Style guide

Introduction

This style guide seeks to provide some basic, practical guidance for authors when drafting EPRS publications. Although presented in English, the guidance applies in large part to documents drafted in French, in conjunction with the French edition of the ISG. The intention is that all EPRS texts are drafted from the outset on the basis of common standards and best practice, the overall goal being to ensure that EPRS products are of the highest possible quality, are professional and consistent in appearance and carry a clearly identifiable style and image.

The guide is based largely on the Interinstitutional Style Guide (ISG), and in particular its Part Four, which is the reference for all publications of the EU institutions. This guide interprets and clarifies the ISG as it should be applied to EPRS publications, and also sets out preferred practices for EPRS products, where relevant.

For more general guidance on drafting analytical publications, see Guidelines for analytical publications.

Please note that this guide is a 'work in progress'. We will be reviewing and updating the guide on a regular basis to ensure that it reflects preferred practice and is as relevant as possible to the daily work of EPRS. The latest version of this guide as well as all related documents can be found on the EPRS wiki.

The editorial team within the Publications Management and Editorial Unit of EPRS is at the disposal of all colleagues throughout the DG for any advice or help they may need with drafting and editorial questions. Any comments or queries can be addressed to the functional mailbox: EPRS-PublicationsManagement@europarl.europa.eu. Please put the words 'Style query' at the beginning of the subject line to ensure that your message goes to the right person.

Publications Management and Editorial Unit (PMEU)

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Abbreviations

Abbreviations should not normally be used in running text. They are usually written entirely in lower case with no capitalisation of the first letter, but there are exceptions (See Capitalisation section below).

In particular, Figure, Number, Volume, Article, etc. are never abbreviated in running text.

Member State(s) should always be spelt out in full in running text, but may be abbreviated to MS in tables, etc.

When used in footnotes, tables, etc. true abbreviations (first letters of a word) are followed by one point (e.g., etc., p., pp., Art., Co.), but contractions do not require a point, (for example: Dr, Mrs, Ltd, No).

Acronyms

Acronyms are words formed from the first (few) letters of a series of words, and are pronounced as words (e.g. NATO). They do not require points after the letters.

In a multilingual environment, over-use of acronyms may lead to confusion or even misunderstandings. Therefore acronyms should always be written out in full when first mentioned in the main text (not just in the summary), and followed by the acronym in brackets, even if also included in a glossary. This also applies to names of EP committees.

Do not invent acronyms just to save space; only recognised acronyms should be used, e.g. those that are found in your source documents.

Acronyms of **five letters or fewer** should be written in upper case throughout (e.g. AIDS, NATO, EFTA).

Acronyms of **six letters or more**, which can be pronounced as a word, take an initial capital letter only (e.g. Benelux, Interreg, Coreper).

Where the individual letters are pronounced, known as an initialism, upper case should be used throughout (e.g. WYSIWYG).

Initial capitals should not be used when writing out the components of an acronym in full (e.g. gross domestic product), unless the word concerned is a proper noun which would be capitalised elsewhere. In particular, do not capitalise when the acronym takes in letters other than the first in its constituent words, e.g. COmmunity Research and Development Information Service, CORDIS. This is often found with the names of EU-funded projects, but there is never any doubt from where their acronym has come!

Acronyms which are pronounced as words do not normally take a definite article (e.g. NATO). However, in initialisms, where the individual letters are pronounced (e.g. the UK, the BBC, the EU), the definite article is required.

For acronyms which can be singular or plural, add an 's' to make the plural, with no apostrophe. Acronyms and initialisms may also take apostrophes in possessive forms.

Ampersand (&)

Do not use the ampersand (&) in running text, unless part of a name, e.g. Lea & Perrins.

Apostrophes

Apostrophes are mainly used to indicate possession. In the singular, the apostrophe precedes the 's' (e.g. the Member's report – one Member, one report). It only moves if the subject is plural, in which case it goes after the 's' (e.g. the Members' report – several Members wrote one report). Words which end in 's' in the singular take an additional 's' after the apostrophe in the possessive, where it would be pronounced, e.g. St James's Square.

NB the possessive of 'it' has no apostrophe; it's elides 'it is', and should not normally be used in EPRS texts.

Avoid placing an acronym in parenthesis immediately after an apostrophe (e.g. the European Parliament's (EP) position). Rephrase the sentence instead.

Do not use an apostrophe with dates (e.g. the 1990s, not the 1990's!) or as an elision (e.g. 'they won't adopt the act' should read 'they will not adopt the act'). Do not use an apostrophe to indicate a plural (e.g. two photos, not two photo's).

Brackets/parenthesis

Use only round brackets ( ) in normal text, closed up to their contents. A second set of round brackets may be used within a pair of round brackets, but it is often better to reformulate the text to avoid this, possibly using dashes.

