**Journal of European Public Policy (RJPP)**

**Updated MARCH 2016**

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**NOTE:** Blue text indicates typesetting information (for copy-editor’s reference only)

**UPDATES MADE SINCE LAST REVISION:**

<table>
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<th>DETAILS</th>
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<tr>
<td>Order of footnotes (footline)</td>
<td>Removal of note to include query about supplemental online material. This instruction was erroneous.</td>
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</table>

**GENERAL:**

Please refer to ‘BOOK Reviews’ section for article layout information for book reviews as it differs from standard articles.

**Catchline (issue)**

JOURNAL TITLE, YYYY
VOL. n, NO. n, pp–pp
http://dx.doi.org/10.1080/xxx

**Catchline (ahead of print)**

JOURNAL TITLE, YYYY
http://dx.doi.org/10.1080/xxx

**Copyright line (footline)**

© 20XX Taylor & Francis

**Article category heading**

Set in all capitals.
(Articles types that have a category heading: Editorial, Preface, Research Agenda Section, Obituary, Corrigendum, Erratum)

**Verso running head** (standard articles)

Folio [em space] [T&F Bullet] [em space] author initials (punctuated) author surname, left aligned
a) One author: J.M. SMITH
b) Two authors: J.M. SMITH AND P. JONES
c) Three or more authors: J.M. SMITH ET AL. (Note ET AL. in Roman not italic in running head.)

**Verso running heads** (run-on articles)

Section title, e.g. BOOK REVIEW or BOOK REVIEWS (singular at ahead of print stage, plural when run-on for publication in an issue). This journal rarely, if ever, publishes book reviews so this information is here just in case it is required.

**Recto running head**

JOURNAL TITLE [em space] [T&F Bullet] [em space] folio, right aligned
[NB: TYPESETTER WILL GENERATE T&F BULLETS]

**Logo**

Routledge

**Article Title**

Sentence case (initial caps on proper nouns only)

**Author names**

Upper and lower case, “and” before last author. Given names can be initials or spelled out, follow the author. Examples:
1) One author: John Smith
2) Two authors: John Smith and J.P. Jones
3) Three or more authors: John Smith, J.P. Jones and Mike Reed

**Orcids (optional)**

Where orcids are supplied insert the orcid logo after the author’s name with hyperlink to their orcid page (TYPESETTER WILL DO THIS)

**Affiliations, markers**

Superscript letters in front of affiliation

**Affiliations, order and separation of elements**

1) USA: Department, Institution, Town, State abbreviation, USA
2) Rest-of-world (city): Department, Institution, City, Country
3) Rest-of-world (town): Department, Institution, Town, Province, Country

Omit post codes
Separate with semicolons. Example:
1Department, Institution, City, Country; 2Department, Institution, City, Country;
3Department, Institution, City, Country

Please include the below query on articles:
Authors’ affiliations must reflect where they were based when the research was conducted (article was submitted to the journal). Please check that these are correct.
<table>
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<th>CONTACT Author Name [Envelope Icon] <a href="mailto:authorname@institution.org">authorname@institution.org</a> [Left aligned, no indent.]</th>
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<td></td>
<td>[Supplementary Material Icon] [Supplementary Material Icon] Supplemental data for this article can be accessed at [link to supplementary material] (or statement explaining why no supplementary material is available)</td>
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<td>b. Deceased (mark with †)</td>
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<td>5) Supplementary material</td>
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<td>- <strong>For online supplemental material hosted elsewhere:</strong> Supplemental data for this article can be accessed at [author to provide link to source]</td>
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<th>Abstract</th>
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<th>Present in journal?</th>
<th>No</th>
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| Keywords      | Initial cap. on first keyword and proper nouns only; keywords in alphabetical order; full point after last keyword. |
| Headings     | **Heading level 1**  
Ed ute que perepudit vit occullam re iur as mos re nobis expeliq uodisit dolupta as et volupt-tibus nos num rem.  

**Heading level 2**  
Ut qui dolor andis recullo et quia sequia vendign issimus sam illest pa quatur.  

**Heading level 3**  
Ciet ut experaei mün cusam, alicte con seququam faccus doluptionet quassim ustuptatur aut moluptatem.  

