

## **Wilfried Martens Centre for European Studies: *European View* Style and Referencing Guide**

### ***European View***

The *European View* is the policy journal of the Wilfried Martens Centre for European Studies, the political foundation of the European People's Party. It is an intellectual platform that enables politicians, opinion makers and academics to tackle contemporary themes of European politics, focusing on a main topic and current affairs in each issue. What makes *European View* unique is its hybrid nature—its capacity to involve both esteemed academics and experts on the one hand, and high-level politicians and decision makers on the other. Former prime ministers and ministers are regular contributors to *European View*.

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## **1. Article elements**

- Word limit: 2,000-3,000 words
- Abstract (max 150 words)
- Credits: Sage and Martens Centre
- Author(s)'s contact information: Email and postal addresses, twitter account
- Article main body
- Professional profile: 1 -3 lines + high resolution photo
- List of references

## 2. Style

<p>Headings</p>	<p>Headings are not to be numbered.</p> <p>A colon is not placed after a heading of any kind.</p> <p>No more than two levels of headings are to be used within the text. Use the same type size and typeface (12-point Arial) used in the rest of the text; put level-one headings in bold type and level-two headings in roman. Start headings at the left margin; leave one blank line above and below each heading; and capitalise only the first word and any proper nouns (sentence style).</p> <p><b>Two new approaches</b></p> <p>Since the publication of the Dover Report, two new ways of approaching the problem have been proposed, one by Donald Hawkins and Janet Avery at Cambridge University and the other by a team of researchers at the University of Amsterdam.</p> <p>The Hawkins–Avery proposal</p> <p>Unlike previous attempts to develop an all-encompassing approach to the issue, Hawkins and Avery reject that idea that . . .</p>
<p>Spelling and capitalisation</p>	<p>Use standard British English as spelled in the latest edition of the <i>Oxford English Dictionary</i>. Spell words such as <i>realise</i>, <i>organise</i> and <i>equalisation</i> with <i>-is</i> rather than <i>-iz</i>.</p> <p><b>Capitalisation and specification</b></p> <p>Capitalising a term indicates that it is specific in its reference: a <i>German shepherd</i> is a person with a German nationality who tends sheep, while a <i>German Shepherd</i> is the name of a particular breed of dog; <i>Christian, democratic principles</i> are principles based on the Christian tradition and democratic values, while <i>Christian Democratic principles</i> are those of a Christian Democratic party.</p> <p><b>Political movements and ideologies</b></p> <p>The capitalisation of terms such as ‘Christian Democratic’ and ‘conservative’ presents a number of problems. The basic rules are clear enough, since they are part and parcel of the general rules of capitalisation. Thus ‘conservative’ is capitalised in ‘the British Conservative Party has decided to . . .’ since the term is part of the name of the party; it is not capitalised in ‘Paul is a conservative dresser’, where the term is used in a very general way. Similarly, ‘communism’ is capitalised in ‘the Communist Party of China’, but not in ‘the communism practised by the early Church’.</p> <p>Things are less clear, however, when these terms refer to general movements and ideologies. Here the choice has to be made on the basis of the extent to which a term refers to a specific, identifiable historical movement or ideology, rather than to a very general system of thought.</p> <ul style="list-style-type: none"> <li>• to be capitalised Christian Democracy, Social Democracy, Communism and Fascism (and related terms: Christian Democratic, Communist, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>not to be capitalised</li> </ul> <p>conservatism, liberalism, socialism (and related terms)</p> <p><b>‘Sequence’ words</b> In running text, capitalise words immediately followed by a letter or number that denotes a numbered part or sequence: Chapter 4, Article 145, Section 3.1.a, Table 2, Clause 5, Figure 7</p> <p><b>Headline and sentence style</b> Capitalise (1) the first word of the title; (2) the first word of the subtitle, if one is included; and (3) all proper nouns. Mapping present-day right-wing populists Building the vanished city: Conservationism in turn-of-the-century London</p>
Punctuation	<p>Do not put a space before a punctuation mark. Put one space (only) after a punctuation mark.</p> <p>Use curly apostrophes and quotation marks rather than straight ones: John’s, <i>not</i> John’s; ‘paradigm shift’, <i>not</i> ‘paradigm shift’</p> <p>Punctuation following an italicised word, phrase or sentence reverts to the surrounding (roman) type where it is not part of the italicised material. End punctuation that is part of the original italicised material (e.g. a book title ending in a question mark) remains in italics. Shakespeare said it best in <i>King Henry IV</i>: ‘Better a little chiding than a great deal of heartbreak.’ (colon in roman type) <i>Source</i>: Data from Eurostat, Key figures on Europe 2012, 137. The <i>European View</i>’s editorial position is that . . . (apostrophe + s in roman) His book was originally titled <i>Climate Change: Is It for Real?</i> (the question mark is part of the title and therefore in italics)</p>
Special treatments of words	<p><b>Italics</b> Show emphasis by using italics. Do not use bold type or underlining. It is <i>extremely important</i> to follow the safety instructions outlined in this guide. Having considered the <i>economic</i> implications of demographic decline, we will now turn to the <i>social</i> implications.</p> <p>Use italics for non-English words and phrases that have not been sufficiently assimilated into the English language: <i>ad verbum, inter alia, jus divinum</i> Sarkozy’s advocacy of the <i>préférence communautaire</i> played an important role in the presidential campaign.</p> <p>Familiar, naturalised non-English terms do not need to be italicised: per capita, per se, vis-à-vis</p> <p>As a rule, if a word is included in the <i>Oxford English Dictionary</i>, it does not need to be italicised.</p>