Square brackets [ ] are only used in the context of quotations (See below).

Bullet points

(See Lists section below.)

Capital letters

Capitalisation should be used *sparingly*. In principle, only proper nouns take initial capitals. Although your sources will frequently use capitals freely, there is no need to follow their usage, but note the following specific points.

Titles of people, bodies, treaties and significant events take initial capitals in specific references, but lower case in general references:
e.g. the President of the Council; the Latvian Presidency, when referring to individual presidencies, but the Council presidency; the Committee on International Trade but parliamentary committees; Directorate-General for Agriculture but the directorates-general; President Putin but the Russian president. NB When referring to EP committees by their acronym – at second and subsequent mentions – committee takes lower case, e.g. INTA committee.

International agreements and conventions take capitals when using the full name, e.g. Conference on Security and Co-operation in Europe.

EU legislative acts – Regulation, Directive, Decision – should be capitalised if referring to the title of a *specific* piece of legislation, (e.g. Regulation No123 on abc; the Birds Directive) but lower case if referred to in a generalised sense, including in running text provided it is clear which act is referred to, e.g. the directive sets out the requirements for waste recycling.

Where an act has a recognised short title, its component words should also be capitalised – e.g. the Services Directive, Air Passenger Rights Regulation – but where the formal title is long and descriptive, only proper nouns should be capitalised.

NB: *proposed* acts are always in lower case, e.g. proposal for a directive on spelling.

Other EU documents
Action plans, communications, white papers, green papers, reports, programmes, policies, etc. do not usually take a capital.

Frequently occurring cases
'State' only takes a capital in certain cases, notably Member State(s) of the EU (but not member states of other organisations), State aid, Heads of State or Government (to mean the members of the European Council, but lower case for other uses), the Gulf States (defined geographical area) but the Arab states, state-owned, nation states, reasons of state.

Compass points take lower case unless referring to a specific entity, e.g. northern France, but North Rhine-Westphalia. NB: central and eastern Europe, but the West and Western countries.

The *'internet'* and *'worldwide web'* do not take a capital.

Figure, Number, Volume etc. take a capital when followed by a numeral but *'page'* does not (e.g. page 3). (See also Abbreviations section above.)

Eurogroup, but *eurozone, euro area, europhile, eurosceptic, europhobe*

When spelling out acronyms, words should not be capitalised unless they would otherwise take a capital. (See Acronyms section above).

Country names, nationalities, etc.

Use the short names for any Member State or third country – full legal names are not required.

In running text, always use the definite article if the country name requires it, including in lists.

Countries with a plural name take a singular verb, e.g. the Netherlands is planning....

United States: The first mention in the text should be 'United States', and then US as an abbreviation (followed by a verb in the singular). US is also used as an adjective, e.g. the US position.

For country names, terms for citizens, adjectives and currency names, use those found in ISG Annex A5.

In tables and graphics, two-letter ISO country codes may be used to save space.
NB: EL instead of GR, UK instead of GB.

In lists of Member States, unless there is a reason for doing otherwise, use EU *protocol order*, i.e. alphabetical order in the language(s) of each Member State. See ISG Section 7.1.2.

Currencies

In text, tables and graphics, use the euro symbol (€) before the figure, without a space. Likewise the symbol for pound sterling (£) or US dollars (US$). For other currencies, and in tables where multiple currencies are shown, use the ISO codes found in ISG Annex A7.

Amounts of a given currency always take a singular verb. e.g. '€200 million was allocated to the fund.'

When comparing amounts in different currencies, where it would be useful you should give the conversion into euros, but only where the choice of exchange rate is unlikely to lead to a false picture (rates are published daily in the Official Journal and on the ECB website).

(See also Euro section below.)

Dash (–)

(See also Hyphens and hyphenation.)
Obtained by pressing *Ctrl + the minus sign on the number pad*. (Avoid using the long dash, or em-dash.)

The dash can replace commas or parenthesis in running text and be used to clarify sentences. Leave a space before and after. e.g. '...on more general – and therefore cheaper – forms of aid transfer...'.

Dates

Always write dates in running text in the form 25 December 2015, with no ordinal letters. Use non breaking spaces between number, month and year.

In tables, notes, graphics, etc., numerical forms with no leading zeros may be used, but always in the order day–month–year, e.g. 6.9.2015.

Dates in footnotes for references to the OJ should be abbreviated, with no leading zeros and the year in full (e.g. 6.6.2012 and not 06.06.2012).

Where a range of dates or years is concerned, spell out in running text, using 'to' or 'and' as appropriate, e.g. from 1999 to 2003, between February and March, or on 22 and 23 October.