**Heading level 4.** Oloris rem doluptat ea dolest eum conserorunt vollestias alicuis niatem emporpor?  
**Heading level 5.** Qui coreiumquate iuntet ide volestrum nos ea doluptas volorent porum esti doluptat auditatet. |
|-------------|-------------------------------------------------|
| Paragraphs  | Full out after heading. First line of subsequent paragraphs is indented.  
[Typesetting info: by one pica]. |
| Tables      | (Table 1) in text  
  Table 1. Title initial cap only, full stop at end. (left justified above table) Column headings, first column is left aligned, subsequent headings centred.  
  Table footnotes should be set left justified with a six point hanging indent below the table and indicated by superscript lower case letters, a, b, c, etc.  
(Figure 1) in text  
  Figure 1. Caption, initial cap only, full point at end. Place under figure align left justified. Run source information on at end of figure caption. Source: citation.  
Permissions statement for third-party figure and table captions  
If the rightsholder has supplied text for this purpose, use their text. Otherwise, insert the rightsholder’s name within the square brackets:  
© [Rightsholder]. Reproduced by permission of xxx. Permission to reuse must be obtained from the rightsholder.  
Displayed quotations (40 words or more)  
Indented both sides, smaller font. Displayed quote ends with full point: . (Jones, 2007: 21)  
[TYPESETTING INFO: Uses petite font and indent 1 pica left and right, with 6 points of vertical spacing above and below.]  
Equations  
Centred, line space above and below; any numbering flush right and in parentheses.  
Cited as Equation 1  
Spelling preferences  
Follow author; US or British acceptable, but MUST be consistent within articles. Use -ize where there is a choice. |
### Non-Standard Spelling Requirements

- Abbreviations should be spelled out at first mention, even common ones, e.g. EU (European Union).
- British spellings with –ize endings (with the exception of ‘analyse’) preferred, but if the author is North American and has used American spellings we will not ‘inflict’ British spellings. Please be consistent within an article – e.g. if American English is used do not change ‘fall’ to autumn.
- Avoid overuse of hyphens, BUT:
  - co-ordinate/co-ordination
  - co-operate/co-operation
- élite (with accent on the ‘e’)
- “(eds)” (abbreviation for “editors”) in references should be written without a full point as it is a contraction, but “ed.” (with full point) for single editor.
- “edn” to be used as shortened format of “edition” of publication
- *Ibid.* is acceptable in endnotes if a note is an exact repetition of the note immediately preceding it.
- The following ‘foreign’ words should always be italicized:
  - *vis-a-vis*
  - *acquis*
  - *acquis communautaire*
  - *et al.*
  - *ibid.*

**Special issues are sometimes made into bound book volumes so journal-specific terms such as ‘article’ and ‘issue’ should be avoided if possible:**

- The term ‘contribution’ is preferred to ‘article’ (when describing the article). The term ‘paper’ is also acceptable.
- Avoid ‘this issue’ or ‘this special issue’, use ‘this collection’.

### Punctuation

- Single quotes throughout (double within single quotes)
- Initial not spaced, e.g., A.B. Author (not A. B. Author)
- Comma after e.g. and i.e.
- Do not use full points in abbreviations (e.g., Mr, Dr, UN, etc.)
- Punctuation outside quote marks
- Square parentheses when nested
- Lower case letter following a colon unless the text is in title case (e.g., in a book title in the references list).
- Lower case letter on second word of a compound (on the word following the hyphen) unless the word is a proper noun.
- No serial comma (unless it helps make a complex sentence more readable).

### Dashes

- Open en-dash for parenthetical clauses

### Numbers and units

1 per cent (% acceptable within figures and tables to save space)
- maximum contraction on page ranges (e.g., 336–46; 252–9)
- Comma separator for 4+ digit number (1,000)
- Comma separator for 5+ digit number (10,000)
- Units can be expressed in full (10 kilometres); abbreviated with a space (10 km) or without a space (10km), but should be consistent without articles.

