REQUIREMENTS FOR AUTHORS

GENERAL INFORMATION

The Statistics Journal accepts for review articles (survey articles, reports, discussions, studies, information and editorials) in the thematic areas:

1. Theory and Methodology of Statistical Research;
2. Development of modern statistical theory and practice;
3. Statistical research and data analysis;
4. Historical development of statistical theory and practice;
5. Business Intelligent Systems and Artificial Intelligence;
6. Statistics for everyone.

The length of articles is up to 20 standard pages. Publications in the Statistics Journal are in English or Bulgarian with an abstract and bibliography in English.

The texts of the proposed articles are submitted to the Editorial Board of the Statistics Journal. Submission of articles for publication in the journal is only through the electronic submission module via the ScholarOne platform. To submit papers for publication in the journal, authors must create a new account and/or log in if they have already created one. Authors are advised to read the Instructions and Forms carefully before submitting their article for review. Once logged in, authors can view their submission history and submit a new manuscript using the 'Start New Submission' function. The process of submitting a new manuscript involves 7 basic steps:

Step 1: Choose the type of manuscript, fill in the title and abstract in English.

Step 2: File upload. Here you can upload the main document, cover page, table and figure files. Remember that the main document must be anonymous. If you are submitting a revision, please include only the latest set of files. If you have updated a file, please delete the original version and upload the revised file.

IMPORTANT! Please complete the following <u>DECLARATION OF PLAGIATION</u> and attach it to the system as a separate file, 'Supplemental file NOT for review'.

Step 3: Attributes. Write and/or select keywords. (The number of keywords should not exceed 5 words).

Step 4: Authors and institutions. Enter your co-authors' information by looking up each of their email addresses below. If they have an existing registration, their information can easily be entered into the query. If necessary, you can add a co-author as a new user in the system by clicking on 'Create New Author'.

Step 5: Reviewers. To nominate a reviewer or to request the exclusion of a reviewer, click on the 'Add Reviewer' button below and enter your information along with the desired name.

Step 6: Details and comments: the author who enters the manuscript in the system can enter or paste text from a cover letter in the 'Cover Letter' field. The cover letter can also be attached. Answer the remaining questions appropriately.

Step 7: Review and submit. Review the information for accuracy of the information entered and make changes if necessary. After reviewing the manuscript proof (PDF proof) at the bottom of this page, you must click 'Submit' to complete your manuscript submission.

Submissions are reviewed for compliance with the author requirements by a member of the editorial board. Manuscripts that do not meet the requirements are returned to the authors for completion. The remaining manuscripts are accepted for review.

The editorial board appoints two reviewers for each of the submitted articles. The reviews shall be prepared within the deadlines set by the editorial board and in accordance with its requirements for reviewers.
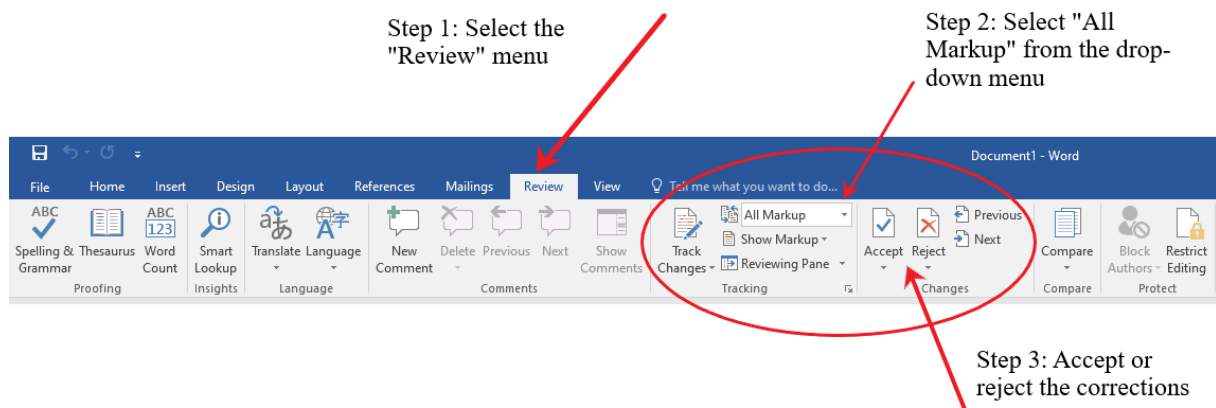
The peer review of articles is carried out in accordance with the standards for the evaluation of incoming manuscripts using the double-blind peer review system. Criteria play a leading role in the assessment of reviewers: scope of the research, novelty of the researched problems, originality, accuracy and clarity of the abstract describing the content of the article, logic of the structure and consistency of the presentation, adequacy of the methodology, validity of the results, proof of the thesis, applicability of the results, validity of the conclusions and implications, correctness and relevance of the citations, accuracy and clarity of the language.