Where a range is used as an adjective, the dash can be used, as in 2014-2020 MFF; in this case, the date range should always come before the noun. In such ranges, both years should be written in full, i.e. not 2014-20.

NB: 2014/2015 denotes an academic or fiscal year of 12 months which spans two calendar years.

Decades should be written in number form and without apostrophe, e.g.' the 1990s' and **not** 'the 1990's' or 'the nineties'.

Ellipsis …

(ALT +CTRL + (full stop))
An ellipsis (three points without brackets: **…**) denotes text omitted in a quotation. It should only be encased in square brackets […] in the case of an *entire paragraph* (or more) being omitted.

There should be a non-breaking space on either side of an ellipisis. If a sentence ends with an ellipsis, no fourth point should be added. However, if any other punctuation mark follows an ellipsis, there is no space before that mark.

Elisions

Do not use elisions in running text – don't, who's, isn't, etc. Spell the words out in full.

Emphasis

Italics may be used, but *sparingly*, to emphasise a specific word or phrase within running texts (see also section on italics below).

Bold should not be used for emphasis but rather – aside from in headings – to provide landing points for skim reading.

Avoid using underlining in texts, to avoid any confusion with hyperlinks.

Never combine bold, italics and underlining, or any of these with a hyperlink.

Where italics or bold are used, punctuation within the phrase takes the same, but punctuation before or after does not.

Endnotes/footnotes

(See also References)

Endnotes/footnotes should be used to reference your sources and/or relevant documents of the institutions (Commission documents, Council conclusions, EP resolutions, etc.), and/or to include additional information not needed to understand your point but likely to be useful to readers.

As a general rule, endnotes should be used in shorter publications ('at a glance' notes, briefings), footnotes in longer ones (IDAs, studies), and should preferably not exceed two to three endnotes/footnotes per page. A longer publication made up of short chapters by different authors may use endnotes at the end of each chapter.

In both cases, the marker should be inserted *after* any punctuation (except for a dash).
NB: in French texts, the marker is inserted before the punctuation.

As a rule, markers should be placed at the end of a sentence rather than in the middle. However, where multiple notes concern one sentence, it is preferable to place them after the relevant phrases (again, after the punctuation).

Where a note concerns just a phrase within parentheses, the note marker is placed within the closing bracket.

Never attach a footnote to a title, except for the rare case of a note of a general nature which applies to the text under the heading as a whole.

All endnote and footnote texts should open with a capital letter (except if it starts with e.g. or i.e.) and conclude with a full point. They should all be in the same font and size.

It is not necessary to repeat the full bibliographical details of a given publication in subsequent notes. Following the first reference to a publication, the author's surname and a shortened title are all that is required (see references section below).

Avoid referring back to a previous note by its number, as subsequent additions or deletions will mess up your reference. If you can find no good alternative, then use highlighting to mark any instances of cross-referencing, so that they can readily be identified (and amended) throughout the production process.

Euro

In texts plus tables/graphics: use **€** (no space between the € sign and the amount) whenever referring to a precise amount.

In tables which use a variety of currencies, use EUR along with the other ISO codes concerned.

In text: 'euro' is always lower case, and takes an 's' in the plural, when used in general references and with approximate amounts (e.g. around 200 euros).

Derivatives: eurozone, euro area (no capital letters), euro-area economies (with a hyphen as an adjective), but Eurogroup.

Figures/tables

Figures and tables should be numbered and should always be referenced in the text (e.g. see Figure 1, not see figure on page *x*). Figure, Number, Volume etc. take a capital when followed by a numeral and are never abbreviated in running text.

All figures/tables/maps etc. need to have a title. This should normally appear immediately above, in the format 'Figure 1 – Birth rate in the EU, 2013-2016' (with no full point).

Equally a source should always be given underneath, hyperlinked where possible. Where a graphic/table is a straight copy of another source, use 'Source: ...'; where the graphic was created within EPRS, use 'Data source: ...' to link to the original source of the data.

Text within tables should always start with a capital letter for a phrase or sentence; use lowercase for individual words.

Footnotes

(See Endnotes/Footnotes section above.)

Gender-neutral language

Whenever possible, avoid using nouns which appear male-specific. In particular, use chair rather than chairman, but do not simply substitute -person for -man, e.g. postperson is not used. NB do not use 'fishers' in place of 'fishermen'.

When pronouns are used in general references, avoid 'he/she', '(s)he' and similar approaches. The simplest approach is to adopt a plural form and use 'they'. Where the plural is inappropriate, e.g. in reference to the competences of the President of the Commission (as opposed to the current President), 'he or she' can be used, but avoid repeated use.

See also 'Gender-neutral language in the EP'.