	<p>Do not italicise foreign proper nouns:</p> <p>the Konrad-Adenauer-Stiftung The conference centre is a five-minute walk from the Basilique du Sacré-Cœur.</p> <p>Be sure to include the correct diacritical marks (accents) in non-English words where they are part of the original spelling:</p> <p>Étienne Balibar, Fianna Fáil, Österreichische Volkspartei</p> <p><b>Quotation marks</b></p> <p>One use of quotations marks is to indicate that a word is being used in a non-standard way. Put the term in quotation marks on first mention; thereafter quotations marks are not needed.</p>
Titles	<p>This section deals with how titles are to be displayed in flowing text. It applies regardless of the reference system used.</p> <p><b>Capitalisation</b></p> <p>English-language titles of works that are mentioned in running text are capitalised headline style, regardless of the capitalisation style used in references:</p> <p>She misplaced my copy of <i>Rabelais and His World</i>. His article 'The Balance of Power Revisited' was published in the <i>Review of International Studies</i>.</p> <p>A particular problem is posed by the titles of secondary legislation: laws, regulations, directives, etc. Where the title of a law or regulation, etc. has the form that we generally associate with titles, headline style is used:</p> <p>Act of Settlement, Sarbanes–Oxley Act</p> <p>In many cases, however, the titles of legislative acts are long descriptions of the items concerned. These titles are capitalised sentence style:</p> <p>The Catalan Law 19/2010 on regulating the tax on inheritances and donations addressed the issue . . .</p> <p>The term for the type of legislation involved is capitalised: 'Law'.</p> <p>Capitalise foreign-language titles in accordance with the conventions of the language involved:</p> <p><i>Sarkozy au Sénégal: Le rendez-vous manqué avec l'Afrique</i> <i>Schatten über Europa: Der Untergang der antiken Kultur</i></p> <p><b>Italics and quotation marks</b></p> <p>Titles can be displayed in italics, in roman type with quotation marks and in roman type without quotation marks.</p> <p>One general rule is that italics are used for <i>published</i> works: unpublished works, such as unpublished doctoral dissertations, are set in roman and put in quotation marks. Another general rule is that italics are used for the title of a <i>containing</i> work—i.e. of a work that contains other works, as a book contains chapters or a journal contains articles—while quotation marks are used for the title of a</p>

