



**EU-CHINA** Research Centre  
EU INTERNATIONAL RELATIONS AND DIPLOMACY STUDIES  
BAILLET LATOUR FUND



DEPARTMENT OF **EU INTERNATIONAL RELATIONS AND DIPLOMACY STUDIES**

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



## **AUTHOR'S NOTE**

### **About the *EU-China Observer***

The electronic journal *EU-China Observer* is jointly published by the **Baillet Latour Chair of European Union-China Relations** and the **EU-China Research Centre** based in the Department of EU International Relations and Diplomacy Studies at the College of Europe in Bruges. The journal provides a platform for scholars and practitioners to further deepen the academic analysis and understanding of the development of EU-China relations from an interdisciplinary perspective.

The *EU-China Observer* publishes scholarly articles based on theoretical reasoning and advanced empirical research but also practical policy-oriented contributions in all fields of EU-China relations. The journal targets academic audiences as well as policy practitioners, members of the business community, NGO representatives, journalists and other interested persons.

As the **Baillet Latour Chair of European Union-China Relations** and the **EU-China Research Centre** closely follow current developments in EU-China relations, certain issues can be dedicated to a special theme, which will be published on the website:

[www.coleurope.eu/EUCO](http://www.coleurope.eu/EUCO)

### **Review process**

Submitted papers are carefully reviewed by two independent and anonymous referees. After the revision, the author is notified of either (1) acceptance of the paper; (2) acceptance upon the condition that minor changes are incorporated; (3) rejection of the paper.

### **Submission**

Please send your contributions to the e-mail address [euco@coleurope.eu](mailto:euco@coleurope.eu) before the respective deadline mentioned on our website ([www.coleurope.eu/EUCO](http://www.coleurope.eu/EUCO)). In a separate attached document, please also send us your short resume/CV of 2-3 paragraphs and your photo. This information will be added to the article upon publication.

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## Length

Papers for the EU-China Observer should be around 2,500 words (including footnotes). They may be shorter or longer (up to 3,000 words) in some cases.

## Structure

The papers should be composed of an introduction, a main body and a conclusion and provide a clear line of argumentation. The introduction should introduce the reader to the topic and set out the main argument made in the paper, whereas the main body should provide “proof” to support the main argument. The conclusion should summarise what has been discussed, highlight the major arguments in the paper and provide an outlook/draw conclusions.

## 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.

## Language

The British English spelling is used for the *EU-China Observer* (‘s’ instead of ‘z’ (for ex. organisation); ‘mme’ instead of ‘m’ (for ex. programme); ‘our’ instead of ‘or’ (for ex. neighbourhood, labour).

## Numbers, special characters and others

### *Numbers*

Numbers from one to ten are written in words while numbers greater than ten are written in figures.

Thousands and hundreds are written in numbers, with a comma (for ex. 10,000).

Million and billion are written in letters, for example 15 million, ten billion.

### *Percentages*

The percentage sign (%) is not used. Percentages are written as follows: 10 percent, 8.5 percent.

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### *Asterix*

The asterix (\*) is used only to give additional information about the author (the asterix is placed right after the name of the author, which is located under the title of the article).

### *Quotation marks*

In articles published in the *EU-China Observer*, double quotation marks (“...”) are used to indicate direct quotes from texts. Single quotation marks are used for concepts that are not directly quoted (e.g. the EU’s so-called ‘soft power’) as well as for quotes within quotes.

Quotations can be interrupted so as to clarify/correct/emphasise something. This is done by enclosing remarks in square brackets (never parentheses). For instance, if a capital letter needs to be changed into a small one, the small letter is put inside square brackets.

If a quotation is more than 30-40 words long, then the whole quotation should be indented and the quotation marks should be omitted.

### *Writing of names*

Authors’ names above the articles:

- Authors are always written “the European way” (i.e. first name, LAST NAME, e.g. Anna SMITH).
- To mark last names clearly, notably for non-European names, an author’s last name will be written in capital letters (e.g. Jing MEN, Yanyi YANG, Anna Katharina STAHL)
- Academic and other titles are omitted
- This rule will apply to the table of content, the colophon, the authors’ names above the articles and to the pictures in the biographies

Names cited in the articles (politicians, scholars etc.):

- Names should be written as they are written in their original language (e.g. Xi Jinping, Angela Merkel etc.)