Headings

(See also Titles.)
Capitalise only the first word of the heading and any other words that would be capitalised elsewhere in the text (i.e. proper nouns, and adjectives derived therefrom, etc.).
(see also capitalisation section above).
A heading should have no concluding punctuation

Headings/titles should preferably not start with the definite article; for example 'European Parliament position' rather than 'The European Parliament's position'.

Within a publication title, the word following a colon (:) is capitalised.
Example: 'Libya after Gaddafi: A challenging transition'.
BUT in other headings, there is no capitalisation after a colon.

Headings should never have a hyperlink behind them, nor should a footnote/endnote marker be placed in a heading!

Hyperlinks

Links should be placed behind nouns (with adjectives if appropriate) rather than verbs, since that makes it simpler for the reader to understand what is being linked, e.g. in the phrase 'Parliament decided...' place the link behind 'Parliament' rather than 'decided'. The hyperlink should go behind as few words as possible, but must not split words illogically, e.g. in 'a Parliament resolution' the link can be limited to 'resolution', but in 'European Union', the whole phrase needs to be linked, not just 'Union'. Avoid repeated links to the same document - the first time is sufficient.

Avoid writing URLs out in full as this is ugly and unless very short, readers will not retype them – it should be possible for the reader to find a document on the basis of the information given around the link. As a rule, if the document cannot be found in Google using your description, you need to rephrase.

As far as possible, link to a specific page, rather than a generic one such as a DG homepage.

In the case of documents available (or soon to be) in several languages, make sure that you link to a page where the reader can easily find their preferred language version, rather than to the EN pdf. This is particularly the case for Parliament reports and resolutions on Europarl, and for EU

legislation and Commission documents on EUR-Lex. NB Commission documents are often published in several places, but prefer EUR-Lex as the most durable link.

Use links which are accessible from outside the EP (e.g. for EP documents, use http://www.europarl.europa.eu/thinktank/ for the think tank and http://www.europarl.europa.eu/oeil/ for the Legislative Observatory rather than the intranet equivalents).
Only provide links to reliable sources - NOT Wikipedia!

It is not necessary to 'date-stamp' your visit to a referenced webpage. You may, however, put 'consulted on d.m.yyyy' in parentheses at the end of your reference in the case of databases or similar sources which are frequently updated.

Hyphens and hyphenation (-)

(See also Dash.)
A hyphen is shorter than a dash, and is found on the main part of the keyboard (not the number pad).

Use a 'hard' hyphen to join a prefix such as 'non', 'anti', 'co' to the word it is modifying (e.g. non-compulsory, anti-American, co-funded) unless the prefix has become part of the word by usage (e.g. coordination, subsection).

Hard hyphens are also used to join whole words together:
- nouns composed of participle + preposition (e.g. the buying-in of sugar)
- for compound adjectives used before a noun, e.g. up-to-date, cross-border, long-term (but 'policies in the long term');
- where there is a risk of ambiguity – note the difference between 'ten-tonne weights' and 'ten tonne weights'.
- but do NOT hyphenate when an adverb ending in –ly preceding a past participle is used as a compound adjective (e.g. a fully loaded weapon);
- exceptions: value added, socioeconomic, case law.

NB: A hyphen is particularly needed where there would otherwise be a clash of letters leading to difficulty with pronunciation (e.g. re-enter, sword-dancing teacher).

'Soft' hyphens are used to split words across lines. Avoid doing this in full page-width texts, as it makes it harder for readers to follow.

Words may be split in layouts with narrow column widths, or in narrow text boxes, but only where there is a significant gap in the line which can be filled. In such cases, only use optional hyphens in Word (CTRL + hyphen key) after checking the syllable splits in a spelling dictionary. Do not use automatic hyphenation in Word. Always avoid a second split in a word which already has a hyphen (e.g. non-denomin-ational).

Italics

Italics may also be used, *sparingly*, for emphasis.

Also use italics for:
- titles of books, plays, films, periodicals, journals; but not of articles, chapters, studies, reports, etc. In general, the titles of institutional documents, including EPRS publications, should not be italicised;

- words and expressions (other than names of people, bodies, places and abbreviations) in Latin or foreign languages (e.g. *acquis, Länder, carte blanche*), except when they have been assimilated in current English (ad hoc, per capita, per se, café, alias, detour, inter alia) and except for Latin abbreviations (e.g., et al., i.e., NB, op. cit.) (see also Latin section below);

- names of ships, mathematical formulae, scientific names of flora and fauna;

- parties in a court case, but not for the 'v' in between, e.g. *Parliament* v *Council*. When the case is commonly known by the name of one party, italics are also used, e.g. the *Bosman* case/judgment.

Do not use italics for quotations (See Quotations section below).

Latin

Latin abbreviations should appear in roman (not italic). e.g., et al., i.e., etc.

