Eurofound style guide

Guidance on editorial and language issues
Updated May 2019
Eurofound style guide

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Introduction

‘When something can be read without effort, great effort has gone into its writing’ – Enrique Jardiel Poncela

‘Easy reading is damn hard writing’ – Nathaniel Hawthorne

The act of writing and editing for Eurofound – whether research reports, policy briefs, articles or blog pieces – involves communicating to a greater or lesser degree with an audience. Our target audience consists mainly of EU and national policymakers, including representatives of governments, trade union bodies and employer bodies across the 28 EU Member States. Authors and editors of Eurofound material need to bear in mind that this audience is made up largely of people who are non-academic, often very short of time and non-native English speakers.

Eurofound strives to deliver its research, ideas and experience in the clearest, most accessible language and this style guide is intended to help authors and editors to communicate Eurofound’s work in this way. It sets out important standards, rules and conventions for writing, editing and creating print and online publications in English. Some of the rules are based on those applied uniformly across EU institutions, originating in the interinstitutional style guide of the EU Publications Office. Others have been formulated according to English language conventions outlined in the style guides of publications such as the Economist and Guardian. Where possible, the guide has been adapted to reflect the type of research material produced by Eurofound.

The guide is designed to be used by all Eurofound authors – both internal and external – and those who are involved in the process of editing the different products. Use of the style guide will help Eurofound to deliver high-quality information products and so increase our visibility and influence as part of the overall strategic objective ‘to provide scientifically sound, unbiased, timely and policy-relevant knowledge that contributes to better informed policies for upwards convergence of living and working conditions in Europe’. Applying our style consistently is a fundamental element of quality. Please take the time to read and absorb the content of our style guide and apply it in your work. If you require additional information or assistance, please contact the Editing team at the email address below. Suggestions for updates may be added to GR-18-3819.

‘Neither I nor most economists are going to make the effort of puzzling through difficult writings unless we’re given some sort of proof of concept — a motivating example, a simple and effective summary, something to indicate that the effort will be worthwhile. ... And it has always been this way. Keynes’s General Theory is a famously difficult book — but it opens with three sparkling chapters, a sort of book within the book, that gives readers a very good sense of where he’s going and why it matters. What every economist, and for that matter every writer on any subject, needs to realize is that unless you are a powerful person and people are looking for clues about what you’ll do next, nobody has to read what you write — and lecturing them about what they’re missing doesn’t help. You have to provide the hook, the pitch, whatever you want to call it, that pulls them in. It’s part of the job.’

Paul Krugman – Nobel prize-winning economist

alleditorsi&c@eurofound.europa.eu
Abbreviations and acronyms

As a general rule, avoid abbreviations (the shortened form of a word or phrase) or acronyms (words formed from the initial letters of a phrase). Where their use is unavoidable, they should be kept to a strict minimum and should be spelled out at first instance in the publication.

It can be useful to include a table at the start of a Eurofound publication with a list of abbreviations used and their expanded form.

**Usage**

Some terms are almost always written as abbreviations, such as BBC, EU, IBM, ILO, MEP, Mr; these do not need to be spelled out in text. Other abbreviations should be spelled out on first use, followed by the abbreviation in brackets. Thereafter, use the short form only.

<table>
<thead>
<tr>
<th>Foreign direct investment (FDI) rose considerably in the years following accession.</th>
</tr>
</thead>
<tbody>
<tr>
<td>However, since 2009, FDI has fallen considerably.</td>
</tr>
</tbody>
</table>

In reports, given that many readers may read only the introduction, conclusions and the executive summary, it can be helpful to **repeat the expanded form** (again, giving the abbreviation in brackets) in the conclusions, or in a chapter summary (if one is provided). Less familiar abbreviations should be avoided altogether if they appear only sparsely.

Two-word phrases – such as ‘working time’, which is sometimes shortened to WT – should **not** be abbreviated.

Avoid the overuse of Latin abbreviations such as ‘e.g.’, ‘i.e.’ and ‘etc.’ (And the use of ibid, idem, inter alia, loc. cit. and op. cit. should be avoided entirely.)

Do not use ampersands (&) to replace the word ‘and’ in running text and headings. Exceptions are terms and company names in which an ampersand is conventionally used.

<table>
<thead>
<tr>
<th>Marks &amp; Spencer</th>
<th>Standard &amp; Poor’s</th>
</tr>
</thead>
</table>

Ampersands may also be used in tables when space is limited. It should be noted that no space is added on either side of an ampersand used in an initialism.

