

Yearbook of Polish European Studies – Style Guidelines¹

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General

Authors submitting texts for publication are asked to strictly follow the guidelines provided below. The British variant of English is preferred. Even if a text has been provisionally accepted for publication, it cannot proceed to publication, unless it is compliant with the guidelines.

¹ Translation and editorial assistance Maja Wolsan, MA.

1. Structure and layout

1.1.. Formatting guidelines

The basic unit of the text is a standardised page of approx. 1800 characters in 30 lines, approx. 60 characters in each line. This makes it possible to establish the amount of text in larger standard units used in Polish publishing (40 000 characters, approx. 22.2 standardised pages).

Please mark each paragraph with an indent in the first line (standard tab 1.25 cm), NOT with a space between paragraphs. Do not use automatic list numbering or bulleted lists, non-standard tabs, indents or spacing, etc.

In order to create a standardised page, choose **File > Format**.

FILE	
Page setup	Paper size
<i>Margins</i>	A4 210x297
Top:	2.5 cm
Bottom:	2.5 cm
Left:	4.5 cm
Right:	2.5
<i>From edge</i>	
Header:	1.25 cm
Footer :	1.25 cm

FORMAT			
Font			
<i>Font</i>			
Font	Font style	Font size	
Times New Roman	Normal	12	
<i>Character spacing</i>			
standard			
Paragraph			
<i>Indents and spacing</i>			
Alignment: Justified			
Indentation:			
Left:	0 cm		
Right:	0 cm		
Spacing			
Before:	0 pkt	Line spacing:	1.5 line
After:	0 pkt		
Tabs			
Default: 1.25 cm			

1.2. Abstract

Please include an abstract at the beginning.

Heading: Times New Roman, font size 10, single spacing, **bold**

Text: Times New Roman, font size 10, single spacing, *italics*

Abstract: *In the recent years*

1.3. Titles and headings

Main title in capital letters. Format: bold, 14 Times New Roman:

Relations between the European Union and the United States: Cooperation, Competition or Confrontation?

Headings numbered with Arabic numerals, bold, no italics, font size 12, Times New Roman;
Introduction and Conclusions headings – without numbering.

In titles and subtitles within the text – no capitals, except for the first word –
unless the proper name or phrase is written with capital letters as a rule.

NOTE: Do not put a full stop at the end of titles and subtitles (but other punctuation marks
are possible):

Introduction

1. New tendencies in EU law

2. Community Migration Policy – what way forward?

Please insert one empty line between the title and the text:

Text text text text text text text text text text text text text text text text text

2. New tendencies in EU law

Text text text text text text text text text text text text text text text text text

But do not insert the empty line after minor subtitles (only 1.5 spacing):

2.2. New tendencies in EU law

Text text text text text text text text text text text text text text text text text

2. Footnotes

2.1. General

Author's academic degree should be given in accordance with English standards:

M. Pacek, Ph.D.

Please use footnotes (not endnotes) with subsequent numbering, in Arabic numerals. Footnote number in the text should be written **after** a punctuation mark (full stop, coma, semicolon).

Footnote format: Times New Roman, font size 10, spacing 1.0

Please always put a full stop at the end of a footnote. Provide only the first letter of the author's name. The editor's name should be provided after the title.

Please mind the spaces and comas. DO NOT insert a space between: the initial of the author's first name and his/her surname; between the page abbreviation (p.) and the page numbers.

Places of publication should be provided in the original language (Warszawa, London). Titles should be quoted in original, with the translation into English in brackets when quoted for the first time. English translations of titles should be written in capital letters:

Book sources should be quoted as follows:

³ A.Kowalski, *Historia integracji europejskiej (History of European Integration)*, Warszawa 1995, p.2345, 2354.

¹²¹ *Europejskie ABC (The European ABC)*, Warszawa 1990.

²⁶ *W stronę Europy (Towards Europe)*, eds. W.Warecki, K.Bilak, Gliwice 1991, Chapter V.

³ J.Smith, G.Gardner, *European Integration*, Berlin-London 1994, pp.321-67.

Periodicals should be quoted as follows:

²⁶ B.Nowak, *Europejska unia walutowa (European Monetary Union)*, "Sprawy Międzynarodowe" No. 4/1992, pp.54-66, 56.

³ H.Kissinger, *The U.S. European Policy*, "Foreign Affairs" No. 2/1996, pp.123-134.

⁴ B.Kowalski, *Co dalej z Unią? (English translation)*, "Rzeczpospolita", 08.12.1998.

Where necessary, You can write 'Spring' or 'Vol. 2' instead of 'No.'

Names of periodicals should be written in double quotation marks.

We do not recommend using abbreviations instead of full names of periodicals. If a periodical uses an official abbreviation for its name, please use the proper abbreviation.

Joint publications should be quoted as follows:

³ B.Nowak, *Europejska unia walutowa (English translation)* in: *Współczesne stosunki międzynarodowe (English translation)*, ed. G.Domagalski, Kraków 1994, pp.90-104, 145.

Do not insert a comma before 'in:'

In case of repeating footnotes:

If the repeating footnotes are provided one after another, write:

⁴ Ibidem, p.56.

If the footnote is repeated elsewhere in the text, write:

²³ A.Kowalski, op.cit., p.27. or ²³ Cf. A.Kowalski, op.cit.

If You quote more than one work by a given author, make it clear which work You refer to:

⁴³ A.Kowalski, *Historia integracji ...*, op.cit., pp.29-41.

Names of university publishing houses should be written without italics or inverted commas, in original:

EUI Working Paper LAW, No. 2007/21
Zeszyty naukowe Uniwersytetu Warszawskiego

Websites should be quoted as follows:

<http://europa.eu.int/comm/competition/publications/studies/bpifrs/chap02.pdf> (last visited + date)

Full stop follows brackets if used, but NOT website address. All HYPERLINKS must be removed.