The final decision on publication is made by the Editorial Board on the basis of the conclusions of the reviews. The decision may be to publish without changes, to publish after reflecting the recommendations made in the reviews, to refuse publication. In the case of a decision to revise after recommendations have been made, the authors must review and respond to the letters received from the Editorial Board and revise the manuscripts, submitting a report to the Editorial Board reflecting them within a time limit set by the Editorial Board, on the basis of which the Editorial Board decides to publish or refuse to publish.

In case of contradictory conclusions in the reviews, the Editorial Board may appoint additional reviewer(s).

Approved articles are also subject to stylistic editing by the journal's editorial board. The authors are sent the article with corrections made, and the Word document is in Track Changes mode. It is the author's responsibility to accept or reject the editorial comments. Corrections related to the format of the article (font, spacing, indentation of a new line, etc.) are not open to discussion.

We have attached a screenshot that illustrates the steps authors need to take to see the corrections reflected when working with the edited file.

Step 1: Select the "Review" menu

Step 2: Select "All Markup" from the drop-down menu

Step 3: Accept or reject the corrections

REQUIREMENTS FOR THE LAYOUT AND STRUCTURE OF ARTICLES

Articles proposed for review should be in Word format as follows:
Font: Times New Roman 12; Page Setup: Top: 2,5 cm, Bottom: 2,5 cm, Left: 2,5 cm, Right: 2,5 cm

Line Spacing: 1,5 lines;

First Line: 1,25 см;

Paper Size: A4.

The main structural elements of the articles are as follows:

Front page;

Introduction

Main statement

Conclusion

References

Front page (pages)

The front page includes:

Title of the article (it is recommended that the title of the article is short (5-10 words) and presents the main topic of the research);

Full name(s) of author(s), mailing address, including institutional affiliation (including university, institute), city and country. In the case of co-authorship, one of the authors should be designated as the lead author and write their e-mail contact. It is the responsibility of the lead author to make sure that the list of authors, as well as the individual contributions to the research of each, are clearly stated.

Summary. The summary of the publications is in English only. It should be brief and clear, containing the following elements:

Introduction ('background' of the study) (required);

Aim and objectives of the research (required);

Applied methodology ('setting' of the study) (required);

Main results achieved (required);

Conclusions (required);

Research limitations and implications (if any);

Practical implications (if any);

Originality/value (required);

The maximum length of the abstract should not exceed 300 words (2000 characters).

Key words (up to 5 key words in English).

Classification of articles. Authors should categorize their submissions as part of the process of presenting their work.

Author(s) details. The data include full names, academic position and degree, last place of work and, at their discretion, previous ones, e-mail address for correspondence (up to 40 words per author).

Introduction

The introduction aims to convince readers that the published work contains novelty and is applicable by answering the following questions:

What is the problem?

Are there any existing solutions (indicate how far the problem has been investigated)?

What are the best solutions, according to the author?

What is the main limitation of the research?

What is the author expected to achieve with the research done?