<table>
<thead>
<tr>
<th>R&amp;D</th>
<th>S&amp;P 500</th>
<th>M&amp;S</th>
</tr>
</thead>
</table>
Initialisms and acronyms

An initialism is an abbreviation formed from the first letters of a term, such as the US and the EESC; an acronym is an initialism pronounced as if it were a word, such as NASA and OSHA. Initialisms are often spelled in all capitals, even if the original phrase is in lower case. However, conventions for the formation and spelling of initialisms vary, especially with proprietary names, so use an appropriate guide (a dictionary, a style guide or an organisation’s own materials) to style the abbreviation.

management information system (MIS)
World Health Organization (WHO)
european forum for migration studies (efms)
Department of Health and Children (DoHC)

Put acronyms of over five letters into lower case and capitalise the first letter; this applies even to organisation names that the organisation itself spells in all caps, such as Unesco and Interreg.

Note the capitalisation for: BusinessEurope.

Initialisms normally take an article (‘the’, ‘a’ or ‘an’) whereas acronyms do not.

The EWCS is referenced in work by Cedefop, the ILO …
The measure has been supported by NATO and the UN …

Form the plural of an initialism by adding a lower case ‘s’ at the end, regardless of how the plural is created in the full term. An apostrophe is not used.

NGOs (non-government organisations)
M&As (mergers and acquisitions)
MEPs (Members of the European Parliament)

See also Organisation names in HTML.

Full stops in abbreviations

Avoid full stops in initialisms and most abbreviations.

ERM  Acme Ltd  Dr Smith
ILO  et al  St Peter’s Square
Exceptions include initials in people’s names (note the space).

| H. G. Wells | Alice B. Toklas |

Some abbreviations traditionally take a full stop, as the examples below show.

- ed. editor (Note: plural is eds)
- n.a. not applicable
- n.d. no data
- p. page
- pp. pages
- vol. volume

**Brackets**

See [Parentheses](#)

**Capitalisation**

**Usage**

Capitalisation is writing words with an initial capital letter (or ‘upper case’). Use capitalisation sparingly, generally just for proper names (the names of things), both formal and informal: political and state bodies, companies, programmes, events, publications and so on.

- European Parliament
- the Arab Spring
- EU Programme for Employment and Social Innovation (EaSI)
- the Great Recession

**Note:** for more information on capitalisation in EU terminology, see the section [EU terms](#) under ‘Terminology’.

For information on capitalisation in national-level institutions, see [National bodies](#).

Generic political entities are not capitalised.

- The Polish government maintained cut-price electricity …
All three companies are owned by the state.

In Ireland, the parliament has debated the issue extensively.

Note: if talking about devolved governments in the UK, ‘government’ is then capitalised, being the name of the national body: ‘Scottish Government’, ‘Welsh Government’.

Capitalise the names of political parties, even where the formal name of the party is not used, but not political ideologies or orientations.

| the Social Democratic Party | the Social Democrats |
| the Green Party              | a socialist perspective |
| a conservative politician   | communism |

Locations based on compass points are not capitalised; recognised names for regions are.

The company has acquired operations in central and eastern Europe.

The Middle East is an important market for services.

The dominance of the West in economic markets

In some cases, that distinction may not be clear – eastern Europe, for instance. Eurofound spells it with a lower-case ‘e’.

**Sentence case in titles and headings**

Write titles, headings and subheadings in sentence case, using initial capital letters only for the first word and proper nouns in the main title and subtitle (if there is one).

| Working conditions for employees with disabilities |
| New directions for the Working Time Directive |
| Flexicurity: Actions at company level |

For more guidance on capitalisation, see

- **Names and titles**
- **Terminology**
- **Book, report and periodical titles**
- **Conference and event titles**
Countries and EU Member States

(Back to EU terms)

Note that the term ‘Member State’ is written with initial capitals on each word.

Use the usual given names, not official titles, when referring to countries.

Austria  ✔  Republic of Austria  ×
Belgium  ✔  Kingdom of Belgium  ×
Greece  ✔  Hellenic Republic  ×

Use an alphabetical order in lists, in figures and in tables of Member States.

Case studies were conducted in five countries: Cyprus, Hungary, Poland, Portugal, Sweden and the United Kingdom.

However, when a measurement of some phenomenon (such as unemployment or teamworking) in different countries is reported, they should be arranged in ascending or descending order according to the measurement (even if the ordering is implicit).

Autonomous teams are more common in Denmark (38%), Sweden (34%) and Finland (33%).

Note: In light of this, an editor should look at the context before imposing an alphabetical order on a list of countries provided by an author.

Notes on specific Member States

Baltic states

The ‘s’ in Baltic states is lower case.

Germany

Do not use East Germany and West Germany except in a historical sense. Where a distinction is necessary between the new and old federal states, use eastern Germany and western Germany.

