

# Stylesheet for authors of EUDO CITIZENSHIP reports and working papers

*Updated September 2009*

## **Exchange of documents**

### ***Format***

*Text files* should be saved as:

- Word 1997-2003 (\*.doc)
- Word 2007 (\*.docx)
- Rich Text Format (\*.rtf) or
- Standard ASCII (\*.txt)

*Graphics (black and white)* should be saved:

- as individual files rather than embedded in text documents
- with the file extension (\*.jpeg), (\*.gif) or (\*.cgm)

*Tables* should be saved as:

- MS Excel (\*.xls) or
- Word

*Raw data* should be saved as:

- SPSS 5.0 or higher (\*.saf, \*.sps)

*Compressed files* should be saved as:

- PK Zip (\*.zip)

### ***Exclusions***

In order to prevent virus transmission, no executable files or text files containing macros may be exchanged without prior checking by the most recent virus scanning software. This refers especially to:

- Word documents (\*.doc, \*.docx, \*.dot) and
- self-extracting compressed files (\*.exe)

## **Page format**

- *size*: A4 (21 x 29,7 cm), portrait
- *margins*: 2,5 cm for top, bottom, left and right
- *line spacing*: 1, also within and between footnotes
- *paragraph spacing*: 1, no double linefeeds between paragraphs
- *paragraph indents*: first line by 1,27, except for first lines after headings, tables, figures, enumerations and/or lines of space
- *alignment*: left, no hyphenation
- *page numbers*: lower centre, Arabic numbers
- *tabs and indents*: no formatting with white spaces, always use tabs or paragraph indents
- *headers and footers* not permitted

## **EUCITAC House style**

- Use *British spelling*, with *-ise* as preferred style; default to Oxford English Dictionary.
- In general, italicise foreign words, including Latin phrases, only if they do not appear in Oxford English Dictionary.
- Do not italicise: *ius sanguinis*, *ius soli* and any related construction (*iure sanguinis*)
- Specific notes on spelling:  
*'cooperation'*  
*'cooperative'*  
*'policymaker'*  
*'policymaking'*
- Use *single quotation marks* ('...'); use only *double quotation marks* ("...") for quotes within quotes; make sure quotes are curly rather than straight ('...') ("...").
- *Dates* should be written 3 August 2004, and decades as the Seventies or 1970s without an apostrophe.
- *Abbreviations* consisting of capital initial letters do not have full stops (IMISCOE, EU).
- Do not use commas after abbreviations *i.e.* and *e.g.*
- *Numbers* one to twenty are expressed in words, but 21 upward appear in figures, unless used in general terms ('about a thousand people'); use a comma in thousands and larger numbers (8,792) and use a point in decimals (8,792.3).
- Do not shorten *inclusive numbers*, but write these in full (not 21-4 or 130-3, but 21-24 or 130-133).
- *Avoid more than three levels of sub-headings*; number first-level subtitles 1, 2, second-level subtitles 1.1., 1.2; numbers for subtitles do not end with a full stop. Third level subtitles, if they are necessary, should not be numbered but written in italics.
- Use *footnotes*, no endnotes; all notes end with a full stop; footnotes are only for remarks, not references (*except for references to legal texts and to the media, see below*)

- *Tables* in text documents should be made with the table function. Do not use tabs and spaces for table layout.
- *Tables and figures* should be *numbered* (Table 1, Table 2; Figure 1, Figure 2).
- In text, *per cent* should be spelt out and the number should appear in figures (5 per cent, 68 per cent); use the % symbol only in tables.
- Use *italics* for emphasis, titles of books, etc.. Do not use bold or underlining.
- *Headings*, sub-headings, table headings and figure captions should not have full stops.
- *Initial capitals* are used to distinguish the specific from the general ('she is Professor of Sociology at the University of Amsterdam', but 'she is a professor at a university');  
Do not use initial capitals when referring to general institutions, such as 'state', 'government', 'parliament', even in combination with a country name, e.g. 'the Polish state', 'the Polish government'.  
Use initial capitals, however, for when referring to particular identities of named institutions such as 'the Polish Parliament', 'the Constitutional Court' or offices ('the Polish President', but: 'the presidents of Poland and France')  
Use initial capitals for particular legal documents, e.g. 'the 1950 Law', 'the 1990 Constitution'...  
Use initial capitals for 'EU Member States'  
Do not use unnecessary initial capitals in references, sub-headings, table headings and figure captions.
- *Parentheses* – ( ) – are used for simple interpolations, and *square brackets* – [ ] – for editorial notes or interpolations in quotations.
- Literature *references* appear within the text according to the author-date system (see next section).
- References to legal texts and to the media appear in footnotes (see below).

### ***EUCITAC spelling agreements***

- First World War, Second World War (rather than: WWI or any other form)
- Seventeenth century (rather than: 17th century)
- Gender neutrality: him or her (rather than: him/her)
- Abbreviations for legal citations:
  - paragraph = para.
  - article = art.
  - section = sect. (when referring to sections in your text, use Section!)
  - versus = vs. (rather than v when citing case law)

### ***References and bibliography: the author-date system***

Use the author-date system for all references to secondary literature. For the citation of legal texts, parliamentary debates and the media, see below.

