



The EUI Publishing Manual Policy and Procedures

2007

The EUI Publishing Manual:

Policy and Procedures

Table of Contents

I. EUI Corporate Publications	3
The President's Annual Report	3
Brochures	3
Posters	3
EUI Review	3
II. Publications by Departments, Centre and Services	4
Publicity Material	4
Annual Internal Guides	4
III. Working Paper Series	4
Procedures for Working Papers	5
Technical Guidelines for Authors	6
Style Guidelines	6
Templates for Working Papers	7
The ISSN	7
WP FAQ	8
IV. Theses (Ph.D. and LL.M.)	8
Before the defence	8
After the defence	9
Agreement to Publish a Thesis	9
V. EUI-Sponsored Academic Publications	10
VI. Copyright Issues and Agreement to Publish	10
Copyright	10
Agreement to publish form	10
VII. Subsidies for Publications	10
Formal requirements for requesting a subsidy	11
a) Documentation provided by the department	11
b) Documentation provided by the applicant	11
Procedure for the award of the subsidy	11
VIII. EUI Repository Cadmus	12
IX. Use of the EUI logo	12
X. <i>Vitrine</i>	12
XI. CONTACTS	13
a) Publications	13
b) Cadmus	13
c) LIP Committee	13
Annexes	14

This manual provides a general overview of the various publications, policies and procedures at the EUI. Where appropriate, reference is made to the text of the EUI Convention¹ and/ or the Academic Rules and Regulations.²

I. EUI Corporate Publications

EUI Publications are published in hardcopy, and are also available on line:
<http://www.eui.eu/Research/EUIPublications/CorporatePublications/Index.aspx>

The President's Annual Report

The President's Annual Report is published every year in spring. The Report provides general information about the EUI as well as more specific information on the activities, projects, publications of the departments, the Robert Schuman Centre for Advanced Studies (RSCAS), and the Max Weber Programme (MWP). Information on the administrative services and statistical information is also provided.

Brochures

Brochures are published every year in order to promote and disseminate knowledge on the EUI research programmes. Examples of such brochures are: "Doctoral and Postdoctoral Fellowships in Florence" and the RSCAS brochure.

Posters

EUI posters to publicise the Ph.D. programme are printed annually.

The production of these 'Corporate' publications is co-ordinated by the EUI Publications Officers, in collaboration with the President, the Academic Service, the Heads of Departments, the Director of the RSCAS, and the Director of the MWP where appropriate.

All EUI Corporate Publications are published by the Office for Official Publications in Luxembourg, the official publisher of the EU.

EUI Review

The Review informs the current and former EUI Community of major developments and changes at the Institute. The Review also reports on recent activities, or programmes launched at the EUI, publishes articles related to specific topics, Departments, RSCAS and the MWP, provides information about the Alumni Association's activities, and lists recent publications by EUI members. The EUI Review is published three times a year.

¹ EUI convention setting up a European University Institute: <http://www.eui.eu/About/Convention.aspx>

² Academic Rules and Regulations for the doctoral programme:
<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

II. Publications by Departments, Centre and Services

Publicity Material

Proposals for posters, leaflets, brochures and announcements for conferences relating to the work of the Departments / RSCAS / MWP should be submitted in good time to the Publications Officer, to eui.publications@eui.eu, so as to ensure consistency in the presentation of all published EUI material and to allow the necessary time to do the work. All publicity material should contain the logo of the European Union and a sentence stating that the European Commission supports the EUI through the European Union budget (For the EU logo and different language versions see Annex IX). The Publications Officer can assist during the whole preparation and printing process.

The costs of these materials must be paid for by the appropriate Department / Centre, Programme and a financial commitment must be made in advance by the Administrative Site Officer.

Annual Internal Guides

“Annual Internal Guides” are produced by the EUI and are distributed to new EUI members.

General EUI services:

- *ex. Objectives 2007: Action Plan of the EUI Services*

Academic Service:

- *Finding your way around the EUI and Florence* - <http://www.eui.eu/About/InfoFor/FindingYourWayAroundTheEUIAndFlorence.aspx>

III. Working Paper Series

EUI Working Papers are produced by each of the four EUI academic departments, the Academy of European Law, the Robert Schuman Centre, and the Max Weber Programme. Each of these series is distinguished not only by the name of the department, centre, or programme, but also by the colour and series number on the cover. Series numbers are composed of an abbreviation of the department, centre, or programme (ECO, HEC, LAW, SPS, AEL, RSCAS, and MWP), plus the serial number of the paper itself. These series numbers correspond to the identifying number used in CADMUS.