Ireland

Not Éire, Southern Ireland or the Republic of Ireland. (Éire is Ireland in the Irish language.)

The Netherlands
Not Holland (North Holland and South Holland are two of the 12 provinces in the Netherlands), and the ‘t’ on ‘the’ is not capitalised. (‘Netherlands’ will suffice in tables.)

**Slovakia**

Refer to Slovakia, not the Slovak Republic.

**United Kingdom**

Not Great Britain. Use the UK for the entire country or when referring to the Member State (until 2019). (England, Scotland and Wales are Great Britain; England, Scotland, Wales and Northern Ireland are the United Kingdom.)

The British Isles is a geographical description that includes Ireland, the UK and its Crown Dependencies – the Isle of Man and the Channel Islands – which are not part of the United Kingdom.

When referring to the UK and Ireland, use the country names, not ‘British Isles’. ‘Anglo-Saxon’ is not an accurate name for a cluster of the two countries. Avoid this and prefer another cluster name such as ‘Western’, if possible.

**Cities and regions**

Use descriptive phrases to indicate more precisely where cities and regions are located, especially if they are not well known to the reader.

Espoo, in the south of Finland.

Use the anglicised forms of city names where they are well known.

- Ghent for Gent (Dutch) Gand (French)
- Gothenburg for Göteborg (Swedish)
- Prague for Praha (Czech)

Where there are no anglicised forms, use the original-language name with accents.

| Wrocław | Gijón | Malmö | Łódź |
Candidate countries
As of May 2019, there are five candidate countries:

- Albania
- North Macedonia
- Montenegro
- Serbia
- Turkey

And two potential candidate countries:

- Bosnia and Herzegovina
- Kosovo

The European Commission’s [web page on enlargement](https://ec.europa.eu/info/sites/info/files/traffic-lights_en.pdf) is the best place to double-check what is an evolving list of countries.

ISO country codes
In regular body text in Eurofound content, country names should be written out in full; in addition, it is desirable to write names in full in figures and tables. However, where space does not permit this, the two-letter ISO country codes (such as AT for Austria and SE for Sweden) can be used. A [full list of the country codes](https://ec.europa.eu/info/sites/info/files/traffic-lights_en.pdf) may be found in the Interinstitutional style guide produced by the EU Publications Office.

‘UK’ can be used generally, as long as it has been expanded on first mention.

In any content that includes country codes, a standard list that maps the codes to the country should be placed – in a publication, for instance, this can be as part of the preliminary matter.
**EU Member States**

<table>
<thead>
<tr>
<th>AT</th>
<th>Austria</th>
<th>FI</th>
<th>Finland</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE</td>
<td>Belgium</td>
<td>FR</td>
<td>France</td>
</tr>
<tr>
<td>BG</td>
<td>Bulgaria</td>
<td>HR</td>
<td>Croatia</td>
</tr>
<tr>
<td>CY</td>
<td>Cyprus</td>
<td>HU</td>
<td>Hungary</td>
</tr>
<tr>
<td>CZ</td>
<td>Czechia</td>
<td>IE</td>
<td>Ireland</td>
</tr>
<tr>
<td>DE</td>
<td>Germany</td>
<td>IT</td>
<td>Italy</td>
</tr>
<tr>
<td>DK</td>
<td>Denmark</td>
<td>LT</td>
<td>Lithuania</td>
</tr>
<tr>
<td>EE</td>
<td>Estonia</td>
<td>LU</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>EL</td>
<td>Greece</td>
<td>LV</td>
<td>Latvia</td>
</tr>
<tr>
<td>ES</td>
<td>Spain</td>
<td>MT</td>
<td>Malta</td>
</tr>
<tr>
<td>NL</td>
<td>Netherlands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL</td>
<td>Poland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT</td>
<td>Portugal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RO</td>
<td>Romania</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE</td>
<td>Sweden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td>Slovenia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SK</td>
<td>Slovakia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(EL and UK are not the ISO codes for these countries. However, the Eurofound house style guide in this instance follows the EU [Interinstitutional style guide](#).)
### Candidate and EFTA countries

<table>
<thead>
<tr>
<th>Candidate countries</th>
<th>Potential candidate countries</th>
<th>European Free Trade Agreement (EFTA) countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Albania</td>
<td>BA</td>
</tr>
<tr>
<td>MK</td>
<td>North Macedonia*</td>
<td>XK**</td>
</tr>
<tr>
<td>ME</td>
<td>Montenegro</td>
<td>Kosovo</td>
</tr>
<tr>
<td>RS</td>
<td>Serbia</td>
<td>CH</td>
</tr>
<tr>
<td>TR</td>
<td>Turkey</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lichtenstein</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Switzerland</td>
</tr>
</tbody>
</table>

**Notes:**

* This is still a very sensitive area of international law and diplomacy. The Publications Office provides the following guidance.

