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## **General guidelines for authors**

### **preparing manuscripts for ECML publications**

(Books with an ISBN, format 16x24 cm)

Prepared by the European Centre for Modern Languages

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Promoting Excellence in Language Education  
Pour l'excellence dans l'éducation aux langues  
Für Sprachenbildung auf höchstem Niveau

# Table of content

<b>Introduction .....</b>	<b>4</b>
<b>1. Length.....</b>	<b>4</b>
<b>2. Style .....</b>	<b>4</b>
<b>3. Cover and title pages.....</b>	<b>4</b>
3.1. Front cover page: names of the authors .....	4
3.2. Back cover page: mandatory elements and blurb .....	5
3.2.1. Mandatory elements .....	5
3.2.2. How to write a back cover blurb.....	5
3.3. Title page.....	7
<b>4. Logos.....</b>	<b>8</b>
4.1. Council of Europe’s visual identity .....	8
4.2. Joint logo of the Council of Europe and the European Centre for Modern Languages .....	8
4.3. Logos: joint programmes.....	9
<b>5. The ISBN (International Standard Book Number).....</b>	<b>9</b>
<b>6. Note about the author(s) / contributor(s) .....</b>	<b>10</b>
<b>7. Acknowledgements and dedications .....</b>	<b>10</b>
<b>8. Abbreviations.....</b>	<b>10</b>
8.1. In the running text: that is/namely – for instance/for example – etc.....	10
8.2. Acronyms and initialisms .....	10
8.3. Initials.....	11
8.4. Measurements.....	11
8.5. Mr, Dr, Ltd, etc.....	11
8.6. Official texts.....	12
8.7. op. cit., ibid., cf., p., pp., etc. ....	12
<b>9. Numbers, figures, numerals .....</b>	<b>12</b>
9.1. House style .....	12
9.2. In general.....	12
9.3. Special cases and exceptions .....	13
<b>10. Illustrations (photos, caricatures, cards, maps.....)</b>	<b>13</b>
10.1 Issues to consider when selecting your illustrations .....	13
10.1.1. Photos and works of children / students .....	13
10.1.2. Textual elements in one language.....	14
10.1.3. Translation of text accompanying an illustration into the second language of the publication .....	14
10.1.4. Coloured illustration .....	14
10.2. Graphical elements.....	14
10.2.1. Copyright issues relating to the use of graphical elements.....	14
10.2.2. How to scan images.....	15
10.2.3. Sending of original versions of images to be scanned at the ECML .....	15
10.2.4. Return of original illustrations to the author.....	15
10.2.5. Mention of the source of the illustrations used.....	15
10.2.6. Place of images which are not directly inserted in your manuscript.....	15
<b>11. Footnotes .....</b>	<b>15</b>

<b>12. Bibliographical references and bibliographies .....</b>	<b>16</b>
12.1. Citation of a complete work .....	17
12.2. The work is part of a series.....	17
12.3. Article or chapter in a larger work.....	18
12.4. Article in a periodical or journal.....	18
12.5. Multi-author works.....	18
12.6. Editors, translators .....	18
12.7. Editions.....	18
12.8. Foreign language titles and translations .....	19
12.9. Reports by the Council of Europe or other international organisations.....	19
12.10. Websites .....	19
<b>13. Text formatting.....</b>	<b>20</b>
13.1. Page format and margins for books edited in the format 16x24 cm .....	20
13.2. Text font .....	20
13.3. Headings.....	20
<b>14. General guidelines before sending the manuscript to the ECML.....</b>	<b>21</b>
14.1. Check the English.....	21
14.2. Do a spell check .....	21
14.3. Submit the final version of the text .....	21
<b>15. Rules to be observed regarding copyrights .....</b>	<b>21</b>
15.1. General .....	21
15.2. Quotations .....	22
15.3. Photographs and illustrations .....	22
15.4. Model of copyright release before publication by the Council of Europe.....	23
<b>16. Contact details at the ECML.....</b>	<b>24</b>
16.1. For issues related to the structure, the content and the sending of the manuscript to the ECML .....	24
16.2. For issues related to the present guide, layouting, translation, print and dissemination .....	24
<b>17. References .....</b>	<b>24</b>

## **Introduction**

This guide is intended to serve as a reference tool in order to standardize document layouts and to avoid repeated reworking of texts by the ECML. By following these recommendations, authors can contribute considerably to reducing costs and time taken and to bringing about a general improvement in quality.

