



European Liberal Forum **PUBLICATIONS**

Author Guidelines

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Introduction

Through its research and publication programme, the European Liberal Forum (ELF) develops comprehensive liberal solutions to real-life problems, acting as an incubator for the processes of European policy debates. Together with world-leading liberal foundations and think-tanks, academics, and intellectuals, we test and explore policy solutions for a freer and fairer Europe.

The ELF welcomes papers that are evidence-based, policy-oriented, well-argued, and well-structured, demonstrate familiarity with the existing research and current policy context, and are written in accordance with the highest academic standards.

These Author Guidelines are intended to explain the publishing process and outline best practice. They are relevant for all ELF publications, including Discussion Papers, Research Papers, Policy Papers, Book Reviews, Liberal Reads, and the *Future Europe Journal*, published by ELF.



Article Submission

HOW TO SUBMIT

- Please use only the dedicated platform for submissions at ELF:
<https://www.conftool.org/elf-submissions/>
- Do not include your name, affiliation, or any other identifier in the abstract or your draft article submission.

PEER REVIEW

All submissions are peer-reviewed, usually on a double-blind basis, by the Editorial Board, an external reviewer, or both. As a result of the peer review you may be asked to consider certain revisions, or your submission may be accepted outright, without further revision. Once a paper has been accepted, it is passed on to editorial and production.

EDITORIAL AND PRODUCTION

All accepted submissions will be copyedited. During copyediting, you may be required to review the editorial changes made and reply to queries. Once the copyediting process is complete, the paper will be typeset and you will receive a PDF proof. This will be your final chance to update or make changes to your paper before it is published.

PUBLICATION

All ELF Papers will be published online on the ELF website, and in the end-of-year publication, the EU Policy Review. FEU articles will be published on the dedicated FEU website and in print. ELF studies will also be published online and in printed form. ELF will assign the required ISSNs, ISBNs, and DOIs.



Submission Requirements

ARTICLE LENGTH

- Please ensure your articles meet the following wordcount requirements:

Discussion Papers 5,000–10,000 words

Research Papers 5,000–7,000 words

Policy Papers 2,500–4,000 words

Policy Briefs 1,000–1,500 words

Liberal Reads 2,500–4,000 words

FILE FORMATS AND FONT

- Please submit your article in Microsoft Word, preferably in .docx format, although .doc and .rtf are also accepted.
- Use 12 pt Times New Roman, with double line spacing.
- Use italics for emphasis, not underline or bold.
- Use the automatic footnote function; do not enter note cues manually.

ILLUSTRATIONS

- Where possible, supply your illustrations in a separate file or folder, clearly labelled (Figure 1, Figure 2, etc.), with indications in the text concerning figure/table placement.
- For figures/graphs and charts, also supply the Excel data files, so that these can be modified if necessary.
- All figures and tables should be consecutively numbered, followed by a title, and should be referred to in the text in the following way: (see Figure X).
- Accepted formats are .tif, .jpg, or .eps (.tif is our preferred format). Other possible formats are .png, .psd, and .pdf.
- For online-only publications, illustrations must be a minimum of 72 dpi.
- For print publications illustrations must be a minimum of 300 dpi at a size of 11.5 × 19.5 cm / 4.3 × 7.5 in.

COPYRIGHT

- Authors are responsible for obtaining permission to reproduce any copyrighted material included in the publication.
- All text copyright remains with the ELF.



Style and Structure

LANGUAGE AND TONE

- Please keep in mind that the journal targets a wide audience that includes experts, policymakers, and academics as well as the general public.
- Tell your readers right away what is interesting about your article and why reading it is relevant and important to understand the topic.
- Discuss existing literature and policy contexts. Pay particular attention to the intersection between research and policy. Demonstrate your familiarity with both and point out how theory can be translated into practice.
- Support your original argument and ideas with references to previous research and factual evidence.
- Structure your contribution in a way that makes your argument clear, dynamic, and easy to follow.
- Make sure that your introduction is catchy and demonstrates relevance, the subsequent sections add a new perspective to your reasoning, and the conclusion brings everything together without introducing new ideas that require further argumentation.
- Make sure that your arguments are presented accurately yet remain comprehensible to non-experts: avoid excessive use of academic or technical terminology.
- Avoid generalisations as well as unnecessary detail. Focus on your main argument and keep it consistent, informative, and concise.

