

THE EUROPEAN VIEW STYLE GUIDE

1. Introduction

The European View is a journal of the forum for European Studies, published by the European's People Party. The European View is a biannual publication that tackles with the entire spectrum of Europe's political, economic, social and cultural development. The European view is an open forum for academics, experts and decision-makers from across Europe to debate and exchange views and ideas. The ideal article size should be somewhere between 3000 and 4000 words. Individual paragraphs should be ideally between 150 to 200 words.

2. How to present a manuscript

Please submit a copy of your article to Tomi Huhtanen Editor-in-Chief of the European View, at ev@epp.eu. All submissions should be in Microsoft Word format.

3. Editorial style

3.1 General

For matters of style not otherwise covered in this guide, please follow the recommendations of the latest edition of the *Oxford Guide to Style* published by the Oxford University Press.

3.2 Title and Headers

Article titles, subtitles and text subheading should be selected carefully with consideration to appropriateness and succinctness. The European view recommends that a maximum of two levels of subheads be used. Headers should not be underlined. Bolding should only be used for the title, the first level of headers and table and figure titles. The use of subtitles is strongly encouraged but a subtitle should not follow directly the article title.

The title of the article should be written in bold characters. All nouns in the title should start with capital letters.

E.g.: **Political Parties in Africa as an Instrument of Democracy**

The first level of headers should be bolded, with only the first word in the sentence starting with a capital letter.

E.g.: **Party and nation**

The second level of headers should be typed in italic with only the first word of sentence starting with a capital letter.

E.g.: *Party beyond the frontier*

3.3 Spelling

The European view has adopted the latest edition of the *Oxford Dictionary of English*.

3.4 Quotations

Short quotations within the text should be indicated by quotation marks. Use single quotation marks, except for quotations within quotations.

E.g.: ‘The biggest risk I business is the legal risk’

Long quotations or extract material (without quotation marks) should be indented 1.5cm along the left margin.

An obligatory referendum must be held for all changes to the Constitution, for joining collective security organisations and supranational organisations and for urgently declared federal laws that do not have any constitutional basis and apply for more then one year.

Words, Punctuation, or initialisation not present in the original should be enclosed in square or noted as [italic added].

3.5 Capitalisation

The European View strongly encourages the use of upper case for formal organisations, institutions and certain titles (‘President Wilfried Martens’ ‘the Prime Minister Tony Blair’)

The following list of examples gives an idea of the Europeans View usage of capitalisation:

democratic, democrat	European People's Party
the United Civil Party of Belarus	Banu's People Union
State (of Belgium)	Democratic Rally of Cyprus
State (as an institution)	Member States
the Premier of Great Britain	Germany
the Gulf War	Wilfried Martens
the Treaty of Rome	Nicolas Sarkozy
the European Parliament	the Ministry of Foreign Affairs
the European Commission	Union pour un Mouvement Populaire

3.6 Numbers and Currencies

Spell out numbers from one to nine and spell out even hundreds, thousands and millions, except if they include a decimal point or fraction, or where they refer to a page number, or where there are sets of numerals, some of which are higher than 10 (e.g. 14, 9 and 6). Use Arabic numerals for other numbers. Percentages are expressed as figures followed by the % sign. Always write on a number or year if it begins the sentence.

Large number should be written with a coma rather than a space.

Dates should be written in the following form: 23 January 2007

Periods of time should be written in the following manner:

- 1990s
- 1994-95
- 1999-2000

Roman numerals are to be avoided.

Numbers before currencies should be written in numerals as follows €10, \$20.50, etc.

The \$ can be used for the US dollar. If you refer to any other type of dollar please write the abbreviation of the country in capital letters before the \$ sign.

E.g.: CAN\$, AUS\$, US\$100 etc.

3.7 Tense

Some general rules for the use of tenses:

- For historical and chronological pieces use the past tense
- An author as subject use the past tense
- An author's work as the subject use the present tense
- Your procedure use the past tense
- Your findings use the present tense

3.8 Full Stops

- *For titles:* In general, the European View does not use full stops for titles such as Ms, Mrs, Mr, Dr, Prof, or Rev
- *For abbreviation:* Where an abbreviation ends with a letter which is not the final letter of the word being abbreviated, use a full stop:
e.g.: editor – ed
editors- eds.
- *For acronyms:* Avoid the use of full stops (e.g. EU, NATO, UN, USA, EURATOM). Normally the full title should be spelt out when first used.

3.9 Foreign words and Latin maxims

Foreign language words and phrases which are often used in English but are not yet fully naturalised should be italicized. This does not apply to common terms like *per capita*, *vis-à-vis*, *laissez passé*, or *vox populi*. As a rule if the word is not listed in the Oxford dictionary of English it should be italicized.

4. Tables

Tables should be used sparingly. Tables should display trends, findings or relationships in a coherent way. They should not be used solely to provide information. For all tables, you should consider the typesetting on an European View page. If the need for reducing the table in order to fit it on a page it should be done without reducing its readability.

Footnotes to tables should be superscripted in the table's body and indicated beneath the table body by the use of lower case 'a', 'b', 'c' and so on. Please add Table 1, Table 2 (italicized) etc. If you use figures to same thing as with tables but with Figure 1, Figure 2 and so on.

E.g.: *Table 1*

5. Documentations

5.1 Citations and footnotes

The European View follows the version for citations of the Harvard system. The basic citation in the author-date system consists of the last name of the author and the year of publication of the work, followed by the page numbers. No comma separates the author and year. Pages, Chapters and so forth follow the date, preceded by a comma.

(a). If author's name is in the text, follow with year in parentheses:

'Considine (1999) has argued that ...'.

(b). If author's name is not in the text, insert last name and year:

'Some have claimed (Sawer 1995) that ...'.

(c). Where appropriate, pagination follows year, separated by a comma:

'According to Warhurst (1989, 140), ...'.

'The evidence (e.g. Ratnapala 1997, 23-5) suggests that....'

The European view does not use endnotes. Footnotes may be used to expand on points in the text. They may also be used to provide information on citations of interviews and personal communications. But they should be used sparingly. Notes should be numbered consecutively and placed at the bottom of the page. The corresponding note number should be typed as a superscript. Footnotes should always end with a full stop independently if the sentence is complete or not.

5.2 References and bibliography

All references are listed in alphabetical order, by author's surname, and must contain the surname, initial, followed by the year of publication, and then other details. When they are several works by the same author then place them in a chronological order. The list of references contains only those works that are cited in the text and notes of the article summated.

- *Book with single author:*

Brugger B. 1999. *Republican Theory in Political Thought: Virtuous or Virtual*. Basingstoke: Macmillan.

- *Book with two Authors or more.*

The surname precedes the given name for the first author only, and a coma separates the names.

Aberbach, J., R. Puttman and B. Rockman. 1981. *Bureaucrats and Politicians in Western Democracies*. Cambridge, MA: Harvard University Press.

- *Journal articles*

The article title is placed in single quotation marks, followed by the journal name then the volume and numbers of the first and last pages.

Claude, I.L., Jr. 1989. 'The Balance of Power Revisited.' *Review of International Studies* 15(2): 77-86.