### Dates

- 1 January 2002 (for articles in standard British English), and in references. N
- NB: if article is in American English and the author has written the dates in American format (i.e. October 1, 2009), leave as is.

### End matter

**NB:** Any items labelled ‘if present’ are optional
| Order of endmatter | 1. Notes/endnotes (if present)  
2. Acknowledgments (if present)  
3. Disclosure statement  
4. Funding information (if present)  
5. Notes on contributors  
6. Orcid details (if present)  
7. References  
8. Appendices (if present) |
|------------------|-------------------------------------------------------------------------------------------------|

**Note:** In *Interact* format, citations for supplemental data should appear as a footnote on the first page rather than as part of the endmatter.

| Notes on contributor(s) | [Level one heading:] **Notes on Contributors**  
Author A is xxxx at yyyy…. Address for correspondence: (postal address if supplied).  
[NB: authors’ email addresses are set in footnote]  
Author B is….  

[TYPESETTER INFO: If a photo is supplied size it to 6 picas wide by 8.5 picas (25 × 36 mm) high and align on the left margin with a six point gap margin between the right and bottom edge of the photo and the text.] |
|-------------------------|-------------------------------------------------------------------------------------------------|

| Acknowledgments | [Level one heading:] **Acknowledgements**  
No potential conflict of interest was reported by the author(s).  
[Replace this text if any text is provided by the author.] |
|-----------------|-------------------------------------------------------------------------------------------------|

| Disclosure statement | [Level one heading:] **Disclosure Statement**  
No potential conflict of interest was reported by the author(s).  
[Replace this text if any text is provided by the author.] |
|----------------------|-------------------------------------------------------------------------------------------------|

| Funding | [Level one heading:] **Funding**  
Funding agency written out in full. Grant number in square brackets. Multiple grant numbers separated by comma and space. Agencies separated by semi-colon, e.g.  
This work was supported by the Wellcome Trust [grant number xxx], [grant number xxx]; Cancer Research UK [grant number xxx]; another funder [grant number xxx].  
[Follow the author for the term used for grant or ID numbers in square brackets, i.e. grant number, grant ID, Ref., project number. If no terms are supplied, insert the number in square brackets.  
*Any funding details supplied in the Acknowledgements paragraph should be moved to this section during copy-editing.*] |
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<th>Endnotes</th>
<th>Indicate in text with superscript numbers outside end sentence punctuation.</th>
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| ORCID (if present) | **ORCID**  
Lorem ipsum [ID http://orcid.org/0000-0002-1825-0097]  
Dolor Sit [ID http://orcid.org/0000-0002-1825-0097]  
Nullam Auctor [ID http://orcid.org/0000-0002-1825-0097] |
|-------------------|-------------------------------------------------------------------------------------------------|

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<tr>
<th>Appendices (if present)</th>
<th>Level one heading “Appendix”. More than one appendix, level one heading is “Appendices”, followed by level two heading “Appendix 1”, and so on.</th>
</tr>
</thead>
</table>

| Book Reviews | (Visual examples below text)  
This journal rarely, if ever, publishes book reviews. If a book review is received it should be formatted as below |
|-------------|-------------------------------------------------------------------------------------------------|


Book reviews (issue)

Catchline: JOURNAL TITLE, YYYY
VOL. n, NO. n, pp–pp

BOOK REVIEWS [category heading]
Title of book with caps on proper nouns only, edited by [if edited book] Author A and Author B, City of Publication, Publisher, Year, XX pp., price, (format [e.g., hardback, paperback]), ISBN

[Info. at end of article, all ranged right:]
Author Name
Affiliation
[envelope icon] author email address [Orcid details if present follow after space]
© 20XX Author Name
doi details [will be generated by typesetter]

[The metadata relating to the book under review is set in a single paragraph at the beginning of the review. The book title is set in bold sans serif font in the keynote colour. This heading is analogous to a first level subheading; subsequent subheadings (for example References) start as second level subheadings.]

