General Notes on Format, References and Bibliography

The purpose of this document is to provide students with information on how to format their essays correctly, how to use references and how to write a bibliography.

1. Spacing, layout and title: Use a 12-point font and 1.5 or double spacing and leave margins of at least 25 mm on the left and right edges of the page and at the top and bottom. A dense page of text prevents the teacher or examiner from commenting and correcting. Please also write on only one side of the page; and number each page of writing. Put your name, date, matriculation number and course-title on the first sheet.

2. Page limit: If a page limit is set, please observe it and do not overshoot or under- shoot by more than 10%. The pages count includes your text and your bibliography but does not include the cover sheet and the table of contents pages. The purpose of page or word limits is to accustom you to writing concisely and to the point to an agreed format, and to ensure parity across a course. One page is equivalent to 300 words.

3. Avoid plagiarism: Every time you quote someone else's words or you borrow someone else's idea, you **must** provide a reference to the original words. If you do not do this, you could be accused of plagiarism, i.e. passing off someone else's work as your own, which the university regards as a very serious offence against academic ethics.

4. Referencing means to acknowledge whatever literal quotation or paraphrase you take from a source (books or articles you have read to prepare your essay).
- The standard referencing style in social science (the so-called 'American style') is to give **references in brackets** at the end of the literal quotation or paraphrase, or at the end of the sentence in which it occurs, in other words not to give references in footnotes or endnotes. In the American style, you mention author's name, year of publication (of the edition you have actually used, which will be in your bibliography at the end) and the page number from which the quotation is taken: *(Moravcsik 2001: 28)*.
- It is important that you add **page numbers** when you give references; without it, the reader will probably not be able to find where your quotation came from.
- Avoid phrases such as **op.cit.** (Latin 'opere citato', meaning 'the work just cited') or

ibid. (Latin 'ibidem', meaning 'in the same place') for references. Always give full information on author, year and pages.
- When the citation is part of a sentence, use author name with year in parentheses, e.g., *'Smith (2013) claimed that...'*

5. Literal quotations: Whenever you use a **quotation** in your essay, ask yourself whether you really need it. Can you say it just as well in your own words? Or does it say something in a particularly useful way? Ask yourself whether you understand the critic or scholar you are quoting, and whether you think s/he is right or not. If after all this you decide you do need the quotation, then use it, but consider this:
- **Comment on it and analyse it,** do not assume that it speaks for itself but evaluate what the quotation adds to what **you** want to say in the essay.
- Make sure that you **give enough context for a quotation**, by introducing it with a short sentence or phrase and by mentioning the author's name.
- Make clear which part of your text is quotation by using **quotation marks** at the beginning and end of your quotation, 'like this'.
- Quotations of more than 40 words should be 'blocked off'', i.e. indented from both the left-hand and right-hand margins and typed in single spacing.

6. Paraphrasing: If you are not quoting directly, but you are **borrowing an idea from a secondary source or you are paraphrasing in some detail from a primary one**, this should also be acknowledged. For example, you paraphrase if you say: *'some authors have stated that Moravcsik basically uses a principal-agent model of European integration (Lee 2001: 23; Duke 2005:311).'* Do not exaggerate it, how- ever; you do not have to acknowledge 'seminar notes' nor do you have to refer to everything you have read in the course of preparing your essay. But ask yourself continually when you are writing your essay: did I read this somewhere? If the answer is 'yes', consult your notes and find the appropriate reference; if on the other hand you feel that what you say is or has become your idea, or it is a commonplace information, then you do not have to worry about acknowledgement.

7. Bibliography: The bibliography should come at the end of your essay, preferably on a separate sheet. It should be arranged in **alphabetical order of the author's family name**.
- Usually, you prepare only one comprehensive bibliography for all kinds of sources used.
- Every work cited in the text should be listed in the References section, and vice-versa. Please ensure that dates, spelling and titles used in the text are consistent with those listed in the bibliography.

