

## Publication errors treatment policy

Statistics Poland is guided in its activities by the principles that ensure the preparation of the highest quality data. Despite the applied standards and care for the reliability of presenting statistical information, there may be situations where errors occur that require correction in published studies.

The aim of the document is to systematize information on the applied rules and procedures for dealing with publication errors, including the methods of marking them in various forms of sharing and informing users about the corrections made.

### Types of publication error

A publication error is considered an inadvertent error, detected after the publication of the information (in electronic and / or paper form) and possible to correct.

Publication errors are divided into:

- **formal errors**, that do not affect the change of statistical information and published data, e.g. linguistic errors, i.e. typing mistakes, spelling and stylistic errors in the content of the publication or irregularities that have occurred in the process of printing or sharing on the website,
- **factual errors**, i.e. related to the inclusion in the content of the publication of incorrect statistical data that affect the correct interpretation of the published statistical information or misinterpretation of statistical data.

The procedure in the event of detecting an error varies depending on the form of sharing statistical data. For the purposes of these rules, the following forms of sharing are distinguished:

- **printed publications** - paper publications intended for sale and shipped to key users
- **electronic publications** - publications posted on the Information Portal of Statistics Poland (including electronic versions of printed publications)
- **Information portal (PI) of Statistics Poland** - all content posted on [www.stat.gov.pl](http://www.stat.gov.pl) and on the websites of regional statistical offices
- **databases** - publicly available databases maintained by Statistics Poland
- **latest statistical news** - Communications and Announcements of the President of Statistics Poland and News releases.

### Ways of informing users about the correction of errors

In case of a **formal error**, the information placed on the Information Portal of Statistics Poland (PI GUS), in Communications and Announcements and in databases is immediately corrected. In electronic publications the error is corrected immediately, while in the printed ones the error should be corrected in the next edition of the publication. Users are not informed about the correction of formal errors.

In case of a **factual error**, the correction is published together with an explanation prepared by the author unit.

The following methods of introducing error correction are used:

- **for latest statistical news**  
information about the correction is provided on the PI GUS in the latest statistical news information schedule, next to the title of the study (in the form of a note informing about the correction of the study). The updated information signal is immediately posted on the PI of Statistics Poland. On the information page, there is a note explaining the correction, including a

description of what data the correction concerns and a list of incorrect and corrected values (was / is).

Additionally, information about the correction is sent to the media cooperating with the public statistics (via e-mail). The attachments to the message are: the corrected signal information and a note explaining the correction (identical to the one posted on the Internet). This information is also published on the PI GUS in the media tab.

- **for printed publications**

information about the correction is attached to the publication in the form of an errata containing a list of errors and correct values (was / is) and their exact location (page, column, row number). The list of errors and their corrections is presented in a tabular form.

- **for electronic publications**

information on the correction is provided on the PI GUS, on the publication's website and includes: date of the correction, description of what the correction concerns, incorrect and corrected values (was / is), exact location of the error - (page, column, row number).

- **for other materials made available on the Information Portal GUS**

information on the correction of errors is posted on the PI GUS in the place appropriate for the publication of the corrected material, and includes: date of the correction, description of what the correction concerns, incorrect and corrected values (was / is), exact location of the error.

- **for databases**

information about the introduced correction is placed in the database in a place visible to users, with the date of update. The changed values are marked in the manner adopted for a given database, and a footnote explaining the reason for the change is attached to the correct record.

## Procedure<sup>1</sup> for reporting and correcting publication errors

The author's unit is responsible for correcting an error - in the case of substantive errors, the unit responsible for the data, and in the case of formal errors, the author or coordinator of a given study.

If an error is found in the published studies, the author's unit starts the correction process as soon as possible, taking care to introduce corrections in all forms of sharing as soon as possible.

After finding an error in the published information materials, the author's unit immediately notifies the Education and Communication Department (DK and GUS Press Spokesman) about this fact. In the event of a **factual error**, the author's unit simultaneously prepares a note with information to be published along with the correction of data - appropriate for the form of data sharing (in accordance with the guidelines presented above, in the section Methods of informing users ...).

The note, approved by the director of the authoring unit, is sent by e-mail to the DK secretariat and the GUS Press Spokesman, and in the event of an error in the databases, also to the database coordinating unit. If erroneous data was published in a study for which a unit other than the author's unit is responsible (e.g. in the yearbook), the note informing about the error should also be submitted to this unit.

Depending on the form of data dissemination, the following modes of operation are applied successively:

- **for news, electronic publications and other information posted on the PI GUS**

The Education and Communication Department corrects the data and publishes an explanation on the PI GUS.

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<sup>1</sup> This procedure applies to nationwide studies published on stat.gov.pl. Statistical offices may adapt it to their specificity.

- **for databases**

The database supervising / coordinating unit starts the process of correcting the data and publishing information about the correction in the database.

- **for printed publications**

Statistical Publishing Establishment (at the request of the author's unit) a print of errata approved by the director of the author's unit.