This document is mainly based on the *Council of Europe English style guide*.

### **1. Length**

Keep to the requested number of words.

### **2. Style**

Write short sentences, summarise information and discussion.

Avoid repetition, duplication, etc.

Prefer double quotation marks. For example: All European education systems recognise the value of “teleworking”.

### **3. Cover and title pages**

The design of the cover is usually the responsibility of the ECML.

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 name, 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 ([more details on the Council of Europe website](#)).

#### **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. Mandatory elements

The back cover must include the following elements:

- a summary of the book which should not exceed 200 words – to submit by the authors (see [point 3.2.2.](#) for more details);
- a presentation of the Council of Europe (standard text available in the Organisation’s [visual identity manual](#));
- the Internet addresses of the Council of Europe website ([www.coe.int](http://www.coe.int)) and the ECML ([www.ecml.at](http://www.ecml.at)).

For commercial (ISBN) publications, the following elements are to be added:

- ISBN, corresponding bar code and price; the Council of Europe sends these elements to the ECML when the cover is prepared;
- “Council of Europe Publishing” and the address of the Publishing website (<http://book.coe.int>);
- possibly a short biography and a colour, passport-size photograph of the author.

### 3.2.2. How to write a back cover blurb

The back cover blurb is usually a potential reader’s first contact with a book and is often a determining factor in the decision to read (download or purchase) it or not. It is also used to present your book on the [ECML](#) and [Council of Europe Publishing](#) websites. Take advantage of the opportunity that this space offers to “sell” your publication to potential readers!

Keep it short and to the point. Do not attempt to summarise the contents. There is no need to repeat the title. Above all, avoid specialist jargon, empty verbiage and administrative formulations. Avoid the following phrases and variants at all costs: “in the framework of Plan A”, “as part of Programme B”, “under the auspices of C”, “as advocated in the document D”, etc.

Keep the blurb to **200 words or fewer**. Generally, three paragraphs will do. The first paragraph “sets the scene”, describing a situation or problematic that the book will cover in some way. The rest of the blurb is there to explain how the book offers some insight into the problem. Prefaces, executive summaries and the like are often good places to find this information.

Before writing your blurb, try to answer some of the following questions:

- Who is the book intended for?
- What is the problem/situation regarding the topic at hand?

- Why should the reader feel concerned?
- What solutions does this book offer?
- How can it help improve the situation?
- What is the purpose of the publication?

**Checklist:**

<b>Motivation:</b>	<ul style="list-style-type: none"> <li>▪ Why do we care to investigate the particular problem</li> <li>▪ Importance of your work</li> <li>▪ Difficulty of the area</li> <li>▪ Impact it might have</li> </ul>
<b>Problem statement:</b>	<ul style="list-style-type: none"> <li>▪ Purpose of study</li> <li>▪ Problem you are trying to solve</li> <li>▪ Scope of your work</li> </ul>
<b>Approach:</b>	<ul style="list-style-type: none"> <li>▪ How did you go about solving or making progress on the problem?</li> <li>▪ Extent of your work</li> </ul>
<b>Results:</b>	<ul style="list-style-type: none"> <li>▪ Major results</li> </ul>
<b>Conclusions:</b>	<ul style="list-style-type: none"> <li>▪ Implications of the results</li> <li>▪ Connect the findings with one or more of the larger ideas stated at the beginning of the abstract</li> </ul>
<b>Major techniques you used to find the results:</b>	<ul style="list-style-type: none"> <li>▪ Do not explain the ‘how’, but rather the ‘what’</li> <li>▪ Summarize ideas</li> <li>▪ Avoid details</li> </ul>
<b>Word count limitation of the abstract:</b>	<ul style="list-style-type: none"> <li>▪ 150-200 words</li> </ul>
<b>List of keywords</b>	<ul style="list-style-type: none"> <li>▪ Keywords describing your work</li> </ul>