SPELLING AND PUNCTUATION

Please use:

- British English spellings. Where there is a choice of -ise or -ize variants, use -ise/-yse: organisation, recognise, analyse, paralyse, etc.
- Single quotation marks: use double quote marks only for quotes within a quote
- The serial comma: This is a blue, white, and yellow flag
- Spaced en-rules for parenthetical breaks – that is, a mid-length dash – not the longer dash (favoured in US styles—thus)
- Numbers: write one to ten in words; 11 and above in figures. But use figures for percentages and other units of measurement
- Dates: twentieth century; 1 January 2022
- Elisions: do not elide dates or numbers: 35–39, 124–129, 1989–1995

ABSTRACT AND KEYWORDS

- The article abstract should summarise your argument in 100–150 words. It should not contain any references
- Keywords: between four and eight specific, rather than generic, terms

HEADINGS

- Avoid long, wordy headings: if possible, do not exceed one line
- Subheadings must follow a clear hierarchy. If you are using more than one heading level, please either number the subheadings (e.g., 1, 1.1, 1.2, 2, 2.1, 2.1.1, 2.1.2, 2.2) or add manual tags to indicate the different levels (<A head>, <B head>, etc.).
- Type all headings in sentence case: do not use capital letters



Footnotes and References

Each paper should have:

(a) footnotes with full references on first mention of a work, followed by short-title mentions thereafter,

and

(b) a full reference list at the end of each paper listing all works cited in the paper, in alphabetical order.

References in both footnotes and reference lists largely follow APA, 7th edition.

FOOTNOTES

Please note that in a footnote (in contrast with the reference list), the author's initial precedes the surname, a comma rather than full point follows the publication date, and publication details are given in parentheses.

As well as sources/references, footnotes can also include discursive comment, expanding on or explaining a point made in the main text.

Examples of footnote references:

Books

J. Wang and W. Song (eds.) (2016), *China, the European Union and International Politics of Global Governance* (London: Palgrave).

Chapters in books

T. Christiansen (2016), 'A Liberal Institutional Perspective on China-EU Relations', in J. Wang and W. Song (eds.), *China, the European Union and International Politics of Global Governance* (London: Palgrave), p. 12.

Journals

K. Brown (2018), 'The Anti-Corruption Struggle in Xi Jinping's China: An Alternative Political Narrative', *Asian Affairs*, 49(1), 12–18. <https://doi.org/10.1080/03068374.2018.1416008>.

Web references

J. Starn (2021), 'Phasing out coal will require Germany to build new gas plants', *Bloomberg Green*, 21 June, <https://www.bloomberg.com/news/articles/2021-06-21/phasing-out-coal-will-require-germany-to-build-new-gas-plants>.

REFERENCE LIST

This list should include only those works cited in the footnotes.

Examples of end-of-article reference list:

Books

Wang, J., & Song, W. (eds.) (2016). *China, the European Union and International Politics of Global Governance*. London: Palgrave.

Chapters in books

Christiansen, T. (2016). 'A Liberal Institutional Perspective on China-EU Relations'. In J. Wang and W. Song (eds.), *China, the European Union and International Politics of Global Governance*, pp. 12–18. London: Palgrave.

Journals

Brown, K. (2018). 'The Anti-Corruption Struggle in Xi Jinping's China: An Alternative Political Narrative'. *Asian Affairs*, 49(1), 12–18. <https://doi.org/10.1080/03068374.2018.1416008>.

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For all internet sources, please add hyperlinks to the original document or source. Please also use DOI when available.