Basic exposition

The main exposition is structured in separate sections, distinguished by their own headings (Headings should be brief, with a clear indication of the differences between their hierarchy. The preferred format for writing the main headings is that they should be bold and the subheadings should be in italics. Font - Times New Roman 12, upper case, left justified).

The main exhibition includes:

Aim and objectives of the research. These should provide an understanding of the focus of the publication and argue for its structure. Following these, it is necessary to state:

- What is the significance of the material;

- why it is important and original;

- for whom the publication is intended.

Additional comments can be made on the potential usefulness for practice, relevance for future research, limitations of the study in more detail, etc.

Main thesis and hypothesis(es) of the research. The author's arguments for their validity are presented.

Attached methodology and methods. The author should indicate the main methods used under a separate heading. He/she should demonstrate that the methodology is sound and appropriate to achieve the objectives. The author is expected to focus on the main topic, indicating the main stages of his/her research, the methods he/she used, the influences that determined his/her chosen approach, provide arguments for why he/she chose special examples, etc.

Main results achieved. When presenting results, it is important that the author focuses only on the essentials. The publication should contain only the main facts and those of broader significance, without giving much detail about each possible statistic. If statistics abound in the development, it is possible that they will dominate the conclusions and that the publication as a whole will be perceived primarily as a listing of facts rather than as a scientific study. The author's main thesis should be clearly traceable and robustly proven.

In describing the results, the author should seek answers to the following questions:

- Do you provide an interpretation for each of the results you present?

- Are your results consistent with what other researchers have found?

- Are there any differences? Why?

- Are there any limitations?

- Does the discussion logically lead to your conclusion?

It is important when presenting results not to make statements that go beyond what the results can confirm.

Conclusion

The general rule is that the conclusion should not contain only a summary of the study (this is contained in the abstract). The conclusion answers the question posed at the beginning of the publication and points out opportunities for further research. It would be good to reveal how the results presented will be applied in practice and to point out limitations in this respect. While it is pointed out how this research can be applied and extended in future research, it is not accepted here to introduce new material or point out the obvious. The conclusion should highlight what is different in the research findings, what stands out in the development or is unexpected.

Notes

Notes should be used when absolutely necessary and identified in the text by sequential numbers enclosed in square brackets and listed at the end of the article.

Sponsoring research

The sources of funding for the research in this article are presented in the Acknowledgements section. The role of these funding sources is described throughout the work process, from the set-up of the research to the achievement of the final results.

Figures

All figures (schematics, diagrams, sketches, web pages/screenshots and photographic images) must be submitted in electronic form. They must be of high quality, legible and numbered in Arabic numerals.

Figures should be made preferably in graphic programs (Corel Draw, Adobe Illustrator, Adobe PhotoShop) or Excel. They should not be in Picture format so that the text can be corrected if necessary! Be numbered consecutively according to the order of citation in the text. The numbering and titles of figures should be placed below them. Avoid multiple captions within figures.

Photographs and scans should be made into separate files, preferably in JPG or TIFF format, and not inserted into the text. Photographs should be of good quality and suitable for printing. Colour illustrations are accepted on an exceptional basis by special arrangement and possible payment of additional costs!

Use Word Equation to work out formulas. Formula numbers should be written in small brackets on the left side of the page!

Tables

Tables are produced in Word Table or Excel. They are numbered consecutively according to their citation in the text. Each table should have a title. The numbering and titles of the tables shall be placed above them. Preferably, it should be collected on the page without turning the wide part of the sheet horizontally. Necessary explanations shall be given below it, denoted by appropriate symbols/signs.

Human and animal rights

In accordance with the Helsinki Declaration of 1975, revised in 2000 and 2008, all authors should take into account the following:

Manuscripts describing procedures involving humans or animals must include an explicit and easily recognizable statement indicating that the procedures followed are in accordance with the ethical standards of the competent committee on human experimentation (institutional and national) and with the Helsinki Declaration. If there is any doubt as to whether the research was conducted in accordance with the Helsinki Declaration, the authors must first explain the rationale for their approach and then demonstrate that the institutional ethics committee explicitly approved the questionable aspects of the research. If authors presenting experiments

involving animals, authors must state that institutional and national guidelines for the care and use of laboratory animals were followed.

