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**Title of the publication**

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**Acknowledgements**

Acknowledgements addressed to staff members, experts, trainees or other people who contributed to the preparation of a manuscript should appear on the imprint page (page 2, the verso of the title page, which also includes all the legal notices).

Example of an acknowledgement:

The author is particularly grateful to John Smith, Doctor of Law and Head of the Committee on Culture, Science, Education and Media of the Parliamentary Assembly of the Council of Europe. He also wishes to thank the Council of Europe directorates for correcting the manuscript of this publication.

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Example of a dedication:

In memory of John Smith (1930-1990).

odd page

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# Title of the publication

Contents

[--> ECML will create an automatic table of contents once the publication is formatted]

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# Foreword

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odd page

Heading formats:

# Chapter: Times New Roman, bold, 14 pt

## Heading 1: Times New Roman, bold, 12 pt

### Level 2: Times New Roman, bold italics, 12 pt

#### Level 3: Times New Roman, bold, italics, 12 pt

##### Level 4: Times New Roman, italics, 12 pt

*Level 5: Times New Roman, indented, italics, 12 pt*

Examples:

# Chapter 1: Format

## 1. Cover pages

The following rules apply to covers:

* avoid any overlap or confusion between the title of the work (the most important element) and any other written text (slogans, project names, series title, etc.);
* the Council of Europe logo must appear on the front cover; with the exception of statutory publications or co-editions, the cover should bear no other logos. Sectorial logos or associations of logos may appear on the back cover or on the title page (first page) of the publication.

### 3.1. Front cover page: names of the authors

Please indicate in which order the names of the authors should appear on the cover page.

### 3.2. Back cover page: mandatory elements and blurb

#### 3.2.1. Back cover: mandatory elements

The back cover must include the following elements:

* a summary or short presentation of the book (not more than 200 words - see para. 7.2.1);
* a presentation of the Council of Europe (standard text, regularly updated and available from the Organisation);
* the Internet addresses of the Council of Europe website (www.coe.int) and the ECML website (www.ecml.at).

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# Bibliography

## Presentation

**The bibliography should be presented in accordance with the Council of Europe’s typography rules:**

Entries should be in this order:

1) Author (date), 2) Title, 3) Publisher, 4) Place of publication.

Commas separate each piece of information and a full stop closes the reference.

Example:

Koppy E. D. (2010), *Proofreading*, Tallulah Press, Tallulah.

### Author (date)

The author’s surname comes first, then his/her initial(s). There is no comma between the author’s surname and initial(s) or the date. Initials take points and a space between each if more than one.

List authors/editors with compound names according to the first of their surnames.

For names with prefixes (de, van, von, etc.), list according to the surname and put the prefix after the initial, in parentheses:

Pozo Martín F.

Boer-Buquicchio M. (de).

If two or more references have the same author/editor and publication year, each should have a lower-case letter (roman type) added to the year to distinguish them.

Examples:

(Smithers 2000)

(Butcher 2003a)

(Butcher 2003b: 251-8).

### Title

* Titles of books and periodicals should be in italics (no quotation marks), with initial capitals on the first word of the title and on proper nouns only.
* Entries are listed in alphabetical order by author or editor (including institutional works).
* Put multiple works by the same author(s)/editor(s) in date order (earliest first). Then put in date order any works where the same author/editor is the first named (of two or more); these should be cited as “[Author] et al.”. Edited works may be (but need not be) interfiled with authored works.

## Citation of a complete work

The bibliographical list comes at the back of the work, under the heading “References” or “Works cited” (not “Bibliography”).

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For example:

Butcher J. (2003), *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge.

If a passage is quoted, the relevant page number must be indicated:

Doe J. (1962), *The day the earth stood still*, Random House, New York, p. 23.

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## The work is part of a series

Put series titles (capitals on all significant words) and the number in the series after the title:

Author (date), *Title*, Series Title No. in series, Publisher, Place of publication.

Evermore R. (2012), *Webliography*, Editorial Studies No. 7, Ps & Qs Publishing, London.

## Article or chapter in a larger work

For an article or chapter in a larger work, respect the following order (“in” roman type):  
Author (date), **“Title”**, in Author/editor (year), *Title of work*, Publisher, Place of publication.