Words and phrases should appear in italic, e.g. *errare humanum est* unless they have been assimilated into current English (e.g. ad hoc, per capita, per se, status quo, inter alia).

In EPRS contexts, ex ante and ex post should take roman type, and when used as an adjective before a noun, they take a hyphen, e.g. ex-ante assessment.

Lists

An uncomplicated list, normally with only one verb, can simply appear in running text, using commas to separate the items. If individual items include commas, then semi-colons should be used to separate them.

Where a list is longer and/or more complex, or if there is a desire to highlight the separate items, bullet points or numbers may be used. A numbered list may imply more of a hierarchy between the points than bullets. Try not to mix the types of lists in a single document too much. There are four types of bulleted list.

i) Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:
- an introductory colon
- no initial capitals
- no punctuation (very short items) or a comma after each item
- a full stop at the end.

ii) For lists in which each item *completes* the introductory sentence, you should:
- begin with an introductory colon;
- label each item with a bullet, number or letter;

- start each item with a small letter and end it with a semicolon;
- put a full stop at the end.

iii) If all items are *complete sentences* without a grammatical link to the introductory sentence, you should:
- Begin with an introductory colon;
- Label each item with a bullet, number or letter;
- Start each item with a *capital* letter, and end it with a semicolon;
- Put a full stop at the end.

iv) If *any one item in the list consists of several complete sentences*, announce the list with a complete sentence and continue as indicated below:
- Do *not* introduce the list with a colon.
- Label each item with a bullet, number or letter.
- Begin each item with a capital letter.
- End each statement with a full stop.

Names of people

At first mention of an individual in running text, put their first name then surname, without any personal title such as Mr or Mrs, or academic qualification. At subsequent mentions, as a general rule, only the surname is to be used, unless there is a risk of confusion, for instance between two people with similar or identical names. Where there is a significant gap between mentions, the full name may be repeated.

Where a job title is normally used this should be used with the surname in subsequent mentions, e.g. President Obama, but note that usage such as 'Prime Minister May' or 'High Representative Mogherini' is **not** correct. At first mention, write out 'High Representative/ Vice-President of the Commission (HR/VP)'; and use the HR/VP, or here name at subsequent mentions.

If a person is widely known by their initials, use those instead, closed up without full points (e.g. JPR Williams).

When mentioning MEPs' names, for example as rapporteur, the group affiliation, followed by the Member State in which they were elected, should be added in parentheses, e.g. Alain Lamassoure (EPP, France). Use the English abbreviations for groups. The abbreviation MEP is not generally required, but where there is the possibility of doubt, it should always come after their name, preceded by a comma.

NB for Members' names, the add-in tool in Word may be used to save time and ensure accuracy, particularly for names with accents.

Non-breaking space

A non-breaking space is obtained with CTRL + SHIFT + SPACE.

Use a non-breaking space (also known as a hard space or *espace insécable*) as thousand separator in numbers (3 500) and generally to keep two elements together that would otherwise break over a line, for example in dates and names - e.g. 4 million, Article 36, No 23, Figure 2, AN Other, 12 %.

Numbers

In a text, spell out numbers one to nine, use digits thereafter.

If numbers in the same sentence fall above and below this limit, use figures for both ('9 to 11', not 'nine to 11'). The same applies to ordinal numbers, first, sixth, 11th, etc.
NB do not use superscript for ordinals.

Spell out any number if it begins a sentence, but it is almost always better to rework the sentence to avoid starting with the figure.

Quantities: use figures, e.g. 6 kg, 2 tonnes.

Thousand separator: use a hard space to separate thousands, e.g. 28 000 tonnes.

Decimal separator: in *English*, use a point, e.g. 3.56, in all texts, including tables.
NB: in French texts, use a comma in place of the point.

Billion: equals 1 000 million. To avoid ambiguity with former usage, define this in the abbreviations list or at first mention (by putting 1 000 million in brackets).

Contraction: 'No' or 'Nos' in plural. No full point, e.g. No 1.

Use figures for votes and statistics.

When comparing different numbers, ensure that your figures are not likely to introduce confusion, for example by switching from 1 000 millions to billions and back. Billion is commonly used to mean 'thousand million' but if there is a risk of confusion use the extra digits and refer to the figures in millions.

Do not abbreviate million/billion in running text.

Percentages

Where a precise figure is given, use the symbol %, after the numeral with a non-breaking space (CTRL+SHIFT+SPACE), in both running text and in notes, tables, etc. (e.g. 0.7 %)

Where there is no figure, spell out per cent (two words) but percentage (one word). (Percent in one word is American usage).

Be very clear on the distinction between changes in *percentages* and in *percentage points*, and try to avoid moving from one to the other and back again within a paragraph.

