Technical guidelines for Jean Monnet Papers

Jean Monnet Papers accept working papers in *English language*. British English is requested. An author himself/herself must take care of the linguistic appropriateness of the text.

Scientific original or review papers can *range in length* from 5000 to 8000 words (including notes, references and abstract), and must be submitted in word format, i.e. ».doc«, ».docx« or ».rtf«.

A text should be in A4 format with 1.5 spacing and Times New Roman font of 12-point font size. The text should be centre aligned with 2.5 margins. All pages of the text should be numbered consecutively.

The *author's first and last name* should be placed on a separate cover sheet under the title of the article, along with their academic title and current affiliation and e-mail address. The author's last name should be printed in uppercase letters.

The first or initial page of the text should only include the title of the text, the abstract (250-300 words) and key words (3-7). The abstract should contain a precise definition of the subject of the writing, the method of argumentation and conclusion. The titles should be clear and indicative. The main title should not exceed 100 characters in length.

Tables, graphs and figures should be included as attachments (and not included in the text). Their approximate position in the text should be marked in the text. The Editorial Board reserves the right to place graphic images and tables in the text according to the most appropriate page break of the text.

Notes should be limited in both number and length. They should be written in the text as footnotes and listed consecutively.

Quotations of three or more lines in length should be placed in a separate centre-aligned paragraph, with the text in italics and without inverted commas.

A short *acknowledgement* can be added to the final version of the paper, which will be published at the end of the paper before the References.

It is the author's responsibility to obtain permissions of *copyright for the material* used in the article.

References

The authorship of source used by an author in his or her article that is not the fruit of his or her own research work has to be clearly identifiable through adequate citing of the source in the list of References and in citing the source in the text of the article.

Authors should follow the Guidelines for writing and editing professional and scientific works at University of Ljubljana, Faculty of Social Sciences accessible here (APA style with some modifications): https://www.fdv.uni-lj.si/docs/default-source/dodiplomski-studij-1-

[stopnje/guidelines-for-writing-and-editing-professional-and-scientific-works-at-fdv.pdf?sfvrsn=12](). You can also refer to the APA Quick Citation Guide prepared by Penn State University Libraries retrieved from [http://guides.libraries.psu.edu/apaquickguide/overview]().

APA (American Psychological Association) Quick Citation Guide

Using In-text Citation

Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list.

APA in-text citation style uses the author's last name and the year of publication, for example: (Field, 2005). For direct quotations, include the page number as well, for example: (Field, 2005, p. 14). For sources such as e-books that have no page number, use a paragraph number.

NOTE: Citations with more than one line of text should have a hanging indent of 1/2 inch or 5 spaces.

Example paragraph with in-text citation

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing, Rossiter, & Munro, 2002; Thomas, 2004). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. Derwing et al. (2002) conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

References

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development,* 23(4), 245-259.

Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

Citing Web Pages in Text

Cite web pages in text as you would any other source, using the author and date if known. **If the author is not known, use the title** and the date as the in-text citation (for long titles just use the first few words). Your in-text citation should lead your reader to the corresponding entry in the reference list. **For sources with no date use n.d.** (for no date) in place of the year: (Smith, n.d.). Below are examples of using in-text citation with web pages.

Web page with author:
In-text citation
Role-play can help children learn techniques for coping with bullying (Kraiser, 2011).

Reference entry
Kraizer,   S.   (2011).   Preventing   bullying.   Retrieved   from
    http://safechild.org/categoryparents/preventing-bullying/

Web page with no author:
In-text citation
The term Nittany Lion was coined by Penn State football player Joe Mason in 1904 (All things
Nittany, 2006).

Reference entry
All things Nittany. (2006). Retrieved from http://www.psu.edu/ur/about/nittanymascot.html

Web page with no date:
In-text citation
Establishing regular routines, such as exercise, can help survivors of disasters recover from
trauma (American Psychological Association [APA], n.d.).

Reference entry
American Psychological Association. (n.d.). Recovering emotionally from disaster. Retrieved
    from http://www.apa.org/helpcenter/recovering-disasters.aspx

General Guidelines
In-text references should immediately follow the title, word, or phrase to which they are
directly relevant, rather than appearing at the end of long clauses or sentences. In-text
references should always precede punctuation marks. Below are examples of using in-text
citation.

Author's name in parentheses:
One study found that the most important element in comprehending non-native speech is
familiarity with the topic (Gass & Varonis, 1984).

Author's name part of narrative:
Gass and Varonis (1984) found that the most important element in comprehending non-native
speech is familiarity with the topic.

