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General Notice

NAMIBIA STATISTICS AGENCY

No. 482

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NAMIBIA NATIONAL STATISTICS SYSTEM STANDARD FOR DATA AND STATISTICAL PRESENTATION

The Namibia NSS standard for Data and Statistical Presentation was issued by the Statistician-General in line with the provisions of Part VI dealing with the NSS Coordination, section 36 dealing with standards, of the Statistics Act, 2011 (Act No. 9 of 2011).

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1. Purpose

The “Data and Statistical Presentation Standard” prescribes the standard to be followed by all data and statistics producers in their writing style and presentation of statistical data from censuses, surveys and administrative records. The purpose of the standard is to ensure that statistics are presented in a clear, concise and uniform format that facilitates proper understanding, interpretation and meaningful comparisons of results, as stipulated in the Namibia Quality Assurance Framework for Statistics (NQAFS).

2. Scope and applicability

This standard outlines the requirements for presentation of statistical data as well as the writing style for putting together statistical reports in Namibia. The standard is applicable to all data and statistics producers in the NSS who are responsible for analysing data and producing statistical reports.

3. Normative reference

The following documents are essential for the application of this standard:

- 3.1 Statistics Act, 2011 (Act No. 9 of 2011)
- 3.2 Namibia Statistics Policy, 2015
- 3.3 Data Collection, Processing and Dissemination Policy and Practice, 2015
- 3.4 Code of Practice: Professional and Ethical Standards applicable to Statistics Producers, 2015
- 3.5 Namibia Quality Assurance Framework for Statistics, 2020
- 3.6 Publication manual of the American Psychological Association, 7th Edition, 2020

4. Glossary

For execution of this standard, the following definitions apply:

4.1 Data Producers

includes the Namibia Statistics Agency or any government body that undertakes primary data collections or produces administrative data and where civil societies, private or international organization obtained approval in terms of section 35(5) of the Statistics Act, 2011 (Act No. 9 of 2011), to conduct a statistical collection.

4.2 Figure

visual illustration of the characteristics of interest in terms of artwork, chart, flowchart, diagram, drawing, graph, image, infographic, map photograph, or any other image. Any type of illustration other than a table is referred to as a figure.

4.3 Image

artifact that depicts visual perception, such as a picture.

4.4 Percentage

number or ratio that represents a fraction of 100 and it is denoted by the symbol “%” or simply as “percent”.

4.5 Publication

preparation and issuing of a book, report, journal article, brief and other works for public consumption

4.6 Statistics Producers

includes the Namibia Statistics Agency or any government body that produces statistics and where civil societies, private or international organization obtained approval in terms of section 35(5) of the Statistics Act, 2011 (Act No. 9 of 2011), to conduct a statistical collection.

4.7 Table

visual display composed of columns and rows in which numbers, text or a combination of numbers and text are presented.

4.8 Uniform Resource Locator (URL)

reference (an address) to a resource on the Internet.

5. Requirements

5.1 Formatting style (font style and size, spacing and headings)

- 5.1.1 Only one font style (Calibri, Times New Roman or Arial) shall be used throughout the document. The NSA prescribed to Calibri Light font style.
- 5.1.2 The font size 16 shall be used for Headings or Chapters, while font size 14 shall be used for sub-headings and font size 12 shall be used for standard text.
- 5.1.3 The font size 12 shall be used for formulas and symbols.
- 5.1.4 Footnotes shall be written in font size 10.
- 5.1.5 The minimum spacing for document shall be 1.5 lines except for captions, footnotes, long quotations, bibliographic references; table titles and descriptions; figure titles and descriptions; and inserted materials such as tables, images, diagrams, graphs, etc., where the font spacing is 1.0.
- 5.1.6 The paragraph shall be justified and with no indentation on the first line of the paragraph.
- 5.1.7 Tables and Figures shall be left aligned or centered. Such a choice shall be used consistently throughout the document.
- 5.1.8 In terms of a page layout, a Normal Margins of 2.54cm Top, 2.54cm Bottom, 2.54cm Left and 2.54cm Right shall be used.
- 5.1.9 Headings and sub-headings shall be bolded, without a full stop.
- 5.1.10 Headings/Chapters/Sections shall be numbered using a single level numbering, starting from one (1) onwards.
- 5.1.11 Sub-headings/sections shall follow the Headings/Chapters/Sections-based numbering, using two digits Arabic numbering. For example, 1.1, 1.2, 1.3, ... shall be used for sub-headings in Heading/Chapter/Section 1 and 2.1, 2.2, ... for Heading/Chapter/Section 2 and so forth.
- 5.1.12 When listing items in the standard text under sub-headings/sections, numbering format shall be used and not bullet formats. The applicable numbering formats are three digits Arabic numbering (i.e. 1.1.1, 1.1.2, 1.1.3, ...) following the sub-headings/sections numbering, lowercase Alphabetical order (i.e. a, b, c, ...) or lowercase Roman numerals (i.e. i, ii, iii, ...) in that order shall be used.