8. Author name:
- Family names are followed by first names. But use **all** parts of family names such as 'Van', 'De' etc. for the alphabetical order: *'Da Conceição-Heldt, Eugénia'*; *'Van der Brug, Wouter'*; *'De la Fuente, Angel'*. For authors from China, Korea and Vietnam (who do not have Western first names, like, for example, some with a Hong Kong background), keep the East Asian name order unchanged and do not insert a comma, for example: *'Zhou Weifeng'*; *'Lee Moosung'*; **but:** *'Chan, Kenneth KaLok'*, *'Lim, Paul Joseph'*
- Add 'a', 'b', 'c' etc. to the year if you have more than one publication by the same author

of the same year (for example '*Miller 2010a, Miller 2010b*').

- As a general rule, use upper case only for first letter of names. First names can be initials or spelled out.
- If you use documents without an identifiable author, take the document title followed by the year (for example: '*European Security Strategy 2003*').
- If a text has three or more authors, you normally just mention the first author followed by "et al." (for example '*Deutsch et al. 1957*')

9. Bibliographical style: There are many bibliographical styles used by different journals, different publishers and different institutions. However, the main principles for compiling a bibliography always are clarity, conciseness and consistency. Whichever bibliographical style you use, stick to it consistently throughout your essay—do not mix them up. Use the bibliographical style in a **consistent way in all details**, including the (non)use of comma, colon, period, quotation marks, 'in', 'volume', 'number', 'pp.' etc.. A very good way of learning-by-doing is to choose the bibliography of a scholarly text (such as one of the assigned texts from a course) and use this as a model. The style used in the following examples is just one of the many possible styles.

9.1 Books: Both place of publication and publisher are required for books cited.
- *Rosamond, Ben 2006: After the constitutional treaty: rethinking Britain and Europe. Oxford: Blackwell.*

9.2 Journal articles: Do **not** add information such as 'doi' or 'web address', if a journal article is published both in print and online. DOI numbers are only necessary for journal articles published online as preprint and not yet assigned to a specific issue of the journal. Always mention start and end pages.
- *Rynning, Sten 2003: The European Union: Towards a Strategic Culture?, in: Security Dialogue 34(4), 479-496 .*
- *Sandholtz, Wayne 1993: Choosing Union: Monetary Politics and Maastricht, in: International Organization 47(1)1, 1-39.*

9.3 Articles from edited books: Usually you do not list edited books as such, but you specify the article taken from that edited book, including start and end pages. Again, use your bibliographical style in a consistent way for all details:
- *Burley, Anne-Marie/Mattli, Walter 2006: Europe before the Court: A Political Theory of Legal Integration, in: Eilstrup-Sangiovanni, Mette (eds): Debates on European integration: a reader. New York: Palgrave Macmillan, 226-252.*

9.4 Web sources, including sources from the European Union, the European Parliament or the European Commission: format along the lines of book or journal article references but **add URL details**[1] and date accessed. For official documents, add official document number. Sometimes document titles get really long, but do not abbreviate them.
- *De Witte, Bruno, et al., 2010: Legislating after Lisbon: new opportunities for the European Parliament. Florence: EUI, available at http://www.eui.eu/ Projects/EUDO/Documents/EUDO-LegislatingafterLisbon%28SD%29.pdf. (accessed 11*

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[1] Many 'delimiter characters' used in URLs, such as the forward slash and the backslash, do not trigger a line-break in word processing software, although often one would want a line-break. The solution to this problem is to input the non-printing **'zero-width space'** as a potential line-break into long URL addresses. A zero-width space can be generated in Windows by typing 'Alt-8203', in Linux by typing 'Ctrl-Shift-U 8203'. On a Mac, you get it from 'Character Viewer'.

March 2011).

