



## English Style Guide for Euricse Working Papers

**Font Size and Style:** Please see the attached Working Paper template for title, text, footnote, and citation font sizes and styles.

**Abbreviations:** Where appropriate, abbreviations (i.e., e.g., etc.) can be used. Excessive use of abbreviations should, however, be avoided.

**Acronyms:** Spell out in full first time, use initials thereafter.

**Italics:** Use to add emphasis to words and phrases, for Latin expressions (e.g. *prima facie*, *ad hoc*, *a priori*), as well as names of books, journals and newspapers, but not organisations.

**Numbers:** Write out numbers below 10 in full e.g. nine, otherwise as numerals, separate thousands using commas e.g. 123,456

**Centuries:** use numbers, e.g. 20th

**Decades:** use numbers and 's', e.g. 1990s

**Percentages:** in numbers followed by per cent; use % only in tables

**Dates:** number, month and year, e.g. 11 September 2001

**Times:** e.g. 4:00 p.m.

**Capitalisation:** Use minimum capitalisation for all headings, i.e. only use capitals for the first letter and proper nouns.

**Quotation Marks:** Use double "quotation marks", except when quoting within a quote, when single 'quotation marks' should be used. Quotations should close before the full-stop which ends the sentence.

**Spelling:** Use British English spelling, e.g. specialisation, colour. Use local spelling for names - for names in another alphabet, use standard English transcriptions. If in doubt about spelling, please refer to the Oxford English Dictionary.

**Footnoting additional information:** Footnotes should be used sparingly. They should only contain discursive information, and their use should be limited. Remember, if it is interesting enough to be in a footnote, it is interesting enough to be in the main body of

text. Footnotes should be marked clearly in the text at the point of punctuation by superior numbers, and listed consecutively at the bottom of each relevant page.

Tables and Figures: Tables and illustrations should be positioned in the manuscript. They should be numbered consecutively by Arabic numerals. Graphs and diagrams must be in a form suitable for reproduction.

Web Address Referencing: It is important that you provide as many details as possible when referencing a web address. This includes author, if appropriate, title of webpage, full URL address, and date accessed.

## References

References should be indicated in the typescript by giving the author's name with the year of publication and pages in parentheses, e.g. (Smith, 1994, pg. 6); or if there are more than two authors (Smith *et al.*, 1994, pg. 6). If several papers from the same author(s) and from the same year are cited, (a), (b), (c), etc. should be put after the year of publication, e.g. (Smith, 1994a, pg. 7). If you refer to more than one work at the same time, enclose all the references within the same parentheses and separate each reference from the next by a semi-colon (Smith, 1994; Hix, 2003).

References should be listed in alphabetical order at the end of the paper. Examples of the referencing style which we recommend for authors submitting a paper are listed below. For authors submitting an article in European Law where there is substantial use of case law, then a footnoting method of referencing is also acceptable; we ask, however, that authors also add a final bibliography of all footnoted references. Details of both of these referencing styles can be found below.

### Bibliographical Referencing

References should be listed in full alphabetical order at the end of the paper in the following form:

Ahrendsen, B., Dixon, B. and T.L. La Derrek (1999), "Independent Commercial Bank Mergers and Agricultural Lending Concentration", *Journal of Agricultural and Applied Economics*, 31(2), pp. 215-227.

Alexopoulos, Y. (2006) *Financial Co-operatives and Rural Development in Greece*. Ph.D Thesis, University of Leicester, UK.

Alexopoulos, Y. and Davis P.(2008), "A Co-operative Solution in the Provision of Financial Services: The case of Greek Co-operative Banks", ICA Research Conference *The Role of Co-operatives in Sustaining Development and Fostering Social Responsibility*, Riva del Garda, Trento, Italy, 16-18 October 2008.