Please submit your draft blurb along with the manuscript. It will be reviewed by the ECML before the cover is laid out and must receive the Centre’s visa.

### 3.3. Title page

The following should appear on the back of the title page or in an appropriate place:

English edition

Title: XXXXX

This publication of the European Centre for Modern Languages of the Council of Europe has been produced within the framework of the Centre's 2016-2019 programme entitled "Languages at the heart of learning".

The opinions expressed in this work are the sole responsibility of the authors and do not necessarily reflect the official policy of the Council of Europe. All rights reserved. No part of this publication may be translated, reproduced or transmitted in any form or by any means, electronic (CD-Rom, Internet, etc.) or mechanical, including photocopying, recording or any information storage or retrieval system, without prior permission in writing from the Directorate of Communication (FR-67075 Strasbourg Cedex or [publishing@coe.int](mailto:publishing@coe.int)).

Council of Europe Publishing

FR-67075 Strasbourg Cedex

<http://book.coe.int>

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[www.ecml.at](http://www.ecml.at)

Cover photo :

XXXXX [source of the photo used]

ISBN: XXXXX [given by the Council of Europe]

© Council of Europe, [year of publication]

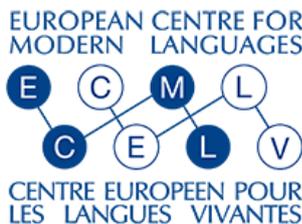
## 4. Logos

### 4.1. Council of Europe’s visual identity

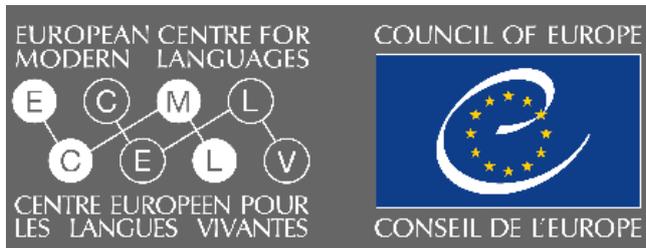
The [Council of Europe visual identity manual](#) helps us to choose the right size for the official logo, depending on the format of the publication, to check its positioning and legibility and to get the colours right, and to use the logo in conjunction with other logos or graphic elements (for example for publications resulting from joint programmes with the European Union).

### 4.2. Joint logo of the Council of Europe and the European Centre for Modern Languages

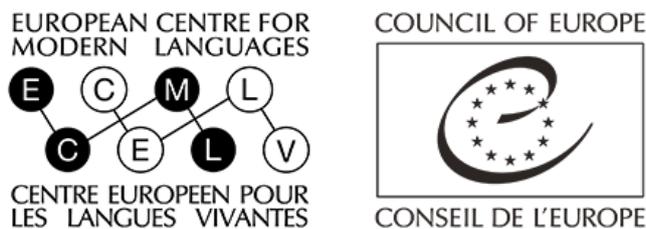
The joint logo of the Council of Europe and the European Centre for Modern Languages should appear on the front and back covers: <http://www.coe.int/en/web/about-us/logo-associations> (see logo under “European Centre for Modern Languages (ECML)”).