North Macedonia: ‘the adjectival reference to the State, its official organs, and other public entities as well as private entities and actors that are related to the State, are established by law, and enjoy financial support from State for activities abroad shall be in line with its official name or its short name, that is “of the Republic of North Macedonia” or “of North Macedonia”. Other adjectival references, including “North Macedonian” and “Macedonian” may not be used in all of the above cases. Other adjectival usages, including those referring to private entities and actors, that are not related to the State and public entities, are not established by law and do not enjoy financial support from the State for activities abroad may be “Macedonian”. The adjectival usage for activities may also be ”Macedonian”. This is without prejudice to the process established by the Prespa Agreement regarding commercial names, trademarks and brand names and to the compound names of cities that exist at the date of the signature of the Prespa Agreement.’

** This is a temporary code currently in use until the ISO officially assigns a code.
Currencies

The euro
Use the euro symbol, both in running text and in tables, rather than the ISO code EUR. There is no space between the symbol and the numeral.

The programme received EU funding of €5 million.

Euro and cent are always written as singular nouns, in lower case.

According to a European tax expert, millions and millions of euro in overpaid taxes goes unclaimed every year.

When referring to the 19 countries that have the euro as their currency, the phrase ‘euro zone’ (two words, no capitalisation) is used. See the up-to-date listing of the countries. Show currency values in the form of figures, preceded by the ISO currency code and a space. Write them out if the figure quoted is in excess of one million currency units, expressing ‘million’ and ‘billion’ in full,

<table>
<thead>
<tr>
<th>Currency</th>
<th>Value</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGN 200</td>
<td>USD 10.50</td>
<td>GBP 0.65</td>
</tr>
<tr>
<td>DKK 3,000</td>
<td>GBP 15 billion</td>
<td></td>
</tr>
</tbody>
</table>

Use the ISO three-letter currency codes.

Bulgarian lev – BGN  
Danish kroner – DKK  
Hungarian forint – HUF

Consult the currency site XE for a full list of ISO 4217 currency codes.

For non-euro amounts, include the value in euro in brackets. In publications, give the date of conversion with the first currency conversion; the date is not needed for subsequent conversions.

Bonus payments included a one-off sum of PLN 3,000 (€706 as at 19 November 2015). Depending on the employee’s contractual arrangements, in some cases this was raised to PLN 3,500 (€824).

Note: Where the original conversion was carried out some months prior to editing (during the drafting of the report), the editor should generally carry out a new currency conversion. But beware of situations where a currency’s exchange rate is changing rapidly. In this case, a new conversion may be misleading.

An online currency converter is available from Oanda.
Date and time

Format
The format for dates is: the day in numeral form, followed by the month (spelled out), followed by the full year in numerals, with no commas between elements.

<table>
<thead>
<tr>
<th>Date</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 December 1986</td>
<td>3 December 1986</td>
</tr>
<tr>
<td>21 July 2010</td>
<td>21 July 2010</td>
</tr>
<tr>
<td>Friday 19 April 2013</td>
<td>Friday 19 April 2013</td>
</tr>
</tbody>
</table>

Avoid starting a sentence with a year or with the phrase ‘The year...’.

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>The unemployment statistics for 2010 showed a marked increase compared to the 2009 figures.</td>
<td>2010 saw unemployment statistics rise markedly over 2009 figures.</td>
</tr>
</tbody>
</table>

Decades
Write decades in numeral form and do not write them out or abbreviate them.

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>the 1990s</td>
<td>the 90s</td>
</tr>
<tr>
<td>the 1990's</td>
<td>the 1990's</td>
</tr>
<tr>
<td>the nineties</td>
<td>the nineties</td>
</tr>
</tbody>
</table>

Centuries
Centuries are expressed in numerals, followed by the ordinal abbreviation. Do not use superscript.

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>A marked change took place in the 20th century.</td>
<td>A marked change took place in the 20th century.</td>
</tr>
</tbody>
</table>
Hours and minutes

Express the time using the 24-hour clock without adding ‘hrs’. Insert a colon between the hours and minutes.

- 00:50
- 13:30
- 23:15

- Five o’clock
- Half one
- Quarter past 11

- 5 a.m.
- 1.30 pm

Follow house style for numbers to express durations in hours.

- six hours
- 8.5 hours
- 5.25 hours

Where the minutes are important and you cannot readily express them as a decimal, use this format.

