CAMBRIDGE Instructions for Contributors

European Review

Editorial Policy

Each issue of European Review includes a wide range of articles and features of immediate interest to an intellectual readership worldwide. The journal aims to stimulate and develop thoughtful debate with contributions from distinguished writers in academic, professional and public life. *European Review* continues to be a stimulating forum for the exchange of ideas and information.

Submissions

Manuscripts for consideration should be submitted online at: https://mc.manuscriptcentral.com/european-review

Submissions should be in Word. Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to the Academia Europaea. Contributors are responsible for obtaining permission to reproduce any material in which they do not hold copyright. Before you submit your typescript, please check it carefully for factual accuracy and stylistic consistency, as correction at a later stage is expensive and can delay progress. Special care should be taken in checking quotations and bibliographical references for accuracy, especially spelling, accents, page and line numbers.

Open Access Policies

Please visit <u>Open Access Publishing at Cambridge</u> for information on our open access policies, compliance with major finding bodies, and guidelines on depositing your manuscript in an institutional repository.

European Review authors have the option to publish their paper under a Gold Open Access model, which enables readers to freely access and re-distribute the paper immediately upon publication. This option is presented to authors in the copyright license form after the article has been accepted for publication.

The cost of publishing Gold Open Access are paid through an article processing charge (APC) by the author, typically as a result of funding obtained from a funding body or institution.

Gold Open Access articles are published under Creative Commons licenses, which provide the legal framework by which readers can access, distribute and re-use the article. Political Analysis gives authors the choice of applying any of the following Creative Commons licenses to their work, each of which grants different rights to readers in terms of the commercial use of the work and the ability to make derivative versions:

- CC-BY (Creative Commons Attribution License)
- CC-BY-NC-ND (Creative Commons Non-Commercial No Derivatives License)
- CC-BY-NC-SA (Creative Commons Non-Commercial Share-a-like)

In each case, attribution must be given to the author and if derivative versions are made of the work changes must be indicated. For more detail about these licenses and their implications, see our Open Access information pages.

Manuscripts preparation

Contributors should submit 1 copy of manuscripts to the editor in Word format – this should include all artwork. Final figures can be submitted as eps or tif files, or jpeg files if the content does not contain a lot of tonal material. The publisher reserves the right to typeset material by conventional means if author's files prove unsatisfactory.

ERW uses a double-blind referee system. To facilitate this, you will need to provide a title page including author affiliation, a short autobiography and contact information, an abstract (no more than 250 words), and a separate anonymous manuscript file that does not contain any information identifying the author. Self-references to unpublished materials that would reveal the author should be removed, although self-references to published materials may be included when removal would itself be more revealing of identity.

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number of third-party services specializing in language editing and / or translation, and suggest that authors contact as appropriate.

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge Core published journal.

Layout of manuscript

Manuscript files should be double-spaced and use size 12 font. Papers should be subdivided into sections and, if necessary, subsections. Mathematical symbols may be hand-written or typed. Greek letters and unusual signs should be identified separately in the margin. Distinction should be made between letter o and zero, between letter I and number 1 and prime. All abbreviations should be preceded the first time they appear by the full name. Boldface, spacing, and italics for emphasis are to be avoided; the latter are to be used, though, for words taken over from other languages and not integrated in the language of the text.

Footnotes are not acceptable, endnotes should be substituted but should be separate from references. They should be indicated in the text by superior lower case letters. Block quotes should be indented, using the same font as the rest of the manuscript.

Illustrations

For important detailed information on the submission of images and figures please refer to the <u>Cambridge Journals Artwork Guide</u>. Relevant illustrations are welcomed. Colour illustrations will be used in the online version and will appear in black and white in print unless arrangements are made with the production editor, in which case there is a charge of £200 per figure. It is the author's responsibility to provide us with full details about the picture source and to obtain from publishers or other relevant individuals permission to reproduce material. Mark the number in the text margin where you hope each illustration may appear (e.g. Fig. 1 near here). Supply a separate numbered list of captions, double-spaced, with the provenance of the illustration and any required acknowledgement. Artwork should be named according to the convention ERWSmith1.eps where the number is the figure number. Tables, graphs, maps and line drawings should all be provided on separate sheets.

References

Each time a reference is made to a document or source, author surname and year (and page number where appropriate) should appear in parentheses. No need to include ed. or eds. If the text is already in parentheses, put a semicolon before the reference to avoid having brackets within brackets if possible:

It is said that this is easy (Smith 1990: 31–32) (it is said that this is easy; Smith 1990: 31–32)

If the author name is mentioned in the text, the reference should appear in a logical position after the author name:

Smith's study (1990: 31) shows that this is easy

Journal references:

Author AC (2018) article title in sentence case. *Journal Title in Full Italics* **11**, 100-109, https://doi.org/10.017/jfm.2018.1

Author BD Article title in sentence case. *Journal Title in Full in Italics* published online 16 January 2017, https://doi.org/10.017/jfm.2018.1

Book references:

Author EN and Author HC (2018) *Book Title in Initial Caps in Italics*, 2nd Edn. Cambridge: Cambridge University Press

Author EN (ed.) (2018) *Book Title in Initial Caps in Italic*, 2nd Edn. Cambridge: Cambridge University Press

Author DB, Author HE and Author FN (2018) Chapter title in sentence case in roman. In Author G and Author H (eds), *Book Title in Initial Caps in Italics*. Cambridge: Cambridge University Press, pp. 123-156.

Baubérot J (2013) *Histoire de la Laïcité en France* [History of Laicity in France], 6th edn. Paris: Presses Universitaires de France.

Online Sources:

Genn H (2012b) Why the Privatisation of Civil Justice is a Rule of Law Issue, 36th F.A. Mann Lecture, Lincoln's Inn, 19 November 2012. Available at https://www.ucl.ac.uk/laws/judicialinstitute/layout-components/36th_F_A_Mann_Lecture_19.11.12_Professor_HAzel_Genn.pdf (accessed 6 November 2017).

World Conference on Education for All (1990) *World Declaration on Education for All: Meeting Basic Learning Needs.* Paris: UNESCO. Available at http://www.unesco.org/education/wef/en-conf/jomtien%20Declaration%20eng.shtm (accessed 4 July 2017).

World Health Organization (WHO) (2011) *World Report on Disability*. Geneva: WHO. Available at http://www.who.int/disabilities/world_report/2011/en (accessed 4 July 2017).

For many articles submitted to the publication, it may be more useful to provide a short bibliography under heading 'Further Reading'.

Proofs

Authors proofs will be by email as pdf files. Authors may return a marked hard copy or pdf scans of marked pages. Typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for correction of non- typographical errors. Corrected proofs should be returned to the Publisher within 48 hours of receipt.

(Revised 25/04/2019)