- 5.1.13 Appendix shall be numbered using capital Roman numerals (i.e. Appendix I, Appendix II, and so on).

5.2 Figures

- 5.2.1 The title of the figure shall be written/placed on top of the figure.
- 5.2.2 The title of the figure shall start with the word “Figure” with capital F, followed by numbering. Example: Figure 1: or Figure 1.1: etc.
- 5.2.3 The figure shall be numbered using Arabic numerals, following the Heading/Chapter or Section-based numbering. For instance, Figure 1.1 refers to the first figure in Heading/Chapter or Section 1, Figure 2.6 refers to the sixth figure in Heading/Chapter or Section 2 and so forth.
- 5.2.4 The title of the figure shall be brief but self-explanatory.
- 5.2.5 The title of the figure shall be written in font size 12.
- 5.2.6 Labels shall be placed close to the identified item, if there are any.
- 5.2.7 All axis shall be labelled.
- 5.2.8 A figure legend shall be positioned on the right-hand side or below the graph, within the boarder of the graph.
- 5.2.9 A figure shall not use similar colors that are affiliated to political party colors.
- 5.2.10 Notes shall be placed below the figure if further explanations are needed to describe contents of the figure that cannot be understood from the figure title, image, and or legend alone.
- 5.2.11 The word “Note” shall be placed directly below the figure in italics with a colon, before further explanations are given. For example: Note: Explain abbreviations, symbols, etc.
- 5.2.12 If the figure(s) is sourced externally, copyright permission shall be obtained before using the figures and cited accordingly.
- 5.2.13 The term “Reprinted” shall be used if the information in the figure are from another source and not altered.
- 5.2.14 The term “Adapted” shall be used if the information in the figure are from another source and the information has been altered.

5.3 Images

- 5.3.1 Images produced by the data and statistics producers shall be used and if not, copyright of external images shall be adhered to at all times.
- 5.3.2 Images with watermarks or Clip art images shall not be used.
- 5.3.3 Images shall not be skewed and proportions shall not be altered when resizing.

5.4 Numbers / Values

- 5.4.1 A point (.) shall be used for decimal numbers.
- 5.4.2 Decimal numbers shall be presented at one or two decimal places, using one format consistently throughout the document, unless emphasis needs to be made in the instances of special cases (especially for small ratios used to indicate level of precision). Example of special cases are: Gini coefficients, Multidimensional Poverty Index, Differences of the Confidence Intervals, Z-Scores, P-values, etc, shall be used throughout the document.
- 5.4.3 A single space shall be used as a “thousands-separator” (e.g. number(s) greater than 999), and shall be used after every third digit from the right thereon. For Example: 1 025; 20 897; 845 678; 2 476 680; etc.

5.5 Currencies

- 5.5.1 Prices of goods and services as well other financial amounts shall be presented with the relevant currency symbol. For instance, N\$, USD or € etc.
- 5.5.2 In the presentation of the above, the currency shall be presented first followed by the amount, without space in-between e.g. N\$200.00 or N\$1 869.00, etc.
- 5.5.3 All the financial figures shall be presented to two decimal places, to ensure a full coverage of the cents.
- 5.5.4 If currency conversion was made, the conversion date shall be cited.

5.6 Page numberings

- 5.6.1 Numbering of pages shall start on the page that comes after the cover page.
- 5.6.2 Starting from the page after the cover page, the page numbering shall use lowercase Roman numerals (i.e. i, ii, iii, ...), starting with “i”.
- 5.6.3 Arabic numerals (i.e. 1, 2, 3, ...) shall be used at the start of the first Chapter/Section until the end of the document including appendices or annexures.
- 5.6.4 Page numbering shall be placed at the bottom of the page and shall be centered.

5.7 Percentages

- 5.7.1 The word “percent” shall be used for when presenting percentages within the text, after a number expressed as a word or digit. For example: 10.5 percent or ten-point-five percent, etc.
- 5.7.2 For in-text quotation, the symbol “%” shall be used when the percentage is presented within the brackets. For example: (10.5%).
- 5.5.3 For table presentation, the symbol “%” shall be presented in the table heading and not in the table body. For example: % or Total (%) as part of the table heading.

