megabytes. They will be converted to pdf files before being posted on the website.
- Format* Papers should be formatted in such a way that they can be read with ease. They should not exceed 25 pages. Please use the same standard 12-point font throughout the manuscript and number all pages beginning with the title page. All margins should be 3 cm and the text left-justified and in 1.5 line spacing throughout.
- Title Page* Title of the paper, in font size 18 bold and centred, should be positioned at the top of the page, followed by authors' names and affiliations, centred in font size 12, and by the title and date of the IUSSP seminar at which the paper will be presented.
- Abstract* The paper should be preceded by an abstract (150-200 words) that summarizes its content.
- Spelling* Authors can choose American or British spelling, so long as spelling is consistent throughout the paper.
- References* All references should be given in a single alphabetically ordered list at the end of the paper. In the text of the paper, all citations should be placed in parentheses with semicolons separating different works, e.g., (Smith 1999), (Smith 1999; Jones 1977). For quotations, add the page number, e.g., (Jones 1977: 25). Carefully check the consistency of items in the list of references and citations in the text. Distinguish publications in the same year by a single author or identical list of coauthors, by adding a, b, etc to the year (Smith 1984a, 1984b). Arrange citations of the same author or list of coauthors from the earliest year to the latest. Please adhere to the following styles:
- For books* Smith, W. 1999. *Book Title*. Publisher, City.
- For articles in periodicals* Smith, W. and R. Jones. 2001. Title of article. *Title of Journal* 31: 2-15.
- For articles in books* Brown, J. 2003. Title of article, in W. Smith and R. Jones (eds.), *Title of Book*, Publisher, City, pp. 347-84.
- Unpublished works, reports, and theses* Jones, R. 2005. Title of paper. Paper presented at the 25th International Population Conference, July 2005, Tours.
- Endnotes* Do not use footnotes. For additional remarks not included in the text, please use endnotes, numbered sequentially.
- Figures, tables, etc.* Tables and figures should be placed in the text of the paper whenever possible. If they are too large, they should be placed in an annex at the end of the paper, after the references. Authors are strongly encouraged to compose figures in black and white. Figures in colour must be clearly legible in black and white.
- Additional tips to help control the size of your file*
- Limit the number of complicated figures, embedded images, graphs and tables you include in the file;
  - If including tables, use Word tables or paste Excel tables into the Word document;
  - If including images or graphics, try to reduce the number of colours used, use .gifs or .jpps rather than .bmps, and use the latest version of Word possible (Word 2000 or XP instead of Word 1997); and
  - Avoid scanning text or figures.
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<http://www.klariti.com/microsoft-word/Reduce-Microsoft-Word-File-Size3.shtml>  
<http://techrepublic.com.com/5100-6270-1059688.html>