Working Papers are subject to peer review and are accepted and published according to the specific criteria of the department/centre/programme. Once a paper is accepted, the text should be finalised according to agreed-upon and standardized procedures by the department/centre/programme’s coordinator for WPs (see infra: procedures, templates, and contact addresses).

The WP co-ordinator should

- send the PDF file containing the finalized WP to Cadmus@eui.eu for insertion in the Cadmus repository and in the Library catalogue.

- send the PDF WP to the Print Shop³ through the form available at <http://rodan.iue.private/printondemand/index.asp> (restricted access, for administrative staff only).
- Hardcopies will be included in the library collection, in the display area at the entrance of the library and at times in the display case (*vetrina*) at the entrance of the Badia.

Procedures for Working Papers

Each Department /RSCAS / MWP appoints one staff member (hereafter called **WP coordinator**) to co-ordinate the EUI working papers submission process. The procedure for this is as follows:

1. The Department/RSCAS/ MWP should inform all prospective authors, and especially non-EUI members that their full text will be uploaded to the EUI repository and publications databases/catalogues. Authors should sign the “Agreement to Publish form”.⁴
2. The author provides the Working Paper coordinator with a Word file. This file should be prepared as specified by the Technical Guidelines for Authors (see *infra*). WP coordinators may provide authors with the template itself, which already contains the correct styles, though authors should not be expected to fill in the preliminary pages (i.e., cover, copyright info, etc). Exceptions may be made for ECO Department Working Papers, or other special cases, where the need for special characters in formulas and graphs justifies the use of different text editor software.
3. The WP coordinator prepares the WP cover and preliminary pages with the WP template. To insure uniformity, care should be taken to preserve the formatting as found in the template.
4. Below is a detailed description, by document section, of what information the WP coordinator should check and include:

Section 1: Cover Page

- Series number: eg. ECO 2009/10
- Paper title: note the title is in all capital letters
- Author name

Section 2

Page 3

- Title and subtitle
- Author Name
- Series number

Page 4

- The author’s or editor’s names should be inserted in the copyright statement, e.g.:
© 2009 author(s)/editor(s) should be changed to © 2009 Mario Rossi

Section 3

Page 5

³ The standard number of hardcopies produced by the print shop is 25. Additional copies can be printed upon request at the expense of the Department / Centre / Programme. If less than 25 copies are needed, this should be specified (i.e. ECO Dept.).

⁴ The “Agreement to Publish Form” (see Annexe IV) can also be sent to the author by email, or as a scanned document. If email is used please copy and paste the text of the form into the email message, and ask the author to fill it in and return it to the WP coordinator. The confirming e-mail, or the signed form, should be filed by the Department / Centre.

- Insert abstract and keywords

Additional pages, such as forewords, prefaces, and/or tables of contents, should be inserted in section 3, so as not to disturb the headers and footers in section 4, which contains the text of the paper itself.

Section 4

This is where the text itself is inserted, as received by the author. The working paper template provided by the library contains all relevant styles, and authors may be given a copy of this directly to insure uniformity with EUI style.

Final page

- Unless inserted elsewhere, please insert the author name, affiliation, and contact information on the last page of the paper.
5. The WP coordinator converts the Word file into a PDF file (not secured).
 6. The fully finalised PDF file is sent to Cadmus@eui.eu. The file will be secured before uploading into Cadmus. Once a paper is in CADMUS, it is considered 'published'.

Technical Guidelines for Authors

To insure uniformity across the various series, authors should follow the below guidelines when preparing their Working Papers. The author may also request a copy of the template itself, which already includes the below style specifications in section 4 of the document template. Once the author is confident that the paper meets all the standards, the paper can be sent to the WP coordinator in each department (see "contacts" below) for finalisation.

Papers should be submitted as **Microsoft Word files**. Exceptions may be made for ECO Department Working Papers, or in other special cases, where the need for special characters in formulas and graphs justifies the use of different text editor software. Other exceptions may also be made upon consent of the WP Coordinator.

An **information cover page** containing the complete title of the manuscript and complete permanent contact information of the author(s), as well as his/her affiliation, should be included

Authors should preface their article with an **abstract** in English of no more than 250 words, and may include up to 5 keywords.

Style Guidelines

Page set-up:

File - page set up - Paper: choose the standard page setup format A4.

File - page set up - Margins: top, left, right 2.5 cm; bottom 3 cm

File - page set up - Layout: select from headers and footers: 'different odd and even', and 'different first page'.

