

GUIDELINES FOR CEPS AUTHORS

Before submitting your manuscript for editing, please ensure that the text complies with the following guidelines.

LANGUAGE: Set spell-check to English (UK) and correct all highlights *before* submission.

BOLD AND ITALICS: Use sparingly to indicate emphasis and foreign expressions – overuse dilutes the effect. **UNDERLINING** should be avoided altogether.

CAPITALISATION: Keep to a minimum. Use lower case letters for member state, government, presidency, euro and euro-words that refer to the currency.

DATES: Day, month, year – with no punctuation, e.g. 10 May 2010.

FORMATTING OF MANUSCRIPT: Use Times New Roman 11 pt for main text and 10 pt for footnotes, single spacing.

HEADINGS AND SUBHEADINGS: Limit to no more than three levels if possible. Whenever text is divided into subsections, there should be at least two subsections at the same level.

NUMBERS: Spell out numbers up to ten, unless accompanied by a unit of measurement (e.g. 3 kg). In numbers with more than three digits (starting at 1,000), commas should separate every three digits.

PERCENTAGES: Use the symbol % instead of the words ‘per cent’ or ‘percent’, with no space between the numeral and the % symbol (e.g. 49%). Use full stop (not a comma!) to indicate decimal places, e.g. €75.50.

TABLES AND FIGURES should be numbered and referred to in the text (ideally) before they appear. Give a source for all tables, even if it is the author’s own calculations, data or compilation. Figures, tables and maps should be readable in black and white if they are destined for print.

QUOTATIONS should be set in double marks (“...”). Use single marks (‘...’) for quotations within quotations or figures of speech. Quotations must be accompanied by a reference either in a footnote or the body of the text.

REFERENCES

Book	Ott, A.F. and K. Hartley (eds) (1991), <i>Privatization and Economic Efficiency</i> , Cheltenham: Edward Elgar.
Chapter	Utt, R.D. (1991), “Privatization in the United States”, in A.F. Ott and K. Hartley (eds), <i>Privatization and Economic Efficiency</i> , Cheltenham: Edward Elgar, pp. 73-86.
News/journal article	Lipsey, R. (1956), “General theory of second best”, <i>Review of Economic Studies</i> , Vol. 24, No. 63, pp. 11-32.
Working Papers	Gerhardt, M. (2009), <i>Consumer Bankruptcy Regimes and Credit Default in the US and Europe</i> , CEPS Working Document No. 318, Centre for European Policy Studies, Brussels, July.
Commentaries	Pelkmans, J. (2009), “Who drafts better EU regulation?”, CEPS Commentary, Centre for European Policy Studies, Brussels 14 December.
Websites	URL addresses alone are unacceptable. References to articles or data solely published online should specify the website host, article/data title and date posted or last updated. European Commission, DG for Energy, “Energy in Europe”, last updated 24 June 2010 (http://ec.europa.eu/dgs/energy/index_en.htm).