- three hours 30 minutes
- 12 hours 45 minutes

Time spans

(Back to Ranges of figures)

(Back to Joining ranges)

Use an ‘en’ dash to separate two periods in time (no spaces before or after dash).

(For instructions on creating an ‘en’ dash, see Dashes.)

Always write years out in full in ranges of years.

- 1994–1996

If you use ‘between’, you must also use ‘and’.

- between 1941 and 1945
- between 1941–1945
If you use the word ‘from’, you must also use ‘to’.

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>from 2010 to 2015</td>
<td>from 2010–2015</td>
</tr>
<tr>
<td>from April to June</td>
<td>from April–June</td>
</tr>
</tbody>
</table>

(See also [Ranges of figures](#))

**Locating events in time**

Avoid expressions like ‘currently’: the reader may not know when the material was written and there is always a time lag between first drafting and reading. It is better to use a definite date, if one is intended – and feasible.

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of November 2015, the company was redrafting its recruitment policy.</td>
<td>The company is currently redrafting its recruitment policy.</td>
</tr>
<tr>
<td>Some 43% of respondents answered that they had been unemployed in the three years prior to the survey.</td>
<td>Some 43% of respondents answered that they had been unemployed in the last three years.</td>
</tr>
</tbody>
</table>

**Quarters of the year**

In some Eurofound material, data are reported in three-monthly intervals or ‘quarters’. This may be written out as words or it may be contracted. Quarters can be expressed in prose in the body text of a publication.

Job losses appeared to slow in the first quarter of 2014.

If contracted, quarters are expressed in the following form.

| Q1 2014 | Q2 2016 | Q3 2011 |
Figures and tables

Creating tables
Generally, tables should be created in Word as the text can easily be edited if necessary.

Note: If tables are provided as images pasted in, please query this with the Eurofound editor for the project if it is not explained in the editing checklist. In many cases this is not desirable; in some cases, however, it may be necessary (for tables created in Excel using conditional formatting, for instance).

Numbering figures and tables
Figures and tables are numbered consecutively (Figure 1, Figure 2) within the whole document, not by chapter. Avoid numbering tables as 1.1, 1.2 and so on. Ensure that tables are labelled as tables, and not figures or graphs, even though they may have been created using a graphics programme.

Naming figures and titles
Use short, clear table and figure titles that describe the table accurately.

| Figure 15: Total ERM announced job losses, by sector and year, 2008–2011 |
| Figure 32: Participation in employer-paid training, by age group and gender (%) |
| Table 6: Prevalence of performance-related pay, by type of scheme and level of trade union membership |

There is considerable latitude for writing titles, but they must be clear and the scheme used consistently. When referencing the figure or table in the text, capitalise ‘F’ and ‘T’.

Total job losses declined after 2009, as shown in Figure 15.
Performance-related pay was especially prevalent in financial services (Table 6).

Sources and notes
Keep notes relating to tables and figures to a minimum. Place them at the end of tables, not in footnotes. Include a source for all figures and tables, including year of reference (note that there is no full stop at the end of the source).

Source: European Quality of Life Survey, 2016

However, if all or most of the tables derive from the same source, it is more economical to indicate that this is the case and to cite the source only at the first figure.
If the authors have reworked original data to produce their own figures or tables, the source should read like this:

**Source:** Author’s own calculations, based on Eurostat data 2010.

When a text is based on findings/data from national reports by Eurofound’s Network of European Correspondents the source is as follows:

**Source:** Network of Eurofound Correspondents

**Note:** This change of name took effect in 2018.

---

**Footnotes (in publications)**

For publications published through the Publications Office in Luxembourg footnotes should be kept to a minimum and should be short.

The purpose of footnotes is to

- add ancillary information that is not directly pertinent to the main text but is useful to give the reader a wider context, or to answer questions that implicitly arise from the text.
- supply definitions of terms used in the text.

Do not attach footnotes to headings or to table or figure titles.

Endnotes are NOT used in Eurofound publications.

**Punctuating footnotes**

Introduce footnotes with superscript reference numbers placed outside any punctuation; there is no space before the number.

**Almost 10% are employed with no contract.** This is more than double.

At the bottom of the page, the footnote number appears in superscript, with a space between it and the footnote text. Use complete sentences for the footnote text.

**4 ‘No contract’ is a category covering a wide variety of contractual arrangements.**
Footnotes and bibliographic elements

Footnotes may contain in-text citations, but they should not be used to supply URLs in lieu of bibliographic references (see first incorrect example in grey box below). Instead, these should be treated as references with in-text citation and inserted in a bibliography section.

It may occasionally be necessary to include URLs to point to – for instance – online databases or particular pages; these are permissible.

✅ 12 See Eurofound (2017).


