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## Guidelines for preparing a manuscript for publication in “Studia Europejskie – Studies in European Affairs” Quarterly

- 1 The article should not exceed more than 30.000 characters.
- 2 Name of the author, affiliation, ORCID number and e-mail address should be placed at the beginning of the article, before the title. Please write author details in following order:  
**George White**  
University of Maastricht  
ORCID ID: <https://orcid.org/0000-0000-0000-0000>  
E-mail: [g.white@maastrichtuniversity.nl](mailto:g.white@maastrichtuniversity.nl)
- 3 Title of the paper should be centered, in bold, Times New Roman, 14 – point type.
- 4 Headings should be centered, in bold, Times New Roman, 14 – point type.
- 5 Biographical note (ca. 6 sentences).
- 6 An abstract is to be included at the beginning (a maximum of 300 words, and should include: the research problem and objectives, methods, key results or arguments, and a conclusion).
- 7 Keywords: 3-6 words.
- 8 Body text: in Times New Roman, 12 – point type, spacings 1.5.
- 9 Footnotes and references should be in the Harvard style. When you use a direct quotation or paraphrase from another source in the body of the work, you should always use the citation in the text. Harvard-style citation in text usually consists of the author's name and the year of publication. The in-text citation is usually placed at the end of a quoted or paraphrased paragraph.

### In text:

“Raymond Aron, once examining the possibility of establishing transnational citizenship, concluded that human rights could be fragile when civil rights do not correspond to them (Aron, 1974, p.640).”

### In references:

Aron, R. (1974) “Is Multinational Citizenship Possible?”, *Social Research*. Vol. 41(4), pp. 638–655.

## EXAMPLES OF CITATION IN HARVAD FORMAT

(Please add URL address or DOI number if it is possible)

### a) How to cite a book

**In text** (Wintle, 2021, p. 21)

#### In references

Author surname(s), Initial(s). (Year Published) *Title of book*. Edition. Place of publication: Publisher. DOI number

Wintle, M.J. (2021) *Eurocentrism: History, Identity, White Man’s Burden*. Abingdon: Routledge. DOI: <https://doi.org/10.4324/9781003014461>

### How to cite a book with 2 or 3 authors

**In text** (Van de Gronen, Rusu, 2021, p. 33)

#### In references

Van de Gronden, J.W. and Rusu C.S. (2021) *Competition Law in the EU: Principles, Substance, Enforcement*. Cheltenham: Edward Elgar. DOI: <https://doi.org/00000>

### How to cite a book with more than 3 authors

**In text** (Wallance et al., 2020, pp. 20-21)

#### In references

Wallance, H. et al. (2020) *Policy-Making in the European Union*. ed. Oxford: Oxford University Press. DOI: <https://doi.org/00000>

### How to cite a Polish book

**In text** (Troebst, 2020, p. 121)

#### In references

**b) How to cite an e-book**

**In text** (MacCormick, 2020, p. 35)

**In references**

Author surname(s), Initial(s). (Year Published) *Title of book*. Edition. E-book format [e-book reader]. Available at: URL (Access Day.Month.Year).

MacCormick, J. (2020) *European Union Politics*. 3<sup>rd</sup> ed. [Epub format]

**How to cite an e-book in Polish**

**In text** (Barcz, Górka and Wyrozumska, 2020, p. 48)

**In references**

Barcz, J., Górka, M. and Wyrozumska, A. (2020) *Instytucje i prawo Unii Europejskiej. Podrecznik dla kierunków prawa, zarządzania i administracji*. 6<sup>th</sup> ed. [MOBI format].

**c) How to cite an edited book**

**In text** (Kochenov, Surak, 2021, p. 211)

**In references**

Editor surname(s), Initial(s). (eds.) (Year Published) *Title of book*. Place of publication: Publisher.

Kochenov, D. and Surak, K. (eds.) (2021) *Citizenship and Residence Sales: Rethinking the Boundaries of Belonging*. Cambridge: Cambridge University Press. DOI: <https://doi.org/00000>

**How to cite an edited book in Polish**

**In text** (Kraś, Kubicki, 2020, p. 33)

**In references**

Kraś, I. and Kubicki, R. (eds.) (2020) *Gospodarka, polityka i bezpieczeństwo w Unii Europejskiej w dobie brexitu*. Warszawa: Oficyna Wydawnicza ASPRA-JR.

**d) How to cite a chapter in an edited book**

**In text** (Shachar, 2018, p. 28)

**In references**

Author surname(s), Initial(s). (Year Published) *Title of chapter in editors surname Initials (ed(s)) Title of book*. Place of publication: Publisher, pages.

Shachar, A. (2018) *Dangerous Liasons: Money and Citizenship* in Bauböck R. (ed.) *Transformations of National Citizenship, Debating*. Berlin: Springer, pp.7-15.

