



Technical guidelines for Migration Policy Centre publications

In order to standardise the layout and style of Migration Policy Centre publications, authors are kindly requested to respect these guidelines when preparing their manuscripts.

General guidelines

Submission

Authors should ensure that their submission includes the following elements:

- **Title Page**
 - **Full title of the publication**
 - **Acknowledgments and credits**
 - **Each author's complete name, position and institutional affiliation(s)**
 - **Key words (maximum of five)**
 - **Corresponding author (name, address, phone/fax, e-mail)**
- **Abstract summarising the findings of the paper (150-200 words)**
- **Table of contents**
- **Main text with titles**
- **Bibliography**
- **Tables, figures and appendices (where necessary)**

The author may also provide a logo of the affiliated institution/organisation.

File Type and format

Manuscripts should be submitted as a Microsoft Word file in Font type Times New Roman, font size 11pt, single-spaced, justified, including indented matter, footnotes and references. Manuscripts should not include comments or track changes.

Sentence length

Sentences should be kept to two and a half lines in length, not including semi-colons and colons.

Plagiarism

It is expected that all contributions submitted will be the author's own. Authors should always take great care to distinguish their own ideas and knowledge from information derived from sources. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely, including translated material. Contributions will be analysed with plagiarism checking software.

Style guidelines

Abbreviations

The full text should be written in the first instance, followed by the abbreviated form in brackets and in the abbreviated form thereafter throughout the text.

E.g. First instance: **International Monetary Fund (IMF)**
All instances thereafter: **IMF**

Language

Either British or American English is accepted, though it must be consistent throughout the text. Mixed style will be corrected to British English.

Dates

- Full dates should be written: **25 December 1999** (*not* December 25 or 25th December)
- Reduced dates should be written: **25 Dec. 1999** then **25/12/99** (*not* 12/25/99)
- Centuries or decades should be written as 1900s (*not* 1900's) and the 2000s for 2000-2010

Numbers

- Fractions should be written in words: 'a quarter' (not '¼')
- Decimals should include full-stops: 22.2% (not 22,2%)
- Long numbers should have commas: 1,000,001 (*not* 1.000.001)

Punctuation

- Dashes instead of hyphens should be used in sentences:

E.g. **'John – the man on the left – was American'** (*not* 'John - the man on the left - was American')

- Hyphens should be used in compound adjectives:

E.g. History in the nineteenth century but **'nineteenth-century history books'**
Human rights is a problem but **'a human-rights problem'**

- Saxon genitive when there is a "s" should be: **'Dickens' book'** (*not* 'Dickens's book')
- Inverted commas should be either '...' or "...", but remain consistent: *E.g.* **'Hello!'** or "Hello!" (*not* 'hello!').

Formality

- The text should not contain contractions: *E.g.* **'will not'** (*not* 'won't')
- The text should not contain casual language: *E.g.* *not* 'anyway' or 'nowadays'

Character

- Foreign words should appear in *italics*
- **Bold** is used in preference to underlining: Note that in electronic texts underlining suggests a link.

Grammar

The split infinitive is permissible when a sentence sounds more natural:

E.g. 'It will be found possible **to considerably improve** the present wages'

Problem words

- **'Data'**: The question of whether data is plural or singular is at the discretion of the author. However, the author must be consistent.

- 'Socio-economic' and 'macro-economic' (not socioeconomic and macroeconomic)
- 'Romanian' (not 'Rumanian')
- 'Moldovan' (not 'Moldavian')
- 'Ukraine' (not 'the Ukraine')
- 'the US' (not 'the USA')
- 'percent' (not 'per cent' or 'per-cent')
- **Belarus** for the country and **Belarusian** for the adjective
- 'highly-skilled' (not 'high skilled', though 'the highly skilled' noun)

Citations and References

Citations and footnotes

All citations should be in the text next to the sentence following Chicago referencing style. Clarification sentences and legal references should be set out, instead, in a footnote.

- When the author's name is in the text, follow it with the year in brackets. *E. g. Smith (1995).*
- When the author's name is not in the text, enclose the last name and year in brackets. *E. g. (Smith 1995).*
- For joint authors, surnames should be provided. *E.g. (Smith and Roberts 1995).*
- For three authors, list all three last names in the first citation. *E. g. (Carr, Smith, and Roberts 1995).* For all subsequent citations use 'et al.'. *E. g. (Carr et al. 1995).* For works with four or more authors, use 'et al.' throughout.
- Citations of direct quotes or specific passages should include page numbers. Pages cited follow the year of publication after a colon *E.g. (Smith 1995: 22-23)*
- A series of citations should be listed in alphabetical order or date order separated by semicolons. *E. g. (Smith 1968; Roberts et al. 1971).*
- Use of footnotes should be minimised and used only for substantive observations.

References

We kindly ask you to follow the Chicago referencing style. Please find below a summary of how to reference the most commonly used sources. We recommend you consult the following link for a more complete list: http://www.tandf.co.uk/journals/authors/style/reference/tf_F.pdf

References should be listed in alphabetical order of authors' surname, then chronologically in the case of more than one publication by the same author.

