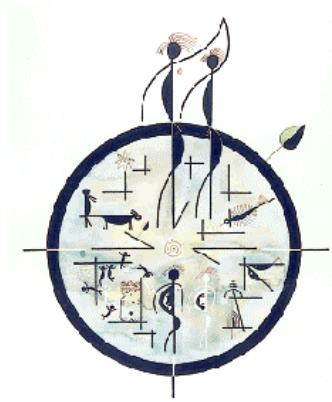

Protocol for PRC Publications Master Thesis Series



Population Research Centre
Faculty of Spatial Sciences
University of Groningen

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Faculteit der Ruimtelijke Wetenschappen
Rijksuniversiteit Groningen

MASTER THESIS SERIES

1. Aim & Objectives

The aim of the Population Research Centre (PRC) Master Thesis Series is to stimulate and promote good quality scientific research in demography at the pre-doctoral level through the publication of exceptional Master theses ('afstudeerscripties').

2. Who can contribute?

Master students are encouraged to submit their thesis into the Master Thesis Series. It is important to note that the publication will be determined only on the basis of the quality of the manuscript. The quality is adjudged in two ways. First, the supervisor of the concerned thesis should be satisfied with the output and he/she can recommend it for publication, considering the relevance and quality of the manuscript. Second, if the editor feels for any consultation especially with regard to contents such as methodology or concepts, the manuscript will be given to a subject expert or those found eligible for reading to check the contents. In addition, the editor of the series will go through the manuscript rather extensively and will suggest for any changes if needed. In principle, the publication processes could be initiated soon after graduation. Since we aim for a better quality of publication and circulation to important organisations or universities, students should pay enough attention to the structure, language and conciseness during the preparation of the manuscript. A requirement for submission is the use of appropriate English language.

3. Manuscript

The manuscript must be sufficiently detailed to include an important research question and objectives, a theoretical focus, an adequate review of literature, a clear description of suitable data and methods used, and meaningful analyses with simple interpretations. While the main content of the thesis is scientific research, the manuscript also contains a description of the way in which the research is handled and the research process.

4. How to submit?

Authors are expected to submit the manuscript in a standard format. The specific formatting requirements are:

<u>Paper size</u>	<u>Margins</u>	
A4	Top: 5,89 cm (2.32")	Gutter: 0
Width: 21 cm (8.27")	Bottom: 5,89 cm (2.32")	Header: 4,65 cm (1.83")
Height: 29,7 cm (11.69")	Left: 4,39 cm (1.73")	Footer: 4,65 cm (1.83")
	Right: 4,39 cm (1.73")	

Page numbering can be done using the insert command in MS-Word (Insert - Page numbers). The page numbers should be aligned at the bottom of the page either centrally or left/right (Inside/Outside) manner. Each chapter or a new major section of the paper should begin on the

right side (in the book format) and it should be noted while numbering the pages. An appendix or epilogue, if relevant, should appear at the end of the manuscript. The number of pages of the Master Thesis should not exceed beyond 100. Usually, short papers are attractive because it is not only easy to read, but it also motivates the reader to enjoy the paper.

An example of the basic requirements for the Working Paper Series is summarized below. Each point represents a separate page in the Working Paper. Please also check existing Master Thesis Series for the correct layout.

1. **Cover page**, containing: a) title of the Master Thesis Series, b) author’s name, c) the phrase: ‘Population Research Centre, Master Thesis Series XX-X, Month and Year’.
2. **Title page**, with the above information a) to c), and d) the address of the Population Research Centre in the top right hand corner, and e) intent of Master Thesis Series statement: ‘The Master Thesis Series of the Population Research Centre intend to facilitate the distribution of exceptional doctorandus theses prepared as part of the Centre’s programme of research and have only limited distribution.’
3. **Acknowledgements** (if applicable: fill in research grants, fellowships, etc. and perhaps those who have read the manuscript and provided comments), and **Copyright** statement (‘© Copyright Your Name Year. No part of this report may be reproduced in any form or by any means, print, photocopy, microfilm, electronic or otherwise, without the prior written permission of the author.’)
4. **Abstract and keywords**
5. **Blank page**
6. **Table of contents**
7. **List of Tables and List of Figures**

