



ENAR Shadow Reports Style Instructions

For reasons of comparability and the possibility of producing a European wide ENAR Shadow Report, we ask all authors to consult and follow the style instructions as set out below, even those, who are more familiar with different referencing methods.

You will also find a section on ENAR number and English language style which should be consulted by all authors.

Referencing Methods

This section will set out how to annotate your bibliography. These referencing methods should also be followed in your footnotes if you decide to use referencing as well as content footnotes – this will be explained in a later section.

Books

Typical citation for a book

Smith, Michael, *Discrimination in Europe* (Oxford: Clarendon, 1992).

So the order is as follows: author's surname, comma; author's first name (or initials), comma; book title in italics, no comma; publication details in parentheses. For publication details, the place of publication is given first, then a colon, then the publisher's name followed by a comma, and lastly the date.

If you can find no place of publication, write 'n.p.' before the colon; if you can find no publisher's name, write 'n.p.' after the colon; and if you can find no date, write 'n.d.' at the end. For example:

Addis, Simon, *Racism as a Crime: the European Perspective* (London: Penguin, n.d.). If there are multiple places of publication, up to the first three should be included.

Some books have additional information which should be ordered as follows:

Multiple authorship

Place the author names, surname first in both cases, in the order in which they appear on the title page. For example:

Cox, Simon, and Bovis, Gary, *The Role of the European Council* (Cambridge: Cambridge University Press, 1996).

Edited volumes

Place the name of the editor or editors followed by '(ed.)' (one editor) or '(eds.)' (more than one editor). For example:

Jarvis, Elizabeth and James, Emily (eds.), *Using International Law in the National Context: Essays on Strategic Litigation* (London: Routledge, 1987).

Multiple volumes

If a work is published in more than one volume, you should give the number of volumes after the book title (not in italics). For example:

Edwards, Jonathan (ed.), *An Encyclopedia of Nation States*, 5 vols. (London: Macmillan, 1980).

Series titles

If a book belongs to a series, this information is given after the title, but not placed in italics; give the number of the book within the series where possible. For example:

Kyle, Juliet, *Traveller children in the classroom*, Studies in Primary Education, 15 (Oxford: Oxford University Press, 1991).

Multiple editions

If a book has been republished in a significantly altered version, you should state that it is a new edition (but ignore straightforward new impressions and reprintings, where no substantial changes are made). For example:

Waugh, Douglas, *The Complete Guide to the United Nations*, 3rd edn. (New Haven: Yale University Press, 1997).

Articles

Typical citation for an article within a journal

Cooper, John, 'Counter-terrorism and Discrimination', *The Racism Quarterly*, 25 (1998), 15-25.

So the order is as follows: author surname, comma; author first name, comma; article title in single inverted commas (not italics), comma; journal title in italics, comma; journal volume (the word 'volume' is not used), no comma; year of publication in parentheses (other publication details not needed); pages on which article occurs.

If the article title itself includes inverted commas, double quotation marks should be used here.

Most journals are published in several separate issues per year (making up one volume); it is not usually necessary to give the issue number of the volume to which you are referring, since page numberings are almost always continuous (if Issue 1 ended on p. 160, Issue 2 would start on p. 161).

It is not usually considered necessary to precede the page numbers with 'pp.' (or 'p.' for a single page).

Essays in Books

Typical citation for an essay within a book

Green, Claudia, 'The Belgian Divide', in Lorna Downs, ed., *Europeans: Essays on European Identity* (Oxford: Blackwell, 1993), 47-63.

So the order is as follows: author name and title, as for an article; then 'in', followed by first name and surname of book editor; then book details as for an ordinary book, comma; page reference.

When you are citing an essay or article within a book, it is never sufficient just to refer to the book title on its own: we need to know who has written the passage to which you are referring.

Dissertations

Typical citation for a dissertation

Jones, Sarah, 'Mainstreaming Anti-Racism', PhD dissertation (University of East Anglia, 1996).

So the order is: author surname, comma; author first name, comma; dissertation title in single inverted commas (not italics), comma; type of dissertation, no comma; then awarding institution and date of award in parentheses.

Web pages

If you need to refer to web pages, you must always give the complete URL of each web page, the author and title of the page or site (if this is evident), and the date on which you last accessed the page. This is a typical example:

European Network Against Racism, *Family Reunion in Europe*, [http://www.enar-eu.org/en/campaign/Fam_Reunion%20position%20 paper-ENG.pdf](http://www.enar-eu.org/en/campaign/Fam_Reunion%20position%20paper-ENG.pdf), accessed 26 December 2005.

So the order is: author (if it were a single author you would give author surname, comma, author first name); title of web page in italics; complete URL; date on which page was last accessed.

Newspapers

If the name of the author of a newspaper article is known, the same format is used as for journal articles, with volume and series information being replaced by the day and the month.

Cununing, F. 1993, 'Are Employers Racist', *Sunday Mail*, 22 May, p. 1.

If the article has no obvious author, the form of entry is:

Courier-Mail 13 Aug. 1993, p. 3.

Note that the article 'The' is disregarded when it is the first word of a newspaper's name. As names such as *Times*, *Telegraph* and so on are found all over the English speaking world, it may be necessary to add the place of publication.

Conference proceedings

Papers presented at conferences and published as proceedings are referenced in the same manner as multi-author books.

Hart, G., Albrecht, M. Bull, R. & Marshall, L. 1992, 'A professional development opportunity for NGO practitioners', *Legal Tools - Conference Proceedings*, ENAR European Legal Tools Conference, Vienna, pp. 143-148.

Bibliography

At the end of your report, place a Bibliography arranged in alphabetical order of authors' or editors' surnames, and chronologically for each author where more than one work of an author is cited.