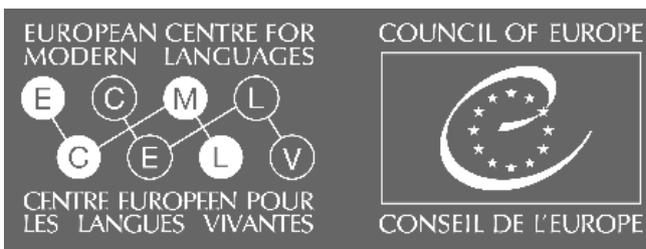
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[EPS download](#) (print format)

Partner logos may be placed on the title page and/or back cover but not the front cover.

### **4.3. Logos: joint programmes**

For books published by the Council of Europe under joint Council of Europe/ European Union programmes, only the Council of Europe logo should appear on the cover. The joint programme logo and the name of the joint programme may appear on page 1 of the publication and/or on the back cover.

For free publications, the joint programme logo (Council of Europe logo accompanied by the European Union's blue logo with stars) may appear on the cover.

## **5. The ISBN (International Standard Book Number)**

The [ISBN](#) is a standardised, international, 13-digit number that makes it possible to identify any published book. This number is unique and is allocated before publication. It will appear on the cover, along with a bar code so that the ISBN can be optically scanned.

The ISBN is a means of guaranteeing access to records in the large global bibliographic databases (Electre, Nielsen Book, Amazon, Barnes and Noble, etc.) and in certain major reference libraries. It is essential for any publication that is to be commercialised in liaison with the book trade networks (bookshops, wholesalers, etc.).

### **Criteria for allocating an ISBN to a Council of Europe publication**

These criteria apply to any commercial publication which is assigned an ISBN by the Council of Europe Directorate of Communication, including co-editions where the ISBN has been assigned by the Directorate of Communication. The following criteria are considered mandatory when publishing a book destined to go through a sales circuit:

- The content of any ISBN publication has to be connected with the Organisation's strict remit of preparing standards, guidelines and policies, and of reporting on practices (including those of our member states) relating to its three pillars: human rights, democracy, rule of law. This definition includes publications used for teaching purposes at specialised training sessions or in the context of an education network, as well as books intended for a larger audience, which enable readership to be expanded.
- Existence of a targeted readership: publications selected to be issued with an ISBN are those intended to disseminate knowledge (monographs, comparative studies, etc.) and are aimed at an identified readership.
- Linguistic and graphic quality: the ECML will co-ordinate the pre-press preparation of all its books (professional copy-editing, proofreading, page layout and graphic design).
- The content and the covers of books (both front and back) must be approved by the ECML.
- Number of pages for a printed version: in order for a future publication to have a perfect or adhesive binding and to ensure better visibility on bookshop shelves, it is recommended that it has at least 68 pages.

## 6. 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).

## 7. Acknowledgements and dedications

Acknowledgements addressed to people (experts, ECML staff members, etc.) 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.
---

Any dedication should appear on page 3.

Example of a dedication:

In memory of John Smith (1930-1990).
--------------------------------------

## 8. Abbreviations

### 8.1. In the running text: that is/namely – for instance/for example – etc.

Abbreviations should normally be avoided in the running text.

Use “that is/namely”, rather than “i.e.” and “for instance/for example” rather than “e.g.”.

We do occasionally use “etc.”, preceded by a comma if more than one term precedes it, but avoid overuse.

It is nevertheless sometimes desirable to use an abbreviation, to avoid repetition of the same term in several sentences or to save space in tables, charts or footnotes, for example. In such cases the following rules apply.

### 8.2. Acronyms and initialisms

Acronyms and initialisms are abbreviations formed with the first letters of a name or common noun comprising several words. An **acronym** is pronounced as a word (e.g. UNESCO, NATO), while in an **initialism** each individual letter is pronounced (e.g. DVD, OSCE).

Unless the acronym or initialism is well known (EU, USA, UN), always use the full title the first time it appears, followed by the acronym in brackets (e.g. “The Council of Europe Development Bank (CEB) ...”).