Quotations

Always use *single* quotation marks (') for the main quotation and double quotation marks (") for quotations within quotations.

Punctuation goes *outside* the quotation marks, except when a full sentence is quoted and the punctuation is part of that sentence.

Use an ellipsis (three points without brackets **...**) to replace passages omitted from a quotation. The points are only contained in square brackets in the case of omission of an entire paragraph [...].

Quotations of more than three or four lines should be avoided in shorter documents, and in longer ones should be indented from the left in a smaller font size (one point less).

Italics should not be used for quotations. Never use italics and quotation marks together.

Changes in a quotation, e.g. to make grammatical sense, should be enclosed in square brackets [ ]. But it is not necessary to do so just to mark a change in case of one initial letter.

Whenever you quote, the source of the quotation needs to be clear.
(See References below.)

References

(See also the summary table below.)

In any EPRS publication, references serve two purposes: first, to acknowledge the source of any significant idea, concept, example, graphic or data you use – **the usual academic standards of citation, and rules against plagiarism apply to all EPRS products** – and, second, to facilitate any readers who wish to follow up those sources or relevant institutional documents.

In the shortest publications ('at a glance' notes), intended mostly to be read rapidly and on-line, **hyperlinks** alone may serve as references, but the context should still make clear what is behind the link. In all longer publications, clear references need to be provided, and be accessible to readers of the paper version (albeit with hyperlinks behind for those reading on-line).

In general, references should be given in footnotes/endnotes, rather than using a Harvard-style (name, date) system, as the latter is ill-suited to texts in which there are often frequent references to multiple publications of the same few institutions, and few by named authors. Moreover, it is better-suited to a specialist audience familiar with the literature on a given topic than to the non-specialists for which EPRS writes. However, Harvard-style referencing may be appropriate in EPRS texts focusing on academic literature. And where there are frequent references to a single document, for example in initial appraisals, short references to specific page numbers can be the least intrusive system, e.g. at first mention: (Commission impact assessment, p. 23); subsequent references: (IA, p. 65).

EPRS texts should use a **harmonised referencing style**, based on that of the ISG. Use this rather than discipline- or institution-specific systems you may have used elsewhere.

The aim is to make references as useful but unobtrusive as possible. Therefore, we **do not repeat** elements in individual references, e.g. institutional publications would often have the same author and publisher – in such cases, keep the organisation as publisher and omit it as author. For similar reasons, to avoid excess use of the word Brussels, the place of publishing should not normally be included. Authors will often want to refer several times to a given source in a publication; in such cases, shortened forms of the reference should be used for subsequent mentions (see below).

Publications should normally include a **bibliography** of the main works drawn on. This does not need to be comprehensive – if a specific source concerns only one paragraph, for instance, it may not be appropriate to list it there as well as in a footnote/endnote. Conversely, if specific ideas etc.

are taken from a source, it is not sufficient to include it only in the bibliography, and a specific footnote/endnote should be included at the appropriate point in the text. The bibliography section may also include publications or websites intended mainly for readers under the heading 'further reading', if these have not been drawn on by the author.

The basic format for references is:

Author; ('Chapter/article title'); *Book/Journal title*; (edition/volume No); Publisher; publication date; (page ref.).

The same format is used for references in both bibliographies and footnotes/endnotes, with the sole difference being in the **authors' names**. In footnotes/endnotes, forenames come first, in bibliographies, family name comes first. As a rule, in bibliographies, only the initial of the forename is used, but in footnotes/endnotes the full forename should be given. Typically a reference in a footnote/endnote is introduced by an explanatory phrase (e.g. See, For example, ...)

Second (and subsequent) references in footnotes/endnotes need include no more information than is required to identify the work. If you refer to only one work of an author, their name may be sufficient, e.g. Corbett et al. However if the author is known as prolific, and/or you have referred to several of their publications in your text, choose a shortened title that clearly distinguishes the work in question from the author's others. If it would help dispel any confusion, add the publication year too. Where you refer to an institutional document, a recognisable reference number will suffice, e.g. COM(2017) 800, or Council document 11789/17, or EP resolution of 12 November 2016.

To refer again to the source in the preceding note 'ibid.' (with full point) may be used, Avoid using 'op. cit.' after the author's name/shortened title, as this is superfluous.

References to works should wherever appropriate include a **page number or range of pages**, to direct the reader to the relevant location within the source. Use 'p.' for a single page and 'pp.' for a range of pages. (If referring to paragraphs or points within a text, spell out in full.)

Bibliographies should normally be presented in **alphabetical order**, by authors' family names, and then chronologically if necessary. Where the bibliography extends to several pages, it may be useful to divide it into sections by topic or other categorisation, with alphabetical order applying separately to each section. Institutional documents, on which the author has been omitted to avoid duplication (see above), should nonetheless be ordered alphabetically on their author institutions.