	<p>work <i>contained</i> in a containing work—e.g. a chapter of a book or an article in a journal.</p> <p>The titles of reports and research papers are italicised if the work in question (1) has been published, (2) is a freestanding work (as opposed to being part of a larger work)<sup>1</sup> and (3) has the substantial, enduring quality one associates with books. This rules out documents with an occasional character, such as press releases or reports on a specific event. Also ruled out are brief documents that are little more than lists of data.</p>
<p>Numbers, currencies and dates</p>	<p><b>Numerals or words?</b> Spell out numbers from one to nine; use figures for numbers 10 and higher:</p> <p>But where a single sentence contains (1) one or more numbers of less than 10 and (2) one or more numbers of 10 or greater, use Arabic numerals throughout:</p> <p style="padding-left: 40px;">Canada has 10 provinces and 3 territories.</p> <p>This exception only holds within the sentence in question. Thereafter one returns to applying the usual rule:</p> <p style="padding-left: 40px;">Canada has 10 provinces and 3 territories. The three territories are very sparsely populated.</p> <p>Always spell out a number that begins a sentence. Spell out even hundreds, thousands and millions: Spell out ordinal numbers. Spell out centuries:</p> <p>Hyphenate spelled-out numbers between 20 and 100: Hyphenate fractions, except where the numerator and denominator are already joined with a hyphen:</p> <p style="padding-left: 40px;">three-quarters, <i>but</i> three sixty-fourths (and <i>three and three-fifths</i>)</p> <p><b>Currency</b> For currencies, use the symbol (placed before the figure) or the currency name (after the spelled-out amount):</p> <p style="padding-left: 40px;">€50 or fifty euros \$50 or fifty dollars</p> <p>Distinguish between different currencies that have the same name as follows:</p> <p style="padding-left: 40px;">US\$, CA\$, HK\$, AU\$</p> <p>When used alone, the dollar sign (\$) will be taken to refer to American dollars.</p> <p>Do not capitalise currency names:</p> <p><b>Dates and decades</b> Write dates as follows:</p>

<sup>1</sup> That a paper belongs to a *series* does not pose a problem. A book can be part of a multi-volume series.

	<p>3 July 1987, 15 February 2010</p> <p>Decades should be denoted using the full numerical form: the 1960s, <i>not</i> the '60s <i>or</i> the 60s</p> <p>When specific names are used to refer to decades, the spelled-out forms should be used: the Roaring Twenties, <i>not</i> the Roaring '20s <i>or</i> the Roaring 1920s</p>
<p>Abbreviations</p>	<p><b>General principles</b></p> <p>Many abbreviations<sup>2</sup> are well known and do not need to be spelled out:</p> <p>EU, NATO, OECD, UK, UN, US, WTO</p> <p>Lesser-known abbreviations should only be introduced if they appear more than three times in an article, paper or chapter. On first mention, give the spelled-out form and then the abbreviation in parentheses. Only use the abbreviation thereafter:</p> <p>The Konrad Adenauer Foundations (KAS) produces papers and briefings. KAS also produces journals and leaflets.</p> <p>Do not use points with abbreviations made up of capital letters (e.g. <i>EPP-ED</i>, <i>GDP</i>, <i>OAS</i>) or with the titles <i>Mr</i>, <i>Mrs</i>, <i>Ms</i> and <i>Dr</i>.</p> <p>Avoid the following abbreviations in the main text: <i>c.</i>, <i>e.g.</i>, <i>i.e.</i>, <i>etc.</i> and <i>viz.</i> They may be used, however, in footnotes and within parentheses. Carefully distinguish between <i>e.g.</i> ('for example') and <i>i.e.</i> ('that is')</p> <p>No comma follows <i>e.g.</i> or <i>i.e.</i></p>
<p>Quotations</p>	<p><b>General principles</b></p> <p>A direct quotation from another source, no matter how short, must be reproduced in the exact words of the original. Enclose in square brackets any words or punctuation that are not present in the original but have been added by the author. Indicate changes to capitalisation in the same manner. Do not correct errors in the original; add '[sic]' after any error that might confuse readers. If to add emphasis you italicise any of the words quoted, this must be indicated by inserting 'italics added' or 'emphasis added' in parentheses.</p> <p>'[I]t was concluded that legislation past [sic] without sufficient opportunity for prior discussion and debate would likely be <i>undemocratic</i> and bound to fail' (italics added).</p> <p>The source for every direct quotation must be given, including the page(s) from which the quotation is taken. This is done by means of a footnote or in-text citation.</p>

