

III General specifications

Parts of paper

Title

In the paper title, capitalize the first letter of the first and last word and all the nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions. Suggesting a short title for inclusion on running heads by the author is desirable.

All *financial support* for the work in the paper is listed in the first footnote, the reference to which is placed at the end of the title.

Abstract

Please include a brief abstract of no more than 300 words. The abstract should be one paragraph in length and should not be divided into sections, nor should it contain abbreviations or footnotes. Abstracts are not required for short communications articles.

Keywords

Please include up to eight keywords in alphabetical order, separated by commas, no capitalization of keywords, except for proper nouns or conventionally capitalized terms.

Figures and tables

Tables and figures should be numbered consecutively (in arabic numerals) and uploaded as a separate file. The approximate position of tables and figures should be indicated in the manuscript.

All tables must have explanatory legends. Please include original source of table/figure if not your own. All citations of figures and tables in text must be in numerical order. Citations to figures in parentheses or in footnotes always carry the abbreviation "Fig." followed by the figure number, elsewhere please use the full word followed by the figure number.

Quotations

All quotations from other sources should be given in double quotation marks with an appropriate reference. A reference to a published source should include the page where the cited text first appears; a reference to an archival manuscript should contain all relevant information (the archive's name, collection, inventory, file and the sheet number on which the original text appears). Lengthy quotes (four lines or more) should be displayed and indented, with a line space above and below. In quotations, all omissions should be marked with points of ellipsis in square brackets; all comments and explications should be given in square brackets.

Footnotes

Footnotes should be numbered in consecutive order throughout the text. The footnote number, in superscript, should be placed at the end of the sentence or quotation after the punctuation. Footnotes should be placed at the bottom of the page on which they are cited.

Acronyms, use of italics

All non-English words should be in italic script, and along with all non-English names, they should be spelled with accents and diacritical marks included. Anglicized words (ad hoc, per cent, a priori, coup d'etat, per capita, etc.) should be Roman with no accents.

Define acronyms the first time they appear in the Abstract as well as the first time they appear in the body of the paper, written out as part of the sentence, followed by the acronym in parentheses.

Transliteration of Cyrillic

The journal uses the Library of Congress transliteration method, without diacritics. Exceptions may be made for names of well-known people where a different spelling has become conventional, e.g., Yeltsin, Trotsky.

Permissions

The author is responsible for obtaining permission in writing to quote copyrighted material (including figures and tables). Authors are personally responsible for ensuring that all information, quotations, dates and names given in their papers are correct. All figures (illustrations) should be supplemented with references to their provenance and copyright holder.

IV References

Full details of references should be provided in a section under the heading *References* at the end of the manuscript.

- References should use the Harvard system for published works, i.e., author's name, date of publication, and page numbers (if required) in parentheses in the text.
- For books, references should give author's last name and initials, date of publication, title of book, place of publication and publisher, followed by a DOI code, if available. If multiple places of publication are cited, use & (e.g., New York, London & Delhi: Basic Books). If there are more than 3 authors use *et al.*, e.g., (Kahk *et al.*, 1998). For edited volumes, use (ed.) for single editor; (eds.) for joint editors. Double initials should be separated by a space (e.g., J. K.)
- For book chapters, references should give author's last name and initials, date of publication, title of book chapter, book, editor's last name and initials, date of publication, book title, place of publication and publisher, chapter page numbers.
- For articles, references should give author's last name and initials, date of publication, article title, name of journal, volume and issue numbers, article page numbers.
- Titles of journals should be given in full.
- References to works that are themselves of historical significance should have the date of first publication in the text and the list of references, with a supplementary note if page references are made to a later edition.
- English title translations of foreign works in other than major world languages should be given in square brackets, in lower case, e.g., *Lietuvos savivalda* [Lithuanian self-government].
- Archival material should be included as part of the reference list, providing information on its date, title or description of the nature of the material, archival code (in the format established by a given archive), the name of the archives in English and its location. In-text references of the archival material should be presented in the form of abbreviation of the archive's name (corresponding to the

archive's language) followed by date (or date range), e.g. (EAA, 1803–1814).