### **Biography**

The short resume/CV should have a length of 2-3 paragraphs. Academic and other titles are mentioned in the biography. The short biography should contain information about the author’s current and previous positions, academic background, EU-China related activities and publications as well as research interests. The author’s name should be added below the picture (first name, LAST NAME).

### **Referencing**

The articles should be written according to the guidelines for referencing below (see Annex). The referencing system used for the *EU-China Observer* consists of quotations in the body of a text and footnotes at the bottom of each page for all direct or indirect quotations on that page (you must use footnotes, not in-text quotations). The superscript numbers indicating the presence of a footnote are generally placed at the end of a sentence or clause rather than immediately after the words to which they refer; they are placed after the punctuation.

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## ANNEX

### Guide on referencing

#### General rules when referencing:

1. If a book has two or three authors/editors, the names are given in the same order as they appear on the cover of the book.
2. When a book has four authors/editors or more, the name of the first author/editor appearing on the cover has to be indicated, whereas the others may be omitted on the condition that the first author's/editor's name is followed by the abbreviation 'et al.'
3. If an institution is mentioned as the author, the name shall be given in the same form as in the source.
4. The original title of the source must be given. A translation of the title can be given in square brackets after the original title (if it is not in English).
5. Except for the first edition of a book, the number of the edition has to be indicated.
6. The publishing details are given in the following order: place of publication, name of the publisher, date of publication. If several places of publication are indicated in the book, only the first or the most visible one is chosen.
7. Capitalise all main words in the source titles and be consistent throughout the text.

#### Footnotes

In order to insert footnotes, in MS Word you should use the 'Insert' > 'Reference' > 'Footnote' function which will then automatically add a footnote in the text.

The first time a source is quoted, the footnote must provide full bibliographic details and should be ended with a full-stop.

The footnotes for subsequent references to the same source do not repeat all the details again but use a shortened form, as set out below.

#### Books

A. Author, B. Author & C. Author, *Title of Book*, city, publisher, year, edition number other than the first, p. X.

- J. McCormick, *Understanding the European Union: A Concise Introduction*, Basingstoke, Palgrave Macmillan, 2003, 3rd edn., p. 22.
- C. Bretherton & J. Vogler, *The European Union as a Global Actor*, London, Routledge, 2006, 2nd edn., pp. 37-38.
- H. Wallace, W. Wallace & M. Pollack (eds.), *Policy-Making in the European Union*, Oxford, Oxford University Press, 2005, 5th edn., pp. 202-210.

If there are 4 authors or more:



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- S. Croft et al., *The Enlargement of Europe*, Manchester, Manchester University Press, 1999, p.18.

#### Chapter or article in an edited book

A. Author & B. Author, "Title of Chapter", in C. Editor & D. Editor (eds.), *Title of Book*, city, publisher, year, pp. X-X.

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

#### Translated work (European source)

A. Author & B. Author, *Title of Book*, trans. C. Translator, *Title of Book*, city, publisher, year, pp. X-X.

- R. Cooper, *La fracture des nations : ordre et chaos au XXIe siècle*, trans. P. Rouard, Paris, Denoël, 2004, p. 16.

#### Other languages

For sources in languages other than English or French, the normal referencing method in the footnote is used and a translation in square brackets:

- Bendiek, A. & H. Kramer (eds.), *Globale Außenpolitik der Europäischen Union: interregionale Beziehungen und "strategische Partnerschaften"* [*Global foreign policy of the European Union: interregional relations and "strategic partnerships"*], Baden-Baden, Nomos, 2009, p.106.

#### For sources using non-Latin alphabets, you should provide a translation:

Author, *Title of Book* (in phonetic transcription and actual characters, when applicable), [*translation*], publisher, year, pp. X-X.

- Jia Yu 贾宇, "Beiji diqu lingtu zhuquan he haiyang quanyi zhengduan tanxi" 北极地区领土主权和海洋权益争端探析 ["A preliminary analysis of territorial sovereignty in the Arctic region and the causes of disputed maritime rights and interests"], *Zhongguo Haiyang Daxue xuebao 中国海洋大学学报*, January 2010, pp. 6-10.

#### Journal article

A. Author & B. Author, "Title of Article", *Title of Journal*, vol. XX, no. XX, year, pp. X–X.

- 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)

A. Author, "Title of article", *Title of newspaper*, day month year, pp. X-X.

- D. Cronin, "Michel Refuses to Slash Ethiopian Aid", *European Voice*, 27 April 2006, p. 2.