<p><b>Lists</b></p>	<p><b>Run-in lists</b></p> <p>Lists of simple, short items can generally be run into the text, without enumerating the items:</p> <p style="padding-left: 40px;">The conference was attended by representatives from France, Germany, Italy and Poland.</p> <p style="padding-left: 40px;">The conference was attended by representatives from the following countries: France, Germany, Italy and Poland.</p> <p>With more complex lists, enumerating the items often helps to keep the overall structure of the list clear. This can be done with lower-case letters enclosed in parentheses:</p> <p style="padding-left: 40px;">The conference was attended by representatives from the following countries: (a) Sweden, which played host to the gathering; (b) Norway, which hosted the conference last year; (c) Finland; and (d) Denmark, which will host next year's conference.</p> <p><b>Displayed lists</b></p> <p>Lists comprised of more than one sentence, or many long or complex items, are generally displayed.</p> <p>Items in a list should be marked with bullets and numbers. Use numbers if the items fall in a particular sequence or hierarchy, or if the number of items per se is significant. If there is no reason to number the items, simply use bullet points.</p>
<p><b>Tables and Figures</b></p>	<p>The main figures envisaged here are graphs and charts. Authors are encouraged to use tables, graphs and charts to display detailed data, trends and relationships.</p> <p>Each table, chart or figure should be contained within a single page.</p> <p><b>Title</b></p> <p>Label tables with 'Table' and charts and graphs with 'Figure'. Number tables consecutively and figures consecutively. Provide a brief descriptive title, placed <i>above</i> the table or figure. Capitalise the title in sentence style (but do not capitalise the first word in a subtitle); use bold, 12-point font; and leave a blank line space above and below.</p> <p style="padding-left: 40px;"><b>Table 1 European system indicators 1979–2006</b></p> <p style="padding-left: 40px;"><b>Table 2 European system indicators 2006–11</b></p> <p style="padding-left: 40px;"><b>Figure 1 Demographic patterns in OECD countries 2007–9</b></p> <p><b>Footnotes</b></p> <p>The footnotes to a table or figure are placed directly below a table or figure. They are independent of both the footnotes that belong to the text as a whole and the footnotes to another table or figure. Footnotes to tables and figures appear in the following order (and see the sample table above).</p> <p><b>Source notes</b></p> <p>If the data are taken from another source or sources, references to the source works must be provided. Begin with the word '<i>Source</i>' or '<i>Sources</i>' (in italics), followed by a colon (in roman). Start the note with 'Data from'.</p>

	<p>In EV articles, provide a standard in-text citation and reference list entry.</p> <p><b>N</b> <i>Source</i>: Data from Eurostat 2012, 137.</p> <p><b>R</b> Eurostat. (2012). <i>Key figures on Europe 2012</i>. Eurostat Pocketbooks. <a href="http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-EI-12-001/EN/KS-EI-12-001-EN.PDF">http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-EI-12-001/EN/KS-EI-12-001-EN.PDF</a>. Accessed 18 December 2012.</p> <p>If a table or figure is taken from a copyrighted work and permission to use the item in question is required, the fact that it has been obtained must be mentioned along with the reference to the source work:</p> <p><b>N</b> <i>Source</i>: Reproduced by permission from [+ reference to source].</p> <p><b>N</b> <i>Source</i>: Reprinted by permission from [+ reference to source].</p>
Footnotes	<p>The footnotes to a table or figure are placed directly below a table or figure. They are independent of both the footnotes that belong to the text as a whole and the footnotes to another table or figure.</p>