Baffigi, A., Pagnini, M. and F. Quintiliani (2000), "Localismo bancario e distretti industriali: assetto dei mercati del credito e finanziamento degli investimenti", in

Signorini L.F. (2000), ed., *Lo sviluppo locale. Un'indagine della Banca d'Italia sui distretti industriali*, Corigliano Calabro, Meridiana Libri, pp.237-256.

Belaisch, A., Kodres, L., Levy, J. and Ubide, A. (2001), "Euro-Area Banking at the Crossroads", IMF working paper series, WP/01/28, March , IMF.

Barham, B.L., Boucher, S. and M. Carter (1996), "Credit Constraints, Credit Unions and Small-Scale Producers in Guatemala", *World Development*, Vol. 24, No. 5, pp. 793-806.

Benink, H. (2000) Europe's Single Banking Market, *Journal of Financial Services Research*, Vol. 17 (1), pp. 319-322

Beretta, E., Omiccioli, M. and R. Torrini (2000), "Banche locali e amplificazione degli shock economici attraverso il canale creditizio", in Signorini L.F. (2000), ed., *Lo sviluppo locale. Un'indagine della Banca d'Italia sui distretti industriali*, Corigliano Calabro, Meridiana Libri, pp. 271-285.

Berger, A., Goldberg, A. and L. White (2001), "The Effects on Dynamic Changes in Bank Competition on the Supply of Small Business Credit", *European Finance Review*, 5, pp. 115-139.

Berger, A.N. and G. F.Udell (1990), "Relationship Lending and Lines of Credit in Small Firm Finance", *Journal of Business*, 25.

Bollettino Economico della Banca d'Italia (2008), January.

Bonaccorsi di Patti, E. and G. Gobbi (2001), "The Effects of Bank Consolidation and Market Entry on Small Business Lending", *Temi di discussione*, Banca d'Italia, 404.

Borzaga, C. and S. Depedri (2008), "La cooperazione in Trentino: formazione e caratteristiche del management", *Rapporto Federazione Trentina della Cooperazione*, Trento.

Borzaga, C. and Defourney J. (2001) *The Emergence of Social Enterprise*, London, Routledge

### Footnoting Style of Referencing

This style of referencing is only recommended for those articles where footnoting is discipline specific and commonplace, such as European Law (case law, treaties etc.).

Footnotes should be numbered sequentially throughout the text and should appear at the bottom of the page. Authors are asked to keep footnotes as short as possible and to make cross-references within the text as sparingly as possible. The name of the author(s) and an abbreviation form of the title should be used for cross-references. We ask that you also include a bibliography at the end.

Footnote numbers in text should follow punctuation marks – comma, full point etc. The first letter of footnote will be capital except:  
where it is part of Latin abbreviations: *ibid.*,  
where it is a cross reference to another footnote, e.g. 'n 4 above'.

### *Cases*

References to Court of Justice or Court of First Instance cases should give the European Court Reports (ECR) citation, except if the case has not yet been published in the ECR, in which case the reference should give the Common Market Law Reports citation. Cases should not be cited to both the ECR and the CMLR.

Cases should be cited in the following way:

(a) for ECR citations:

Case 132/82 Commission v Belgium [1983] ECR 1649

Case 188/89 Foster v British Gas [1990] ECR I-3313

(b) for CMLR citations:

Case 246/89 Commission v United Kingdom [1991] 3 CMLR 706

### *TEU and Community treaties*

TEU e.g. Article A TEU

EC Treaty e.g. Article 30 EC

ECSC Treaty e.g. Article 2 ECSC

EAEC Treaty e.g. Article 3 Euratom

### *Legislation*

EC, ECSC or Euratom legislation should be cited as follows:

(a) in the text: written out:

Article 2 of Regulation 11/89

Article 3 of Directive 89/21

Article 4 of Decision 89/31

(b) in footnotes: abbreviation:

Art 2, Reg 21//89

Art 3, Dir 89/21

Art 4, Dec 89/31

### *Citations*

Same as bibliography.