

## European Journal of Social Security

### Guide for references

The European Journal of Social Security is a multidisciplinary journal, publishing articles from authors who are accustomed to varying ways of referring to sources. The most common ways of referring to sources usually do not contain specific guidance for legal sources. Therefore, the EJSS follows its own style, which is inspired by SAGE Harvard and the OSCOLA guidelines.

For non-legal sources, authors will follow a slightly adapted version of SAGE Harvard. References in the text should follow the (Author, Year: page) system, rather than placed in footnotes, with the full reference provided in a reference list at the end of the paper. In contrast, references to case law and other legal sources are based on the OSCOLA guidelines, and should be placed in footnotes.

Please note that when writing your text we strongly prefer British English. For references to sources that use a different spelling, please apply the spelling as indicated on the source.

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### 1 SAGE Harvard for non-legal sources

These instructions are adapted from the SAGE UK Style Guide

#### 1.1 General

1. Initials should be used without spaces or full points.
2. Up to three authors may be listed. If more are provided, then list the first three authors and represent the rest by et al.

#### 1.2 In-text citations

1. All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given.
2. Do not use *ibid.*, *op. cit.*, *infra.*, *supra*. Instead, show the subsequent citation of the same source in the same way as the first.
3. Where *et al.* is used in textual citations, this should always be upright, not italic.

#### **Note the following for the style of in-text citations:**

1. If the author's name is part of a sentence, follow with year in parentheses:

... Author Last Name (year) has argued ...

2. If the author's name is not part of a sentence, insert last name, comma and year within parentheses: ... several works (Author Last Name, year) have described ...

3. Where appropriate, the page number follows the year, separated by a colon:

... it has been noted (Author Last Name, year: page nos) that ... e.g. (Cantillon, 2015: 50)

4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.: ... it has been stated (Author Last Name and Author Last Name, year) ...

... some investigators (Author Last Name et al., year) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the reference list at the end of the paper: ... it was described (Author Last Name, 2005a, 2005b)

...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...

Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Author Last Name, year, year, year, year) ...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Author Last Name, year: page nos–page nos)

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:

... a recent statement (Name of Institution, year: page nos) ...

... occupational data (Name of Bureau or Institution, year: page nos) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was stated (*Name of Journal*, year) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (Name of Person Cited, year, personal communication).

### 1.3 General instructions for the reference list

The reference list should include all sources referred to in the paper, and should not include any source that is not referred to.

1. The list should be in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case (e.g. Paugam rather than PAUGAM).
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)

5. Names containing Jr or II should be listed as follows:

- Author Last Name Initial Jr (year)
- Author Last Name Initial II (year)

6. References where the first-named author is the same should be listed as follows:

- Single-author references in date order;
- Two-author references in alphabetical order according to the second author's name;
- Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted. For example:

Brown J (2003)  
Brown TR and Yates P (2003)  
Brown W (2002)  
Brown W (2003a)  
Brown W (2003b)  
Brown W and Jones M (2003)  
Brown W and Peters P (2003)  
Brown W, Hughes J and Kent T (2003a)  
Brown W, Kent T and Lewis S (2003b)

7. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.

8. Journal titles should not be abbreviated

9. Where et al. is used in reference lists, it should always be upright, not italic.

## 1.4 Reference style for reference list

### **Book**

Clark JM and Hockey L (1979) *Research for nursing*. Leeds: Dobson Publishers.

### **Book chapter**

Gumley V (1988) Skin cancers. In: Tschudin V and Brown EB (eds) *Nursing the patient with cancer*. London: Hall House, pp.26–52.

### **Journal article**

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal*. 296(4): 401–405.

### **Journal article published ahead of print**

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal*. Epub ahead of print 12 June 2011. DOI: 10.1177/09544327167940.

### **Website**

National Center for Professional Certification (2002) Factors affecting organizational climate and retention. Available at: [www.cwla.org./programmes/triechmann/2002fbwfiles](http://www.cwla.org./programmes/triechmann/2002fbwfiles) (accessed 10 July 2010).

