Guidelines for preparing a manuscript for publication in "Studia Europejskie – Studies in European Affairs"

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:
   a.   George White
   b. University of Maastricht
   c. ORCID ID: https:orcid.org/0000-0000-0000-0000
   d. 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.

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

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c) How to cite an edited book
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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
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In references

Author surename(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.

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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
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In references

Author surename(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

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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

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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)

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   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)

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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 refereces
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
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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).

10. **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 formirujet otnošenija* (*Европейский союз и Россия: как мы воспринимаем друг друга и как формируем отношения*). Moskva: Kljucz.
11. **If the footnotes are repeated one after another**, **put**: (Kowalski, p. 56).
12. **All hyper-links must be removed**.
13. **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)

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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.

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		Reference list entry	In-text citation
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Date	Provide the author, write "N.D." for „No Date," and then provide the title and source.	Author. (N.D.) *Title*. 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) *Title*, (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) *Title*, Place of publication: (N.Pub.). Source.	(Author, year)

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