

EUI-RSCAS Publications (EUI Working Papers and other series)

Technical Guidelines for Authors

- ▶ Since we want to standardize the layout of the EUI Working Paper series, authors are requested to please take into account the following minimum standards when preparing their Working Paper or other text. Once you are confident your paper meets all standards, send the **camera-ready file** to the RSCAS working papers assistant, at: rsc-wp@iue.it.
- ▶ These guidelines also provide *standard* information for authors editing contributions to RSCAS books. Other detailed publication/editorial instructions will be provided.
- ▶ Please note that the RSCAS does **not** edit manuscripts.

General Guidelines

- ▶ Papers should be submitted as Microsoft Word files.
(Economics articles typeset in Scientific WorkPlace are also accepted provided authors use a preset SWP shell. Other exceptions also may be made upon consent of the working papers assistant. Non-Word documents should be set-up in European A4 format and not encrypted if submitted in .pdf).
- ▶ Include an information cover page containing the complete title of the manuscript and complete permanent contact information for author(s).
- ▶ Manuscripts should be no longer than 10.000 words, including notes, references, abstract, etc.
- ▶ Authors should preface their article with an abstract of no more than 250 words, and 5-10 keywords. RSCAS (and Law Department) papers dealing with European Integration aspects—eligible for the ERPA repository—should include keywords from the ERPA list available at:
<<http://eiop.or.at/erpa/ERPAkeywords.htm>>.
- ▶ Authors should transmit original files, including all image files embedded in the text file.

For any doubt on these guidelines, please contact the working papers assistant:
rsc-wp@iue.it

Style Guidelines

- ▶ Page set-up:
 - Go to File ▶ page set up ▶ Paper: choose the standard page setup format A4.
 - Go to File ▶ page set up ▶ Margins: set '2,5 cm' (all).
 - Go to File ▶ page set up ▶ Layout: select from headers and footers: 'different odd and even', and select from header and footer: 'edge 1,5 cm' [which means distance from page edge]
- ▶ Font: Times New Roman, all black.
 - Text in 12 pt, single spacing; alignment: justified.
 - Footnotes and long citations (longer than 3 text lines) in 10 pt, single spacing; long citations should be block quoted; alignments: justified.
 - Headers in 9 pt.; alignment: centred.
 - Page numbers in 12 pt; alignment: centred.
- ▶ Headers:
 - Left header must contain the author(s)'s name;
 - Right header must contain the title of the work (abbreviated if necessary).
- ▶ Page numbering should start after the abstract and keywords (and table of contents if available). Page 1 goes always 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 those admitted by English vocabulary) 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 all footnotes are formatted *consistently*, and are written in the same language as the body text.
- ▶ References:
 - For Working Papers and the like, the RSCAS prefers the Harvard system of referencing. Please see Annex I for examples of this style;
 - Other systems are acceptable, as long as they are used consistently and standard for the research discipline of the concerned article.
 - In RSCAS books, all notes—reference and explanatory—are laid out in footnotes.
- ▶ Avoid colours in graphs or images as we print in black and white and some colours will show up as hardly visible grey.

Annex I: Notes and Reference Bibliography

Short Memo on the Harvard Reference System

- ▶ Cited publications are referred to in the text by (author's surname, date of publication: page number); if author's name occurs in the sentence, then (date of publication: page number). For example: (Wilson, 2003: 24; Donnan, 2002: 27-39).
- ▶ Full references are cited in a bibliography at the end of the text – to be headed References in the RSCAS Working Papers. Footnotes are reserved for explanatory notes.

References

- ▶ List in alphabetical order.
- ▶ List in chronological order subsequent citations of same authors; add a letter when more than one publication has been issued during a year (1996a, 1996b).
- ▶ Multiple authors: over 2 authors, give the first two, followed by: , *et al.*
- ▶ Make sure that all relevant information is mentioned.
- ▶ Respect punctuation.

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Sample References for Bibliography

► Reference to a book

Author's Surname, Name or Initials, followed by (ed. or eds.) if relevant, Year of publication. Title of Book. Edition (if not the first). Place of publication: Publisher.

Blondel, J. and F. Müller-Rommel (eds.) 1993. *Governing Together: The Extent and Limits of Joint Decision-Making in Western European Cabinets*. London: Macmillan.

► Reference to a contribution in a book

Contributing author's Surname, Name or Initials, Year of publication. 'Title of the contribution', in: author's name or initial(s), Surname, followed by (ed. or eds.) if relevant. *Title of Book*. Edition (if not the first). Place of publication: Publisher, page numbers of contribution.

Ghosh, B. 2000. 'Introduction: Towards a New International Regime for Orderly Movements of People', in: B. Ghosh (ed.), *Managing Migration – Time for a New International Regime?* Oxford: Oxford University Press, pp. 6-26.

► Reference to an article in a journal

Author's Surname, Name or Initials. Year of publication. 'Title of article', *Title of journal*, Volume number and (part number), Page numbers of contribution.

Schnapper, D. 2001. 'De l'État-nation au monde transnational. Du sens et de l'utilité du concept de diaspora', *Revue européenne des migrations internationales*, 17 (2), pp. 9-36.

► Reference to a newspaper article

Author's Surname, Name or Initials. (or *Newspaper Title*) Year of publication. 'Title of article', *Title of newspaper*, Day and month, Page number/s and column number.

Rivière, R. 2003. 'L'identité frontalière se construit sans barrières', *Le Journal du Pays basque*, 10/11 April, p. 17.

► Reference to a conference paper

Contributing author's Surname, Name or Initials., Year of publication. *Title of contribution*, Title of Conference, Place of Conference, Date of conference.

Menon, A. 2001. *Organizations and Institutions: Member States and the European Union*, Paper presented to the APSA Annual Conference, San Francisco, August – September.

► Reference to a publication from a corporate body

(e.g. a government department or other organisation). Name of issuing body, Year of publication. *Title of publication*. Place of publication: Publisher, Day and Month (if relevant), Report Number (where relevant).

Commission 1999. Regular Report from the Commission on Progress towards Accession by each of the candidate countries. Brussels: COM, 13 October, (98) 700-712.

► Reference to a thesis

Author's Surname, Initials., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.

Lentin, A., 2002. 'Wherever It Raises Its Ugly Head'. *Anti-Racism and the Public Political Culture of the Nation-State: a political sociology of European anti-racist discourse and praxis*. Thesis, (PhD). European University Institute.

► Reference to online publication

Author's Surname, Name or Initials., *Title of document* [online], available on: website [Accessed date].

UNHCR *Refugees and Others of Concerns to the UNHCR, Statistical Overview* [Online]. United Nations High Commissioner for Refugees, Geneva, July 2000, available on: <<http://www.unhcr.ch>> [Accessed 8 July 2001].

► Reference to e-journals

Author, Name or Initials. Year. 'Title', *Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

Korb, K. B. 1995. 'Persons and things: book review of Bringsjord on Robot-Consciousness', *Psychology* [online], 6 (15). Available from: <gopher://wachau.ai.univie.ac.at:70/00/archives/Psychology/95.V6/0162> [Accessed 17 June 2000].

► Reference to Working Paper

Author's Surname, Name, Title of article. Title of the series (if relevant), Working Paper Series No. Year/XX.

Rose, Andrew K. *Do We Really Know that the WTO Increases Trade?* Transatlantic Programme series, EUI Working Papers RSCAS No. 2003/15.

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