**How to cite a chapter in Polish in an edited book**

**In text** (Zajączkowski, 2014, pp. 112-113)

**In references**

Zajączkowski, K. (2014) *Międzynarodowy potencjał gospodarczy Unii Europejskiej w dobie wyzwań globalnych* in Góralczyk B. (ed.) *Unia Europejska jako aktor na scenie globalnej. Razem czy osobno?*. Warszawa: Centrum Europejskie Uniwersytetu Warszawskiego, pp. 111-156.

**e) How to cite a journal article**

**In text** (Ambroziak, 2021, p. 64)

**In references**

Author surname(s), Initial(s). (Year Published) “Title of article”, *Journal Title*. Volume (issue/numer), pages. DOI number

Ambroziak, A.A. (2021) “Does the European Single Market Exist in the Era of a Coronavirus Pandemic? The Case of Intra and Extra-EU Trade in COVID-19-related Products”, *Studia Europejskie – Studies in European Affairs*. Vol. 25(1), pp. 63-83. DOI: 10.33067/SE.1.2021.3

**How to cite a journal article in Polish**

**In text** (Jasiecki, 2020, p. 200)

**In references**

Jasiecki, K. (2020) “Rola i znaczenie współpracy gospodarczej państw Grupy Wyszehradzkiej w Unii Europejskiej od 2015 roku”, *Studia Europejskie – Studies in European Affairs*. Vol. 24(3), pp. 183-205. DOI: 10.33067/SE.3.2020.10

**f) How to cite a newspaper article**

**In text** (Epstein, 2021)

**In references**

Author surname(s), initial(s). (Year Published) “Article Title”, *Newspaper Title*, day. month, page number(s), Available at: URL (Access Day.Month.Year).

Epstein, R.J. (2021) “On Afghanistan, G.O.P. Assails the Pullout it had Supported Under Trump”, *The*

New York Times, 2.09, Available at:  
<https://www.nytimes.com/2021/09/01/us/politics/republicans-afghanistan-withdrawal-support.html> (Access 2.09.2021)

### **How to cite a newspaper article in Polish**

**In text** (Bielecki, 2021)

**In references**

Bielecki, T. (2021) "Bruksela pyta Polskę: dlaczego Izba Dyscyplinarna nadal działa?", *Gazeta Wyborcza*, 1.09. pp.11-12, Available at: <https://wyborcza.pl/7,75399,27521753,bruksela-pyta-polske-dlaczego-izba-dyscyplinarna-nadal-dziala.html> (Access 2.09.2021)

### **g) How to cite Official Documents**

#### **A Treaty**

**In text** (*Charter of Fundamental Rights of the European Union*, 2016, p.23)

**In references**

*Treaty name* (Year Published) *Official Journal Series*, issue, date of publication. page numbers. Available at: URL (Access Day.Month.Year).

*Charter of Fundamental Rights of the European Union* (2016) *Official Journal C202*, 7 June, pp. 389-405. Available at: <https://eur-lex.europa.eu/legalcontent/EN/TXT/PDF/?uri=CELEX:12012P/TXT&from=EN> (Access 2.09.2021)

### **EU Directives, Decisions and Regulations**

**In text** (Council Directive, 1999, pp.11-12)

**In references**

'Legislation name - including the type of legislation and its number' (Year Published) *Official Journal Series*, issue, date of publication, page numbers. Available at: URL (Access Day.Month.Year). 'Council Directive 1999/2/EC on the approximation of the laws of the Member States concerning foods and food ingredients treated with ionising radiation' (1999) *Official Journal L66*, 22 February, pp. 16-22. Available at: [https://eur-lex.europa.eu/resource.html?uri=cellar:7db477af-5311-422e-a47f-624d20695051.0008.02/DOC\\_3&format=PDF](https://eur-lex.europa.eu/resource.html?uri=cellar:7db477af-5311-422e-a47f-624d20695051.0008.02/DOC_3&format=PDF) (Access 2.09.2021)

### **h) How to cite website sources**

**In text** (Google, 2019)

**In references**

Author surname, initial (Year Published) *Page title*. Available at: URL (Access Day.Month.Year).

Google (2019) *Google terms of service*. Available at: <https://policies.google.com/terms?hl=en-US> (Access 29.03.2020).

8. **Titles in non-Latin alphabets** (eg. Cyrillic or Greek) should be transliterated into Latin alphabet: Gusjelietov V.L. (2009) *Evropejskij sojuz i Rossija: kak my vosprinimaem drug druga i kak formirujem otnošenija* (*Европейский союз и Россия: как мы воспринимаем друг друга и как формируем отношения*). Moskva: Kljucz.
9. **If the footnotes are repeated one after another, put:** (Kowalski, p. 56);
10. **All hyper-links must be removed.**
11. **Tables and figures:** The table heading is situated above the table. Times New Roman; bold; size, align heading left; single line spacing. Tables must be created in Word, not Excel.

Example: Table 1: Heading (Source: Example, 2020)


If you have any doubts with the footnotes or references, please check these links:

- <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf>
- <https://www.mendeley.com/guides/harvard-citation-guide>
- <https://www.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right>
- <https://www.mybib.com/tools/harvard-referencing-generator>