Foreign terms

**Note:** The general guideline is that foreign-language terms and names are always italicised.

In general, use non-English words only where there is no accurate or convenient English translation. You should provide a definition in English on first use and italicise the non-English term.

The *poviat* – the mid-level local authority in Poland – is responsible for second-level education.

All Member States are bound to comply with the *acquis communautaire*, the cumulative body of EU laws.

Common terms that have become part of the English language (such as ad hoc, de facto, ombudsman, vis-à-vis) are **not** italicised.

When a topic is discussed in the context of a specific country, translations of key vocabulary may be provided in that country’s language. These terms, without quotation marks, should be placed in brackets and italicised after the English term when first used in running text.

The principal employee representation body in Germany is the works council (*Betriebsrat*).

Collective agreements have updated occupational categories based on the Franco-era labour ordinances (*ordenanzas laborales*).

Proper nouns, such as the names of companies, places, and programmes are **not** translated and appear in plain font.

Garanti Bankası in Zeytinburnu also has measures in place to support small businesses.

**Note:** As with other issues, it may be necessary to treat non-English names on a case-by-case basis in consultation with the Eurofound editor.

(For more guidance on non-English names, see also [Social partner organisations](#).)
Inclusive language

Gender
Gender is not synonymous with sex. Gender includes more than sex and refers to a person’s social identity while sex refers to the biological characteristics of men and women. An important consideration when referring to sex is the level of specificity required: you should specify sex when it is relevant. For example, you should use ‘sex’ (not ‘gender’) as a heading in tables and figures when presenting separate data for men and women.

Choose sex-neutral terms that avoid bias, suit the material under discussion, and do not intrude on the reader’s attention. Avoid sexist words and phrases or sexual stereotyping. Telephone helpdesks, exhibition stands and the like are not ‘manned’; people (who may or may not be male) operate, run or staff them.

Avoid using titles ending in ‘man’ or ‘woman’; use non-gender-specific titles instead.

| ✔  staff | ❌ manpower |
| ✔ personnel | ❌ chairwoman |
| ✔ human resources |  |
| ✔ chairperson |  |
| ✔ chair |  |

For more examples, see the EU Interinstitutional Style Guide’s page on gender-neutral language.

Do not use the ‘he/she’ or ‘s/he’ constructions to refer to both sexes. Use the pronoun they (and consequently, their).

Avoiding labels
Avoid language that labels people on the basis of a single characteristic. For example, ‘older people’ is preferable to ‘the elderly; ‘people with disabilities’ to ‘the disabled’; ‘unemployed people’ to ‘the unemployed’.

Italics and bold

Italics
Use italic type sparingly for emphasis: too much becomes counter-productive.
The primary use of italics is to indicate titles: See Foreign terms and Book, report and periodical titles; also Conference and event titles.

**Bold**

Use bold sparingly in Eurofound texts: it can be useful in picking out selected terms or country names in a text that seeks to highlight these, for instance, in a comparative analysis of different national situations.

Automatic indexation was used to settle the level of the minimum wage for 2017 in Belgium, France, Malta, the Netherlands and in Luxembourg. In **Belgium**, the automatic indexation resulting in the latest increases is part of the bipartite agreement. The minimum wage plays only an indirect role in the Belgian system of wage formation, since almost all employees are covered by a sectoral (minimum) system of wage-setting. In **France**, non-binding advice from a group of experts (consisting of social partner representatives at national level) was sent to the National Collective Bargaining Commission (CNNC) for consultation.

Text headings are set in bold text. Apart from that, Eurofound style recommends the use of a bold subheading at the start of a paragraph, separate from the template’s heading styles. For more information on this, see Long list items.
Vertical lists

Bulleted and numbered lists are useful for breaking up dense paragraphs and making text more readable.

Avoid overly long lists – keep them to five or six items at most. For longer lists, consider reworking the material; it may be possible, for instance, to group the items logically and create two separate lists.

In material destined for publications, avoid nested sublists. They can, however, be used online.

Format

The punctuation rules for lists are as follows.

1. Where a colon introduces a list, begin each item with a lower-case letter. (In this case, items are words, phrases or clauses, but not full sentences.)
2. No punctuation comes at the end of the list item (unless the list item is a full sentence, in which case it ends with a full stop.)
3. The final item follows the same format as in point 2 above.
4. Where a list comes after a full stop, begin each item with an upper-case letter and end with a full stop. In this case, each item must form a complete sentence.

All items should be syntactically similar. Do not mix sentences and clauses or phrases in the same list.

The introductory stem should be a meaningful phrase describing the item that follow.

