



## Author's Note

**Length:** Papers for the EU-China Observer should be around 2500 words (including footnotes).

**Structure:** The paper should be composed of an introduction, a main body and a conclusion.

### **Layout:**

The papers should be written in Century Gothic 11. Footnotes should be in Century Gothic 9.

Main Title: Capital letters, Century Gothic 14 font, bold.

Subtitle 1: Italics, Century Gothic 11 font, bold.

Subtitle 2: Italics underlined, Century Gothic 11 font.

The first line of each new paragraph should be indented, except where the paragraph follows a heading.

### **Referencing:**

Please observe the College of Europe's official guidelines for referencing, which can be found below.

InBev-Baillet Latour Chair of  
**European Union-China Relations**



Practical Guide On Referencing

**Footnotes**

**Books (1 to 3 authors)**

<sup>1</sup> J. McCormick, *Understanding the European Union: A Concise Introduction*, Basingstoke, Palgrave Macmillan, 2003, 3<sup>rd</sup> edn., p. 22.

**Books (4 authors or more)**

<sup>2</sup> S. Croft et al., *The Enlargement of Europe*, Manchester, Manchester University Press, 1999, p. 18.

**Chapter or article in an edited book**

<sup>3</sup> R. Wong, "Foreign Policy", in C. Hill & M. Smith (eds.), *International Relations and the European Union*, Oxford, Oxford University Press, 2005, pp. 134–140.

**Journal article**

<sup>4</sup> J. Kelley, "New Wine in Old Wineskins: Promoting Political Reforms through the New European Neighbourhood Policy", *Journal of Common Market Studies*, vol. 44, no. 1, 2006, pp. 29-32.

**Newspaper article (authored)**

<sup>5</sup> D. Cronin, "Michel Refuses to Slash Ethiopian Aid", *European Voice*, 27 April 2006, p. 2.

**Newspaper article (unauthored)**

<sup>6</sup> "Lost in Translation", *The Economist*, 19 May 2007, p. 67.

**Institutional author**

Organisation name, details of the work as appropriate to its form.

<sup>7</sup> United Nations, High Level Panel, *A More Secure World: Our Shared Responsibility*, New York, United Nations, 2004, p. 7.

**Electronic sources**

<sup>8</sup> "Saving the Constitution Begins at Home?", *European Voice*, 20 April 2006, retrieved 17 July 2006, <http://www.europeanvoice.com/archive/article.asp?id=25192>.

or

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If available, the author, the title and the page number of the source found on the Internet shall be added to the footnote.

<sup>9</sup> D. Gros & S. Micossi, "The New Deal, a Good Deal?", Brussels, Centre for European Policy Studies (CEPS), 2007, p. 2, retrieved 27 July 2007, [http://shop.ceps.eu/BookDetail.php?item\\_id=1514](http://shop.ceps.eu/BookDetail.php?item_id=1514).

***EU documents***

When making reference to one of the Treaties or the Rules of Procedure of the Institutions, you may choose to use the colloquial term for the Treaty or Rule in your text (i.e., you may refer to the Treaty on European Union as the Maastricht Treaty in the body of your paper). However, the footnote should provide the official title of the document and, if possible, the Official Journal (OJ) reference. If you are making reference to a specific title or article, indicate that at the end of your footnote.

<sup>10</sup> European Union, "Consolidated Versions of the Treaty on European Union and the Treaty on the Functioning of the European Union of 13 December 2007", *Official Journal of the European Union*, C115, 9 May 2008, art. 257.

You should indicate the institution, title and document number. For legislative acts, please also provide the Official Journal (OJ) reference and page numbers.

<sup>11</sup> Commission of the European Communities, *Communication from the Commission: a Strategy on the External Dimension of the Area of Freedom, Security and Justice*, COM (2005) 491 final, Brussels, 12 October 2005, p. 10.

<sup>12</sup> Council of the European Union, "Council Joint Action (2003/92/CFSP) of 27 January 2003 on the European Union Military Operation in the Former Yugoslav Republic of Macedonia", *Official Journal of the European Union*, L34, 11 February 2003, p. 26.