File - page set up - Layout: select from header and footer: header 1,7 cm and footer 2 cm'

Font: Times New Roman, all black.

Text in 11 pt, single spacing; alignment: justified

Long citations (longer than 3 text lines) in 10 pt, single spacing; long citations should be block quoted and indented 1 cm on each side; alignments: justified

Footnotes in 9 point

Headers in 9 pt.; Headers alignment: centred.

- No header page one
- Page 2 and subsequent even page (left) headers: author name, in italics, 9 point, centred
- Page 3 and subsequent odd page (right) headers: paper title, in italics, 9 point, centred

Footers:

- Page numbers in 10 pt; alignment: centred.

Page numbering: should start after the abstract and keywords (and table of contents if available).

Page 1: always goes on right-hand page — add a blank page if necessary.

Footnote/endnote references always follow punctuation.

Section headings:

We suggest formatting section headings in the following way (please note: no numbering)

First Level in Bold Using Title Case

Second Level in Bold Italics Using Title Case

Third level in normal text

Fourth level in italics

Italics for foreign words (except for those found in English dictionaries) and sentences.

First mention of abbreviations and acronyms should be spelled out. Acronyms and abbreviations should be made without full-stops, e.g., World Trade Organization (WTO).

Either footnotes (preferred) or endnotes are accepted. Please make sure that all footnotes are formatted and styled *consistently*, and written in the same language as the body text.

References:

For all Working Papers and the like, all standard systems of referencing are acceptable, as long as they are used consistently and in the standard style for the research discipline of the concerned article.

Avoid colours in graphs as we print in black and white and some colours will show up as hardly visible grey.

Templates for Working Papers

Templates for Working Papers, used by the WP coordinators in all departments, RSCAS and MWP, have been standardised. Templates can be found in Annex I of this manual.

The ISSN

The *International Serial Standard Number* is an eight digit number which identifies all periodical publications as such, including electronic serials. The ISSN is the most comprehensive and authoritative source for the identification of serial publications world-wide. Each ISSN assigned to a serial publication is registered in an international database: the ISSN Register.

The ISSN, requested by the EUI Publications Officer, is given by the Office for Official Publications in Luxemburg. Each Working Paper series has its own ISSN number, and the ISSN is printed on the first page of the Working Paper.

WP FAQ

When I am in ‘print preview mode’, how should the WPs look, in terms of odd& even/blank pages?

Cover page, blank page, Title page, copyright page, abstract page, blank page, beginning of text.

How can I insert additional preliminary pages, such as tables of contents, prefaces, or special project descriptions?

The working paper template is divided into four sections: section 1=cover; section 2=title page & copyright information; section 3=abstract, keywords, and any other ‘special’ pages; and section 4=the text itself. It is designed so that the title page is an ‘odd’ page, appearing on the right of the printed version; the abstract is an ‘odd’ page, and the text begins at page one, on the right—by nature also an odd page.

In addition, there are no headers and footers, or page numbers, in the first 3 sections.

Additional pages should be added to either section 2 or 3, whichever is appropriate. This can be done by inserting one or more page breaks on the last page of the section.

I am having trouble with headers and footers—my author’s paper has multiple sections.

Assuming you want each new ‘chapter’ or section to print out on the right hand side—that is, an odd page-- do the following:

1) In *normal view*, make sure that each chapter is divided by a ‘section break—odd page’. Insert the break with the cursor in front of the text that starts the next ‘chapter’ or section. Eliminate all other page and section breaks between chapters.

2) In *print lay-out* view, choose to view the headers and footers and scroll through them, down through the document after the text starts.

- Make sure that when you are in a header, it does not say ‘same as previous section’. You can deselect that default by clicking on the icon on the header/footer menu bar.

Once you’ve done that for a chapter, you can insert the author’s name and title in the headers. Furthermore, since you have inserted a ‘section break—odd page’, the first page of the chapter is recognized as a ‘first page’, and does not have a header. In the new section, the general header format settings (author in even page header/title in odd page header) are preserved.

- If your page numbering is discontinuous, starting at 1 with each new section, you can reformat it to be continuous, if you wish. With the footer active, click on the ‘format page number’ icon (a little hand holding a numbered page) in the header/footer menu bar, and select ‘continue from previous section’.