- *Council of Ministers 2009: Report by the Presidency to Coreper on the implementation of Articles 290 and 291 TFEU (Delegated acts and implementing measures), Council Document No.16998/09, 2 December. Brussels: Council of the European Union, available at http://www.ksh.hu/docs/eu2011/ doc/council_290_291_en.pdf (accessed 1 June 2013).*
- *European Commission (2009): Report from the Commission on the working of committees during 2008, COM(2009) 335 Final, 3 July. Brussels: Commission of the European Communities, available at http://eur-lex.europa.eu/ LexUriServ/LexUriServ.do?uri=COM:2009:0335:FIN:EN:PDF (accessed 1 July 2013).*
- *European Parliament (2010): 'Report on the proposal for a regulation of the European Parliament and of the Council amending Regulation (EC) No 261/2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights and Regulation (EC) No 2027/97 on air carrier liability in respect of the carriage of passengers and their baggage by air (COM(2013)0130 – C7- 0066/2013 – 2013/0072(COD)), EP-Document PE 510.868v04-00, Committee on Transport and Tourism, (Rapporteur Georges Bach), 22 January 2014, available at http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP// TEXT+REPORT+A7-2014-0020+0+DOC+XML+V0//EN (accessed 2 July 2014).*

9.5 **Reports or Working papers** can be formatted like books or journal articles. Generally, the title of the report should be given in lower-case letters (apart from proper nouns/titles):

- *Kurpas, Sebastian et al. (2008): 'The European Commission after enlargement: does more add up to less?' CEPS Special Report, Brussels: Centre for European Policy Studies.*
- *Olsen, J., P. / Maassen, P. 2006: European debates on the knowledge institutions. The modernization of the university at the European level, in: ARENA Working Paper 17.*

9.6 **Newspaper articles:** Identify the author, if possible; otherwise, list under the newspaper title. Page numbers or URL should be provided if possible.

- *Calleya, Stephen C. 2000: Should Malta join the EU's Rapid Reaction Force?, in: The Malta Independent, 1 October, 144.*
- *Farah, Douglas 2001: Al Qaeda Cash Tied to Diamond Trade: Sale of Gems from Sierra Leone Rebels Raised Millions, Sources Say, in: Washington Post, 2 November, available at http://www.washingtonpost.com/ac2/wp-dyn?page name=article&node=&contentId=A27281-2001Nov1 (accessed 3 January 2014)*
- *Financial Times (1993a) 'The towering bureaucracy', 21 June.*
- *Financial Times (1993b) 'Comment on: The towering bureaucracy', 21 June.*

9.7 **Unpublished thesis:** It is not recommended to use an unpublished thesis.

- *Zito, Anthony R. 1994: Epistemic communities in European policy-making, unpublished Ph.D. dissertation, Department of Political Science, University of Pittsburgh, unpublished*

9.8 **Conference Papers:** It is not recommended to use conference papers. Confer- ence papers are often unedited draft versions of papers published later in journals or books. Use an edited text whenever possible.

- *Wöhl, Stefanie 2008: The Open Method of Coordination and Gender Main- streaming: Implications for Governing Gender Equality in Germany, Paper presented at Annual Conference of the International Studies Association, San Francisco, CA.*

10. **Good writing:** Nothing helps as much in learning to write well as looking at writers whom you admire. In a very concrete sense then, **good writing depends on good reading**. But here

are some tips:

- **Use full sentences**, which means: sentences including an active verb in the main part. *'Thus proving he is right'* is not a full sentence, because 'Thus proving' belongs to a statement made in the preceding sentence. *'In doing this, he proves he is right'* is a proper sentence, because the main statement here is active: 'he proves'.

- It is not forbidden to **use 'I'** in an academic essay, but neither is it good form to do so constantly. The 'I' should be used when you are stating your intention, giving an opinion, or when you want to pose a question (preferably not a rhetorical one). Whenever you are conveying knowledge (whether common or specialist) avoid 'I', and write objectively.

- Try and **avoid the passive voice** *('It can thus be seen that ...')* and use active verbs instead— it makes your writing livelier: *'We can see that...'* is more di- rect. But perhaps you do not need phrases such as these at all.