Hamm E. B. (1980), “English breakfast returns”, in Sauce H. P. (ed.), *Cooking nation*, Unwin, London.

## Article in a periodical or journal

Author (date), “Title”, *Title of Periodical* number, page numbers.

Smith J. (1990), “Culinary upstarts”, *Revolutionary Cooking* No. 43, pp. 151-67.

Publisher details may be added after the page numbers if known.

Book and article titles in bibliographies and reference lists should have initial capitals on the first word of the title and on proper nouns only, but not on the other words. The titles of newspapers and journals should keep the capitals of their registered name, however.

Do not change initial capitals for the foreign-language titles of books, organisations, etc., as they may not follow the same rules as English titles. Check titles on the Internet or with a native speaker if in doubt.

## Multi-author works

Up to three authors – put the names as they appear on the cover of the work:

Witherspoon M. and Merry P. (1924), *Ersatz upbringing*, Pingu Publishing, Cheswick.

More than three authors – first name to appear on the cover of the work, followed by “et al.”:

Irvine Q. et al. (2007), *Lopsided geometry*, Fiddlers, Tottenham.

## Editors, translators

In compilations and compendiums, the editor’s name appears first, followed by “(ed.)” (plural “(eds)” – no full stop):

Wedley H. and Stanley P. (eds) (2010), *Antidisestablishmentarianism today*, O’Reilly, Cork.

To indicate a translator’s name, add “(tr.)” after the title, followed by the name:

Rubikk E. (1990), *Life in a cube*, (tr.) Moore S., Lubrik, Sussex.

## Editions

As necessary, put the edition number in parentheses after the title, no comma before: “(2nd edn)”:

Wise G. (2012), *Penny wise, euro foolish* (9th edn), Bankish, London.

## Foreign language titles and translations

Works should be cited as referred to by the author. If the original language is not English, there are two possibilities: either a reference to an English translation, if available, can be given in addition, or a translation of the title in English can be given in roman min. caps, in square brackets:

Kastanji L. (1983), *Életem*, Kiado, Budapest; Engl. translation as *My life*, Rumhouse, Oxford, 2001.

Rugen I. (1999), *Ferien bei mir* [Holidays at my place], Stumpf, Berlin.

Conversely, it may be useful to give the original-language edition if the main reference is to a translation:

Nonante J. D. (2000), *Insignificant social diseases*, Nailer, New York [French orig. *Maladies sociales insignifiantes*, Brouette, Paris, 1989].

## Reports by the Council of Europe or other international organisations

The full document reference number must be given along with as much other information as possible, since these documents can sometimes be difficult to locate (for example, specify the project or department concerned).

Council of Europe (2002), “Report on the agenda-setting workshop on e-governance” (Doc. IP1 (2002) 18).

## Websites

References to websites might contain any of the information given above. Follow the basic template chosen, but add the URL (Universal Resource Locator, or Internet address), preceded by “, available at”, and provide the date accessed. If the URL begins with “www.”, leave off the preceding “http://”:

Hollo Z. (2006), *National anthems, national fruits*, available at www.homelanddo.org/NANF.html, accessed 1 October 2007.

Avoid long URLs by providing the home page URL and the rubric to visit. Be as specific as possible because the Internet is constantly changing. Avoid references such as: “John Doe has written an article. It can be found at www.johndoe.com/article.html”. If the link changes, the reference is useless, but if readers have the exact title or reference of a document, they have a good chance of finding it elsewhere.

even page

# Note about the author(s) / contributor(s)

Please give a brief presentation of the author(s) of the book (10-15 lines): who are they, what are their fields of expertise, function(s), institutions...

This contribution will be inserted at the end of the book (max. 1-2 pages).

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Cover page 4

Title of the publication

Blurb

Council of Europe logo www.coe.int

The Council of Europe has 47 member states, covering virtually the entire continent of Europe. It seeks to develop common democratic and legal principles based on the European Convention on Human Rights and other reference texts on the protection of individuals. Ever since it was founded in 1949, in the aftermath of the Second World War, the Council of Europe has symbolised reconciliation.

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