Group as author:
First citation: (American Psychological Association [APA], 2015)
Subsequent citation: (APA, 2015)

Multiple works: (separate each work with semi-colons)
Research shows that listening to a particular accent improves comprehension of accented
speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

Direct quote: (include page number)
One study found that "the listener's familiarity with the topic of discourse greatly facilitates the
interpretation of the entire message" (Gass & Varonis, 1984, p. 85).
Gass and Varonis (1984) found that "the listener's familiarity with the topic of discourse
greatly facilitates the interpretation of the entire message" (p. 85).

NOTE: For direct quotations of more than 40 words, display the quote as an indented block of text without quotation marks and include the authors' names, year, and page number in parentheses at the end of the quote. For example:

> This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Gass & Varonis, 1984, p. 77)

Works by Multiple Authors

APA style has specific rules for citing works by multiple authors. Use the following guidelines to determine how to correctly cite works by multiple authors in text.

NOTE: When using multiple authors' names as part of your narrative, rather than in parentheses, always spell out the word and**.** For multiple authors' names within a parenthetic citation, use &.

One author: (Field, 2005)
Two authors: (Gass & Varonis, 1984)

Three to five authors:
First citation: (Tremblay, Richer, Lachance, & Cote, 2010)
Subsequent citation: (Tremblay et al., 2010)
Six or more authors: (Norris-Shortle et al., 2006)

Web Pages

When citing an entire website, it is not necessary to include a citation for the website in your reference list. Simply include the title and address within the text of your paper.

The Safe Child website includes practical information for parents on how ro help their children cope with bullying (http://safechild.org).

When citing specific information from individual web pages, use the following elements to create your citation.

Important elements:
- Author (if known). If no author, use title.
- Date of publication. If no date, use n.d.
- Title of Web page.
- URL (Web address) of the Web page.

NOTE ON TITLES: only italicize the title of a document that stands alone (books, reports, etc.), but not the title of a document that is part of a greater whole. If you are not sure whether something stands alone (such as a document on a website), choose not to italicize.

Web page with author
Kraizer, S. (2011). Safety on the Internet. Retrieved from
   http://safechild.org/categoryparents/safety-on-the-internet/

Web page with group author
American Cancer Society (2015). Genetics and cancer. Retrieved from
http://www.cancer.org/cancer/cancercauses/geneticsandcancer/index

Web page with no author
Claustrophobia (2014). Retrieved from
http://www.nhs.uk/conditions/claustrophobia/Pages/Introduction.aspx

Social Media
Blog Post:
McAdoo, T. (2014, February 4). How to cite a hashtag in #APA Style [Blog post].
Retrieved from http://blog.apastyle.org/apastyle/social-media/

YouTube Video:
Clarkson, R.G. (2009, July 20). [RobertGClarkson]. *Claustrophobia: 7 quick tactics to stop the panic* [Video file]. Retrived from https://www.youtube.com/watch?v=0jOXKzwM-Ns

Howcast. (2019, October 29). *How to recognize claustrophoba symptoms* [Video file]. Retrived from https://www.youtube.com/watch?v=6t5QL3ksAPA

Articles
Important Elements:
- Author (last name, initials only for first and middle names)
- Date of publication of article (year and month for mothly publications; year, month and day for daily or weekly publications)
- Title of article (capitalize only the first word of title and subtitle, and proper nouns)
- Title of publication in italics (i.e., Journal of Abnormal Psychology, Newsweek, New York Times)
- Volume number in italics and issue number, if given
- Page numbers of article
- For articles retrieved online, include URL or DOI, if available

Article in monthly magazine:
Swedin, E.G. (2006, May/June). Designing babies: A eugenics race with China? *The Futurist, 40, 18-21.*

Article in an online magazine:
Romm, J. (2008, February 27). The cold truth about climate change. *Salon.com.* Retrieved from http://www.salon.com/2008/02/27/global_warming_deniers/

Article in a weekly magazine:
Will, G. F. (2004, July 5). Waging war on Wal-Mart. *Newsweek,* 144, 64.

Article in a daily newspaper:
Dougherty, R. (2006, January 11). Jury convicts man in drunk driving death. *Centre Daily Times*, p. 1A.

Article in a scholarly journal with DOI:
Blattner, J., & Bacigalupo, A. (2007). Using emotional intelligence to develop executive leadership and team and organizational development. *Consulting Psychology Journal: Practice and Research*, 59(3), 209-219. doi:10.1037/1065-9293.59.3.209

Book Review:
Rifkind, D. (2005, April 10). Breaking their vows. [Review of the book The mermaid chair, by S.M. Kidd]. *Washington Post*, p. T6.