Acronyms and initialisms should be written in all capitals, subject to the following conditions:

- if an organisation/institution makes consistent use of a different style for the acronym/initialism which makes up its name, the name of a sub-entity, body or a treaty or convention for which it is responsible, we must respect their choice. Failing this, try the relevant website, if available;
- if an acronym/initialism is an abbreviated form of the name of anything other than an organisation (i.e. a syndrome such as Aids), refer to generally accepted practice in the relevant professional fields.

The plural of abbreviations is formed by adding an “s” (lower case, no apostrophe): MPs, NGOs. Acronyms/initialisms that are usually used in the plural should be written as they are spoken (e.g. ICTs, OCTs, SMEs – not ICT, OCT, SME) unless they are used as a modifier). The definite article is used with initialisms: the OSCE, the IMF, but not with acronyms: UNESCO, UNMIK.

The World Health Organization is an exception, as referring to “the WHO” can be confused with a certain

### **8.3. Initials**

Initials before a surname take points and a following space (J. S. Bach). Initials follow the same rules in bibliographies, but come after the surname (Evermore R. C.). No commas.

### **8.4. Measurements**

Neither full stop nor “s” on the abbreviated forms of units of weight and measurement in the plural: kg, km, ha, ft, yd, etc. Leave a space between the number and the unit.

For areas (e.g. square miles) and volumes (e.g. cubic metres), the superscript figures <sup>2</sup> and <sup>3</sup> should be used only in technical and scientific contexts. Prefer “square kilometres” or “sq. km” to “km<sup>2</sup>”.

### **8.5. Mr, Dr, Ltd, etc.**

#### **No full stops:**

in **contractions** (where the short form contains the first and last letters of the complete word): Mr, Dr, Ltd, eds, etc.

The plural of “vol.”, however, is “vols.”, just as the plural of “No.” is “Nos.”.

**Full stops:**

in **abbreviations** (where the short form does not contain the last letter of the complete word): pp., No. (not “no”), ed. (for “editor” or “edited by”), etc. By this logic, “Rt Hon.” has a stop at the end only.

Note that “St” is used for “Saint”, but “St.” for “street”.

## 8.6. Official texts

In **adopted texts, conventions, treaties and other official texts of equal legal value in English and French**, certain abbreviations should be avoided. For example, abbreviations such as “EU” (European Union) or “EP” (European Parliament), which are relatively frequent in English, are not used as commonly in French, so they should be avoided. **This does not hold for publications or other documents.**

## 8.7. op. cit., ibid., cf., p., pp., etc.

These abbreviations, and others, are covered in the Council of Europe Style Guide (Appendix 3) and the *New Oxford Dictionary for Writers and Editors* (Nodwe).

## 9. Numbers, figures, numerals

### 9.1. House style

One to nine in letters, 10 and after in figures. Numbers in figures and letters may appear in one sentence, but prefer all figures in an enumeration. Hard (non-breaking) spaces, not commas, separate thousands:

4 000, 500 000; but points separate decimals: 26.5, 426.25.

Ages of persons are always given in figures: children aged 5 and above.

Numbers expressing duration will be written out. For example: “The study showed that 80% of immigrants having lived in France for more than fifteen years spoke French.”

For millions or billions, use the figure followed by the word “million” or “billion”. The figure 1 billion means  $10^9$  (10 000 000 000).

### 9.2. In general

Do not start a sentence with a figure. For example, “1988 was a momentous year” could be rewritten as “The year 1988 was momentous ...”.

Existing series of conferences, sessions, etc., are numbered with figures:  
18th Conference of European Ministers of Education, 44th Ordinary Session.

Ordinals follow the same rule as cardinals with regard to being spelt out or in figures, except for centuries, which should always be in figures: the 1st century, the 19th century, etc.

Numbers which form part of a compound modifier, such as “an eight-member committee” or “a 21-gun salute”, should follow the same rule given above.

