

## NOTES ON MANUSCRIPTS

Two hard copies (original and duplicate) and a diskette copy of the manuscript (preferably formatted using Microsoft Word for Windows) should be submitted. However, before submitting a manuscript, please examine this issue (Vol. 44-45, Nos. 1-8) of *The Philippine Statistician* as a guide and note the following points:

### 1. Layout

- 1.1 Manuscripts should be typed on white bond paper of A4 size (8.27" x 11.69"), one side only, entirely double-spaced with margins of at least 1 inch at the top, left and right sides and 0.7 inch at the bottom.
- 1.2 The total number of pages should not exceed 20 including tables, figures and appendices.
- 1.3 The manuscripts should be divided into numbered sections with suitable verbal titles in bold style. Uppercase should be used for first level sections and title case for succeeding levels.
- 1.4 The name, address, and institutional affiliation of each author should be given as a footnote on the first page of the manuscript.
- 1.5 Acknowledgments should appear at the end of the text.
- 1.6 Any appendix should be placed after the acknowledgments but before the list of references.

### 2. Abstract

- 2.1 The manuscript should begin with an abstract consisting of one paragraph followed by three to six key words.
- 2.2 Avoid mathematical expressions in the abstract.
- 2.3 Use Times New Roman size 10 font for the text of the abstract.

### 3. Style

- 3.1 Use Times New Roman size 12 font for the text of the body of the paper.
- 3.2 Avoid footnotes, abbreviations, and acronyms.
- 3.3 Mathematical symbols should be italicized (the default style in Microsoft Word) unless specified otherwise except for functional symbols such as "exp(.)" and "log(.)", etc.
- 3.4 Short formulae should be left in the text but everything in the text should fit in single spacing. Long and important equations should be separated from the text and numbered consecutively with Arabic numerals on the right if they are to be referred to later.
- 3.5 Write fractions in the text using a solidus.
- 3.6 Distinguish between ambiguous characters, (e.g.,  $w$ ,  $\omega$ ;  $o$ ,  $O$ ,  $0$ ).
- 3.7 Italics are used for emphasis. Indicate italics by highlighting on the manuscript.

### 4. Figures and Tables

- 4.1 All figures and tables should be numbered consecutively with Arabic numerals, with self-explanatory titles at the top.
- 4.2 They should be put on separate pages with an indication of their appropriate placement in the text. They should appear near where they are first referred to.

### 5. References

- 5.1 References in the text should be cited with authors' names and the date of publication. If part of a reference is cited, indicate after the reference, e.g., Oñate (1997, p. 16).
- 5.2 The list of references should be unnumbered and arranged alphabetically and, for the same author, chronologically. Distinguish publications of the same author in the same year by attaching a, b, c to the year of publication. Journal titles should not be abbreviated while the name of authors should be in uppercase.