



JEAN MONNET

EUROPEAN UNION CENTER

Policy Insights Paper Series

The *Policy Insights* series consists of concise analytical and policy driven papers reflecting on ongoing research and current events. The EUC's *Insights* series aims to provide academics, practitioners, decision-makers, and a general audience with thought-provoking essays. This series serves as a bridge between academics and policy-makers.

Instructions for Authors

Papers for consideration should be sent to: eucenter@illinois.edu

General Submission Requirements

Language

All papers are published in English. While all submission will go through a review process, the author is responsible for ensuring that grammar and spelling are correct.

Content

All submissions should contain an abstract (max 200 words), introduction, contextual background, problem/analysis, and policy recommendations.

Style Guide

General

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Papers should be typed, single-spaced, Times New Roman font size 12, with wide margins around all sides (refer to page 3 for template and specific margin guidelines). Please submit in MS Word format.

Length

Submissions should be between 900 and 3,500 words (including footnotes, references and figures, tables or charts).

Keywords

3-6 keywords should be provided upon submission.

Formatting

As little formatting as possible should be used. Margins should be 1 inch on all sides

Bibliographical References

Full bibliographical references should be mentioned at the end, using **Chicago Style, 16 Edition**. Footnotes should not be used for bibliographic references and should be kept at a minimal level in order to facilitate the reading and appeal to a broader audience. In-text citation should also use **Chicago Style, 16 Edition**.

Figures, Tables, and Charts

These should be included in the body of the article, as well as attached as a separate file upon submission. Figures, tables, and charts should be kept at a minimum, due to the brief nature of this paper series.

Quotations

Indent quotations over 40 words and remove quotation marks. Do not italicize.

Headings

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No more than three levels of heading should be used. Do not use headings next to each other without text in-between.

If your submission is accepted, your paper will be made available for viewing and downloading purposes at the European Union Center and [IDEALS](#). We must receive your signed consent form, which will be sent to you after edits have be finalized, before your paper will be published.

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TITLE (16pt font, Bold)

John Doe (14pt font, regular), Title

Department/Center, University of Illinois at Urbana-Champaign

Abstract (12pt font, bold)

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→ Subtitle (12pt font, regular)

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→ *Sub-Subtitle* (12pt font, italicized)

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