



Author Guidelines for L'Europe en formation



L'Europe en formation is accepting articles, in French or in English, on International Relations, European Integration or Federalism.

Proposals must be sent to the email address of the journal (europe.formation@cife.eu) in electronic form (5.000 to 10.000 words), with an abstract (100 words) and a separate presentation of the author.

All article submissions must pass a peer review process following blind review protocol. Therefore authors must ensure that steps are taken to preserve author anonymity by removing names and other identifying information from manuscripts and from document/file properties.

Papers submitted to the sections "Opinions" or "Book review" are not passing the peer review process.

Submission

The paper should be submitted in electronic form on the due deadline.

The attached files should include:

- A biography of the author(s), in 100 words, including acknowledgments and funding.
- An abstract of 150 words (see below).
- The tables and figures required (see below).

Article

- Articles should be submitted in one of the following editable electronic formats: Word, RTF, Pages or InDesign. There is no specification as regards to the printing, as the text will be turned into the layout of *L'Europe en formation*.
- Words limit: articles should not exceed 6.000 words (exclusive of footnotes, references and tables).
- Articles should be written to facilitate anonymous refereeing. All self-identifying information should be removed from manuscripts submitted. Manuscripts should not contain acknowledgements or statements about funding support. Personal citations may be retained as long as these citations do not identify the author of the article to reviewers.
- Authors should indicate the length (in words) of the article and the inclusion of any diagrams.

Text

Good style

- The English texts in *L'Europe en formation* respect the UK general typographic rules, except for authors based in the United States of America.
- For questions not covered in this guide, consult the Oxford Style Guide (Oxford: Oxford University Press 2003).
- For American authors, consult The Chicago Manual of Style, 16th Edition/Revised and Expanded (Chicago: University of Chicago Press 1993).
- Manuscripts accepted for publication must conform to these style guidelines, and the editor reserves the right to make appropriate changes.

Language

- Papers must be clearly written in English. Particularly if English is not your first language, it is recommended to submit your manuscript for professional language editing.
- All passages in foreign languages should be translated in the text. The original text may appear in footnotes.

Titles and subtitles

- The titles, subtitles and their structure should appear clearly into the text.

Capitalisation

- Capitalize as sparingly as possible, basically for acronyms, for proper names of individuals or institutions and for cases where confusion might result if lower case were used.

Quotations

- Short quotations are run into the text, italicized and between quotation marks. Use double quotation marks for first order quotations and single quotation marks for quotations within quotations. Generally, punctuation goes inside quotation marks, but semicolons, exclamation points, and question marks which are not part of the quoted material should be placed outside.
- Larger quotation marks should take the form of a paragraph, clearly identified as such.
- Indicate interpolations by square brackets []. Do the same for ellipses [...]. It is better not to use ellipses at the beginning or end of quotations.

Dashes

- Dashes in sentences are typed as em-dash without space before and after—like this.

Bold, italics and underlining

- Do not type underlined letters.
- Do not type in bold letters, except for titles and other headings.
- To emphasize some words, use single quotation marks (“ ”) and italics.

Dates

- Preferably, type dates as 25 December 2000.
- Apostrophes are not required for such expressions as 1920s, or forties.
- Inclusive dates should be shown as 1925-1926.

Abstract

- An abstract, not exceeding 150 words, should clearly and succinctly summarize the article. The abstract should appear on a file of its own. The abstract should include the central question addressed by the article, findings, and conclusions.
- We would appreciate, if possible, to receive it as well translated in the other language of the journal (French or English).
- Up to ten keywords can be added to the abstract.

Tables, sheets, figures and maps

- All diagrams will appear in black and white in the journal.
- Type all tables, figures and maps on sheets separate from the text, and place them at the back of the manuscript, or in separate files if necessary. Provide legends and sources to the tables below each of them. Indicate where each table should appear in the text of the appropriate text page.
- The journal reserves the right to reduce the size of illustrative material.

Tables and graphics

- There is no specific form to respect for the tables, as they will be turned into the layout of L'Europe en formation.
- Tables and graphics made in Excel or another spreadsheet should be attached as specific Excel files.

Images

- For images, please supply either .tiff .jpg or .eps files at a resolution of 300dpi for photos/pictures and 600dpi for line drawings/graphs.

Maps

- In respect with copyrights, necessary maps will be provided by L'Europe en formation or subcontractors. Specify all elements to appear in the map.

References

- References have to appear as footnotes and the bottom of each page. L'Europe en formation does not use author-dates references within the text.
- A final bibliography at the end of the article may be joined, although L'Europe en formation cannot guarantee that it will remain in the final version of the article, for technical reasons, unless there are no footnotes in the text.
- Do not use op. cit. or loc. cit. in repeated citations. Instead, shorten the citation to initials (if necessary) plus surname, shortened title, volume number (if necessary), and page number.
- Ibid., not underlined, may be used for a title mentioned in the previous note.

Full reference for a work should be made with the first mention of a work in the article, respecting the Chicago style:

- Journal articles
Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104, 2009: 440.
- Books
Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*, New York: Penguin, 2006, 99–100.
Pollan, *Omnivore's Dilemma*, 3.
Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945*, New York: Knopf, 2007, 52.

- Chapter in books
John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al., Chicago: University of Chicago Press, 2010, 77.
- Internet article
Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution*, Chicago: University of Chicago Press, 1987, <http://press-pubs.uchicago.edu/founders/>.

For more details, see http://www.chicagomanualofstyle.org/tools_citationguide.html