We prefer to have the manuscript prepared in MS-Word, using the British English language. An **abstract** of not more than 200 words should appear before the description of the **contents**. The word **abstract** should appear in TIMES NEW ROMAN (TNR) font size 12, and the text should be in the same font with a size 11. (to see the order of sections, please refer a published Master Thesis or Working Paper). The same applies to the **contents, list of tables and figures** sections where all chapters and sections or list of tables/ graphs should be listed according to an ascending order of the corresponding page numbers. A table with invisible rows and columns is recommended for the contents, list of tables and figures section. Say, for example:

1. INTRODUCTION	1
1.1 Demographic Profile	2
1.2 Socioeconomic Profile	3
2. THEORY AND FACTS	7

Tables should follow a uniform format. Table headings/titles and contents should resemble the following example. The title/table heading should appear in TNR, font size 11. The table and contents should appear in TNR and font size 10, footnotes (including source) of the table should be in font size 9 and TNR.

Table 1 Distribution of population (in million) by age and sex, The Netherlands, 2000

Age group	Sex composition	
	Males	Females
0-4	1000000	100000
5-9	2000000	200000
10-14	3000000	300000

Notes: distribution not shown for population aged 80+
Source: CBS, 2001

Figures or **diagrams** prepared should appear along with the text. The source of the figures (SPSS/EXCEL/VB) does not matter, however, the figure titles and axis (contents) titles should be uniform and consistent. Landscape tables and figures are permissible but should not exceed the page (A4).

Text should appear in TIMES NEW ROMAN with a font size 11. Please avoid unnecessary characters such as underlines, italics unless very important. Spelling and grammar should comply with the Oxford English Dictionary. The **Chapters/Sections** of the manuscript should appear in font size 14. **Sections** should appear in font size 12 and **sub-sections** should appear in font size 11. The sentences in each paragraph should be properly aligned (use the *justify* command in MS-Word). Arabic numerals (e.g. 1, 5, 38) should be used for weights, measures and percentages. Use % throughout after numerals. Consistency should be maintained throughout the manuscript. Sub-headings/sections should not exceed more than 3 in number. For example,

1. Fertility
 - 1.1 Age differences
 - 1.2 Sex differences

It should be noted that sections should contain more than only one sentence or a small section.

References should be for example:

- *In case of journal articles:*
HIRSCHMAN, C. (2001), The educational enrollment of immigrant youth: A test of the segmented-assimilation hypothesis. *Demography* 38(3): 317-36.
- *In case of book chapters:*
HUTTER, I. (2001), Nutrition and reproduction: the socio-cultural context of food behaviour in rural South India. In: Obermeyer, C. (ed.) *Cultural Perspectives on Reproductive Health*. Oxford Publishers, UK, pp. 37-58.
- *In case of book:*
OBERMEYER, C. (2001), *Cultural Perspectives on Reproductive Health*. Oxford Publishers, UK.

For detailed guidelines, please refer to 'Guidelines for papers at PRC Groningen', available at the PRC website, at <http://www.rug.nl/prc/publications>.

5. Editing and printing

Authors are responsible for submitting the manuscript in ‘camera ready’ format. The editing procedure may take up to two weeks. Once the editing is completed, it will be sent to the printer and the publication would be ready within a week or so. Clarifications or queries during editing shall be done in consultation with the author. A brief editorial to introduce the theme and contents to a general audience will be included in the manuscript. 125 copies will be ordered. A list of organisations, libraries, and universities that will receive a copy is available at the Office Manager. About 10 copies are reserved for the author (15 in case of multiple authors). Staff and PhD students at PRC will receive one copy.

Total number of copies: 125

International distribution: 60

Authors: 10

Staff: 6 (1 each)

PhD students: 20 (1 each)

Other specific people: 10

Library (WSN): 1

The office manager of PRC, Mrs. Stiny Tiggelaar (room 126) shall take care of the distribution, mailing and organisation. After the limited distribution, some copies reserved will be handed over to Mr. Cees Postma (room 121), and can be sold to people interested, e.g. other Master students.

6. Copyright rules

A copyright will be assigned to the author, a statement of which shall appear after the front page of the manuscript.