The following were selected:

• exposure to physical risks
• work–life imbalance
• posture-related risks
• psychosocial risks
• job insecurity

These indicators of working conditions, which are known to be associated with health outcomes, were selected:

• exposure to physical risks
• work–life imbalance
• posture-related risks
• psychosocial risks
• job insecurity
Bulleted (unordered) lists

Use bulleted lists for general lists of items where the number or order is not important. Short items should be introduced by a colon and start with a lower-case letter and have no final full stop.

The survey identified the negative aspects of temporary agency work:

- few possibilities for development
- low level of autonomy
- mismatch between skills and job

Longer items (full sentences) should be introduced by a full stop, with each item starting with a capital letter and ending with a full stop.

The report explored key facts about temporary agency work in the EU.

- Temporary agency work was the most rapidly growing form of atypical employment in the European Union during the 1990s.
- Between 1.8 and 2.1 million workers work for temporary agencies in the EU, corresponding to between 1.2% and 1.4% of the total number of people in employment.
- Agency work is highly concentrated among young people in the labour force, with those under 25 years of age making up between 20% and 50% of all agency workers.
- Except in the three Scandinavian Member States, the majority of agency workers are men.

Numbered (ordered) lists

Use numbered lists only with good reason – to indicate a chronology, an order of priority or to list points that are already numbered.

The company has proposed a four-point recovery programme, to be carried out in stages:

1. selling off one of its major subsidiaries
2. reducing labour costs by 14%
3. offering voluntary retirement to a further 200 employees
4. carrying out 200 compulsory redundancies.
**Long list items**

List items should be short – no more than a sentence. If each item is a paragraph in length, there is no value gained from the bulleted. One style that can be used in this case is to start the paragraph with an introductory phrase or heading that is highlighted in bold type and ends in a colon, followed by the paragraph text.

These legal extension mechanisms thus vary on three factors: who takes the initiative, whether there are minimum requirements or not, and how frequently they are used.

- **Initiative to start extension procedure:** The initiative to start an extension procedure can be done automatically by the competent government institution. Alternatively, it can be done on the demand of one or both of the social partners that made the collective agreement. Such a request by a social partner is needed in – for example – Lithuania, the Netherlands and Portugal.

- **Minimum requirements for extension:** For those mechanisms where minimum requirements are provided, these are mostly thresholds of representativeness for the contracting parties. Such preconditions for extension are provided in Germany, Greece, Latvia and Slovenia, for example.

- **Frequency of use:** In some countries, extension mechanisms are widespread; in others, they are used in only a very limited number of cases. In Belgium, the Czech Republic, France, the Netherlands and Portugal, extension mechanisms are very frequently used.

(Note: for HTML-based texts, a subheading is preferred.)

**Names and titles**

(Back to [Capitalisation](#))

**Personal names**

When people are named, use their first name and surname at the first mention.

- Elizabeth Smith, Jorge Gutiérrez-Fuentes, Guy de Backer

For subsequent mentions, use the titles Ms for women (avoiding Miss or Mrs) and Mr for men, or the person’s professional title in English if they have one, followed by their surname.

- Ms Smith, Dr Schmidt, Commission President Juncker

**Note:** It is not necessary to indicate a person’s academic qualifications after their name.
If you use Mr or Ms, you must of course be sure of the gender of the person in question. If you cannot confirm a person’s gender, avoid constructions where you have to use the person’s title.

Civic titles
The titles of government, statutory and political offices are capitalised.

- The unions denounced the reforms introduced by the Prime Minister in May.
- The Minister for Labour can extend a collective agreement.
- Commissioner Thyssen endorsed the revision of the Posting of Workers Directive.

But avoid capitalisation where the job role is used informally.

- The minister attended the conference.

Job titles
Capitalise job titles, but not job roles or descriptions.

- In response, Managing Director Bill Hines said he backed the reform process.
- As managing director of the company, Mr Hines initiated a number of reforms.
- Juan Menéndez-Valdés, Executive Director of Eurofound
- Eurofound interviewed 21,000 human resources managers across Europe.
Book, report and periodical titles
(Back to Capitalisation)

Book and report titles in running text should be written in sentence case (capitalising the first word and proper nouns only) and italicised. The first word of subtitles separated from the main title by a colon or a dash are also capitalised.

*Employment transitions and occupational mobility in Europe: The impact of the Great Recession*

The report *Promoting ethnic entrepreneurship in European cities* examines what city authorities can do to encourage small business among ethnic communities.

Newspaper and periodical titles use initial capitals for the main words.