- The *author-date system* gives the author's surname and year of publication in the text and the full reference in a bibliography at the end of the paper/chapter/book.
- The author's *name*, *date* of publication and (if one is needed) *page reference* are given in parenthesis, i.e. (Light 1972), (Light 1977: 468).

- o If the author's name forms part of the sentence it is not necessary to repeat it in the reference, i.e. 'according to Light (1977: 468)'.
- o If the author published two or more works in one year, these are labelled 1977a, 1979b, etc.; if more than one is included in one reference write: 1977a,b.
- Works with *two authors* should give both names, i.e. (Light & Gold 2000); use consequently the *& sign* instead of 'and', 'und', 'et', etc.
- Works with *three or more authors* should give all the names in the first reference but may afterwards be shortened to et al. (no italics), i.e. (Light, Bernard & Kim 1999), (Light et al. 1999).
- The *list of references* appears at the end of the paper/chapter/book, in alphabetical order.
  - o Where there are several works cited for one author, cite single-authored works first in chronological order [OK to spell out first name of author as well]:  
Light, I. (1972), ....  
Light, I. (1977), ....
  - o Works written by the same author plus one other person should be listed next, in alphabetical order of their second authors, and then chronologically:  
Light, I. & S. Gold (2000), ...  
Light, I. & S. Karageorgis (1994), ...  
Light, I. & S. Karageorgis (1997), ...
  - o Works written by the same author plus several other persons should be listed, but in chronological, not alphabetical order (as the co-authors' names may not be present in the text reference):  
Light, I., J. Im & Z. Deng (1991), ...  
Light, I. R. Bernard & R. Kim (1999), ...
- The different kinds of work in the bibliography have the following *formats*:
  - o *Books*:  
Light, I. (1972), *Ethnic enterprise in America*. Berkeley: University of California Press.  
Light, I. & S. Gold (2000), *Ethnic economies*. New York: Academic Press.
  - o *Edited books*:  
Palmer, H. (ed.) (1975), *Immigration and the rise of multiculturalism*. Toronto: Copp Clark Publishing.  
Smelser, N.J. & R. Swedberg (eds.) (1994), *The handbook of economic sociology*. Princeton/New York: Princeton University Press/Russel Sage.
  - o *Contributions to edited works*:  
Castles, S. (1997), 'Multicultural citizenship. The Australian experience', in V. Bader (ed.), *Citizenship and exclusion*, 113-138. Houndmills, etc.: Macmillan.  
Jahn, A. & T. Straubhaar (1999), 'A survey of the economics of illegal migration', in M. Baldwin Edwards & J. Arango (eds.), *Immigrants and the informal economy in Southern Europe*, 16-42. London: Frank Cass.
  - o *Articles in journals*:  
Burgers, J. & G. Engbersen (1996), 'Globalisation, migration, and undocumented immigrants', *New Community* 22 (4): 619-635.  
Light, I. (1977), 'The ethnic vice industry, 1880-1944', *American Sociological Review* 42: 464-479.
  - o *Conference papers*:  
Liempt, I. van (2003), 'Towards a typology of smuggling operations', paper

presented at the workshop ‘New insights into human smuggling into Europe’ at the Eighth International Metropolis Conference, Vienna, 15 September 2003.

o *Internet references:*

ABS (Australian Bureau of Statistics) (2000), *Australia now. A statistical profile*. [www.abs.gov.au](http://www.abs.gov.au).

- Use English names of publishing places when they exist: i.e. Vienna instead of Wien
- When citing titles in a foreign language, cite these in the original and supply a translation of the title in square brackets:
  - Books:  
Aybay, R. (2001), *Vatandaşlık Hukuku* [Citizenship Law]. İstanbul: Aybay Yayınları.
  - Contributions to edited books:  
Trimikliniotis, N. (2005), ‘Πέραν του έθνους-κράτους: η δυνατότητα για μια ομοσπονδιακή, πολυεθνοτική ιδιότητα του πολίτη’ [Beyond the nation-state: the potential for a federal multiethnic citizenship], in N. Trimikliniotis (ed.) *To Πορτοκαλί της Κύπρου* [The Orange Colour of Cyprus], 167-244. Athens: Nisos.
  - Articles in journals:  
Baršová, A. (2003), ‘Diskuse o dvojím občanství,’ [Discussion about dual citizenship], *Literární Noviny* 31.

References to legal texts, parliamentary debates and the media:

1) All longer citations should go into the footnotes, i.e.:

a) Citations of legal regulations and case law:

- The Act amending the Citizenship of the Republic of Slovenia Act was adopted by the National Assembly on 24 November 2006. *Official Gazette of the Republic of Slovenia*, 127/2006.
- Repatriation Act, *Journal of Law* 160, 2000, 1118.
- Federal Law on Austrian Nationality 1985 (Staatsbürgerschaftsgesetz 1985) (BGBl 311/1985) (entry into force 31 July 1985).
- *McGimpsey vs. Ireland* [1990] 1 IR 110.

b) Citations of parliamentary debates:

- Minister for Justice, *Dáil Éireann Debates*, vol. 365, 30 April 1986.

c) Citations of articles in the media:

- Z. Stankeviča, ‘Latvija zaudē izcilus pilsoņus likuma burta dēļ [Latvia loses outstanding citizens because of the strict law]’, *Neatkarīgā Rīta Avīze* [daily newspaper], 15 October 2007.

2) References to articles or sections of a specific law should be cited in brackets in the text.