2.2. Introductory signals in footnotes

e.g. or See, e.g. The authority cited provides qualified support for the proposition or is one of several supporting the proposition in the text.

cf. The authority cited provides a useful contrast to illustrate the proposition in the text.

See: or See especially: The authority cited is the strongest of several which support the proposition in the text.

See also: The authority cited provides added, additional qualified, or general support for the proposition in the text.

See generally: The authority cited gives background information on the topic discussed in the text.

But see: The authority cited partially disagrees with the proposition in the text.

Against: The authority cited directly contradicts the proposition in the text.

(No signal): The authority cited is directly quoted or states the proposition made in the text.

NOTE: After **cf.** or **e.g.** there is no “:” (no colon)

2.3. References to legal acts

Secondary Community law:

In the case of regulations and decisions of the Commission, please provide the page number(s) after the number. The list of references should start with the number of a legal act: 2790/99, followed by the indication the issuing body, date, title and place of publishing:

Regulation (EC) No. 1365/2006 on statistics of goods transport by inland waterways and repealing Council Directive 80/1119/EEC, OJ 2006 L 264/1.

NOTE: OJ should be written without full stops.

Polish law:

The names of Polish legal acts should be provided in the Polish language. Please provide a translation into English in brackets when you quote the act for the first time.

Dziennik Ustaw (Journal of Laws) of 2001, No. 23, Item 4.

National law of other countries:

In the case of other languages, please provide original titles of legal acts and their translation into English. You can skip the translation into English in case of French, German or Spanish legal acts.

Domestic cases:

Polish cases should be quoted in the original form.

European cases:

References to European cases should include case number and European Court Reports (ECR) citation (if available) For example:

C-157/94 Commission v. The Netherlands [1997] ECR I-5699.
5/69 Franz Volk v. Etablissements J. Vervaecke [1969] ECR 295.

European Court of Human Rights:

Decisions of the European Court of Human Rights should always be cited using the relevant reference in the official reports (Series A) and, if possible, also the European Human Rights Reports. For example:

Young, James and Webster v UK Series A no 44 (1982) 4 EHRR 38.

3. Style

3.1. Spelling

Please use British English spelling wherever possible. The 'ise' form should be used for words such as 'modernise', 'civilise', 'organise', and the '-se' form for 'analyse'.

Prefixes such as 'co-' should be written with a hyphen: 'co-operation', except for the quoted titles and set expressions where they are written otherwise.

If you use a dictionary which includes other forms (e.g. an Oxford dictionary), be sure to use the British spellings.

'Per cent' is preferred in the text, but can be abbreviated to '%' in the footnotes. Exceptionally if you are referring to a large amount of statistical data in the text then you may use %.

In the text, references to other chapters should be in the form 'chapter one' rather than 'Chapter 1'; in the footnotes this can be ch 1 etc.

3.2. Foreign words and abbreviations

Foreign words and abbreviations in the main text (especially Latin) should be *italicised*, e.g.: *inter alia, circa, prima facie, etc., de facto, acquis communautaire*.

English abbreviations such as ‘e.g.’ and ‘i.e.’ should NOT be italicised.

Foreign words and abbreviations in the footnotes should NOT be italicised, e.g.: *ibidem, op.cit., cf.*

3.3. Foreign names

Foreign proper names should always be provided in original, with a translation into English in a footnote or in brackets, after the original name

Foreign names of persons, institutions and places, including names of courts, are not italicised. Capitalisation follows the practice of the language. e.g. Cour de cassation, Conseil d’Etat, Bayerisches Staatsministerium der Justiz.

3.4. Quotations

Quotations in the text should be provided in italics and single quotation marks (typical for British English):

‘India has undergone globalisation for over 250 years already’.

Double quotation marks can be used in names of periodicals and conferences

“EU Adjustment to Eastern Enlargement” (a conference)

“Sprawy Międzynarodowe” (a periodical)

3.5. Numbers

Numbers under 10 should be written in words.

Figures should be used:

- (a) for numbers over nine;
- (b) when the material contains a sequence of stated quantities, numbers, ages, etc (example: children in the 7-12 age group);
- (c) for numbers of sections, clauses, paragraphs etc; and
- (d) wherever words would appear clumsy.

3.6. Dates

Dates appearing in the text should be given in the style: 1 January 1993 and 1990s (NB not 1990’s).

HOWEVER in footnotes please use the following form: 08.12.2008.

3.7. The use of capital letters – examples

Below You can find some examples of proper names that should be capitalised:

Documents and programmes:

National Information Strategy
Agenda 2000
Schuman Declaration

Legal acts:

European Union Association Agreement
Treaty on the European Union (EU Treaty; TEU)
Treaty establishing a European Community (TEC)
Treaty of Maastricht
Single European Act
Treaty of Amsterdam
Treaty of Nice
Constitutional Treaty
Treaty of Lisbon

In capital letters:

Presidency
The Founding Fathers
Lisbon Strategy
Accession Treaty
Structural Funds
Ustawa o Narodowym Banku Polskim (Act on the National Bank of Poland)
The 1951 Convention Relating to the Status of Refugees
Montreal Convention
Common Agricultural Policy, European Neighbourhood Policy
Internet
Court of Justice
Community law
Directive, Regulation, Decision (if referring to an individual act)
Member States

Small letters:

ruling
regulations, directives (if referred to generally)
rules
single market
common market

NOTE: In case of doubt, please refer to generally established rules of citation by Oxford University, available at <<http://denning.law.ox.ac.uk/published/oscola.shtml>>