The journal will not accept advertising for products or services known to be harmful to health (e.g., tobacco and alcohol products).

References

References to other publications should be written in Harvard style and carefully checked for completeness, accuracy, and consistency.

Cited authors are presented in any of the following ways:

Author's surname and year of publication (e.g. Adams, 2006)

Cite the last names of both authors of the publication and the year of publication (e.g., Adams, Brown, 2006)

In the case of more than three authors, only the name of the first author and the year of publication are displayed (e.g. Adams et al., 2006)

The list of references should be listed alphabetically at the end of the article.

For Books	Surname, initials. (year). *Title of book,* Publisher, Place of publication Example: Harrow, R. (2005). *No Place to Hide*, Simon & Schuster, New York, NY.
For a book chapter	Surname, initials. (year). 'Title of chapter', Editor's last name, Initials, *Title of book,* Publisher, Place of publication, pages. Example: Calabrese, F.A. (2005). 'The early pathways: theory to practice – a continuum', in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.
For magazines	Surname, initials. (year). Title of article, *Name of journal,* volume, issue, pages. e.g. Capizzi, M.T. and Ferguson, R. (2005). Loyalty trends for the twenty-first century, *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.
For published proceedings	Surnames, Initials. (year of publication). 'Title of paper', in Surname, Initials, *Title of published event and place and date on which it took place,* Publisher, Place of publication, Page number. e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007). 'Connecting destinations with an ontology-based e-tourism planner', in *Information and communication technologies in tourism 2007 proceedings of the*

	international conference in Ljubljana, Slovenia, 2007, Springer-Verlag, Vienna, pp. 12-32.
For unpublished proceedings	Surname, Initials. (year). 'Title of paper', paper presented at *Name of conference, date of conference,* location of conference, available at: URL if freely available on the internet (date of access) e.g. Aumueller, D. (2005). 'Semantic authoring and retrieval within a wiki', paper presented at the *European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion*, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).
For encyclopedic entries (without author or publisher)	*Encyclopedia title (year).* 'Entry Title', Volume, Edition, Encyclopedia Title, Publisher, Place of Publication, Pages. e.g. *Encyclopaedia Britannica* (1926). 'Psychology of culture contact', Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For entries with a listed author, please see the guidelines for spelling names for Book Chapters)
For newspaper articles (with author)	Surname, Initials. (year). 'Title of article', *Name of newspaper,* date, pages. e.g. Smith, A. (2008). 'Money for old rope', *Daily News*, 21 January, pp. 1, 3-4.
For newspaper articles (no author listed)	*Name of the newspaper* (year). 'Title of article', date, pages. e.g. *Daily News* (2008). 'Small change', 2 February, pp. 7.
For electronic sources	If the source is available on the Internet, the full Internet address (URL) should be given at the end of the references, as well as the date you used it. Last name, Initials. (year). 'Article name', available at: URL, (date accessed) e.g. Castle, B. (2005). 'Introduction to web services for remote portlets', available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ (accessed 12 November 2007). If electronic sources without authors and date are used, the URL should either be included in parentheses in the main text or be given as a note (in Roman numerals with square brackets together with text followed by the full URL at the end of the document).

For Bulgarian language sources:	For each cited source in Cyrillic - in Bulgarian, the same source must be given, written according to the rules of the Transliteration Act.
	Evample: Ерхард, Л. (1993). *Благоденствие за всички*, София, УИ "Стопанство" must be: Erhard, L. (1993). *Blagodenstvie za vsichki*, Sofia, UI „Stopanstvo".
	In the references, the transliteration is placed first, followed by the original Cyrillic text.
	The author's name in Latin and the year shall appear in the text.