### 9.3. Special cases and exceptions

**No.:** abbreviate “number” as “No.” (“No. 1”, plural “Nos. 1 and 2”).

Initial capital, the “o” should not be written in superscript, full stop after the “o” and a space before the number.

**Figures:** figures are to be used when stating quantities, dimensions, ages, etc., especially before an abbreviation: 6 kg, 3 metres, 9 tonnes, 7 years old.

**Percentages:** prefer the symbol (% or ‰), no space between the figure and the symbol; in words write “per cent” or “per mille” (two words, no point). In statistics each decimal place, even if zero, adds to accuracy: 3.5% is not the same as 3.50% or 3½%. The fraction is more approximate. Make the distinction between “%” and “percentage point(s)”. Repeat the percentage symbol in ranges linked by “to” or “and”, (“from/between 50% to/and 60%”), but not when linked with a hyphen: “30-40%”.

**Temperatures:** 25°C (as also in alcohol content and degrees of latitude and longitude).

**Pagination, etc.:** use figures (p. 250, Fig. 5, footnote 6).

**Ranges:** a range of numbers may be elided: page numbers: “pp. 312-17”; use “to” in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: “31-5” may mean “31 to 5” or “31 to 35”; write either “from 50 to 100” or “50-100”; but not “from 50-100”.

Use **roman numerals** only for titles, appendices, book or document sections, etc., and royalty (e.g. Edward VII).

## 10. Illustrations (photos, caricatures, cards, maps...)

### 10.1 Issues to consider when selecting your illustrations

#### 10.1.1. *Photos and works of children / students*

The following rules apply for photos used in a publication whether in book format, published on a website or on a CD-ROM:

*Did the author/the contributors of the publication take all the photos?*

There is no copyright issue if the photos are taken by the author or other contributors involved in the publication project.

A general statement in the publication can specify that the photos were taken by the author / contributors of the publication within the framework of an ECML project (title of the project to be specified).

*Would you like to use works carried out by children / students?*

If yes, please mention the source.

Example: “Works carried out by the students of classroom X [to be specified] of the school [name, town, country to be specified]”.

*Issues related to the right of personal portrayal*

If the photos were taken in a public place (for example at school), there will be no specific legal issue.

According to the right of personal portrayal, you will need to request authorisation of all the portrayed persons photographed in a private place.

### ***10.1.2. Textual elements in one language***

When choosing illustrations with textual elements please remember that your publication will be translated into a second language.

### ***10.1.3. Translation of text accompanying an illustration into the second language of the publication***

If an illustration contains English text in the English version of your publication, does it need to be translated into French or can it be left in English in the French version?

The author has three options for the second language version of the publication:

- 1) s/he suggests a translation into the other language;
- 2) s/he gives a brief explanation which could be translated by the translator into the second language;
- 3) or the translator is free to interpret the illustration in a brief footnote – if no translation or explanation is provided by the author.

### ***10.1.4. Coloured illustration***

The publication will be printed in black and white (including illustrations). The author should take this into account when selecting the illustrations.

## **10.2. Graphical elements**

### ***10.2.1. Copyright issues relating to the use of graphical elements***

Any copyright issues would have to be clarified with the original publishers of the materials (see [section 15](#)).

### ***10.2.2. How to scan images***

With regard to questions on scans it depends on the type of document that should be scanned.

<b>Format:</b>	jpeg for photos (colour and black and white) and tiff for drawings in black and white.
<b>Quality for the photos:</b>	250-300 dpi.
<b>Compression:</b>	Do not compress the jpegs too much in the graphics programme. For example the degree of compression in Photoshop should be between 9-11%.
<b>Resolution:</b>	For drawings in black and white: 600 dpi. For scanning printed photos, place the original at an angle of approximately 15° on the scanner and scan the image at 600dpi. Then in the graphics programme, rotate the image approximately -15° so that it is again vertical and reduce the resolution from 600 to 300 dpi in order to avoid a “moire” effect.