[To accommodate a run-on format, metadata relating to the author of book review, copyright and doi location is placed at the end of the review and right aligned. (NB: Typesetter will generate icons for email address and other contact information, including ORCID)].

Catchline (ahead of print)

[Follow guide for book reviews in issue, BUT:]

Catchline: JOURNAL TITLE, YYYY [journal title and year only, no issue/pagination details]
BOOK REVIEW [category heading]

Visual – book review first page

Visual – book review last page

References
## References - general

- Every work cited in the text should be listed in the References section, and vice-versa. Please ensure that dates, spelling and titles used in the text are consistent with those listed in the References.
- The content and style of the reference list should conform to the examples below. Please note that page numbers are required for journal articles, and should be given if possible for book chapters; both place of publication and publisher are required for books cited.
- Where there are two or more works by one author in the same year, these should be distinguished by using for example, 2000a, 2000b, etc.
- Where there are several sources cited in the text, order them alphabetically, e.g. “There have been numerous other works on this subject (see, e.g., Jones [2008]; Sierra [2008, 2009]; Smith [2010]).”
- For references with three or more authors where both the year of publication and the first authors’ name are identical, use “a”, “b”, etc., after the year of publication (so that the text citations are distinguishable from one another). E.g.: Smith, S., Jones, J. and Bloggs, J. (2012a) Smith, J., Bloggs, F. and Evans, J. (2012b)
- Only initials are used for first names.
- References/citations to articles within the same special issue: Either “Smith (this collection); or “Smith (20xx)” and list article in references [Smith, S. (2013) ‘Title of article’, Journal of European Public Policy, [PUBLISHER TO UPDATE DETAILS AT PROOF]

## References – multiple authors

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<th>Three to five authors:</th>
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<td>in references list: list all authors</td>
</tr>
<tr>
<td>in text: give both surnames, e.g., ‘Some would argue that this is a complex issue (Smith and Jones 2012)’</td>
<td>in text: use first author’s surname followed by <em>et al.</em>, e.g., ‘Smith <em>et al.</em> (2010) claimed that...’</td>
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<th>More than five authors:</th>
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<td>in references list: give first author’s name only followed by <em>et al.</em>, e.g., Smith, S. et al (2013).</td>
<td>in text: use first author surname followed by <em>et al.</em>, e.g., (Smith <em>et al.</em> 2013).</td>
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## References – citing in the text

- When the citation is part of a sentence, use author name with year in parentheses, e.g., ‘Smith (2013) claimed that...’
- Where there are several sources cited in the text, order them alphabetically, e.g. There have been numerous other works on this subject (see, e.g., Jones [2008]; Sierra [2008, 2009]; Smith [2010]).

And page nos. should be given for quotes where possible:

Smith claimed that ‘style sheets are easy to prepare’ (2010: 15).

## Reference List

| Non-standard author name-date |
### OTHER TYPE OF REFERENCES COMMONLY USED?

**JEPP (RJPP)** frequently references sources from the European Union/European Parliament/European Commission. These should be formatted along the lines of the following:


### ARTICLE IN JOURNAL


### BOOK


### CHAPTER IN AN EDITED BOOK


### ARTICLE IN A NEWSPAPER


If no author, list under newspaper title, e.g.:


[Page no. or URL should be provided if possible]

### CONFERENCE PROCEEDINGS/ PAPER/ WORKSHOP

- Author, N.E. (20XX) ‘Title of workshop in lower case accept for proper nouns’, Proceedings from the Name of Conference with Caps on Main Words, Institution, City, day, month.
- Author, N.E. (20XX) ‘Title of workshop in lower case accept for proper nouns’, Workshop held at the Name of Conference with Caps on Main Words, Institution, City, day, month.

### WORKING PAPER

| REPORT | Generally, the title of the report should be in quote marks, lower-case letters (apart from proper nouns/titles) with the document’s main description in title case and italics, e.g.:
| DISSERTATION OR THESIS | See example under ‘unpublished’ (omit the description ‘unpublished’ where necessary). |
| ONLINE REFERENCES | Format along the lines of normal references (such as those given above) but add URL details and date accessed (if available), e.g.: