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### BOOK GUIDELINES

#### “THE FUTURE OF EUROPE”

INSTITUTE FOR EUROPEAN STUDIES – UNIVERSITY OF MALTA

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#### Book Guidelines

- Book chapters must be between 4,000 and 6,000 words including references/footnotes but excluding bibliography.
- Use font Calibri 12pt
- The submission must be typed in 1.5 line spacing.
- Submissions must include a bibliography in alphabetical order, following the Harvard bibliographic reference system, and guidelines provided below;
- Use the footnote method, progressive numbering at the foot of the page.
- Where use is made of different publications by the same writer published in the same year clearly separate these in the bibliography as 2016a, 2016b etc.
- Should any tables or diagrams be included in the submission, they must be numbered progressively, as well as including a clear title and a source. Example:

TABLE 1

YOUTH UNEMPLOYMENT IN THE EU

Source: Eurostat, Table 67 at.....

- Authors can use endnotes, but they must seek to avoid their use as much as possible. If they have to use them, they must keep them to the minimum. Example: if a writer wishes to include say the countries which are signatories to an international treaty – but does not wish to do so in the main text, then they can be referenced in an endnote which will appear just above the bibliography.
- In the bibliography all works used must be entered in alphabetical order and no distinction needs to be made between documents, journal articles and books. All references in the bibliography must end with a fullstop.

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#### Examples of citations and references

##### Citing in text

A citation is an abbreviated indication of the source(s) you have used in text, use the author(s) or editor(s) family name and date of publication. Example, (Smith, 2010)

One Author/Editor: (Stevens, 2013)

Two Authors/Editors: (Banerjee and Watson, 2011)

Three Authors/Editors: (Smith, Jones and Thomas, 2015)

Four or more Authors/Editors: Cite the first name listed in the source followed by *et al.* For example, This was proved by Dym *et al.* (2009)

No Author/Editor: Use the title in italics; do NOT use 'anonymous' or anything similar, for example, It is maintained that medicine has greatly improved (*Medicine in old age*, 1985, p. 74)

No Author and No Date: Use the title and 'no date'. For example, Thunderstorms have become increasingly common (*Trends in atmospheric pressure*, no date)...

#### Citing multiple sources

If you want to refer to two or more sources at the same time separate them with semi-colons and order them chronologically. If more than one work is published in the same year, then they should be listed alphabetically by author/editor.

A number of different studies (Jamieson, 2011; Hollingworth, 2012; Hatfield, 2013; Rogers, 2015) suggested that ...

#### Citing sources published in the same year by the same author

If you wish to cite an author who has published more than one item in the same year, use a lower case letter to distinguish between them. The letters should also be included in the reference list. For Example

Peate (2014a) discusses changes to the Nursing and Midwifery Council's (NMC) Code of Conduct and the implications this has for nurses and midwives. In a later article Peate (2014b) criticises the NMC's decision to increase the registration fee for nurses ...

### **References**

#### **Books**

Author/Editor, initial(s). Year of publication (in round brackets) *Title* in italics. Edition (if not the first edition). Place of publication: Publisher. Series and volume number (where relevant).

#### One Author

Guy, J. (2001) *The view across the river: Harriette Colenso and the Zulu struggle against imperialism*. Charlottesville, Virginia: University Press of Virginia.

#### Two Authors

Banerjee, A. and Watson, T.F. (2011) *Pickard's manual of operative dentistry*. 9<sup>th</sup> edn. Oxford: Oxford University Press.

#### Three or More Authors

List all the authors (no matter how many there are) and always separate the final two authors with and as shown below.

Dym, C.L., Little, P., Orwin, E.J., and Spjut, R.E. (2009) *Engineering design: a project-based introduction*. 3rd edn. Hoboken, N.J: Wiley.

### Edited Book

Al-Sabbagh, M. (ed.) (2015) *Complications in implant dentistry*. Philadelphia, Pennsylvania: Elsevier. (Dental clinics of North America, v. 59, no. 1).

### Chapter in a Book

Sparkes, V. (2010) 'Function of the spine', in Everett, T. and Kell, C. (eds) *Human movement: an introductory text*. 6th edn. Edinburgh: Churchill Livingstone Elsevier, pp. 191-209

### E- Book

Author/Editor, initial(s) Year of publication (in brackets) Title of book (in italics) Available at: URL (Downloaded: date)

Hislop, V. (2014) *The sunrise*. Available at <http://www.amazon.co.uk/kindlestore> (Downloaded: 17 June 2015).

### **Journals**

#### Journal (Print)

Author, Initial(s). (Year) Title of article (in single quotation marks), *Title of Journal* (in italics), Volume (unbracketed) and, where applicable, Number Issue/part number (in brackets), page numbers

Knapik, J.J., Cosio- Lima, L. M., and Reynolds, K. L. (2015) 'Efficacy of functional movement screening for predicting injuries in coast guard cadets', *The Journal of Strength and Conditioning Research*, 29 (5), pp. 1157- 1162.

#### Journal (Electronic)

Same information as above, but if doi available include at the end of the reference.

Wildman, S. (2009) 'Nursing and the issue of 'party' in the Church of England: the case of the Lichfield Diocesan Nursing Association', *Nursing Inquiry*, 16, pp. 94–102. doi: 10.1111/j.1440- 1800.2009.00441.x.

### **Official Documents**

European Commission, (2018) Communication from the Commission to the European Parliament, the European Council...Preparing for the withdrawal of the United Kingdom from the European Union on 30 March 2019, COM (2018) 556 final, Brussels, 19 July.

(Note this should be entered in alphabetical order in the Bibliography)

### **Web Pages**

#### Web page with an author

Snow, D. (2015) How did so many soldiers survive the trenches? Available at: <http://www.bbc.co.uk/guides/z3kgjxs> (Accessed: 18 July 2015).

#### Web page—author as an organisation

BBC News (2014) '*Lights out*' ends day of WW1 centenary commemorations. Available at: <http://www.bbc.co.uk/news/uk-28632223> (Accessed: 17 October 2012).

#### Web page—No dates

BBC History (no date) Duke of Wellington (1769-1852). Available at: [http://www.bbc.co.uk/history/historic\\_figures/wellington\\_duke\\_of.shtml](http://www.bbc.co.uk/history/historic_figures/wellington_duke_of.shtml) (Accessed: 18 June 2015).