### ***10.2.3. Sending of original versions of images to be scanned at the ECML***

If it is not possible to scan the images according to the instructions above, the ECML can also take care of the scanning if you have the originals.

### ***10.2.4. Return of original illustrations to the author***

When you send originals to the ECML, please indicate if you would like them back. They will be returned as soon as possible.

### ***10.2.5. Mention of the source of the illustrations used***

Please indicate the source for each illustration used in the publication.

### ***10.2.6. Place of images which are not directly inserted in your manuscript***

For documents/images not inserted in the electronic publication file, please list them with their exact title, position and source in the book.

## **11. Footnotes**

Excessive use of footnotes should be avoided. They must be kept short and should not be used as a substitute for bibliographic references, which must be placed at the end of the chapter or the book. If writing in French, insert footnote cues before all punctuation marks.

In the body of the text use superscript numbers as footnote cues, not symbols such as \*, §, †, ‡, etc. Footnotes should be numbered from “1” to “n” throughout the book. Footnote cues should be placed after any punctuation.

Do not put brackets around footnote cues. In the note itself, use “1.”, “2.”, etc. (not superscript, followed by a full stop and a single space).

Do not use a hanging-indent paragraph format for footnote text.

The footnote should be in a smaller typeface (8-point notes for 10-point body text, for example).

## 12. Bibliographical references and bibliographies

There are generally two types of such lists:

- a “bibliography” lists works more or less related to the subject matter of the work and used in its drafting;
- a “references” list gives the exact references of works to which the author refers directly in the text.

Council of Europe style is to prefer the author-date system for references. We strongly recommend using this system from the outset, to standardize the presentation of bibliographical references throughout the publication and to ensure that references are complete.

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

In general and academic publishing (humanities), bibliographies appear at the end under the heading “Bibliography”.

A list following these guidelines is generally sufficient when the author does not refer directly to sources in the body of the text.

A reference section comes at the back of the work, or at the end of each article or contribution in the case of multi-author works, under the heading “References” (not “Bibliography”).

In both cases, entries should be in this order:

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

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

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

### **1) 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).

## 2) 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.

### 12.1. Citation of a complete work

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

The author’s surname comes first, then his/her initial(s). Leave a space between these two, but no punctuation. Initials take points and a space between each if more than one. Entries should be ordered in the following manner:

**Author (date), title, publisher, place of publication.**

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**.

Note that there is no comma between the author’s surname and initial/given name. Commas otherwise separate each piece of information.

### 12.2. 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.

### 12.3. 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.

### 12.4. 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.

### 12.5. 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.

### 12.6. 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.

### 12.7. 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.

## 12.8. 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**].

## 12.9. 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).

## 12.10. 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](http://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](http://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.

## 13. Text formatting

### 13.1. Page format and margins for books edited in the format 16x24 cm

Page format should be A4 with the following margins:

upper margin:	4,85 cm
lower margin:	4,85 cm
left margin:	2 cm
right margin:	7,5 cm
header:	4 cm
footer:	4,3 cm

### 13.2. Text font

For the body of the text, preference should be given to the Times New Roman font, 12 pt. Avoid excessive use of italics and use bold type sparingly.

### 13.3. Headings

The hierarchy of titles, headings and subheadings must be clear.

Avoid complicated numbering systems. These are rarely useful unless the text is extremely technical.

Make sure that the headings listed in the Contents correspond to those in the body of the text. Headings must all be left aligned, not centred.

Only the first letter of the titles/headings should be in upper case, except where the heading contains a word that is always capitalised (for example, an official title).