Reference examples

Books, monographs

Barnard, C. (2007), *The Substantive Law of the EU. The Four Freedoms*, Oxford: Oxford University Press. <https://doi.org/10.1093/he/9780198830894.001.0001>

Horvath, T. M. ed. (2000), *Decentralization: Experiments and Reforms*, Budapest: Local Government and Public Service Reform Initiative, OSI Publications.

Chapters in edited volumes

Groenendijk, K. (2007), 'The long-term residents directive, denizenship and integration,' in A. Baldaccini; E. Guild & H. Toner (eds.) *Whose Freedom, Security and Justice? EU Immigration and Asylum Law and Policy*, Portland, OR: Hart Publishing, pp. 429–451.

Articles in journals

Brubaker, W. R. (1992), 'Citizenship struggles in Soviet successor states,' *International Migration Review*, vol. 26, no. 2, pp. 269–291. <https://doi.org/10.2307/2547057>

Newspaper articles

Financial Times (1998), 18 August.

The Times (2009), 'Latvian fears lead to bank protection,' 8 October.

Milne, R. (2012), 'European finance: A leaning tower of perils,' *Financial Times*, 28 March.

Institutional authors

WHO (2006), *World Health Statistics*, Geneva: World Health Organisation.

Working papers

Holm, U. & Joenniemi, P. (2001), *North, South and the Figure of Europe: Changing Relationships*, COPRI Working Paper, no. 11, Copenhagen Peace Research Institute.

Conference proceedings

Mägi, V. (2007), 'From the 17th century to the present-day in Estonia: evolution of exact and natural sciences,' in *The Global and the Local: the History of Science and the Cultural Integration of Europe: Proceedings of the 2nd International Conference of European Society for the History of Science*, Krakow: European Society for the History of Science, pp. 920–924.

Conference papers

Joenniemi, P. (2008), 'The EU is not what it used to be: once a 'peace project', and now a 'force for good',' Paper presented at BRIT IX conference, Victoria, Canada, 12–15 January 2008.

Unpublished works

Rudi, E.; Mägi, M.; Link, E.-G. & Maimets, A. (2000), *Eesti roheliste kadumine poliitiliselt maastikult* [Disappearance of Estonian Greens from the political scene], [Unpublished manuscript] Department of Political Science, University of Tartu.

Archival materials

EAA (1803–1814), *Kontrakte, Protokollextrakte und Briefwechsel mit den Beamten des botanischen Gartens, dem Kurator des Dorpater Lehrbezirks u.a. über die Errichtung und Versetzung des Gartens, den Verkauf des alten Gartens u.a.*, EAA f 402, n 5, s 52, Estonian Historical Archives, Tartu.

Government acts

Identity Documents Act (1999), Isikut tõendavate dokumentide seadus, *Riigi Teataja*, RT I 1999, 25, 365.

EU documents

The Stockholm Programme – An Open and Secure Europe Serving and Protecting the Citizens (2010), Notices from European Union Institutions, Bodies, Offices and Agencies, *OJ*, C 115/01, 4.5.2010.

Council Directive 2000/43/EC implementing the principle of equal treatment between persons irrespective of racial or ethnic origin, *OJ*, L 180, 19.7.2000, pp. 22–26.

Dissertations

Tohvri, E. (2009), *Valgustusideede mõju Tartu arhitektuurikultuurile 19. sajandi alguses. Dissertationes Historiae Universitatis Tartuensis*, [PhD thesis] Tartu: Tartu Ülikooli Kirjastus.

Websites

European Financial Facility (2012), [Home page]. Retrieved from <http://www.efsf.europa.eu> [accessed 20 Apr 2012]

Legal materials

María Martínez Sala v. Freistaat Bayern [1998], ECR I, C-85/96, p. 02691.