

Vienna Yearbook of Population Research

GUIDELINES FOR AUTHORS

1 GENERAL INSTRUCTIONS

The *Vienna Yearbook of Population Research* welcomes papers that examine various aspects of population trends as well as theoretical and methodological contributions related to population studies.

Contributions in the *Vienna Yearbook of Population Research* are divided into three main categories:

- **Research articles** featuring original, peer-reviewed research articles;
- **Demographic Debates** featuring invited contributions on topics related to the ongoing scientific debates in population research;
- **Data & Trends** mapping changes and patterns in various components of population dynamics or presenting databases and data infrastructure

Contributions for the *Vienna Yearbook of Population Research* should be in **English** (preferably in British English). Spelling and usage should be according to the conventions of either British or American English and should be consistent throughout (please consult [Style and Layout Guidelines](#) for details).

Authors are encouraged to write concisely and to have their contribution checked for grammar and spelling. Poorly written contributions will not be accepted. The Yearbook provides final English editing.

The *Yearbook* does not impose strict restrictions on the **length of contributions**. However, we recommend that submitted manuscripts do not exceed 10,000 words. Submissions can be in any common format such as MS-Word or as LaTeX files. For submissions in LaTeX, please provide a backup PDF file; changes by the copy editor will be made in a Word copy of the .txt file in order to make 'tracked changes' visible to the authors — who will have to integrate them into the LaTeX file, if applicable. Please inquire with the managing editor about other formats if necessary.

Submissions are handled by an automated journal management system (OJS) for all users involved in the reviewing, editorial and publishing process to speed up the production schedule and make it as smooth as possible. Authors are asked to register online at <http://vypr.vlg.oeaw.ac.at/index.php/vypr/user/register> and then submit their articles by following the instructions under [*New Submission*].

2 SUBMISSION PROCEDURE

2.1 First submission

Submissions should contain original, previously unpublished research. The *Vienna Yearbook* does not publish papers that have been published elsewhere. However, submissions that have been published as working papers or in conference proceedings with limited circulation are accepted. First submissions do not have to adhere to our guidelines on the final manuscript layout. All pages must be typed double-spaced (11 or 12 point type size), with margins allowing for editor's notes.

Each submission has to contain a **cover page** specifying

- Title of submission
- Names of all authors (main author first), institutional affiliation, postal address and email
- Abstract (about 150 words)
- Keywords (4-6)
- Acknowledgements, if any

The separate **manuscript** contains title of the submission as well as the abstract on the first page. The following pages contain the text of the paper, illustrations (figures, tables, drawings, photographs), notes, list of references, and appendices when included. The position of all illustrations should be clearly indicated in the text, unless they are already in place. All submissions will be subject to external double-blind peer review; thus, please ensure that any identifying information is removed from the manuscript.

2.2 Reviewing procedure

Submitted manuscripts (except invited contributions) are first assessed by the editors or guest editors, who desk reject some submissions. The remaining submissions are subject to double-blind peer review. This process is not used in the invited Demographic Debates articles and the contributions to Data & Trends section. Each manuscript has at least two referees; the editorial board contacts at least one external referee to assess the merits of the paper. The names of reviewers are not disclosed to the authors of the manuscript under review. The reviewing process takes up to three months. The editors rely heavily on the reviewers' judgement, although they are not bound by them. Authors are informed of the board's decision; in case of rejection or request for modifications, the authors receive an explanation or a specification of the changes suggested by the referees. Resubmissions should address comments provided by the referees and the editorial board and the authors should provide explanatory letter explaining the changes and revisions made. The board may contact external referees to comment on resubmissions if necessary.

2.3 Final manuscript

Upon acceptance, the authors are asked to provide the **final manuscript** prepared according to the [Style and Layout Guidelines](#). A strict adherence to this uniform standard helps to speed up the production process. The Yearbook provides final English editing. The editorial board retains the right to edit submitted contributions. Manuscripts requiring extensive editing will be returned to the author for approval before typesetting. Final pagination and insertion of running titles is arranged by the publisher.

The authors are granted rights to reprint and distribute their article and make it available on their or their institute's website. In the latter case, they have to include a complete reference to *Vienna Yearbook of Population Research* (listing all the authors, year of publication, title, volume of the Yearbook and page numbers).

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