



Institute for European Studies  
*Vrije Universiteit Brussel*

# IES WORKING PAPER SERIES — AUTHOR'S GUIDELINES

Version 2.7

## TABLE OF CONTENTS

Table of Contents .....	2
1 OBJECTIVES .....	3
2 SCOPE.....	3
3 EDITING PROCEDURE .....	3
4 FORMAT .....	4
4.1 Length of papers .....	4
4.2 Working Paper Template .....	4
4.3 Style .....	4
4.4 Referencing .....	5

## 1 OBJECTIVES

The **IES Working Paper Series** is a collection of topical scientific articles that deal with the EU in its broader international context. The Series aims at providing policy-relevant insights to and raise discussion in an audience of practitioners, decision-makers and academics dealing with European affairs. It is also hoped to be of interest and value to a wider public following this area.

An important objective for the IES Working paper Series is to serve as an efficient platform to publish innovative manuscripts. The editing procedure, which is explained in more detail below, aims on the one hand at making papers swiftly and widely available. On the other hand, the objective of the Series is also to constructively contribute to the substance of the papers. Such contributions take place at a specific research colloquium, whenever such colloquium may be convened. Publication of IES Working Papers later in other fora is encouraged<sup>1</sup>. Indeed, the edition process is constructed so as to improve the manuscripts' chances to be published in peer-reviewed journals.

This document offers practical guidance on the publication of the Working Paper Series. It also outlines the style to be used in the Working Papers.

## 2 SCOPE

Manuscripts proposed for publication in the IES Working Paper Series should deal with the European Union and/or the international context in which the Union operates. The framework is flexible and offers room for analysis in various directions: the focus of the papers may be, for example, on how a certain EU policy operates in or affects the international forum. It may, however, equally well discuss the relevance of the international context and developments to European policy-making. The manuscripts are preferably relevant from the perspective of policy-making in Europe and beyond. While the papers may offer theoretical insights as well as practical observations and experiences, the Series particularly encourages articles that are a combination of both of these perspectives.

Reflecting the interdisciplinary nature of the Institute for European Studies, the IES Working Paper Series has articles from multiple disciplines, including law, political sciences, social sciences and economics. In optimal cases the articles are successful in combining insights from more than a single discipline. The topics are not restricted to any particular field of European or international policy-making; they may cover any field ranging from, e.g., environmental protection and immigration to the information society and foreign and security policy. The IES Working Papers may also be of general nature, and have links and relevance to many parallel fields in a more horizontal fashion.

## 3 EDITING PROCEDURE

The manuscripts to be published may be submitted as Word documents by e-mail to the editor-in-chief of the Working Paper Series. The e-mail address is indicated in the internet site of the Working Papers (<http://www.ies.be/WorkingPapers>).

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<sup>1</sup> On the details of potential copyright related questions, please contact the editor-in-chief.

The editor-in-chief reviews all submissions and gives his preliminary approval for publication. The approval may be subject to enumerated modifications to the text. A manuscript with the preliminary approval may be presented by the author in an informal colloquium, a seminar meeting, convened by the editor-in-chief. The participants to the colloquium include the academic staff of the IES (i.e. the IES senior, junior and associate researchers), as well as other interested contributors. The IES invites the participants, obviously following the author's suggestions for suitable people. As an alternative to the colloquium, the editor-in-chief and the author will seek for an outside expert's remarks in other ways.

With the help of the IES Working Papers colloquium or expert remarks, the author will prepare an updated version of the manuscript for final review in the IES Working Paper format. Pending further remarks, the Paper will be published by the Series at its Internet site as a pdf document, and be made available in print. The author will receive five hard copies of the text.

The IES Working Papers' Internet site will serve as a point for collecting further viewpoints and comments on the published manuscripts.

## **4 FORMAT**

As a general rule, the IES Working Paper Series follows the Chicago Manual of Style. Below, certain key aspects of the style have been enumerated. For more detail information, please see or contact the editor-in-chief of the Series.

### **4.1 Length of papers**

The manuscripts sent for publication should not in general exceed 15.000 words, and are preferably between 8.000–10.000 words.

### **4.2 Working Paper Template**

A template document is available at the Internet site of the Working Paper Series. The IES Working Papers style needs to be applied by the authors, but only after the papers have been initially accepted for publication (subject to suggested modifications, where need be). In other words, the initial submissions may be in any format, as long as it permits changes. The IES staff will be glad to help with the finishing details of the formatting work.