- Other things to **avoid** are: **generalisations** of most kinds (be strict with your- self about whether you are conveying information or merely warming up, and whether you really know what you are talking about; **vagueness** (like *'of most kinds'*, or *'in various ways'*, which carries no informational content at all, it just suggests that it does) ; **moral judgments** (it is not our job, as scholars, to judge but to understand); and **existential statements** *('We all know that life presents us with challenges, and that they are there to be overcome'*—but pronouncing on the meaning of life is not what academic essays are for).

- **Be as precise and specific as you can**; work from what **you** know or find useful in other people's work, and do not feel that somehow everything you say has to be couched in very complicated language. Part of what you learn at university is how to use a professional vocabulary, but do not overdo it: clarity, always, is key.

- Use **gender-neutral language**, whatever material you are dealing with. When you mean 'men' say 'men', when you mean 'men and women' use 'people'; when you mean 'humankind' use that, not 'man' or 'mankind'. Other forms you can use are s/he (instead of 'he' as a universal pronoun), but most people like to avoid this awkwardness altogether and use the plural form: 'they'.

11. Common mistakes in writing essays: Essay writing is hard work, and you only get better at it by doing it and by learning from your mistakes.

- When **writing about literature**, the most important rule is to write about it **in the present tense**, because literature has no past, no history. To us, as readers, it is always present.

- **Punctuation** exists to clarify your writing and to give it a rhythm for ease of reading. It is generally better to aim for relatively short sentences, by being more straightforward and keeping it simple. There are good books on essay writing in the library.

- **Structure** your essay in a logical way. You can do this with the conventional order of introduction-argument-conclusion/summary of argument. The introduction is of crucial importance, since this is where you state what the central problem/question of your essay is and how you are going to go about answering or exploring it. Ultimately this is what your essay will be judged by: whether you succeed in doing what you say you are going to do.

- Always make sure your **paragraphs bear a clear relation to each other**, by linking them explicitly. You can do this in several ways: *'having explored the reasons why .....we can now turn our attention to...'* or *'Two aspects need to be discussed in this context. The first is.... Secondly...'* and so on. This is called 'signposting', because phrases such as these guide the reader through your argument.

Here are some more common mistakes:

- The use of the 's (**apostrophe s**) and s (**possessive or genitive s**): *'its'*=of it (*'the institution fulfilled **its** purpose'*) *'it's'*=it is (***'it's easy'***). When in doubt ask yourself whether you are shortening from 'it is' or not. In any case, the shortened form is not good practice in written language (*'He should not have said that'*, would be better than *'He shouldn't have said that'*; *'It is a difficult task'*
  better than *'It's a difficult task'*).
- The **plural s** can also be a problem: *'NGOs'*= more than one NGO (*'many NGOs participated in the UN conference'* - to write 'NGO's' here would be a clear mistake), but '*NGOs'*'= of the NGOs (*'NGOs' image tends to be filtered through the media'*) or "NGO's"= of one particular NGO (*'A German NGO's representative was there'*).
- The **abbreviation for editors** in references *'(eds)'* should be written without a full point as it is a contraction, but you must write *'ed.'*(with full point) for single editor. The shortened format of the 'edition' of a publication is *'edn'* (without a full point).
- Use **square parentheses** when nesting within parentheses.
- Use **lower case letter** following a colon unless the text is in title case (e.g. in a book title in the references list). Use lower case letter on second word of a compound (on the word following the hyphen) unless the word is a proper noun.
- **US or British spelling** is acceptable, but spelling must be consistent within the essay. Oxford English Dictionary spelling and punctuation are preferred.

12. Proofreading: Edit your work before you submit it**.** A fresh eye (your own after a few days' break or someone else's) can do wonders for your writing, because while you are writing your essay, or straight after, you often cannot see your own mistakes or confusions. This requires a bit of planning, but once you get used to including the editing stage in your essay writing schedule, you will see that your work will really benefit from it.

13. Submission: You can keep the submission deadline by sending your essay in pdf format from your university email account to the teacher's/examiner's email ac- count. However, you are required to subsequently hand in a **printed** copy of this essay to the teacher/examiner. This copy must include a signed statement that you wrote the essay yourself and indicated all references properly.