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## STATENS OFFENTLIGA UTREDNINGAR

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### Migration Studies Delegation

*Ju 2013:17*

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## Delmi systematic reviews - work process and writing instructions for authors

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### 1. Key principles

Delmi's systematic reviews aim to provide high-quality scientific analyses in a clear and accessible manner. Our target audience is diverse, including researchers, experts, policymakers, civil servants, journalists, social partners, civil society organizations, and the informed public. Therefore, the language should be straightforward and easily understandable, avoiding overly academic jargon and intra-academic debate.

It is also crucial that the reports include policy-relevant elements, particularly conclusions that highlight the research's relevance to policymakers and other stakeholders beyond academia.

Please ensure that drafts are submitted in Word format to Delmi.

### 2. Review process and delivery approval

The work is overseen by a designated committee member and the Delmi Secretariat, which provides regular feedback on the drafts.

At the beginning of the project, the author and the Delmi office will agree on the following:

- **Review Timeline:** For systematic reviews, internal review at the Delmi office will occur without the author's participation. Additionally, external peer review may be conducted once by one or two field experts.
- **Coordination meetings:** In consultation with the author, a number of review meetings will be organised to enable the responsible research coordinator at Delmi to follow the progress of the work. These meetings will allow the research coordinator to discuss the work's progress, identify any risks, and address challenges.
- **Tentative Delivery Date:** Set a provisional date for the final manuscript delivery, subject to adjustments based on the external review's outcomes.

Following the external review, the final manuscript will be revised according to the feedback received. The revised manuscript, along with a cover letter detailing how the review comments have been addressed, should be sent to the Delmi Secretariat.

Delmi will then conduct a thorough reading of the final manuscript and may provide additional feedback. Further revisions may be required based on this review. The final decision on the publication of systematic reviews rests with the responsible committee member. After approval for publication, Delmi may make minor, often linguistic, revisions in consultation with the author.

Note: All texts undergo a plagiarism check before publication in the Delmi series.

### **3. Communication and dissemination**

As part of Delmi's mission to disseminate research findings and engage in public discourse, the supplier/author should be prepared to participate in a public seminar where the research will be presented. Additionally, the author may be invited to contribute to Delmi's podcast, respond to questions for our newsletter, or participate in interviews with TV, radio, or other media outlets. In some cases, writing opinion pieces may also be a suitable outreach strategy. The Delmi office can assist with proofreading and coordinating with relevant editorial teams. It is essential to highlight that the researcher remains responsible for the content, conclusions, and recommendations presented in all outreach activities.

Please notify Delmi if you are involved in any external presentations of the study (e.g., academic conferences) so we can help publicize these events through our channels.

All Delmi publications are listed on Libris. Authors are encouraged to further disseminate their work through databases and research networks such as Academia, Google Scholar, DiVA, and others.

### **4. writing instructions**

#### **4.1 Length of the report**

The length for systematic reviews is between 95,000 and 130,000 characters, including spaces.

#### **4.2 Structure**

Start with the most important information. Carefully consider what should be included and avoid unnecessary repetition.

Dividing the text into paragraphs enhances readability. Introduce a new paragraph whenever you begin a new argument.

Maintain consistency in spelling, abbreviations, style, and overall language throughout the report, especially if there are multiple authors involved.

Delmi reports should generally follow this structure:

**Note:** The titles of sections 6 to 11 can be adjusted as needed. For systematic reviews, a discussion of theory is not required.

1. *Foreword*  
Written by the Delmi Secretariat.
2. *Summary*  
Written by the author, approximately 430–650 words.
3. *Summary in English*  
An English summary, also around 430–650 words, written by the author.
4. *Table of Contents*
5. *List of Figures and Tables*  
Example: Figure 1. [Title]  
Example: Table 3. [Title]
6. *Introduction and Aim*  
This section outlines the issue being studied and explains its significance for integration and migration policy. It also provides an overview of the report's structure, summarizing the content of each chapter.
7. *Methodology and Materials*  
Here, the choice of methods and materials are described. For systematic reviews, refer to Delmi's guidelines and checklist for more detailed instructions.
8. *Results*  
This section presents the empirical findings of the study.
9. *Conclusions*  
The author addresses the following: What are the study's conclusions? How do the empirical results answer the research question? Are these findings consistent with or different from previous research in the field? What is the scope for generalizing these conclusions?
10. *Policy Relevance*  
This section focuses on policy recommendations. It explains how the study's results are relevant to current policies, regulatory frameworks, or future policy development. How can a particular policy be designed to maximize effectiveness and minimize unintended consequences?
11. *References*  
Follow the formatting guidelines outlined in Section 4.5 of this document.
12. *Appendix*  
Quantitative calculations and models that are important but might overwhelm the main text should be included in the appendix.