- **Books:** Author's Surname, initials, followed by (ed. Or eds.) if relevant. Year of publication. *Title of Book.* Edition (if not the first). Place of publication: Publisher.
 - Blondel, J. and F. Müller-Rommel (eds.) 1993. *Governing together: The Extent and Limits of Joint Decision-Making in Western European Cabinets.* London: Macmillan.
 - Bernard, C. [1865] 1957. *An Introduction to the Study of Experimental Medicine.* Translated by H. C. Greene. New York: Dover.
 - Mason, K. O. 1974. *Women's Labor Force Participation and Fertility.* Research Triangle Park, NC: National Institutes of Health.
 - U.S. Bureau of the Census. 1960. *Characteristics of Population.* Vol. 1. Washington, DC: U.S. Government Printing Office.
- **Book Contributions:** Contributing author's Surname, Initials. Year of Publication. Title of the contribution. In: author's name or initial(s), Surname, followed by (ed. Or eds.) if relevant. *Title of Book.* Edition (if not the first). Place of publication: Publisher, page numbers of contribution.

- Ghosh, B. 2000. Introduction: Towards a New International Regime for Orderly Movements of People. In: B. Ghosh (ed.), *Managing Migration – Time for a New International Regime?*, Oxford: Oxford University Press, pp. 6-26
- **Periodicals:** Author's Surname, Initials. Year of Publication. Title of Article, *Title of Journal*, Volume number, no. issue number: Page numbers of contribution.
 - Schnapper, D. 2001. De l'État-nation au monde transnational. Du sens et de l'utilité du concept de diaspora, *Revue européenne des migrations internationales*, 17, no. 2: 9-36.
 - Goodman, L. A. 1947a. The Analysis of Systems of Qualitative Variables When Some of the Variables Are Unobservable. Part I—A Modified Latent Structure Approach, *American Journal of Sociology*, 79:1179–1259.
 - Goodman, L. A. 1947b. Exploratory Latent Structure Analysis Using Both Identifiable and Unidentifiable Models, *Biometrika*, 61:215–31.
 - Szelényi, S. and Olvera, J. Forthcoming. The Declining Significance of Class: Does Gender Complicate the Story?, *Theory and Society*.
- **Newspaper Articles:** Author's Surname, Initials. (or newspaper title) Year of Publication. Title of Article, *Title of Newspaper*, Day and month, Page number(s) and column number.
 - Rivière, R. 2003. L'identité frontalière se construit sans barrières, *Le Journal du Pays Basques*, 10/11 April, p. 17.
- **Conference papers:** Contributing Author's Surname, Initials, Year of Publication. *Title of Contribution*, Title of Conference, Place of Conference, Date of Conference.
 - Menon, A. 2001. *Organizations and Institutions: Member States and the European Union*, Paper presented to the APSA Annual Conference, San Francisco, August-September
- **Publication from a Corporate Body:** Name of issuing body. Year of Publication. *Title of Publication*. Place of Publication: Publisher, Day and Month (if relevant), Report Number (where relevant).
 - Commission. 1999. *Regular Report from the Commission on Progress towards Accession by each of the Candidate Countries*. Brussels: COM, 13 October, (98) 700-712.
- **Thesis:** Author's Surname, Initials. Year of Publication. *Title of Thesis*. Designation, (and type). Name of Institution to which submitted.
 - Lentin, A. 2002. *'Wherever It Raises Its Ugly Head'. Anti-Racism and the Public Political Culture of the Nation-State: a political sociology of European anti-racist discourse and praxis*. Thesis (PhD). European University Institute.
- **Online publications:** Author's Surname, Initial, *Title of Document* [online], available on: URL [Accessed date]
 - UNHCR Refugees and Others of Concerns to the UNHCR, Statistical Overview [online]. United Nations High Commissioner for Refugees, Geneva, July 2000, available on: <http://www.unhrc.ch> [Accessed 8 July 2011].
- **E-journals:** Author's Surname, Initial. Title of article, *Journal Title* [online], Volume (issue), location within host. Available from: URL [Accessed date].
 - Korb, K. B. "Persons and things: book review of Bringsjord on Robot-Consciousness", *Psychology* [online], 6 (15). Available from: gopher://wachau.ai.univie.ac.at:70/00/archives/Psychology/95.V6/0162 [Accessed 17 June 2000].
- **Working Papers:** Author's Surname, Initial, Title of Article. Title of Series (if relevant), Working Paper Series No. Year/XX.
 - Rose, A. K., *Do We Really Know that the WTO Increases Trade?* Transatlantic Programme series, EUI Working Papers RSCAS No. 2003/15.

Tables, Figures and Appendixes

Tables and Figures

Tables should be numbered consecutively in the order in which they appear in the text and must include descriptive titles, with headings for all columns and rows.

Figures should be numbered consecutively in the order in which they appear in the text and must include figure captions. Figures will appear in the published article in the order in which they are numbered initially.

Colours in graphs or images should be avoided as the publications are printed in black and white, so colours will appear as grey.

Appendices

Appendices should be lettered to differentiate from numbered tables and figures, and should include a descriptive title.

E. g. Appendix A. Variable Names and Definitions

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