References to EP sources are inevitably frequent, and should follow these specific rules.

1. Make clear whether the document is one of the Parliament as a whole (e.g. a resolution voted in plenary); of a committee or other body; of a rapporteur or other individual MEP; a research or information document drafted in-house or by an external contractor; or a press release.
2. The nature of the document should be clear – include any required description in the title (e.g. draft report, motion for a resolution). For research documents, series names should be given along with the title (e.g. EU Legislation in progress, Cost of Non-Europe report, etc.)
3. For research documents – EPRS or PolDeps – authors' names should be given when they are internal, but the names of external authors excluded in bibliographies.
   In footnotes/endnotes, when referring specifically to the work of a particular external author, they should be named, but making clear that they have authored the study for EPRS or PolDep.
4. The administrative department responsible for a research publication should be given as below, followed by European Parliament:
   a. EPRS (not spelt out) for all EPRS publications
   b. Policy Department for Economic, Scientific and Quality of Life Policies
   c. Policy Department for Structural and Cohesion Policies
   d. Policy Department for Citizens' Rights and Constitutional Affairs
   e. Policy Department for Budgetary Affairs
   f. Policy Department for External Relations
   g. Economic Governance Support Unit

NB Publications of EPRS's predecessor units should not be attributed to EPRS, but as 'Library briefing' or Impact Assessment and European Added Value Directorate, as appropriate.

The table overleaf provides a range of examples and summarises the referencing system to be used in EPRS publications.

GUIDELINES FOR REFERENCES, BIBLIOGRAPHIES AND FOOTNOTES IN EPRS PUBLICATIONS

GENERAL COMMENTS

- As a rule, follow the following order:
AUTHOR - TITLE - NO, EDITION, etc. - PUBLISHER - DATE - PAGE.
- Use alphabetical order unless chronological order is helpful.
- For longer lists of references subdivision into topics, or categories using headings, e.g. 'EU documents', 'Documents from international organisations' or 'Academic sources' can be helpful.
- References to the Legislative Observatory and the Legislative Train Schedule belong in the 'Further reading' section.

HYPERLINKS

- Use hyperlinks whenever possible, but make them short.
- Place link behind document type or title or, for COM docs, behind the reference number.
- Take care to exclude punctuation from the hyperlink.
- For EP research, link to the Think Tank URL showing language options; for EP documents, link either directly to the document or to OEIL if procedure not complete; for Commission docs and legislation, link to EUR-Lex language options page.

AUTHORS' NAMES

- Surname followed by one initial and a full stop, no comma. NB: in footnotes the order is reversed (e.g. J. Bloggs).
- Trainees' names follow the names of supervisory officials.
- When there is more than one author, use 'and' not '&'.
- No author should be named for external EPRS/IPOL/EXPO studies (see below, under Examples, 'Children on the move').

JOURNALS, BOOKS AND PAGE REFERENCES

- For journals, use 'Vol. #' or 'No #' and give the issue number in brackets. For books mention the edition if necessary.
- Use p. # for reference to a single page and pp. #-# for a page range.
NB: use a non-breaking space (Ctrl+Shift+Space bar) between (p)p. and the page number or page range.

DATE

- There is no need to repeat the date if it is included in the title.
- Give the year, and, if within last 24 months, the month (written out in full preceding the year), but when relevant the precise date should be given (with no leading zeros).

TITLES

- No italics or inverted commas for titles of Parliament or EU/institutional sources, whether internal or external author.
- Use short forms for lengthy titles of EU legislation (see below, under Examples, the shortened title for the Consumer Rights Directive).
- For complete works and journals use *italics*. For titles of journal articles or book chapters use 'inverted commas'.
- Include EPRS document type for series, e.g.: 'implementation appraisal', 'EU legislation in progress' or 'initial appraisal of an impact assessment'.
- Use italics for CJEU judgments, but not for the 'v' between two parties.

PUBLISHER

- Name the publisher, EU institution, EU agency or international organisation after the title. For in-house papers, include the DG or policy department e.g. 'EPRS' or 'Policy Department for Economic and Scientific Policy', followed by 'European Parliament'.
- Where the author is also the publisher (e.g. for Commission communications), remove the first reference.
- There is no need to repeat the institution's name if included in the title.
- Neither is there any need to name the place of publication.

