

# integration

QUARTERLY JOURNAL OF THE INSTITUT FÜR EUROPÄISCHE POLITIK  
IN COLLABORATION WITH THE ARBEITSKREIS EUROPÄISCHE INTEGRATION

## Guidelines for authors

*integration* contains articles in the form of ‘academic articles’, ‘forum articles’, ‘book reviews’, and ‘conference reports’. The editorial staff of *integration* is always delighted to receive manuscripts for publication. Submission of manuscripts is only possible for an ‘academic article’, a ‘forum article’ or a ‘book review’. Whether a submission will be published, will be decided after a double blind peer review. Conference reports are written upon the editorial staff’s explicit request.

The information sheet for authors includes all necessary hints for creating a manuscript. Please consider these hints for your submission. It will facilitate the imprint process substantially.

1. Sending your manuscript .....	2
2. Double blind peer review.....	2
3. Coverage .....	2
4. Abstract.....	3
5. Formal arrangements of manuscripts .....	3
5.1 Cover Sheet.....	3
5.2 Headings .....	3
5.3 Text .....	3
5.4 Graphics and tables.....	4
5.5 Footnotes .....	4
5.6 Quotation.....	4
6. Copyright .....	6

## 1. Sending your manuscript

Authors are asked to send their manuscripts as Word-files (.doc or .docx) to the editorial department of *integration*:

Redaktion *integration*  
Institut für Europäische Politik  
Bundesallee 23  
D-10717 Berlin  
Germany

E-Mail: [sabine.hoscislawski@iep-berlin.de](mailto:sabine.hoscislawski@iep-berlin.de)  
Tel.: +49.30.88.91.34.0  
Fax: +49.30.88.91.34.99

## 2. Double blind peer review

Whether a manuscript will be published, will be decided after a double blind peer review. Manuscripts may not be published or submitted for review elsewhere. Manuscripts which have already been published in a book series or on the Internet will only be considered when substantially revised. Considering style and analysis, the manuscripts have to stand out by their originality and academic accuracy and deal with relevant issues on the subject of European integration. If applicable, the editorial staff will provide revision proposals. They will further decide on the date of publication.

## 3. Coverage

The coverage of the submissions varies between the sections (see the following table). They should have a coverage of about *3,600 characters per page (blank spaces and footnotes per page included)*.

Section	Coverage (Pages)	Coverage (Signs)
Academic article	12 to 15	43,500 to 54,000
Forum article	4 to 7	14,500 to 25,500
Book review	4 to 6	14,500 to 22,000
Conference report	5 to 7	18,000 to 25,500

*Academic articles* in *integration* deal with well-founded, academic issues on European integration and develop approaches to answer these issues. Submissions in the section '*forum*', however, stand out by a short, copped discussion of current issues concerning European integration. Book reviews in *integration* are generally omnibus reviews of three to five recently published books, which encompass the same topic within European integration research.

## 4. Abstract

For academic articles and forum articles, please add an *English abstract* to your manuscript. The abstract should have *between eight and ten lines (approximately 750 to 1,000 characters including blank spaces)*. The English abstract will be published in *integration* and on our website. The latter one will also display a German translation of the abstract.

## 5. Formal arrangements of manuscripts

### 5.1 Cover Sheet

The cover sheet has to contain the *title* of submission, *the name(s) of the author(s)* as well as the *contact details* (Institute of employment, address, email and telephone number).

### 5.2 Headings

Headings are divided in two classifications: the headings of the *first classification* are in bold whereas the headings of the *second classification* are typed in italics. Please do not use classification signs. The introduction generally does not contain a heading. Headings such as “Conclusion” or “Outlook” are not allowed. Instead, headings with a content-related statement should be chosen. In conference reports, only headings of the *first classification* are used below the title. The headings should differ from the title of the panels as well as the title of the conference report from the one of the conference.

### 5.3 Text

*Typeset:* Typeface *Times New Roman*, type size *12 Pt*, *single spacing*, *left-aligned* (no grouped style), before and after the subheadings please insert a blank line. Please disclaim other formatting.

*Accentuation:* Please disclaim accentuations. Accentuations in italics will only be allowed for unique cases. In book reviews, the first naming of the authors or the editors in their respective functions is typed in italics, as well as in conference reports the first naming of the speakers when they are referred to as the speakers of their respective parts. If a speaker performs twice, his or her name is typed in italics two times accordingly.

*Proper names:* In general, the first naming includes the first and the family name. In book reviews, this applies to authors as well as editors and in conference reports to the speakers. From the second naming on, only the family name is indicated.

*Abbreviations:* Common terms like NATO, Europol or Frontex are abbreviated. In any other case, terms are spelled out when mentioned the first time, followed by the abbreviation in brackets, which will be used when the term is mentioned again.

*Footnote signs:* Footnote signs are *superscripted* in the text and will be placed *behind the punctuation mark*.

## 5.4 Graphics and tables

Graphics and tables should be created as Word or Excel file. Power Point graphics are possible but have to be sent via an extra document in order to maintain the best print quality. Please keep in mind that there are only shades of grey available for printing graphics and tables.