Books

Important Elements:
- Author (last name, initials only for first & middle names)
- Publication date
- Title (in italics; capitalize only the first word of title and subtitle, and proper nouns)
- Place of publication
- Publisher
- For books retrieved online, include URL

Print book
Goodpaster, K. E., Nash, L. L. & de Bettignies, H. (2006). *Business ethics: Policies and persons* (3rd ed.). Boston, Ma:McGraw-Hill/Irwin.

Book by a group author
American Medical Association. (2004). *American Medical Association family medical guide* (4th ed.). Hoboken, NJ:Wiley.

Article or chapter within an edited book
Winne, P. H. (2001). Self-regulated learning viewed from models of information processing. In B. J. Zimmerman & D. H. Schunk (Eds.), *Self-regulated learning and academic achievement* (2nd ed., pp. 160-192). Mahwah, NJ: Lawrence Erlbaum Associates.

Translation:
Tolstoy, L. (2006). *War and peace*. (A. Briggs, Trans.). New York, NY: Viking. (Original work published 1865).

Electronic book
Post, E. (1923). *Etiquette in society, in business, in politics, and at home.* New York, NY: Funk & Wagnalls. Retrieved from http://www.bartleby.com/95/

Entry in an online reference work
Rey G. (2006). Behaviorism. In D.M. Borchert (Ed.), *Encyclopedia of philosophy.* (2nd ed.). Retrieved from http://go.galegroup.com/

E-Reader book (such as Kindle):
Tetlock, P. E., & Gardner, D. (2015). *Superforecasting:* The art and science of prediction [Kindle Paperwhite version]. Retrieved from Amazon.com

Dictionary entry
Hipster. (n.d.) In *Oxford English Dictionary.* Retrieved from www.oed.com.

Other Formats
Business Reports
Citing information on an individual company:
Hoover's Inc. (2015). *Chipotle Mexican Grill Incorporated.* Retrieved January 28, 2015 from Hoover's database.

Citing information on an industry:
Hoover's Inc. (2015). *Fast-Food & Quick-Service Restaurants.* Retrieved January 28, 2015 from Hoover's database.

If you generate a list using Hoover's "Build a List" feature, cite it using your own descriptive name for the list you created. Example:
Hoover's Inc. (2015). *Reading, PA, restaurants in the 19601 zipcode.* Retrieved January 28, 2015 from Hoover's database.

Motion Picture
Important Elements
- Director/
- Date of release
- Title (in italics)
- Country where motion picture was made
- Studio

Johnston, J. (Director). (2004). *Hidalgo.* [Motion Picture]. United States, Touchstone/Disney.

Online Video
Jhally, S. and J. Earp, (Producers) (2012). *Race, power, and American sports, featuring Dave Zirin,* [Online video]. Retrieved November 27, 2013, from Media Education Foundation/Kanopy.

Television Program
Important Elements
- Producer
- Date of broadcast
- Title of television episode
- Title of series (in italics)
- Location of network and network name

Buckner, N. & Whittlesey, R. (Writers, Producers & Directors). (2006). Dogs and more dogs. [Television series episode]. In P. Apsell (Senior Executive Producer), Nova. Boston: WGBH.

Interviews
In APA style, interviews and other forms of unpublished personal communication, such as e-mail, letters, memos or class notes, are not included in the reference list. Cite interviews and personal communication in parentheses within the text of your paper:

Professor Smith contends that the use of educational technology in the classroom increases student engagement (J. Smith, personal communication, September 4, 2015).

Indirect Sources

If you refer to a source that is cited in another source, list only the source you consulted directly (the secondary source) in your reference list. Name the original source in the text of your paper, and cite the secondary source in parentheses: "Wallace argues that…. (as cited in Smith, 2009)." In this example, only the Smith source would be included in the reference list.

Name Surname

Title of the paper

To cite this article: Surname, N. (YEAR). Title. *DebateEU Jean Monnet Paper*, YYYY/NO.

Sample 1. page

JEAN MONNET PAPERS publishes pre-print manuscript on the policymaking process and policy studies in Europe. The series is interdisciplinary in character and accept papers in the field of political science, international relations, European studies, sociology, law and similar. It publishes work of theoretical, conceptual as well as of empirical character and it also encourages submissions of policy-relevant analyses, including specific policy recommendations.

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