



Minda de Gunzburg

Center for European Studies **Harvard**

STYLE SHEET

CES Open Forum Series

General Instructions: Papers should include an abstract and meet the usual requirements for scholarly work. Documentation can be in either note or parenthetical reference forms. If in doubt about this or other style matters, please consult a style manual such as the *Chicago Manual of Style* (available online at Hollis) or Kate L. Tarabian, *A Manual for Writers of Term Papers, Thesis and Dissertations*.

Biography: Each paper should include a short biography (250 words or less) of each author. The biography should be included at the front of the document before the abstract.

Sample Working Paper: Before submitting a paper, authors should review this [sample working paper](#). CES will design the cover page and images.

Software Specification: All submissions must be in Microsoft Word.

Title & Abstract: The title page should include the paper's title and the author names only. These should be included at the top of the document. The abstract should be no more than 180 words long and include a brief (35 words or less) description of the author, ie: home institution, position/title, and contact info.

Graphs & Charts: All graphs, charts, formulas with special characters should already be laid out in the exact position within the text where the author(s) wish them to appear. CES cannot integrate these elements into the document, if they are submitted separately.

Formatting: Use Times New Roman font, size 12, 1.5 spacing, and 1" margins on all sides; please do not use any special formatting.

Spelling: The series spelling convention is American English. For example, instead of "honour," "centre," "realising," use the following spelling convention "honor," "center," and "realizing."

Years: 1990s, NOT 90s; do not spell out unless at the beginning of a sentence; NO apostrophes (e.g., NOT 1990's)

Percentages: Use numerals followed by “percent” – 90 percent, NOT ninety percent or 90%. Do NOT use percent signs (%) except in tables. Percent is one word, not two.

Numbers: Spell out all numbers from one to ten. After that, use numerals (e.g., 125 or 20,036). American usage requires commas separating thousands, millions, etc., not spaces or periods.

Dates: Use January 27, 2016, not 27 January 2016. When referring to, e.g., the twentieth century, do not hyphenate if the phrase is used as a noun; if it is used as an adjective, please hyphenate, e.g., “twentieth-century ideology.” (The same goes for “short term” and “long run” and others of that ilk: hyphenate if used as adjectives, do not hyphenate if used as nouns.

Acronyms & Abbreviations: U.S. has periods; UK and EU do not. Acronyms and abbreviations of three letters or more (e.g., EMU, OECD, NATO) should be in small caps.

Punctuation & Quotations: American usage always puts periods and commas INSIDE the quotation marks, unless the sentence does not end with the quotation. Colons and semicolons go outside quotation marks unless they are part of the quotation.

Footnotes & Reference Entries: You may use either footnotes (at the bottom of the page, please) and a bibliography or references in parentheses with a reference list at the end. In either case please follow the format below for references and ensure that these are part of the complete document submitted.

(a) **Journal articles:** Author, “Title,” [in quotes]. Journal Title [in italics] Vol., Number (Date): page numbers. Example: Donald Duck, “My Uncle Scrooge,” *Transcendental Economics* 4,1 (April 2002): 127-159. If you don’t have the date or you don’t have the volume and number that’s all right, but you must (again) be consistent. You must have either one or the other, preferably the volume and number.

(b) **Books and Monographs:** Author or editor, Title [in italics] (Place of Publication: publisher, date). For chapters within edited books: Author, “Title of chapter,” [in quotation marks], Editor or editors, followed by ed. or eds., Title of book [in italics] (Place of Publication: publisher, date), pp. xx-xx. The distinction from journal articles is that you use the abbreviations “p.” or “pp.” for book citations but not for journal articles.

Miscellaneous: Policymaking and policymaker are each ONE WORD. Decision making and decision maker are TWO WORDS, unhyphenated, but the former may be hyphenated if used as an adjective: i.e., “decision-making process.”