

# EUPRERA Publications<sup>1</sup>

## GENERAL RULES FOR THE UNIFORMISATION OF YOUR TEXT

The following guidelines provide instructions on how to harmonise your manuscript.

### **I. Body of the Text**

#### **Quotations**

- Short quotations must be placed between inverted commas.
- Please use English quotation marks: “xxx”. Single ones can be used only inside quotes: ‘x’. The quotation marks must be placed before the punctuation.
- Quotations in another language than English need not appear in italics.
- A quotation of more than five lines must be placed in an indented paragraph (use the “PIE PL quotation” style and delete the quotation marks). Always show the omitted words by [...]: “The book presents a critical [...] reading of the ongoing societal developments in Europe”.

#### **Italics/Capitals**

- To emphasise, please use *italics* (no underlining nor bold).
- Foreign words must be typed in italics: *A priori, vis-à-vis, raison d’être*.
- Titles of newspapers, books etc. must be capitalised and typed in italics: *Times, Much Ado about Nothing*, etc.
- All your titles and subtitles must be capitalised.
- Family names, companies’ names etc. must be typed in lower-case: P.I.E.-Peter Lang, Coca-Cola cy.

#### **UK/US Spelling**

- Please apply consistently UK spelling (e.g. *organisation, defence, behaviour, centre, programme, dialogue, travelled*) or US spelling (e.g. *organization, defense, behavior, center, program, dialog, traveled*).

#### **Figures/Numbers**

- The correct abbreviation of first is 1<sup>st</sup>, of second is 2<sup>nd</sup>.
- Figures should be spelled in full, except for ages, long numbers, quantity, enumerations etc.: 25 year old, \$650,000, but five countries.
- Please write *twentieth* century, not 20<sup>th</sup> or XX<sup>th</sup>.
- Please write *1990s*, not 90’s, 1990’s or nineties.

#### **Typographic symbols**

- Use an en dash (ctl + - (minus) in the numbers section of the keyboard) whenever necessary, to express tangential comments. Hyphens are only used within words: [...] *especially the press – and in particular the tabloid press – as an index of oppositional democracy*.
- No space should be inserted before the following signs: ; : ? ! ” % ) ]. No blank should be inserted after the following signs: “ ( [.

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<sup>1</sup> Using *Peter Lang* guidelines

## **II. Footnotes and References**

### **General Remarks**

– Please use the “MLA style” of referencing (references in short in the text between parentheses and one consolidated bibliography).

Example: [...] even before they have begun to generate dynamics (Block, 1990: 218).

– Footnotes must be inserted automatically. Check insert Menu – Notes – Footnotes – OK. When typing the text of the footnote, please insert a **tab** between the number and the text.

– Footnotes numbers – always Arabic numerals – are placed **after** punctuation or quotation marks.

Example: [...], as he explains in his famous *Why I did what I did*.<sup>1</sup>

– Footnotes begin with a capital letter and end with a period. When several references follow each other, a semicolon separates them.

– In titles, remember to always capitalise nouns, verbs and adjectives.

– **Avoid using cross references to another page (ex.: see p. 218) or footnote number**, because they may change in the editorial process. Cross references to a chapter (title) or another subdivision is preferable.

### **Works**

Author’s name (if there are more than three authors, quote the first one followed by *et al.*)

First name Initial only (not complete first name),

Title of the publication in italic, no quotations marks,

City of the publication, Publisher’s name,

Year, Page (p. 3 or pp. 9-11),

Example: Schulz-Forberg, H. (ed.), *Unravelling Civilisation. European Travel and Travel Writing*, Brussels, P.I.E.-Peter Lang, 2005, p. 194 and pp. 200-201.

### **Articles in Newspapers and Journals or Contributions in Books**

Similar rules apply.

Title of the article/contribution between inverted commas and followed by (“in” plus comma) the title of the publication in italics.

Example: Shaw G., “Industrialization, Urban Growth and the City Economy”, in R. Lawton (ed.), *The Rise and Fall of Great Cities. Aspects of Urbanization in the Western World*, London, Belhaven, 1989, pp. 55-79.

### **Official Reports, Documents and Texts**

Example: Council of ECC – General Secretariat, *Conclusions of the Meetings of the Ministers Responsible for Immigration*, 10518/92, London, 30 Nov. 1992, 152 p.

### **Cases**

Example: ECJ. (European Court of Justice), case C-300/89, *Commission v. Italy*, ECR, 1991, I-2685.