



**Canada-Europe Transatlantic Dialogue
Policy Publications Series
labs.carleton.ca/canadaeurope/publications/
Guidelines for Contributors**

Overview

The *Canada-Europe Transatlantic Dialogue* (CETD) supports the production of policy-relevant publications on current comparative Europe/Canada policy issues and on Canada-EU relations in the form of an online Policy Publications Series. The series is available in the Publications section of the CETD website at labs.carleton.ca/canadaeurope/publications/. We invite CETD scholars and/or graduate students working under their supervision to submit articles for publication.

Submissions should relate to the CETD mandate in that they should address issues of common policy concern to both Europe and Canada, or discuss initiatives in one jurisdiction that may be transferrable or useful to the other. The connection between European and Canadian practices should, at minimum, be made clear in the introduction to the article, even if the article focuses exclusively on European or Canadian experiences.

The series includes the following genres:

- ✓ Policy Briefs
- ✓ Commentaries
- ✓ Policy Papers
- ✓ Conference Reports
- ✓ External Publications by CETD Members
- ✓ Multimedia

Policy Briefs present concise, policy-oriented analyses of topical issues in European affairs, with the aim of bringing research findings to bear in a timely and direct fashion on public discussion and decision-makers. Policy Briefs are usually 3-8 pages in length (1.5 spacing).

Commentaries provide interpretations and assessments of recent developments in EU-Canada relations or in Europe. The views expressed in commentaries represent the perspectives of the

authors, and do not represent a position of CETD or associated organizations. Commentaries are normally 3-5 pages in length (1.5 spacing).

Policy Papers are research-based full-scale analytical papers of around 20 pages that shed light on current policy issues.

Multimedia includes brief audio and video interviews with CETD scholars. These are usually recorded by CETD staff based at Carleton or by EUCAnet staff based at the University of Victoria at major events. Please refer to the CETD/EUCAnet YouTube channel www.youtube.com/user/EUCAnet and to the Multimedia section of the CETD website labs.carleton.ca/canadaeurope/multimedia/ for examples of previously recorded multimedia. CETD scholars are welcome to submit audio and video clips they record on their own. Multimedia is an excellent vehicle to inform the public of your current research interests or present your new publications.

Submission Guidelines and Publishing Process for Policy Briefs, Commentaries, and Policy Papers

In order to be considered for publication in the CETD Policy Publications Series, submissions should be sent electronically in Word Document format to CETD staff (cetd@carleton.ca or dara.marcus@carleton.ca). CETD only accepts original unpublished articles. Articles previously posted on third-party websites as conference or working papers are accepted.

CETD staff will conduct initial reviews of submissions to ensure that they are relevant to the CETD mandate and meet basic CETD publication standards. If necessary, articles may be forwarded to experts with specialized knowledge in the respective area. The author will be notified of the results of the initial review in a timely fashion. Once reviewed, the author will receive information on whether revisions of the content or reformatting are required.

All contributions shall be edited carefully for professional presentation. Authors should use the in-text **author-date** citation system of *The Chicago Manual of Style (16th edition)*. Please provide sources for all statistics and a complete bibliography. Footnotes should not be used for citations, but only sparingly for supplemental information that cannot be included in the text. Do not use endnotes. Please proofread your article using conventions of **Canadian English** (“English (Canada)” option in MS Word).

Policy Briefs, Commentaries, and Policy Papers must be published in the CETD template. Brief information about the author (2-3 sentences) is usually included at the bottom of the first page. Authors assume full responsibility for the views expressed in their articles.

Publications by graduate students

CETD accepts articles written by graduate students and recommended by CETD scholars. By recommending an article for publication, the CETD scholar confirms that he/she has read the article and that it meets the CETD publication requirements detailed in this document. If the article has benefitted from substantive advice of, or collaboration with, a senior CETD scholar, we recommend that an acknowledgement is included in the footnote on the first page of the article. Articles authored by students and recommended by CETD scholars go through the same approval procedure as other submissions (outlined above).

Conference Reports and External Publications by CETD Members

The CETD also welcomes the submission of **Conference Reports** emanating from CETD-supported workshops and conferences. Please note that CETD support needs to be acknowledged in the text of the report, and the CETD logo included. For guidelines on how to acknowledge CETD support, please contact Dara Marcus – dara.marcus@carleton.ca. Conference Reports can be published in the CETD template if desired by event organizers. However, alternative formats can be used.

The rubric **External Publications by CETD Experts** is used to republish pieces authored by CETD-affiliated scholars and relevant to the CETD mandate that were previously published elsewhere. Publications under this heading are usually not edited by CETD staff and do not appear in the CETD template. **Please note that authors may need to obtain permission from the original publisher in order to republish their article on the CETD website.** If you would like your article to be republished by CETD, please send us a web link to the site where the article was originally published. The decision on whether external articles are suitable for the inclusion in the CETD publication series lies with CETD staff.

Distribution

All CETD publications are posted on the CETD website and are broadly circulated to the members of the CETD network, as well as to external contacts (European diplomatic missions, policy makers, and NGOs). Publications are announced through social media channels (Facebook and Twitter). Video interviews with CETD scholars are posted on YouTube (www.youtube.com/user/EUCAnet) and on the EUCAnet website (www.eucanet.org). Audio interviews are available on the CETD website under Multimedia (labs.carleton.ca/canadaeurope/multimedia/).