5.8 Punctuations

- 5.8.1 A hyphen (-) shall be use to separate words in a compound adjective, verb or adverb. For example: month-on-month change.
- 5.8.2 If a comma (,) is used to separate items, the item before the word “and” shall not be preceded by a comma. For example: Housing, water, electricity, gas and other fuels.
- 5.8.3 The items that consist of categories or group nouns, shall be separated by a semicolon (;). For example: Miscellaneous goods and service; Food and non-alcoholic beverages; Clothing and footwear; Housing, water, electricity, gas and other fuels; and Transport.
- 5.8.4 A full stop shall not be used in sentences that end with an email and web address.
- 5.8.5 Footnotes shall be followed by a full stop.
- 5.8.6 An apostrophe (') shall be used to indicate omission of letters or numbers, to form a possessive or to indicate that figures are in thousands. For example: N\$'000 meaning thousands in Namibian dollars.

5.9 Presentation of variables of interest

- 5.9.1 When presenting statistical results geographically at national level, “Namibia” shall be presented first followed by urban/rural and then regions.
- 5.9.2 In terms of area presentations, “Urban” area shall be presented before “Rural” area.
- 5.9.3 The listing and presentation of regions shall be done in alphabetical order, except for special cases where emphasize needs to be made.
- 5.9.4 For regional disaggregation, the name of the region shall be presented first, then urban/rural followed by constituencies. Constituencies shall be presented in alphabetical order.
- 5.9.5 In terms of sex composition, “Both sexes” or “Total Number” shall be presented first, followed by “Male” and then “Female”.
- 5.9.6 Any categorical variable of interest shall be presented in ascending order. For example, Age: 0-9, 10-19, 20-29, ..., 60-69,70+; Income: Below N\$5 000, N\$5 001 – N\$10 000, and so on.

5.10 Tables

- 5.10.1 The title of the table shall be written/placed on top of the table.
- 5.10.2 The title of the table shall start with the word “Table” with capital T, followed by numbering and then colon. Example: Table 1.1:
- 5.10.3 The Table shall be numbered using Arabic numerals, following the Chapter/Section-based numbering. For instance, Table 1.1 refers to the first table in Chapter or Section 1, Table 2.4 refers to the fourth table in Chapter/Section 2 and so forth.
- 5.10.4 The title of the table shall be brief and self-explanatory.
- 5.10.5 The heading/title of the table shall be written in font size 12.
- 5.10.6 The columns and rows of the table shall have clear labels.
- 5.10.7 Headings/titles of the tables shall begin with a capital letter.
- 5.10.8 Numbers presented in the table shall be written as prescribed in sub-heading 5.4.
- 5.10.9 Numbers presented in the table shall be written in font size 10.
- 5.10.10 The number “zero” shall be stated in a table if the value is insignificant while the dash “-” shall be used if there is no information at all.
- 5.10.11 For tables that are transcending to the next page, the original heading shall be retained.
- 5.10.12 Notes shall be placed below the table if further explanations are needed on any of the entries in the table.
- 5.10.13 The word “Note” shall be placed directly below the table in italics with a colon, before further explanations are given. For example: Note: Explain abbreviations, symbols, etc.
- 5.10.14 If the table is sourced externally, copyright permission shall be obtained before using the table and cited accordingly.
- 5.10.15 The term “Reprinted” shall be use if the information in the table are from another source and not altered.
- 5.10.16 The term “Adapted” shall be use if the information in the table are from another source and the information has been altered.

5.11 References

- 5.11.1 Any ideas or information used from other sources shall be correctly cited.
- 5.11.2 All references cited in the text shall form part of the reference list.
- 5.11.3 Referencing shall follow the latest edition of the American Psychological Association (APA) referencing style.
- 5.11.4 The Reference chapter/section shall be titled “References” using font size 16.
- 5.11.5 The reference list shall not be numbered.
- 5.11.6 Reference list shall be presented in alphabetical order based on the author’s surname or first author’s surname if more than one authors exist.
- 5.11.7 Each reference list shall be hanging indent for the second and subsequent lines.
- 5.11.8 When referencing the same author with different second author(s), the reference list shall be listed alphabetically by second or subsequent authors.
- 5.11.9 When referencing one author with two publications, the reference list shall be listed by year of publication, starting with the earlier year first.
- 5.11.10 When referencing one author with two publications, published in the same year, then ‘a’ and ‘b’ shall be added after the year, inside the brackets. This shall be included in the in-text citation as well. For example: Tjipetekera, O. (2013a).
- 5.11.11 References shall not be underline.
- 5.11.12 In-text citation of one author shall be written using the surname of the author with the publication year in brackets as follow: James (2018). For two authors: James and Paul (2018). On the other hand, for more than two authors, in-text citation shall be written as James et al (2018).

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