### 4.3. Charts and tables

Charts and tables, including data files, should be provided separately in Excel format.

Always include the source below each table, chart, or figure. If the material is original, cite "Own calculations." Additionally, provide explanations for any standard errors and significance levels beneath the table.

Number each chart, table, or figure sequentially, such as "Figure 1," "Table 1," "Figure 2," etc.

In the running text, refer to charts, tables, or figures by their specific number (e.g., "see Table 1") rather than vague references like "see table below," as tables may be repositioned during formatting.

In compliance with the Web Accessibility Directive (EU) 2016/2102, all images, charts, and image-based figures must include alternative text. This text assists those who cannot see the screen by conveying the essential information from visual content. Alternative texts should be provided in a separate document, clearly indicating which text corresponds to each figure.

Where feasible, include the source data for figures and graphs in the appendix. If this is not possible, describe general trends or detail each data point in the alternative text. Consider the figure's intended context when deciding which information to include.

#### Sample alternative texts:

Figure	Alternative text
Figure 1	Fifty percent reported that they have not had dinner with Swedes outside their own family in the past 12 months. Twenty-one percent have done so once in the past year, 18 percent once a month, 8 percent once a week, and 3 percent almost every day. Additionally, 26 percent did not respond.
Figure 2	"Graph illustrating an upward trend over time; refer to Table X in the Appendix for detailed data."

### 4.4 Quotations

To enhance clarity, format quotations differently from the main text. For excerpts longer than two and a half lines, adjust the formatting by narrowing the margins and reducing the font size slightly, without using italics or quotation marks. Ensure that the surrounding text clearly indicates that the excerpt is a direct quote rather than a summary. For shorter quotations within the text, simply use quotation marks without altering the formatting.

#### 4.5. References

References are given in brackets, not in footnotes. In parentheses, only a short form of the reference is used, for example (Summers 1981). Multiple references use a semicolon, e.g. (Cecchini 1988; Korpi 1990; Summers 1981).

See example of reference list below. Note that the list should not be divided into different types of sources, as presented below, but follow an alphabetical order. However, when using a large number of databases or interviews, it is useful to sort them separately in the reference list.

Feel free to use Word's built-in reference management features. Ask Delmi for help if you have not used these before.

#### Example references

##### Journal articles

Korpi, W. (1990) Is Sweden lagging behind? Our economic growth and productivity in comparative light. *Ekonomisk Debatt*, volume 18, no. 5, pp. 421-432.

##### Books

Cecchini, P. (1988) *Europe's internal market*. SNS Publishing, Stockholm.

NOTE! The first letter of each word in English titles, except prepositions and conjunctions, is capitalised. This applies to book, essay and article titles. Indicate the place of publication, not the place of printing.

##### Dissertations

Skedinger, P. (1991) *Essays on Wage Formation, Employment and Unemployment*. Doctoral thesis, Department of Economics, Uppsala University.

##### Chapters in anthologies

Wise, D. (1987) Individual Retirement Accounts and Saving, in Feldstein, M (ed) *Taxes and Capital Formation*. University of Chicago Press, Chicago, pp 421-432.

##### Investigations and parts of investigations

SOU (1978:60) *Labour market policy in change*. The Expert Group for Investigations into Labour Market Issues (EFA).

##### Proposals and reports

Government bill (1977/78:51) *Energy saving plan for existing buildings*.

##### Web document

Statistics Sweden (2013-06-17) "Short-term statistics, wages for the government sector". Press releases, [www.scb.se/press/press2002/press343am0102.pdf](http://www.scb.se/press/press2002/press343am0102.pdf) (2003-01-14).

##### Signed newspaper articles

Calmfors, L. (1991) "We must be able to lower wages". *Dagens Nyheter*, 21 March 1991.

**Unsigned newspaper articles**

*Dagens Nyheter* (1991), "Finland forced to devalue", 15 November 1991.

**Two or more authors**

Petersson, A. and F. Bendel (1932) ". .

Mansfield, E., M. Schwartz and S. Wagner (1981) ". .

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