IV. Theses (Ph.D. and LL.M.)

Before the defence

- The manuscript is deposited with the Departmental Assistant by the researcher⁵;

⁵ Academic Rules and Regulations art. 5.3

- The first page (inside cover) must be added to the manuscript. (Please see Annex III for the template, the official formula in various languages, and the copyright statement.) The names of the supervisor(s) and of the jury members shall be listed on the first page (inside cover page), and will not be printed on the cover page of the thesis.
- The cover is made by the Print-shop. The cover text (department, title, author, formula, place, year) must be inserted in the template available at <http://rodan.iue.private/printondemand/index.asp> or Annexe III a) of this manual.
- The Departmental Assistant sends the thesis to the EUI print-shop, which prints 15 copies;
- The Departmental Assistant sends one copy to each of the jury members (4), keeps one for the department, and sends the remaining copies (8) to the author;
- The print-shop sends two (2) copies of the manuscript to the Library (one copy for open shelving; one for deposit)⁶.

After the defence

An evaluation form (template in annex) is filled out by the president of the jury. Questions in the evaluation form relate mainly to the quality of the manuscript and to its potential value / readiness for a commercial publication. The jury will make a positive or negative recommendation for publication.

Agreement to Publish a Thesis

Article 5.10 of the Academic rules states that:

“ In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper and/or in electronic format. Theses can be published electronically by depositing the full text of the successfully defended Ph.D. or LL.M. thesis, either in the version that was defended or in a revised version, in the EUI repository Cadmus in the collection 'EUI theses'⁷ as a protected PDF file.

Research students are encouraged to use this option. The copyright remains with the author. The Agreement to publish the e-thesis should be signed."

(The form is available in Annex V.)

Before insertion in Cadmus, a Digital Object Identifier (DOI) is assigned to the document and the file is protected. No part of the thesis may be copied, reproduced or transmitted without prior permission of the author.

A copy of each thesis in Law may be sent to the Library of the Court of Justice of the European Communities, wherever the researcher agrees to do so. (See also Agreement to publish e-thesis in Annex V.) After obtaining agreement, the departmental secretary sends the thesis to the EUI Library Law specialist who subsequently forwards it to the European Court of Justice Library.

⁶ Academic Rules and Regulations art. 5.6

⁷ The collection 'EUI Theses' comprises Ph.D. and LL.M. theses

V. EUI-Sponsored Academic Publications

The EUI is publishing or co-publishing various publications (see below). Information can be found on the appropriate web pages:

- Academy of European Law: Collected Courses of the Academy of European Law: <http://www.eui.eu/DepartmentsAndCentres/AcademyofEuropeanLaw/Index.aspx>
- European Journal of International Law: <http://www.ejil.org/>
- European Journal of Legal Studies (an Open Access Initiative by EUI Legal Researchers): <http://www.ejls.eu>

VI. Copyright Issues and Agreement to Publish

Copyright

The copyright remains with the author(s) unless otherwise stipulated, between the Department / Centre and the author(s), and agreed upon in writing (see supra).

Papers in the EUI Repository Cadmus may be downloaded only for personal research purposes. Any additional reproduction for other purposes, whether in hard copies or electronically, requires the consent of the author(s) and/or editor(s). If cited or quoted, reference should be made to the full name of the author(s), editor(s), the title, the working paper or other series, the year and the publisher.

*Agreement to publish form*⁸

All authors, EUI and non-EUI members, are requested to sign an “Agreement to Publish Form“ whereby they agree that their book, working paper or any other article will be published electronically and inserted into the EUI repository Cadmus.

The authors are also requested to inform their Department / Centre / MWP where the EUI working paper will be published in a commercial journal so as to avoid conflicts over copyright.

The “Agreement to Publish Form” should clearly indicate if a different copyright agreement has been stipulated between the author(s) and the Department /Centre/MWP.

For the “Agreement to Publish an Electronic Thesis”, see annex V and section on theses.

VII. Subsidies for Publications

Requests for publication subsidies by EUI researchers and former researchers shall be submitted to the appropriate department. The subsidy can be requested for the editing,

⁸ The form can be found in Annex.

translating or indexing of the manuscript, or for the reproduction of photos (e.g. History Department), but not for printing costs.

Formal requirements for requesting a subsidy

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the department within 2 years after the thesis defence.

The dossier should contain the following information

a) Documentation provided by the department

1. The thesis manuscript evaluation form,⁹ filled out by the President of the jury after the thesis defence.
2. The final evaluation report on the thesis.

b) Documentation provided by the applicant

1. A concrete proposal (can be already a contract) from a renowned publisher in the field to publish the manuscript, including any available review on the manuscript, the estimated costs, and timeframe for publication.
2. Justification for the subsidy request (a letter explaining the need for a subsidy).