### 3. Referencing

<p>General principles</p>	<p>The EV uses an author–date system for citing sources of direct quotations and key ideas. There are two basic elements, the in-text citation (T) and the reference list entry (R).</p> <p><b>In-text citations</b></p> <p>Each in-text citation is incorporated within the main text, enclosed in parentheses. If the citation is to the work as a whole, only the author’s name and date are given:</p> <p>T This was the decisive factor in the merger of the two parties (Erdman 1996).</p> <p>Where the reference is to specific pages, the page numbers are included:</p> <p>T Lefrancq wanted to hold the conference in Paris, but in the end it took place in Madrid (Erdman 1996, 16–18).</p> <p>Use semicolons to separate references to works contained in a single in-text citation. This applies regardless of whether the references include page numbers.</p> <p>T The country’s debt-to-GDP ratio is expected to increase in the short term (Anderson 2011; Davies 2012; Jenkins 2011).</p> <p>T The new policy should be in place by the end of 2013 (Schmidt 2012, 15; Lefrancq 2012, 4–7).</p> <p>Where the author’s name appears in the sentence, it is not repeated in the citation. In many cases one can follow the usual rule and put the citation at the end of the text to which it pertains:</p> <p>T Thompson argued that the expedition could not have come through the pass before winter set in (1953, 14–21).</p> <p><b>Reference list</b></p> <p>All sources cited within the text must be included in the reference list, under the heading ‘References’. Items in a reference list are ordered alphabetically according to the authors’ surnames.</p> <p><b>Surrounding text</b></p> <p>The general language of the reference is to be English. Use the terms ‘ed.’, ‘edn.’, ‘vol.’, ‘art.’, ‘no.’, ‘reprinted’, etc. rather than their equivalents in another language.</p> <p>Where the name of a governmental department or ministry makes up part of the name of an institutional author, this should be given in English.</p> <p>Terms such as ‘ed.’, ‘edn.’, ‘vol.’, ‘art.’ and ‘no.’ are to be lowercase.</p> <p><b>Page ranges</b></p> <p>When a page range is cited, both the initial and final page numbers must be given:</p> <p>142–3, <i>not</i> 142f., <i>not</i> 142f. et seq.</p> <p>142–50, <i>not</i> 142ff., <i>not</i> 142f. et seqq.</p>
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	<p><b>Using ‘see’ and ‘cf.’</b></p> <p>An in-text citation denotes a work, not a person. When ‘see’ is used to refer the reader to a work, or when ‘cf.’ is used to compare different works, this should be done as follows:</p> <p style="padding-left: 40px;">see Doran 2009, cf. Doran 2009</p> <p>Do not put the year in parentheses, as in ‘see Doran (2009)’.</p> <p>‘See’ and ‘cf.’ have different functions: the former points to the reader to an item or work, while the latter is used to make comparisons. ‘Cf.’ must not be confused with ‘see’.</p>
<p>Books</p>	<p><b>One author</b></p> <p><b>T</b> (Chabot 1999, 355–70)</p> <p><b>R</b> Chabot, C. N. (1999). <i>Understanding the euro: The clear and concise guide to the new trans-European currency</i>. New York: McGraw-Hill.</p> <p><b>Two authors</b></p> <p><b>T</b> (Strunk and White 2005, 15)</p> <p><b>R</b> Strunk, W., &amp; White, E. B. (2005). <i>The elements of style</i>. New York: Penguin Press.</p> <p><b>Three or more authors</b></p> <p>In the in-text citation, cite only the first author’s surname, followed by ‘et al.’ In the reference list entry, include the names of all authors:</p> <p><b>T</b> (Aberbach et al. 1981, 10)</p> <p><b>R</b> Aberbach, J., Puttman, G., &amp; Rockman, B. (1981). <i>Bureaucrats and politicians in Western democracies</i>. Cambridge, MA: Harvard University Press.</p> <p><b>Editor(s) as author</b></p> <p>In the in-text citation, treat the editor’s name as you would an author’s name. In the reference list, add the designation ‘ed.’ after the editor’s name and before the publication date. (For more than one editor, use ‘eds.’)</p> <p><b>T</b> (Abrams 1987, 589–92)</p> <p><b>R</b> Abrams, M. H., ed. (1987). <i>The Norton anthology of English literature</i>. New York: W. W. Norton.</p> <p><b>Institution or organisation as author</b></p> <p>If a publication issued by an institution, organisation or corporation does not identify an individual author’s name, give the organisation’s name as author:</p> <p><b>T</b> (UNICEF 2000, 25)</p> <p><b>R</b> UNICEF. (2000). <i>The state of the world’s children</i>. Oxford: Oxford University Press.</p>

