

integration

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

Guidelines for authors

1. Submission of your manuscript	2
2. Double-blind peer review	2
3. Copyright	2
4. Coverage	2
5. Abstract	3
6. Layout	3
6.1 Cover sheet	3
6.2 Headings	3
6.3 Text	3
6.4 Graphics and tables	4
6.5 Footnotes	4
7. Quotation	5
8. Recommendations of the Commission “Safeguarding Good Scientific Practice”	7

1. Submission of your manuscript

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

Institut für Europäische Politik (IEP)
Sabine Hoscislowski
sabine.hoscislowski@iep-berlin.de

2. Double-blind peer review

Whether a manuscript will be published, will be decided after a double-blind peer review. Prerequisites are that the manuscripts are neither published, nor submitted for review elsewhere. Manuscripts which have already been published in a book series or online will only be accepted to peer review, if they have been substantially revised. The manuscripts must distinguish themselves by originality and academic accuracy in displaying and analysing problems of European integration. If applicable, the editorial staff will provide revision proposals. They will further decide on the date of publication.

3. Copyright

The rights of the contributions in *integration* (including the right of electronic utilisation) will pass to the Institut für Europäische Politik with the acceptance for publication. On request, the editors will gladly provide the assignment of rights document in advance.

Publishing extracts or the complete publication (also foreign-language publications) must be confirmed by the editorial staff. For this purpose they will be guided by the specifications regarding the right for secondary publications and self-archiving set by the Nomos Verlag (publisher): <https://www.nomos.de/urheberrecht/> (only German (last access 23.1.2023)).

4. Coverage

The coverage of the submissions varies between sections (see the following table). One print-side contains about 3.600 characters, including blank spaces and footnotes.

Category	Coverage in Pages	Coverage in characters (incl. blanks and footnotes)
Academic article	12 to 15	43.500 to 54.000
Forum article	6 to 8	21.600 to 28.800

Literature 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 category *forum*, however, stand out by a short, copped discussion of current issues concerning European integration. *Literature reviews* in **integration** are generally omnibus reviews of three to five recently published books, which encompass the same topic within European integration research. *Conference reports* reflect rather on topics, controversies and consensus of the discussion than describing the (chronological) order of the speakers.

5. Abstract

For academic and forum articles, please add an abstract to your manuscript. The abstract should have between eight and ten lines (approximately 750 to 1.000 characters including blanks). The abstract will be published in **integration** and on our website.

6. Layout

6.1 Cover sheet

The cover sheet must 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).

6.2 Headings

Within **integration** there are maximum two levels of structure: The headings of the first level are set **bold**, those of the second level are *italicised*. Please do not use classification signs (1., I., a., etc.). The introduction generally does not contain a heading. Headings such as “Conclusion” are not allowed. Instead, content-related headings should be chosen.

Literature reviews and conference reports only use the first level of structure. The headings for conference reports should differ from the title of the panels, further should the title of the report differ from that of the conference.

6.3 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 function 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, as well as abbreviations which can be assumed to be known by the readership of the *integration*. In any other case, terms are spelled out when mentioned the first time (f. ex. European Union), followed by the abbreviation in brackets, which then will be used in future mentions. Currencies must be written out, e.g., Dollar instead of \$, as well as percent instead of %.

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

Numbers: Numbers up to twelve must be written out; exceptions are quantitative results especially percentages. For numbers above 999, a dot is inserted after every three digits.

6.4 Graphics and tables

Graphics and tables should be created as word or excel file. Power Point graphics are possible but must 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.

6.5 Footnotes

In terms of footnotes there is one general rule: As many as necessary, as few as possible. Footnotes (type size 10 Pt, left-justified) 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: surname: 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 “ebenda” [=ibidem] should be used.

7. Quotation

Literature references vary depending on the type of document. If there are several authors, their names are separated by slashes. If there are more than three authors, the use of “et al.” is permitted. Literary references of books and essays contain the complete author details, (first name and surname), 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.

Books and contribution in books

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

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

Christian Raphael/Darius Ribbe/Wolfgang Wessels: Die Europapolitik in der wissenschaftlichen Debatte, in: Werner Weidenfeld/Wolfgang Wessels (eds.): Jahrbuch der Europäischen Integration 2021, Baden-Baden 2021, p. 27–44, here p. 31.

(Quick reference: Raphael/Ribbe/Wessels: Die Europapolitik in der wissenschaftlichen Debatte, 2021, p. 31.)

