

## RECON Online Working Paper Series - Technical guidelines

### General

Manuscripts should not exceed 12,000 words (including notes, references and abstract), and must be submitted in Word-compatible format, i.e. “.doc” or “.rtf”.

Manuscripts must include an abstract of maximum 300 words, and 3-10 keywords. Author(s)’s institutional affiliation and contact details must be included.

Kindly differentiate between levels of headings in your text. For example, use numbered headings, or use capitals for headings (A), bold for subheadings (B), and italic for sub-subheadings (C).

### References

Authors should preferably use the Harvard reference system. Other citation systems (e.g. the legal standard Harvard Bluebook) are accepted as long as they are used consistently.

### The Harvard reference system

Cited publications are referred to in the text in the following manner: “(author’s surname, date of publication: page number)”, for example: “(Habermas 1989; Weiler 2000; 20-32)”. If author’s name occurs in the sentence then: “(date of publication: page number)”. For example: “According to Scharpf (2002: 38) this is the major...”. Citations in the text for online material should include the surname(s) of the author(s), or the name of the ‘authoring’ organization, and the document date or date of last revision. These should also appear in the bibliography.

Footnotes are reserved for explanatory notes.

**The bibliography should include all references** from the text. Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc. Type bibliographic entries in this order: author, initials, date, title, place of publication, publisher. **Each entry must contain full publication details**; do not use op. cit. or short titles referring to other entries in the bibliography.

### Sample entries for bibliography using Harvard reference system

#### Books:

Bohman, J. and Rehg, W. (eds) (1997) *Deliberative Democracy – Essays on Reason and Politics*, Cambridge, MA: MIT Press.

Elster, J. (ed.) (1998) *Deliberative Democracy*, Cambridge: Cambridge University Press.

Held, D. (1995) *Democracy and the Global Order: From the Modern State to Cosmopolitan Governance*, Cambridge: Polity Press.

Kant, I. (1797/1991) *Political Writings* [ed. H. Reiss], Cambridge: Cambridge University Press.

Chapters:

Habermas, J. (2004) 'Why Europe Needs a Constitution', in E. O. Eriksen, J. E. Fossum and A. J. Menéndez (eds) *Developing a Constitution for Europe*, London: Routledge.

Articles in journals:

Mancini, G. F. (1998) 'Europe: The Case for Statehood', *European Law Journal*, 4(1): 29-42.

Translated work:

Habermas, J. (1993/1991) *Justification and Application: Remarks on Discourse Ethics* [trans. C. Cronin], Cambridge, MA: MIT Press.

Papers given to conferences:

Briant, T. (1998) 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on 'Roman sites in Northern Europe', Oxford, 12 January 1998.

Unpublished work:

Fossum, J. E. (2001) 'The European Union - In Search of an Identity', unpublished manuscript, Oslo: ARENA.

To be published:

Bickley, A. R. (forthcoming) *The Roman Town of Calleva*, London: Routledge.

Electronic references:

European University Institute (2000) *Reorganization of the European Treaties*. Available at: <<http://www.iue.it/RSCAS/Research/Institutions/EuropeanTreaties.shtml>>.

Hoffmann, L. (2002) 'The Convention on the Future of Europe - Thoughts on the Convention-Model', Jean Monnet Working Paper 11/02. Available at: <<http://www.jeanmonnetprogram.org/papers/papers02.html>>.

Magnette, P. (2003) 'In the Name of Simplification. Constitutional Rhetoric in the Convention on the Future of Europe', paper presented at the CIDEL Workshop 'Deliberative Constitutional Politics in the EU', Albarracín, 20-1 June 2003. Available at: <<http://www.arena.uio.no/cidel/workshopZaragoza/PMagnette.pdf>>.

Working Papers:

Sjursen, H. and Smith, K. (2001) 'Justifying EU Foreign Policy: The Logics Underpinning EU Enlargement', ARENA Working Paper 01/1, Oslo: ARENA.

Speeches:

Delors, J. (1988) 'Speech in the European Parliament on 4.7.1988', *EC Bulletin*, 7/8: 124.

European Convention (2002) CONV 4/02, *Speeches delivered at the inaugural meeting of the Convention on 28 February 2002*, Brussels, 5 March 2002.

Fischer, J. (2000) 'Vom Staatenverbund zur Föderation', speech at Humboldt University on 12 May 2000, in C. Joerges, Y. Mény and J. H. H. Weiler (eds) *What Kind of Constitution for What Kind of Polity? - Responses to Joschka Fischer*, San Domenico: European University Institute.

Interviews:

Vitorino, A. (2002) 'Interview', *Revue du Marché commun et l'Union européenne*, 485: 285-90.

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