### **4.3 Style**

In the IES Working Papers template Word document, the necessary formats have been specified for different kinds of text (under Format → Style). Text may be either written directly on the template, or copy-pasted there, in which case the different pieces of text need to be activated and the applicable format styles clicked (e.g. IES Normal text; IES WP Heading 1.1; IES WP Footnote text, etc.). The font and paragraphs are automatically correct after the appropriate IES style has been selected. Some formatting may however be required on parts that vary (e.g. italics or bold in parts of the text). In a nutshell, the following styles apply:

**Font:**

Main text: Trebuchet MS 10 pt  
Footnote: Trebuchet MS 9 pt

Heading 1: Trebuchet 11 Bold centered ALL CAPS  
Heading 1.1: Trebuchet 11 Bold centered  
Heading 1.1.1: Trebuchet 10 Bold centered

Other texts: see the different IES format styles

**Paragraph:**

Line spacing (main text): 1.2

## 4.4 Referencing

The referencing rules below apply a single style to works from different disciplines (in particular political sciences and law). When citing a work *in the text*, the source is noted as a *footnote*. The format is the “FOOTNOTE version” explained below, which corresponds the Chicago Manual of Style’s “Author and date (T)” format (without the parentheses). For cites inside a footnote, the same format is used, but in parentheses.

All cited references (but only those) are also listed in their full Chicago Manual of Style’s “Reference list (R)” format in a list of references in the end of the Paper. First names are preferable to initials, where available. Multiple works by the same author are listed in a chronological order with the earliest dates first. Concise comments accompanying the sources may help the reader understand the relevance of the source to the point made.

See <http://www.chicagomanualofstyle.org/> for further details.

### 1. Books

Maduro, Miguel Poiares. 1998. *We the Court. The European Court of Justice & the European Economic Constitution*. Oxford: Hart Publishing.

FOOTNOTE: Maduro 1998, 45–7.

(For multiple authors, see 4 below)

### 2. Edited book

Oberthür, Sebastian, and Thomas Gehring, eds. 2006. *Institutional Interaction in Global Environmental Governance. Synergy and Conflict among International and EU Policies*. Cambridge, Mass.: The MIT Press.

FOOTNOTE: Oberthür and Gehring 2006.

### 3. Chapter in an edited book

Scott, Joanne. 2000. On Kith and Kine (and Crustaceans). Trade and Environment in the EU and WTO. In *The EU, the WTO and the NAFTA. Towards a Common Law of*

*International Trade*, edited by Joseph H.H. Weiler, 126-67. Oxford: Oxford University Press.

FOOTNOTE: Scott 2000, 148–51.

#### **4. Periodical materials (articles)**

##### **4.1 One author**

Hill, Christopher. 2004. Renationalizing or Regrouping? EU Foreign Policy Since 11 September 2001. *Journal of Common Market Studies* 42 (1):143–63.

FOOTNOTE: Hill 2004, 143.

##### **4.2 Two authors**

Baxter, Simon, and Frances Dethmers. 2006. Collective Dominance Under EC Merger Control—After *Airtours* and the Introduction of Unilateral Effects is There Still a Future for Collective Dominance? *European Competition Law Review* 27 (3):148-160.

FOOTNOTE: Baxter and Dethmers 2006, 151-2.

##### **4.3 Three or more authors**

Hencsey, Monika, Olivia Reymond, Alexander Riedl, Sandro Santamato, and Jan-Gerrit Westerhof. 2005. State Aid Rules and Public Funding of Broadband. *Competition Policy Newsletter* (1): 8-15.

FOOTNOTE: Hencsey et al. 2005, 10.

#### **5. Working Paper and Conference Paper**

Bignami, Francesca. 1999. The Administrative State in a Separation of Powers Constitution: Lessons for European Community Rulemaking from the United States. Working Paper 5/99. New York City, N.Y.: Jean Monnet Center, NYU School of Law.

FOOTNOTE: Bignami 1999, 14.

Delaere, Simon and Caroline Pauwels. 2005. The Lighthouse Channel: Can Public Broadcasting Bring Public Salvation in a Digital Era of Fragmentation and Globalisation? Paper presented at International Association for Media and Communication Research Conference, Taipei, 26-28 July 2005.

FOOTNOTE: Delaere and Pauwels 2005, 21.

#### **6. Newspaper Article**

Debackere, Jan. 2008. Europa wil strikte regels voor financiering VRT. *De Standaard* February 27: 37.

FOOTNOTE: Debackere 2008, 37.

*New York Times*. 2002. The Strained Trans-Atlantic Relations. July 30: 18.

FOOTNOTE: New York Times 2002, 18.

## 7. Press release

Commission Press release IP/00/617 of 14 June 2000. Commission Opens Full Investigation into Time Warner/EMI merger.