Procedure for the award of the subsidy

1. Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department;
2. Two copies of the published book should be sent to the department, who subsequently sends them to the Library secretariat;
3. The following need to be inserted into the published book:
 - Logo and full name of the EUI
 - Sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec le concours de l'Institut Universitaire Européen”);
 - Sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year (e.g. “This publication is based on, or is a revised version of, an EUI Ph.D. / LL.M. thesis”)

The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Requests related to delays in publication and any change in the title of the publication must be submitted to the department.

⁹ Form available in Annex II.

VIII. EUI Repository Cadmus

The aim of the EUI repository (<http://cadmus.eui.eu/>) is to increase the visibility of the European University Institute's research and publications, by bringing all types of EUI publications into one single database, using the Open Archive Initiative (OAI) standard and DSpace software.

The repository captures full text where possible, and provides bibliographic references in all other cases. The repository can be searched by author, title, department etc., or by type of publication such as working paper, book, article, thesis, etc.

Detailed information on How and What to Submit is available at:

<http://www.eui.eu/Research/EUIPublications/AcademicPublications/AboutCadmus.aspx>

The full text publication in PDF format is encouraged where possible. Authors should sign the Agreement to Publish Form (available in annex IV).

Very often, articles published in commercial periodicals, do not allow for the publication in the home repository. Many publishers however, under the pressure of the academic world and striving for **Open Access** (<http://www.sherpa.ac.uk/guidance/authors.html#whatoa>), do allow for the deposit of the article in the home repository when accepting to publish the article in a learned journal. For a list of publishers and their policy regarding author rights, please consult: <http://www.sherpa.ac.uk/romeo.php>.

The 'Licence to Publish', available in annex VIII, can help to obtain such an agreement from the publisher. In the case where the agreement is obtained, the name of the periodical, and the publisher will be mentioned in Cadmus and thus provide visibility for the Journal.

Contact: cadmus@eui.eu

IX. Use of the EUI logo

All EUI publications and publicity material should contain the complete EUI logo (2 parts), in full colour or in its negative version. The logo files should be requested to the Publications Officer. For the correct use of the EUI logo please see manual in annex VI.¹⁰

Templates of Power Point Presentation with the EUI logo are available in annex VII (one example per department, RSCAS and MWP).

X. *Vitrine*

Publications by EUI members can be displayed in the *vitrines* at the entrance of the Badia and of the Library. These publications shall be sent to the Publications Officer, Catherine Divry or

¹⁰ Please be reminded that the RSCAS and EUI Alumni Association have their own logo, and should therefore be contacted directly concerning its use.

Jackie Gordon, who will ensure their display for a few months. The length of this period of display depends on the number of books received. After the display, the book will be inserted in the gift collection of the library catalogue, unless otherwise stipulated beforehand between the author and the Publications Officer.

XI. CONTACTS

a) Publications

Web page: <http://www.eui.eu/Research/EUIPublications/Index.aspx>

Publications Officers: Catherine Divry eui.publications@eui.eu
Jackie Gordon eui.publications@eui.eu

Requests for Publications' subsidies: Contact the appropriate Department.

Working Paper Coordinators:

ECO	Marcia Gastaldo Marcia.Gastaldo@eui.eu
HEC	Monica Palao Calvo monica.palao@eui.eu
LAW	Siobhan Gallagher Siobhan.gallagher@eui.eu
SPS	Päivi Kontinen Paivi.Kontinen@eui.eu
RSC	Angelika Lanfranchi angelika.lanfranchi@eui.eu
MWP	Alyson Price alyson.price@eui.eu
AEL	Academy of European Law (academy) academy@eui.eu

b) Cadmus

Cadmus: Elena Brizioli Cadmus@eui.eu
Lotta Svantesson Cadmus@eui.eu

c) LIP Committee

[Library, Internet and Publications Committee](#)

Annexes

- I. Working Paper Cover Templates***
- II. Ph.D. Thesis Manuscript Evaluation Form***
- III. Templates for Theses***
 - III.a Templates for Thesis cover page***
 - III.b Templates for Thesis inside cover page***
 - III.c Text for Ph.D. and LL.M. theses inside cover***
- IV. Form “Agreement to Publish in the EUI Repository”***
- V. Form “Agreement to Publish an Electronic Thesis”***
- VI. Manual: Use of the EUI Logo***
- VII. Templates Power Point Presentation***
- VIII. ‘Licence to Publish’***
- IX. European Union Logo and Funding***