<p>Periodicals</p>	<p><b>No author identified (magazines and newspapers)</b>  For unattributed articles, the name of the periodical stands in for the author:</p> <p><b>T</b> (<i>The Globe and Mail</i> 2011)</p> <p><b>R</b> <i>The Globe and Mail</i>. (2011). Russia accepted as WTO member. 17 December.</p> <p><b>Journal articles</b></p> <p>The in-text citation provides the page number(s) being referred to, while the reference list entry gives the page range of the complete article:</p> <p><b>T</b> (Claude 1989, 80–1)</p> <p><b>R</b> Claude, I. L., Jr. (1989). The balance of power revisited. <i>Review of International Studies</i>, 15(2), 77–86.</p> <p><b>Magazine articles</b></p> <p>The in-text citation provides the page number(s) being referred to, while the reference list entry gives the page range of the complete article. In the reference list entry, the day and month come directly after the name of the magazine, separated by a comma. Magazines that are published on a monthly basis need only be identified by the month:</p> <p><b>T</b> (Belt 2011, 117–19)</p> <p><b>R</b> Belt, D. (2011). The urban clan of Genghis Khan. <i>National Geographic</i>, October, 110–27.</p> <p><b>Newspaper articles</b></p> <p>Put the day and month immediately after the name of the newspaper, separated by a comma. Page numbers are not needed.</p> <p><b>T</b> (Cornerbrook 2007)</p> <p><b>R</b> Cornerbrook, A. (2007). Another financial crisis? <i>Time</i>, 28 August.</p>
<p>Online sources, reports and research papers</p>	<p><b>General principles</b></p> <p>Provide the same information for online sources as you would for an equivalent print version—the author’s name, the year of publication if available, the title of work, publication title and so on—and then add the URL and the date of access. It is not sufficient to cite only the title and URL.</p> <p>The following examples are for reference list entries; form corresponding in-text citations based on the examples given above.</p> <p><b>Online journals</b></p> <p><b>R</b> Beckfield, J. (2010). The social structure of the world polity. <i>American Journal of Sociology</i>, 115(4), 1018–20. <a href="http://www.jstor.org/stable/10.1086/649577">http://www.jstor.org/stable/10.1086/649577</a>. Accessed 10 January 2012.</p>

	<p>Online publications with digital object identifier (DOI)</p> <p>Include the DOI, if one has been provided. A URL is then not required. A reference list entry for a journal article with a DOI does not need to include volume, number and page information, or access date.</p> <p><b>R</b> Krishna, V., &amp; Morgan, J. (2011). Overcoming ideological bias in elections. <i>Journal of Political Economy</i>. doi:10.1086/660731.</p> <p><b>Online newspapers or magazines</b></p> <p><b>R</b> Steavenson, W. (2011). Back to the square. <i>New Yorker</i>, 12 December. <a href="http://www.newyorker.com/talk/comment/2011/12/12/111212taco_talk_steavenson">http://www.newyorker.com/talk/comment/2011/12/12/111212taco_talk_steavenson</a>. Accessed 14 December 2011.</p> <p><b>Other online sources: websites, online news media, online blogs</b></p> <p>References should be as specific as possible. Start the entry with the author's name, if this is provided. Include the date of publication, of copyright or of the latest update (where this can be determined). Treat the title of the section or page as you would the title of an article, and put the title of the website in italics (as you would the title of a book or journal). References to media sources and blog entries should include the specific date on which the item was posted or published. If citing material from a particular page or section of a website, give the URL specific to that page and not simply to the website's home page.</p> <p><b>R</b> Rukomeda, R. (2011). Portrait of the Ukrainian. <i>EurActiv.com</i>, updated 22 December. <a href="http://www.euractiv.com/europes-east/portrait-ukrainian-analysis-509883">http://www.euractiv.com/europes-east/portrait-ukrainian-analysis-509883</a>. Accessed 17 January 2012.</p> <p><b>R</b> Posner, R. (2011). Commodity price inflation. <i>The Becker-Posner Blog</i>, 17 April. <a href="http://www.becker-posner-blog.com/2011/04/index.html">http://www.becker-posner-blog.com/2011/04/index.html</a>. Accessed 22 December 2011.</p> <p>For unattributed items, the name of the containing work, e.g. the website, stands in for the author:</p> <p><b>R</b> <i>Europa: Gateway to the European Union</i>. Basic information on the European Union. <a href="http://europa.eu/about-eu/basic-information/index_en.htm">http://europa.eu/about-eu/basic-information/index_en.htm</a>. Accessed 14 December 2011.</p>
<p>Speeches, interviews and lectures: published</p>	<p><b>Speeches, interviews and lectures: published</b></p> <p>Where speeches, interviews and lectures have been published, references are similar to those to written works. The year given in in-text citations is the year of publication of the document involved.</p> <p><b>T</b> (King 2001, 85)</p> <p><b>R</b> King, Jr., M. L. (2001). 'I Have a Dream'. Speech made during the March on Washington for Jobs and Freedom, Washington, DC, 28 August 1963. In C. Carson and K. Shepard (eds.), <i>A call to conscience: The landmark speeches of Dr. Martin Luther King, Jr.</i> (pp. 75–88). New York: Warner Books.</p> <p><b>T</b> (Van Rompuy 2013)</p> <p><b>R</b> Van Rompuy, H. (2013). 'Strengthening public sector accounting for sound fiscal policies in Europe'. Keynote speech at the conference 'Towards implementing European Public Sector Accounting Standards', Brussels, 29 May 2013. EUCO 126/13. <a href="http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/ec/137335.pdf">http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/ec/137335.pdf</a>. Accessed 31 May 2013.</p>

