



**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
- 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

Troebst, S. (2020) *Europa Środkowo-Wschodnia – Polska i Niemcy w Europie: wybrane studia i eseje*. UNIVERSITAS: Kraków. DOI: <https://doi.org/00000>

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*. 3rd 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. Podręcznik dla kierunków prawa, zarządzania i administracji*. 6th 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-pytapolske-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:7db477af5311-422e-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: Ključz.
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)

Missing Reference Information

Sometimes the information needed to create a reference list entry is missing or unknown. When this is the case, there are various strategies to adapt the reference.

This table shows the basic structure of an Harvard Style reference to a published work, adapted for missing information, along with the corresponding in-text citations.

Missing element	Solution	Template	
		Reference list entry	In-text citation
Author	Provide the title, year, and source.	<i>Title</i> (Year) Place of Publication: Publiher. Source.	(Title, year)
Date	Provide the author, write “N.D.” for „No Date,” and then provide the title and source.	Author. (N.D.) <i>Title</i> . Place of Publication: Publiher. Source.	(Author, N.D.)
Place of Publication	Provide the author, title, year, and the, write “N.P.” for “No Place of Publication” and next provide te publisher and the source.	Author (Year) <i>Title</i> , (N.P.): Publisher. Source.	(Author, year)
Publisher	Provide the author, title, year, and the place of publication, write “N.Pub.” for “No Publiher,” and then provide the source.	Author (Year) <i>Title</i> , Place of publication: (N.Pub.). Source.	(Author, year)

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-guide-2022.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>