EXAMPLES

In-house:	Remáč M., Definitive VAT system and fighting VAT fraud, implementation appraisal, EPRS, European Parliament, October 2017.
	Bloggs J. with Smith A., When trainees are involved in writing briefings, EPRS, European Parliament, November 2017.
	Children on the move: A private, international law perspective, Policy Department for Citizens' Rights and Constitutional Affairs, European Parliament, June 2017.
	Approval and market surveillance of motor vehicles and their trailers, Legislative Observatory (OEIL), European Parliament.
	Permanent EU relocation mechanism – After September 2015, Legislative Train Schedule, European Parliament.
Parliament:	Resolution of 13 June 2017 on statelessness in South and South East Asia, European Parliament.
	Draft report on prospects and challenges for the EU apiculture sector, AGRI committee, European Parliament, 25 July 2017.
EU institutions:	Directive 2011/83/EU of 25 October 2011 on consumer rights.
	Council conclusions of 21 May 2014 on cultural heritage as a strategic resource for a sustainable Europe.
	Opinion on the European pillar of social rights and reflection paper on the social dimension of Europe, European Committee of the Regions, October 2017.
	Communication on establishing a European pillar of social rights, COM(2017) 250, European Commission, April 2017.
	Proposal for a regulation on the import of cultural goods, COM(2017) 375, European Commission, July 2017.
	Judgment in Case C-6/64 – *Flaminio Costa* v *ENEL*, European Court of Justice, July 1964.
International organisations:	Recommendation designating 2018 as the third International Year of the Reef, International Coral Reef Initiative, November 2016.
	How's life? 2017 – Measuring well-being, OECD, November 2017.
Websites:	Renewable energy, European Commission website.
Press releases:	Strengthened EU rules to tackle money laundering, tax avoidance and terrorism financing enter into force, press release, IP/17/1732, European Commission, 26 June 2017.
	EU/Africa Summit: Footage of slave auction shows human cost of inexcusable migration deals, press release, Amnesty International, 27 November 2017.
Academia:	Alarian H., 'Citizenship in hard times: intra-EU naturalisation and the Euro crisis', *Journal of Ethnic and Migration Studies*, Vol. 43(13), Taylor & Francis Online, 2017, pp. 2149-2168.
	Corbett R., Jacobs F. and Neville D., *The European Parliament*, 9th edition, John Harper Publishing, August 2016.

Spellings/terms

UK English spelling and terms should be used rather than US alternatives: autumn rather than fall; colour rather than color; combatting rather than combating; per cent rather than percent. Beware in particular of terms relating to vehicles where there are many differences.

Although –iz- spellings are not wrong in UK English, -is- spellings should be used in EPRS publications, e.g. authorised rather than authorized. By contrast, -yz- spellings are incorrect in UK English, thus analyse rather than analyze.

When referring to an American organisation (e.g. Department of Defense) US usage should be followed.

Organisation should be written with an 's', but when it forms part of the name of an international body, use the spelling of its official name; e.g. UN organisations are all 'organizations'.

When quoting a source, use the forms of the source text, even if they differ from this style guide.

Superscript/subscript

Superscript figures are used for squared, cubed, etc. e.g. $100 \text{ m}^2, 25 \text{ km}^2$. They are also used for footnote/endnote markers.

Subscript figures are used in chemical formulae, e.g. CO_2.

Titles

Titles need to be clear and self-explanatory. The title should stand alone and be understandable in a list. Avoid overly general titles which could be given to many documents. Do not pose a question in your title unless the document truly answers that question.
(See also Headings above.)

Treaty/legislative references

The full name of the treaty concerned should be spelt out in full at first mention, with the acronym used thereafter. 'Article' should never be abbreviated in running text, but may be shortened in notes/tables, etc. When referring to subsections, paragraphs, etc. within an article, use the style of the original text, with parentheses to avoid any confusion, and with the elements closed up (e.g. Article 37(2)b(iii)). The same applies to references to secondary legislation; note that article is lower case in references to legislative proposals/draft texts.

Articles 177-181 TEC	✓	Article 210 of the TFEU	✗
Article 210 TFEU	✓	Art 210 TFEU	✗
Art. 210 TFEU	✓ (in tables)		

When referring to sub-sections of an article, close them up and use brackets to distinguish every other level, regardless of the usage of the text itself (e.g. Article 12(3)a(iii)).
NB For references to the EP Rules of Procedure use 'Rule xx' not 'Article'.

Units of measurement

Symbols for units of measurement take no full point and are invariable (no plurals). They should be used after the figure with a non-breaking space and always in lower case

Commonly used units should be abbreviated and may be used without explanation, e.g. mm, kg, l, but lesser-known units should be spelt out in full at first mention. Likewise the larger or smaller prefixes should be explained, e.g. peta = 10^{15} or nano = 10^{-9}.

Spelt out in full, use gram/kilogram, metre, tonne.

Verify any figures in tons/tonnes to be sure whether metric tonnes is meant. Likewise verify, and if necessary convert, any Imperial or US measures.