GUIDELINES FOR THE THIRD ANNUAL
"EU FRONTIERS STUDENT PAPER SERIES"

GENERAL INFORMATION

1. Word count: 4000-6000 words
2. Type of paper: Policy paper
3. Language: US English
4. Manuscript file format: '.doc' or '.docx'
5. Citation system: Chicago (footnoted). For a detailed introduction to the Chicago system see http://www.chicagomanualofstyle.org/tools_citationguide.html

GENERAL FORMATTING

1. Use 12-point Times New Roman font, double spaced, for the entire manuscript.
2. Close up space around the dashes. All em-dashes—which when typeset will resemble these—in the text are indicated by two consecutive hyphens without space before, between, or after them, so that they appear--like this. If your word processing program automatically formats a dash to appear as an em-dash—like this—be sure there are no extra spaces before or after it.
3. Spell out abbreviations on first use, followed by the abbreviation in parentheses, e.g., European Union (EU).
4. Check quoted passages with original sources for accuracy and completeness.
5. Number the manuscript pages consecutively.
6. Do not include running heads or running feet.
7. Incorporate figures and tables within the text. (See "Tables and Figures" section for further instructions.)
8. Use capitalized abbreviations preceding the amount for currency, e.g. EUR 1bln.

TABLES AND FIGURES

1. Embed figures or tables in the text.
2. For bar graphs and charts please use patterns rather than shades of gray.
3. Label figures and tables with the section number and table or figure number, numbered consecutively through each section, placed under the table or figure. For example, the first table in section 4 should be labeled table 4.1, the second table in the same section is table 4.2, etc. Include the source of the tables after the title in *italics*, e.g. Table 4.1 XXXXXX. *Source: xxxxxxxxxx*