EEPS Style Guide

Purpose

The **Style Guide**, prepared by the editors of *EEPS*, is intended to supplement the information provided in the **Manuscript Submission Guidelines** published as front matter in every issue of the journal. The Guide does not address issues of substantive editing, which are properly the domain of correspondence between *EEPS* editors and peer reviewers, and between *EEPS* editors and authors.

Authors, the Publisher's copyeditors, and *EEPS* editors should follow the stylistic conventions set forth in the **Manuscript Submission Guidelines** and in the **Style Guide**.

In the absence of specific recommendations or exceptions, the *Chicago Manual of Style* (current edition) should be used.

Responsibilities of authors

Authors are requested to submit articles in final, finished form, both in regard to substantive narrative and argument as well as English style.

After the author completes the article, the editors recommend several steps before submission.

—Author's editing - Read the text through for sense—paragraph order, narrative continuity, internal paragraph construction, complete sentences, etc.

—Colleague's editing - Ask a colleague to read the text for idiomatic English style and readability. Every author needs an editor. *The New Yorker* edited John Updike. *EEPS* does not have *The New Yorker's* financial means, but we share its ambitions for clarity and style. We ask authors to rely on the good advice of colleagues as the most practical means of reaching this goal.

—Copyediting by the author and by a colleague - Carefully check spelling (especially diacritical marks), correctness of dates, consistency and completeness of references. Computer Spellcheck is not enough.

If a submitted article requires revision and resubmission, any changes made in response to editors' and reviewers' comments should undergo author's editing, colleague's editing, and copyediting, as above.

Once an article has been accepted for publication after authorial revisions, it is copyedited by the Publisher's editors (and sometimes the journal's editors). Proofs are sent to authors by the Publisher.

—At this stage, only copyediting changes are permitted. No substantive additions or re-writing.
—Authors should check Publisher's copyediting suggestions and respond to queries.
—Check spelling and diacritics, dates, and references. This will be the author's final opportunity to do so.

EEPS uses Chicago Reference Style Guidelines from the *Chicago Manual of Style.*

EEPS uses endnotes (not footnotes) for citations. Please do not use 'author-date' or 'Harvard' style. For a quick guide to Chicago style citation practices, please see http://www.chicagomanualofstyle.org/tools_citationguide.html

Please include all authors'/editors' names not "et al.," unless it appears that way in the publication.

It is not necessary to supply a separate, stand-alone bibliography; full references should be given in the notes.

It is not necessary to give English translations of non-English titles of works in the references.

Chicago Style **Reminders:**

- Page ranges use en dash
- Spell out numbers one to ninety-nine; spell out rounded numbers after one hundred.
- Spell out centuries (e.g., twentieth century); spell out percent (or per cent for British spelling – never use %. Both "World War II" and "Second World War" are acceptable, but not WWII.
- Hyphenate written-out fractions: "one-third of the participants".
- In titles, don't capitalize prepositions or coordinating conjunctions (e.g., and, but)
- Capitalize the first word after a colon only with two or more sentences, or when it introduces a block quote.
- Footnotes in tables can be (1) source notes (e.g, Sources: Data from Adams1998); (2) Or explanations and definition such as UV = ultraviolet. In table text, superscript notes as a, b, c.
- Do not superscript letters in notes section.

EEPS-specific notes:

Author affiliations: no job title needed (e.g. 'associate professor of economics'); identify department, center or college; university name; location (e.g. Department of Political Sciences, Centre for EU Studies, Ghent University, Belgium)

US English spelling is preferred, but UK English spelling is acceptable *if used consistently throughout a text*. However, use -ize, -ization; -yze; etc, where there is a choice between -ize & -ise etc. Some organizational names (e.g. Eastern Neighbourhood Policy) are used at source with UK spelling, but this can also be given in US spelling.

In citations of non-English books, articles, and journal titles, please follow the conventions of that language as regards capitalization – this may differ from English usage. (E.g., in Croatian, only the first word and proper names in book and journal titles are capitalized.)

As befits our subject and our author/audience expertise, we pay close attention to diacritics and local usage. In the text, foreign words and names should be spelled either in the original language or transliterated <u>using the Library of Congress system</u>. In general, it is easier to give commonplace names in their standard English form than in more complicated transliterations, but the original language may also be used. <u>Include all necessary diacritical marks in your text.</u> Words and names must be transliterated if they are not written in the Latin alphabet.

Sometimes the choice of variants requires judgment:

-With place names, use your judgment: we will accept both Krakow and Kraków (but not in the same text). For instance, we will accept 'Visegrad countries', as the accepted international usage, but the correct Hungarian spelling, often preferred, is Visegrád.

- We allow both post-communism and postcommunism (but not post-Communism), since there are implications about the meaning for some authors (on the analogy of post-/postcolonial, with post-communism implying an emphasis on chronology, postcommunism without the hyphen referring to a wider set of factors). In capitalized heads, we prefer uppercase for the both terms in a hyphenated compound, that is, "Post-Communism/Post-Communist" when "post-communism/-communist" is used in running text.