Quotations

Using direct quotations

When you quote another writer, out of respect for the other writer you must quote the other person verbatim; that is, without altering any word of the original work. The exception to this rule is that you may change the case of the first word quoted to fit your sentence. For example, the first word of a quotation, which may have been a capital, may be changed to lower case to follow on from your own words. Other than this, you must copy exactly what the other writer wrote. If the other writer has made a grammatical or typing error, you still copy their work, with the note (sic) following it, to indicate that you recognise the mistake.

The quoted words are enclosed by single quotation marks ("). If your quote includes a quotation made in the original work, the enclosed quotation is enclosed by the opposite type of quotation marks; for example:

'Children need experience with "real world" problems' (Smith 1995, p. 22).

Short and long quotations

What is 'short' and 'long' is arbitrary, but the most common practice is to consider quotations of more than twenty words as 'long'.

A short quotation is incorporated into a sentence without disrupting the flow of the text, and quotation marks are used:

Glaser and Strauss (1967, p. 3) claim that 'science and religion have not always been opposed to each other'.

By contrast, a long quotation is set out as a block quotation. Single spacing is used for the block, even if (as is usually the case with typed papers) the rest of the text uses wider spacing. The block is indented, or put in italics, the actual number of spaces being arbitrary. No quotation marks are necessary.

Punctuation within quotation marks

When writing a sentence in quotation marks, always place the full stop, question mark or exclamation mark *inside* the quotation marks. For example, "The study shows that levels of discrimination have increased within the past 18 months."

Footnotes

Creating a footnote in Microsoft Word

Microsoft has a very good online training which explains how to physically create a footnote in your text.

<http://office.microsoft.com/training/training.aspx?AssetID=RC010981921033&CTT=6&Origin=RP010981931033>

Reference footnote format

Reference footnotes are usually written and punctuated like this¹:

Re Kate L. Turabian, *A Manual for Writers* (Chicago: University of Chicago Press, 1973), p. 85

Once a work has been cited in full, as in the example above, subsequent references to it should be abbreviated. If there are no intervening references, this is done by writing:

Ibid. (Abbreviation of the Latin word *ibidem*, which means in the same place.) This refers not only to the same book but also to the same page 85 in that book.

Ibid., p. 117. This refers to the same book by Turabian but to another page

In the case of an article in a periodical (that is, a newspaper, magazine, scholarly journal or other publication that appears periodically) the title of the article to which you are referring is placed in quotation marks, the title of the periodical is italicized, and the volume number and date of the periodical are included. For example:

Leo Steinberg, "Fundamental Rights in an Enlarged Europe," *European Journal* 67 (March-April 2005): 115-117.

Content footnote format

Content footnotes are usually the most useful form of footnote, in which an author amplifies a point made in the main text or perhaps directs a reader to other sources on the same subject. Often these are used for subsidiary material, in order not to distract a reader from the flow of an essay.

ENAR number and English language style

Writing Numerical Values

When numerical values of more than five digits are written the digits should be grouped in sets of three, starting from the position of the decimal point. The sets should be separated by a space (half space when typing) and not by commas. When there are four digits the use of the space is optional.

However, if entering the numbers in a table, you should use the space to maintain vertical alignment with other lines of more than four digits. Numbers less than unity require a leading zero before the decimal marker: 0.73 is correct, .73 is incorrect.

Make sure that when you are referring to numbers in your text (not statistics), 1-9 should be written. Any number from 10 onwards should be numerical. For example:

We noted five instances of racial profiling. We noted 24 instances of racial profiling.

UK English

ENAR publications should be written in UK English rather than USA English. Please make sure your spell-check is made in UK English to ensure you keep to this rule.

This following in yellow does not need to be translated:

Common mistakes are recognize instead of recognise; organize instead of organise, realize instead of realise, color instead of colour.

It is also important to remember that in UK English, as opposed to USA English, commas should not be used after the word 'and'. For example:

The organisation will increase links with committees, political groups and the Intergroup on racism and diversity.

Common problems when writing in English

Overuse of the passive voice

For example: The Directive was transposed in Italy in 2009.

Better: Italy transposed the Directive in 2009.

Dangling participles

Incorrect: On arriving in Brussels, the Commissioner accorded me an interview.

Question: Was it the Commissioner or you who arrived in Brussels?

Rule: A participial phrase at the beginning of a sentence must refer to the grammatical subject of the sentence.

Better: The Commissioner accorded me an interview shortly after I arrived in Brussels
OR Shortly after I arrived in Brussels, the Commissioner accorded me an interview.

Contradictions, possessives and plurals

Its (a possessive adjective). The legs of the table are made of metal. Its legs are made of metal (possessive)

It's (it is, noun = it + verb = is). It's a table with metal legs (contraction of it and is).

Artists, artist's, artists'

- Plural noun: artists (no apostrophe) = more than one artist
Several artists exhibit at the national Art Museum
- Singular possessive: artist's (apostrophe before the s) = belonging to the artists (singular)
The artist's paintbrush was red.
- Plural possessive: artists' (apostrophe after the s) = belonging to several artists (plural)
A group of artists found a studio in which to paint. The artists' studio had a lot of natural light.

Writing tips

Write in clear, straightforward, grammatically correct English.

Be honest and do not make statements you yourself do not mean or do not understand.

Avoid unnecessary words and break your text up into short, easy to understand paragraphs. Try to develop one point only per paragraph.

Try to avoid clichés and jargon and use colloquialisms sparingly.

Spell accurately, use correct punctuation, use words precisely and get in the habit of consulting a good dictionary.

Try to organise your paper so that ideas proceed logically.