	<p>Note: In the reference to the speech by Van Rompuy, the element 'Brussels, 29 May 2013' refers to the <i>event</i> of the speech, while 'EUCO 126/13' provides information on the <i>document</i>.</p>						
<p>Unpublished material</p>	<p>Different universities use different terminology for both the documents (e.g. <i>thesis</i> or <i>dissertation</i>) and the degrees (e.g. <i>Ph.D.</i> or <i>D.Phil.</i>). Retain the terms used in the original. Titles are put in roman. (Titles of published dissertations are put in italics.)</p> <p><b>T</b> (Ayturk 2004, 101)</p> <p><b>R</b> Ayturk, Z. C. (2004). Nationalism and religion: A comparative study of the development of secularism in France and Turkey. Ph.D. dissertation, Boston University.</p> <p><b>T</b> (Dougherty 2006, 51–6)</p> <p><b>R</b> Dougherty, T. S. (2006). Russian arms transfers in the post-Cold War era: China, India and Iran, 1992–2002. D.Phil. thesis, University of Oxford.</p> <p><b>Speeches, interviews and lectures</b></p> <p>In view here are speeches, interviews and lectures that, while they have not been published, have taken place in a formal manner and in public. Reference list entries are to be included.</p> <p><b>T</b> (Scott 2012)</p> <p><b>F</b> Scott, R. 'Building a better tomorrow: Robots in healthcare'. Keynote address at the annual meeting of the Ontario Association of Technology and Healthcare. Toronto, 27 February.</p> <p><b>Interviews by the author and personal communication</b></p> <p>This section deals with both formal interviews conducted by the author and personal communication: conversations, letters, etc. In both cases, references should be made in the text or in footnotes. Reference list entries are not required.</p> <p><b>T</b> In an interview with the author on 17 August 2012, Simpson stated that . . .</p> <p><b>T</b> In a conversation with the author on 15 March 2013, Dr Gillespie confirmed that . . .</p> <p>One can also form an in-text citation using the name of the person involved and 'personal communication' or 'pers. comm.':</p> <p><b>T</b> (A. Gillespie, pers. comm.)</p>						
<p>EU documents</p>	<p><b>General principles</b></p> <p>Reference list entries to EU documents take the following general form:</p> <table border="1" data-bbox="450 1697 1359 1953"> <tr> <td data-bbox="450 1697 1359 1792">1. Name of the institution (as author), e.g. 'European Commission'. Where appropriate, add the name of the specific department involved.</td> </tr> <tr> <td data-bbox="450 1792 1359 1823">2. Year of publication</td> </tr> <tr> <td data-bbox="450 1823 1359 1854">3. Title<sup>3</sup></td> </tr> <tr> <td data-bbox="450 1854 1359 1886">4. The type of document, where appropriate, e.g. 'White Paper'.</td> </tr> <tr> <td data-bbox="450 1886 1359 1917">5. Identifying code, including serial number</td> </tr> <tr> <td data-bbox="450 1917 1359 1953">6. Date of publication, excluding the year</td> </tr> </table>	1. Name of the institution (as author), e.g. 'European Commission'. Where appropriate, add the name of the specific department involved.	2. Year of publication	3. Title <sup>3</sup>	4. The type of document, where appropriate, e.g. 'White Paper'.	5. Identifying code, including serial number	6. Date of publication, excluding the year