Use Word's built-in styles (Normal, Heading 1, Heading 2, etc.). To keep the document structure simple, the following levels of headings may be used:

Level 1: Times New Roman, bold, 14 pt

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

Examples:

**Captain Henry's adventures** (chapter heading, 14 pt, bold)

**Setting off** (12 pt, bold)

*A rough crossing* (12pt, bold italics)

*A high fever* (12 pt, italics)

*Green seagulls* (12 pt, indented and italics)

## **14. General guidelines before sending the manuscript to the ECML**

Before sending your manuscript to the ECML:

### **14.1. Check the English**

Check the level and quality of English of the text before submitting a manuscript. If the texts are of insufficient quality, rewriting is necessary. Attempting to save time by skipping this step will invariably result in considerable delays and problems later on.

### **14.2. Do a spell check**

Ensure that the correct language for all paragraphs and styles in the document is selected before starting work.

Once the entire text has been drafted, use the spell check tools of Word. This is only possible once the correct language has been set for ALL the text, i.e. “English (U.K)”.

The language selected will determine factors such as spelling, automatic correction options, spacing and the type of quotation marks, which differ in English and in French.

### **14.3. Submit the final version of the text**

Make sure that the manuscript includes all preliminary pages, the contents page, the text, figures, illustrations, appendices and bibliographies.

Only submit the final version of the text.

## **15. Rules to be observed regarding copyrights**

### **15.1. General**

Any intellectual work, by the mere fact of its creation, generates property rights benefiting its author. Copyright is a set of exclusive rights granted to the author or creator of an original work, including the right to reproduce, translate, distribute and adapt the work.

If the author uses long extracts, articles, illustrations, etc. of external works (paper or electronic – Internet, CD-ROM...) written by authors who are not involved in the ECML publication project, s/he should:

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- request authorisation to use these external works in her/his publication (addressed to the relevant person/institution; see [“Model of copyright release before publication by the Council of Europe”](#));

- enquire about eventual costs (to be paid by the ECML);
- make sure that the source is accurately quoted in the publication;
- ask if the copyright holder would like to receive a free copy of the ECML publication and provide exact details to the ECML (name, address, telephone, e-mail).

If the author needs support from the ECML at this stage, full information must be provided as to the parts of the publication concerned (which text, photograph etc.), the purpose (should it be translated, reproduced, adapted, etc.), the identity of the right-holder(s), the cost of obtaining the rights, etc.

## **15.2. Quotations**

Before submitting a manuscript, copyright permission must be obtained for any long quotations. If more than 400 words by another author are quoted, permission is required. Any words omitted from the middle of the passage quoted are included in the word count. Extensive use of one source is considered plagiarism.

Quotes which are from the same book but appear scattered throughout a document require copyright permission. Texts of the Council of Europe (ECML) often appear in the two official languages (French and English) and it is important to ensure that quotes included in the manuscripts are the original ones and have not been retranslated.

For all extracts from Council of Europe publications, the page number of the original document from which each quotation is taken needs to be indicated.

In order to comply with industrial property rules, each author is asked to identify clearly his or her quotations and to indicate their sources.

## **15.3. Photographs and illustrations**

It is also necessary to obtain permission to reproduce photographs, scientific diagrams, images, graphs, logos, original illustrations, material from the Internet, maps and so on. Full information must be provided as to the identity of the right-holder(s), the cost of obtaining the rights, etc.

**15.4. Model of copyright release before publication by the Council of Europe**

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## 17. References

Council of Europe, [Council of Europe visual identity manual](#), March 2015.

ISO 690:2010, Information and documentation – Guidelines for bibliographic references and citations to information resources. See [www.iso.org/iso/catalogue\\_detail.htm?csnumber=43320](http://www.iso.org/iso/catalogue_detail.htm?csnumber=43320)

### **Council of Europe Intranet (for internal use by ECML staff):**

Council of Europe (2017), [Publications production](#).

Council of Europe (2013), [Guide to the Council of Europe's publications policy](#).

Council of Europe (2017), [Council of Europe English style guide](#).

Council of Europe (2017), [Conseil de l'Europe – Typo memo français](#).

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