FOOTNOTE: Commission Press Release 2000, 1-2.

## 8. Book published electronically

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>. (Accessed May 3, 2008)

FOOTNOTE: Kurland and Lerner 1987, 14.

## 9. Internet site

Institute for European Studies. IES Books: Multiculturalism Observed. Exploring Identity. <http://www.ies.be/node/149>. (Accessed June 23, 2007)

FOOTNOTE: Institute for European Studies.

## 10. Legal cases<sup>2</sup>

### 10.1 *European Court of Justice*

European Court of Justice, *Criminal Proceedings against Bernard Keck & Daniel Mithouard*, Joined Cases C-267/91 and C-268/91 [1993] ECR I-6097.

FOOTNOTE<sup>3</sup>: ECJ, *Keck*, Joined Cases C-267/91 and C-268/91 *par.* 16.

### 10.2 *Court of First Instance*

Court of First Instance, *Independant Music Publishers and Labels Association (Impala) v Commission*, Case T-464/04 [2006] ECR II-2289.

FOOTNOTE<sup>4</sup>: CFI, *Impala v Commission*, Case T-464/04 *par.* 16.

## 11. Legal cases - U.S. Supreme court

U.S. Supreme Court, *Pike v. Bruce Church, Inc.*, 397 U.S. 137 (1970).

FOOTNOTE<sup>5</sup>: U.S. Supreme Court, *Pike v. Bruce Church*, 397 U.S. *at* 143.

## 12. Legal provisions

### 12.1 *Regulations*

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<sup>2</sup> Note: no specific rule exists in the Chicago Manual of Style for quoting the cases of the European Court of Justice.

<sup>3</sup> The short FOOTNOTE version is also analogous to the U.S. Supreme Court style (see footnote 10 below).

<sup>4</sup> The short FOOTNOTE version is also analogous to the U.S. Supreme Court style (see footnote 10 below).

<sup>5</sup> Citations in the footnote are shortened to the first nongovernmental party's name, reporter volume, reporter series, and "at" (in roman) preceding the particular page being cited.

Regulation (EC) 139/2003 of Council of 20 January 2004 on the Control of Concentrations Between Undertakings [2004] OJ L24/1.

FOOTNOTE: Regulation 139/2003 on the Control of Concentrations Between Undertakings.

### 12.2 Directives

Directive 2002/21/EC of the European Parliament and of the Council of 7 March 2002 on a Common Regulatory Framework for Electronic Communications Networks and Services (Framework Directive) [2002] OJ L108/33.

FOOTNOTE: Directive 2002/21 on Electronic Communications Networks and Services.

### 12.3 Decisions

Decision 2003/2/EC of the Commission of 21 November 2001 Relating to a Proceeding Pursuant to Article 81 of the EC Treaty and Article 53 of the EEA Agreement (Case COMP/E-1/37.512–Vitamins) [2003] OJ L6/1.

FOOTNOTE: Decision 2003/2 on Proceedings Pursuant to Article 81, par. 588-95.

Decision COMP/M.3333 of the Commission of 19 July 2004 on *Sony/BMG* [2005] OJ L62/30.

FOOTNOTE: Commission Decision M.3333 on *Sony/BMG* 2004, 11.

Decision 1149/2007/EC of the European Parliament and of the Council of 25 September 2007 Establishing for the Period 2007-2013 the Specific Programme 'Civil Justice' as part of the General Programme 'Fundamental Rights and Justice' [2007] OJ L257/16.

FOOTNOTE: Decision 1149/2007 of the European Parliament and Council on the Programme 'Civil Justice'.

## 13. Other documents of EU institutions

Commission Guidelines on the assessment of horizontal mergers under the Council Regulation on the control of concentrations between undertakings [2004] OJ C31/3.

FOOTNOTE: Commission Guidelines on horizontal mergers 2004, 23.

Commission Notice on the Application of the Competition Rules to Access Agreements In the Telecommunications Sector—Framework, Relevant Markets and Principles (Access Notice) [1998] OJ C265/2.

FOOTNOTE: Commission Access Notice 1998, 1.

Commission Communication on A Common Agenda for Integration; Framework for the Integration of Third Country Nationals in the European Union (Integration Communication) COM (2005) 389, final.

FOOTNOTE: Commission Communication on Integration 2005, 4-8.

**14. Interviews and other oral presentations in non-written format.**

Bartholomew, Reginald. 1991. Remarks at the Conference on the United States, Europe, and the Structures of a New World Order, Georgetown University, Washington D.C., 17 October 1991.

FOOTNOTE: Bartholomew 1991.

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