Articles in *journals* and *papers* are cited as follows:

Journals: name surname: title of the article, in: name of the journal issue number/year of publication, page.

Paper: name surname: title of the article, name of the institution: name of the paper series reference number/year of publication, (if necessary) page.

Journals and paper series

Michael E. Odijie: Unintentional neo-colonialism? Three generations of trade and development relationship between EU and West Africa, in: Journal of European Integration 3/2022, p. 347–363, here p. 350.

(Quick reference: Odijie: Unintentional neo-colonialism?, 2022, p. 350.)

Nicolai von Ondarza/Minna Ålander: Die Konferenz zur Zukunft Europas, Stiftung Wissenschaft und Politik: SWP-Aktuell 20/2021.

(Quick reference: von Ondarza/Ålander: Die Konferenz zur Zukunft Europas, 2021.)

Newspaper articles are cited as follows:

name surname: heading, in: name of the medium, date (dd.mm.yyyy).

If the author is unknown, the newspaper is named as the author. URLs are not included. The name of the medium should indicate whether it is a printed or online publication (e.g., Die Zeit/Zeit Online).

Newspaper articles
Thomas Kirchner/Robert Rossmann: EU will Flüchtlingspakt, Erdogan zögert, in: Süddeutsche Zeitung, 6.10.2015. (Quick reference: Kirchner/Rossmann: EU will Flüchtlingspakt, 2015.)
Zeit Online: Grüne wollen Erhöhung der Pendlerpauschale nicht mittragen, 22.2.2022. (Quick reference: Zeit Online: Grüne wollen Erhöhung der Pendlerpauschale nicht mittragen, 2022.)

Original documents must be quoted according to the exact source, which can vary depending on the source. Examples for common documents can be found in the table below.

Originaldokumente
Consolidated version of the Treaty on European Union (TEU) and of the Treaty on the Functioning of the European Union (TFEU), in: Official Journal of the EU, No. C 83, 30.3.2010, p. 1–403. (Quick reference: TEU and TFEU, Official Journal of the EU, No. C 83, 2010, p. 1–403.)
European Commission: 6 Results of the review of the Community Strategy to reduce CO2 emissions from passenger cars and light-commercial vehicles, COM(2007)19 final, 7.12.2007. (Quick reference: 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. (Quick reference: Council of the European Union: Presidency conclusions, 2008.)
European Commission: Press Release, EU-Turkey Cooperation: Commission welcomes Member State agreement on Refugee Facility for Turkey, IP/16/225, 3.2.2016. (Quick reference: European Commission: EU-Turkey Cooperation, 3.2.2016.)
European Court of Justice: Judgement of 19.6.2008, ECLI:EU:C:2008:350, Commission/Luxemburg.

(Quick reference: ECJ: Judgement, 2008, Commission/Luxemberg.)

BVerfG: Order of the Second Senate of 6.7.2010, 2 BvR 2661/06.

(Quick reference: BVerfG: Order, 2010, 2 BvR 2661/06.)

References from the internet must include the complete URL and the date of last access in brackets.

Please refrain from using the hyperlink.

Internet sources

Ursula von der Leyen: We are one planet. One health..., Twitter, 7.4.2021, available at:
<https://twitter.com/vonderleyen/status/1379769231542206464> (last access: 14.4.2021).

(Quick reference: Von der Leyen: We are one planet, Twitter, 2021.)

Philip R. Lane: Inflation Dynamics during a pandemic, 1.4.2021, available at:

<https://www.ecb.europa.eu/press/blog/date/2021/html/ecb.blog210401~6407b23d87.en.html>
(last access: 14.4.2021).

(Quick reference: Lane: Inflation Dynamics, 2021.)

8. Recommendations of the Commission “Safeguarding Good Scientific Practice”

We refer you to Guideline 14 of the Code “Safeguarding Good Scientific Practices”, published by the Deutsche Forschungsgemeinschaft (DFG): “An author is an individual who has made a genuine, identifiable contribution to the content of a research publication of text, data or software. [...] If a contribution is not sufficient to justify authorship, the individual’s support may be properly acknowledged in footnotes, a foreword or an acknowledgement. Honorary authorship where no such contribution was made is not permissible.” The Code can be found at: <https://wissenschaftliche-integritaet.de/en/code-of-conduct/authorship/> (last access: 23.1.2023).