### **Thesis/dissertation**

Clark JM (2001) *Referencing style for journals*. PhD Thesis, University of Leicester, UK.

### **Newspaper/magazine**

Clark JM (2006) Referencing style for journals. *The Independent*, 21 May, 10.

### **Conference article (published or unpublished)**

Clark JM and Smith P (2002) Latest research on car exhaust manifolds. In: *17th international conference on strain analysis* (ed L Macadam), London, UK, 23–25 September 2010, pp.12–14. London: Professional Engineering Publishing.

### **Blog**

Clark JM (2006) Article title. In: Blog title. Available at: [www.blogit.com/johnmatthewclark](http://www.blogit.com/johnmatthewclark) (accessed 20 August 2011).

### **Reports and working papers**

MacDonald S (2008) *The state of social welfare in the UK*. Report, University of Durham, UK, June.

Citigroup Ltd (2011) *How to make your money work for you*. Report for the Department of Finance. Report no. 123345, 13 June. Oxford: Oxford University Press.

Christl M and De Poli S (2020) *Trapped in inactivity? The Austrian social assistance reform in 2019 and its impact on labour supply*, EUROMOD Working paper EM 16/20, Colchester: University of Essex.

#### **Dataset**

Marchal S, Siöland L and Goedemé T (2019). *MIPI-HHoT*, Version 1.0.1, University of Antwerp Data Repository, Zenodo, DOI: 10.5281/zenodo.2366232.

#### **Package insert (medical etc.)**

Eisai Inc (2008) Aloxi (package insert). New York: Esai Inc.

#### **Standard**

ISO 27799:2008 (2008) Information security management in health.

## **2 References to legal sources**

All legal sources such as legislation, ministerial guidelines, court cases and the like should only figure in footnotes. References to legal sources that are included in the footnotes, should not appear in the reference list at the end of the paper. All other sources should be cited in the text itself, using the author-date system (see previous section), and included in the reference list at the end of the paper.

For citing legal sources, the European Journal of Social Security follows an adapted version of the OSCOLA guidelines.

Do not use full stops in abbreviations. Separate citations with a semi-colon.

#### **Cases**

Give the party names, followed by the neutral citation, followed by the *Law Reports* citation (eg AC, Ch, QB).

If there is no neutral citation, give the *Law Reports* citation followed by the court in brackets.

If the case is not reported in the *Law Reports*, cite the All ER or the WLR, or failing that a specialist report. For example:

*Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884  
*R (Roberts) v Parole Board* [2004] EWCA Civ 1031, [2005] QB 410  
*Page v Smith* [1996] AC 155 (HL)

When pinpointing, give paragraph numbers in square brackets at the end of the citation. If the judgment has no paragraph numbers, provide the page number pinpoint after the court.

*Callery v Gray* [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45]  
*Bunt v Tilley* [2006] EWHC 407 (QB), [2006] 3 All ER 336 [1]–[37]  
*R v Leeds County Court, ex p Morris* [1990] QB 523 (QB) 530–31

If citing a particular judge:

*Arcott v The Coal Authority* [2004] EWCA Civ 892, [2005] Env LR 6 [27] (Laws LJ)

### **Statutes and statutory instruments**

Act of Supremacy 1558

Human Rights Act 1998, s 15(1)(b)

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

### **EU legislation and cases**

Consolidated Version of the Treaty on European Union [2008] OJ C115/13

Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5

Case C-228/07 *Petersen* ECLI: EU: C:2008:494, para 54 (refer to electronic source ECLI: EU)

### **European Court of Human Rights**

*Omojudi v UK* (2009) 51 EHRR 10

*Osman v UK* ECHR 1998–VIII 3124

*Balogh v Hungary* App no 47940/99 (ECHR, 20 July 2004)

*Simpson v UK* (1989) 64 DR 188