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<p data-bbox="204 562 395 707">International and national governments documents</p>	<p data-bbox="421 589 911 622"><b>National governments: documents</b></p> <p data-bbox="421 642 1286 710">Reference list entries for national government documents take the following general form:</p> <table border="1" data-bbox="448 725 1358 1010"> <tr> <td data-bbox="448 725 1358 819">1. Name of the country (as author), unless this is obvious. Where appropriate, add the name of the specific department or institution involved.</td> </tr> <tr> <td data-bbox="448 819 1358 853">2. Year of publication</td> </tr> <tr> <td data-bbox="448 853 1358 887">3. Title</td> </tr> <tr> <td data-bbox="448 887 1358 920">4. Type of document, where appropriate, e.g. 'White Paper'.</td> </tr> <tr> <td data-bbox="448 920 1358 954">5. Any identifying information, including serial number.</td> </tr> <tr> <td data-bbox="448 954 1358 987">6. Place<sup>4</sup> and date of publication, excluding the year.</td> </tr> <tr> <td data-bbox="448 987 1358 1010">7. URL, if accessed online, and access date.</td> </tr> </table> <p data-bbox="421 1028 687 1061"><b>T</b> (Canada 2012, 12)</p> <p data-bbox="421 1072 1358 1167"><b>R</b> Canada, Department of Finance. (2012). <i>Tax expenditures and evaluations 2011</i>. <a href="http://www.fin.gc.ca/taxexp-depfisc/2011/taxexp11-eng.pdf">http://www.fin.gc.ca/taxexp-depfisc/2011/taxexp11-eng.pdf</a>. Accessed 22 February 2012.</p> <p data-bbox="421 1193 1031 1227"><b>International treaties and other agreements</b></p> <p data-bbox="421 1261 624 1294"><u>In-text citations</u></p> <p data-bbox="421 1314 1385 1449">For international agreements involving two or three countries, the names of the countries stand in the place of the author. For treaties involving four or more countries, use a shortened form of the treaty title, or the full title if it is quite short. For the date, use the date of signature in all cases.</p> <p data-bbox="421 1476 703 1509"><u>Reference list entries</u></p> <p data-bbox="421 1541 555 1574">Examples</p> <p data-bbox="421 1594 1106 1628"><b>T</b> (Canada, Mexico and United States 1992, art. 301(1)).</p> <p data-bbox="421 1639 1334 1706"><b>R</b> Canada, Mexico &amp; United States. (1992). North American Free Trade Agreement. San Antonio, Texas, 17 December 1992. ILM 32, 289 (1993).</p> <p data-bbox="421 1718 759 1751"><b>T</b> (GATT 1947, art. 3(8)(b))</p> <p data-bbox="421 1762 1286 1830"><b>R</b> GATT (General Agreement on Tariffs and Trade). (1947). Geneva, 30 October 1947. UNTS 55, 194.</p> <p data-bbox="421 1841 978 1874"><b>T</b> (Fourth Geneva Convention 1949, art. 3(2))</p>	1. Name of the country (as author), unless this is obvious. Where appropriate, add the name of the specific department or institution involved.	2. Year of publication	3. Title	4. Type of document, where appropriate, e.g. 'White Paper'.	5. Any identifying information, including serial number.	6. Place <sup>4</sup> and date of publication, excluding the year.	7. URL, if accessed online, and access date.
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	<p><b>R</b> Fourth Geneva Convention (Geneva Convention Relative to the Protection of Civilian Persons in Time of War). (1949). Geneva, 12 August 1949. UNTS 75, 135.</p> <p><b>T</b> (United Nations Framework Convention 1992).</p> <p><b>R</b> United Nations Framework Convention on Climate Change. (1992). New York, opened for signing 9 May 1992. FCCC/Informal/84, GE.05-62220 (E) 200705.</p> <p><b>T</b> (North Atlantic Treaty 1949, art. 10)</p> <p><b>R</b> North Atlantic Treaty. (1949). Washington, DC, 4 April 1949. UNTS 34, 243.</p>
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