#### Newspaper article (unauthored)

"Title of article", *Title of newspaper*, day month year, pp. X-X.

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- “Lost in Translation”, *The Economist*, 19 May 2007, p. 67.

#### *Institutional author*

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

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

#### *Repeat quotations*

When a particular source is quoted more than once in a paper, the full bibliographic details need not be provided each time in a footnote.

1. *Ibid.* (ibidem, meaning ‘in the same place’) relates to the same work, quoted immediately before.
  - N. Nugent, *The Government and Politics of the European Union*, Basingstoke, Palgrave Macmillan, 2006, 6th edn., p. 483. >>> *Ibid.* (when referring to the same page in subsequent footnotes)
  - N. Nugent, *The Government and Politics of the European Union*, Basingstoke, Palgrave Macmillan, 2006, 6th edn., p. 483.>>> *Ibid.*, p. 491. (when referring to different pages in subsequent footnotes)
2. *op.cit.* (opera citato, meaning ‘in the work quoted’) is used for works previously quoted, but not immediately before. Only the family name of the author needs to be indicated.
  - N. Nugent, *The Government and Politics of the European Union*, Basingstoke, Palgrave Macmillan, 2006, 6th edn., p. 483.>>> J. Howorth, *Security and Defence Policy in the European Union*, Basingstoke, Palgrave Macmillan, 2007, p. 33.>>> Nugent, *op. cit.*, p. 512.

#### *Secondary sources and footnoted sources or arguments*

- V. Schmidt, *The Futures of European Capitalism*, Oxford, Oxford University Press, 2002, p. 15, quoted in J. Howorth, *Security and Defence Policy in the European Union*, Basingstoke, Palgrave Macmillan, 2007, p. 30.

#### *Interviews*

For an interview, the full name of the interviewee and his/her title or function should be included as well as the place and date of the interview, provided that the interviewee has agreed to being named.

- Interview with Dr. Caroline Jackson, MEP (EPP-ED), Brussels, 5 March 2006.
- Interview with an official, DG Trade, European Commission, Brussels, 18 May 2007.
- Interview with a PSC Ambassador, Brussels, 12 December 2006.
- Interview with Christoph Hermes, European Commission Legal Service, via email/telephone, 9 November 2009.

#### *Electronic sources (non-video and non-audio)*

In the body of your text, use footnotes for electronic materials in the same ways as shown above.

- “Saving the Constitution Begins at Home?”, *European Voice*, 20 April 2006, retrieved 17 July 2006,

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<http://www.europeanvoice.com/archive/article.asp?id=25192>.

#### *EC/EU documents, legislation and cases*

- 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.
- 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.
- 31 Case 143/83, *Commission v. Denmark*, 1985, ECR427.
- Case 246/07, *Commission v. Sweden*, 2009, (not yet reported), Opinion of AG Poiares Maduro of 1 October 2009.
- European Parliament, Committee on Foreign Affairs, Janusz Onyszkiewicz (rapporteur), Report with a proposal for a European Parliament recommendation to the Council on the new EU-Russia agreement, 2008/2104(INI), Brussels, 16 March 2009.
- European Parliament, “Resolution of 3 September 2008 on the situation in Georgia”, *Official Journal of the European Union*, C295E, 4 December 2009, pp. 26-30.

#### *Speeches, conference papers and working papers*

Speaker’s name, his/her position or title, “title of the speech or lecture” (if known), a descriptive label of the type of speech, the meeting and the sponsoring organisation (if applicable), the location (including place and city, if available) and the date.

- B. Ferrero-Waldner, European Commissioner for External Relations and European Neighbourhood Policy, “EU Foreign Policy: Myth or Reality?”, lecture, Sydney, The Sydney Institute, 26 June 2007.
- J. Solana, EU High Representative for the Common Foreign and Security Policy, speech, Charlemagne Award 2007, Aachen, 17 May 2007.
- M. Spornbauer, “Illustrating EU Representation and Coordination in Post-conflict Peace-building: The UN Peace Building Commission”, Paper presented at the GARNET conference The European Union in International Affairs, Brussels, 24-26 April 2008, p. 11.
- Checchi, A., A. Behrens & C. Egenhofer, “Long-Term Energy Security Risks for Europe: A Sector-Specific Approach”, *CEPS Working Document*, no. 309, Brussels, Centre for European Policy Studies, January 2009, p. 2.