## 5.5 Footnotes

In terms of footnotes there is one general rule: *As many as necessary, as few as possible*. Footnotes (*type size 10 Pt*) will appear at the end of each page.

Footnotes are primarily reserved for *literary references and other sources*. Additional information should be included in the text, only in exceptional cases in the footnote. Please limit the amount of footnotes.

There should be *sufficient evidence* within the text. Direct quotations, facts as well as other documents mentioned have to be documented. Please pay attention to the completeness of this evidence.

There is no space for cross references. If you cite a source *multiple times*, please use a *short version* in the following footnotes containing the structure: *family name: short title, year, p. x*. This short version does not have to include the complete title of the publication but a precise version of it. Please make sure that the title is recognizable. You can find examples in the following boxes set in brackets. If a source is repeated in the following footnote, the reference “*ibidem*” should be used.

## 5.6 Quotation

Literary references of *books and essays* contain the complete author details, (first name and family name), the complete heading and subheading of the edition, place of publication, year of publication and the page references. Re-editions of historical works contain the year of publication of the first edition in square brackets. If books or essays have more than four authors or editors, “*et al.*” should be used.

### Books and essays

Ernst Haas: *Beyond the Nation-State. Functionalism and International Organization*, Stanford 1964, p. 86.

(Haas: *Beyond the Nation-State*, 1964, p. 86.)

Kenneth A. Armstrong/Simon Bulmer: *The United Kingdom: between political controversy and administrative efficiency*, in: Wolfgang Wessels/Andreas Maurer/Jürgen Mittag (Eds.): *Fifteen into one? The European Union and its member states*, Manchester/New York 2003, p. 388–410, here p. 389.

(Armstrong/Bulmer: *The United Kingdom*, 2003, p. 389.)

If you use *journals or paper series* please spell out the title of the journal, do not abbreviate. Edition and year of publication will be separated by a slash. Do not write down the place of publication.

#### **Journals and Paper Series**

Andrew Moravcsik: In Defence of the 'Democratic Deficit': Reassessing Legitimacy in the European Union, in: *Journal of Common Market Studies* 4/2002, p. 603–624, here p. 606.

(Moravcsik: In Defence of the 'Democratic Deficit', 2002, p. 606.)

Petr Kratochvíl/Barbara Lippert: Improving the Cost/Benefit Balance of the ENP for the EU's Eastern Partners, Institut für Europäische Politik: IEP Policy Brief 3/2008, p. 2.

(Kratochvíl/Lippert: Improving the Cost/Benefit Balance of the ENP, 2008, p. 2.)

*Newspaper articles* will be printed with the date of publication (day.month.year) but without the number of the issue and the pages. If available, put the first name and family name of the author in the reference; otherwise mention the newspaper as author.

#### **Newspaper articles**

Nico Fried/Cerstin Gammel: Durchbruch im Abgase-Streit, in: *Süddeutsche Zeitung*, 9 June 2008.

(Fried/Gammel: Durchbruch im Abgase-Streit, 2008.)

Frankfurter Allgemeine Zeitung: Liberale erheben Anspruch auf hohes EU-Amt, 21 February 2008.

(Frankfurter Allgemeine Zeitung: Anspruch auf hohes EU-Amt, 2008.)

*Original documents* have to be quoted according to the exact source. Find the most common document types of the European Union below:

#### **Original documents**

Consolidated version of the Treaty on European Union and of the Treaty on the Functioning of the European Union, in: *Official Journal of the EU*, No. C 83, 30 March 2010, p. 1–403.

European Commission: Communication from the Commission to the Council and the European Parliament 6 Results of the review of the Community Strategy to reduce CO2 emissions from passenger cars and light-commercial vehicles, COM (2007) 19.

(European Commission: Strategy to reduce CO2 emissions from passenger cars and light-commercial vehicles, 2007.)

Council of the European Union: Presidency conclusions. Brussels European Council 11 and 12 December 2008, Doc. 17271/1/08.

(Council of the European Union: Presidency conclusions, December 2008.)

European Commission: EU-Turkey Cooperation: Commission welcomes Member State agreement on Refugee Facility for Turkey, Press Release, 3 February 2016, IP/16/225.

(European Commission: EU-Turkey Cooperation, 2016.)

European Court of Justice: Case C-319/06 (*Commission/Luxembourg*), ECLI:EU:C:2008:350.

BVerfG, Order of the Second Senate of 6 July 2010, 2 BvR 2661/06.

*References from the Internet* should be reduced to their absolute minimum. If the quotation of an Internet source is inevitable, please cite the complete URL and the date of the last access in brackets.

Internet sources
Swedish Presidency: Work programme for the Swedish Presidency of the EU, 1 July – 31 December 2009, 23 June 2009, available at: <a href="http://www.se2009.eu/en/the_presidency/work_programme">http://www.se2009.eu/en/the_presidency/work_programme</a> (last access: 6.8.2009). (Swedish Presidency: Work programme for the Swedish Presidency, 2009.)

## 6. Copyright

The rights of the publications in *integration* (including the right of electronic utilisation) will be assigned to the Institut für Europäische Politik. Publishing extracts or the complete publication (also foreign-language publications) have to be confirmed by the editorial staff.