<table>
<thead>
<tr>
<th>Economist</th>
<th>Le Monde</th>
<th>Financial Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>OECD Economic Outlook</td>
<td>Liaisons Sociales Europe</td>
<td></td>
</tr>
<tr>
<td>Journal of Industrial Relations</td>
<td>Der Spiegel</td>
<td></td>
</tr>
</tbody>
</table>

Note that ‘the’ is capitalised and italicised only when it is part of the title: *The Guardian*, for instance.

Conference and event titles
(Back to Capitalisation)

These take title case: the main words of standard conference and event titles are capitalised.

- 11th Global Conference on Ageing
- Foundation Seminar Series

However, if a conference or event has a long title, put it in sentence case: capitalise the first word and proper nouns, and place it in italics.

*Converging economies, diverging societies? Upward convergence in the EU – Foundation Forum 2017*

The second session of the Foundation Seminar Series for 2011–2012 is *Improving working conditions: Contribution to active ageing.*
Numbers

How to write numbers

Generally, numbers between one and nine inclusive should be written out in full. Write numbers upwards from 10 as numerals.

- The normal waiting period is seven working days.
- The European Commission has issued 12 recommendations.
- Spain’s banking sector employs over 100,000 workers.

However, when numbers smaller and greater than 10 occur together in context, it is best to use only numerals throughout the sentence.

- There are 8 staff in the annex, 7 in the main building, 12 on the top floor, 800 in the European office, 900 in China, and 1,200 in the US.
- The survey found that 2 out of 10 men did little or no housework.

Spell out millions and billions in full (one billion means 1,000 million).

- Over one million new jobs were created in 2011.
- Private pension coverage declined from a high of 15 million in 1967.
- 18.5 billion

Do not start a sentence with a numeral (this includes years): write it out in full or reword the sentence.

- Twenty-two employees were made redundant.
- The company made 22 employees redundant.
- Some 85% of respondents indicated a high level of satisfaction with their working conditions.

**Note:** In Eurofound texts, different sets of numbers are often compared. In these instances, it can be clearer to use figures for one set, and the written form for another.
From September 2011, children aged 5 years are required by law to complete one school preparatory year in one of the preschool settings (kindergarten or pre-school units at the primary schools). Every 5-year old must now attend a kindergarten/pre-school unit for at least five hours per day.

**Ordinals**

Follow the rule on spelling out numbers for ordinals (numbers that define position in a series).

<table>
<thead>
<tr>
<th>fifth anniversary of the ratification of the agreement</th>
<th>12th CLIP Network meeting</th>
</tr>
</thead>
</table>

Do not use superscript font for ‘th’, as in ‘15th’.

**Separators**

Use a comma as a separator for thousands; this is standard English usage and is different from other European languages, where full stops or spaces are used.

| 1,250 | 15,720 |

However, when the numbers are in the millions (7,335,000), the word million should be used.

| 7.35 million |

Always use a full stop as a decimal separator as this is standard English usage (the other European languages use a comma).

| 26.3 | 22.85% |

If you use tables or graphs from a non-English-speaking source, it might be necessary to change the separator.

**Ranges of figures**

(Back to Time spans; Back to Joining ranges)

Use an ‘en’ dash to separate a range of numerals (the dash replacing the word ‘to’).

| The sector lost 5,000–6,000 jobs in 2011. |
| In the period 2008–2009, the economy entered recession. |

When number ranges are spelt out, use ‘from ... to’ or ‘between ... and’, depending on context.
The training takes between one and three years, depending …

The course takes one–three years, depending …

(See also Time spans)

Fractions
Write numbers containing decimal fractions in numerals.

The average number of children per family is 2.4.
The birth rate was up 5.8% on the previous year.

Write non-decimal fractions in words, not numerals (note the use of hyphens).

Two-thirds of those present voted in favour.
Only one-quarter of those surveyed expressed no preference.

Percentages
Use a numeral and the % sign to express percentages, not the words ‘per cent’. Do not leave a space between the number and the sign.

| 2.5% | 6%  | 33% | 100% |

Note: Of course, the word ‘percentage’ is perfectly acceptable.

If you have to express a percentage at the beginning of a sentence, spell out the number and ‘per cent’ or reword.

Fifty per cent of workers were in favour of industrial action.
Some 50% of workers were in favour of industrial action.

This guideline applies also to lists, but not tables.

In a percentage range, use the percentage symbol with the final number.

The unemployment rate rose by 5–6% in these countries.
Distinguish between **percentages** and **percentage points**: a reduction from 5.6% to 4.3% is a fall of 1.3 percentage points, which in this instance equates to a fall of 23.2%.

**Telephone numbers**

Put the country and local area code in parentheses, separated by a hyphen, and then follow with the main number. Divide the main number into groups of two digits from the right; the last group will be three digits if the number of figures is odd.

- (386-1) 220 52 30 (Slovenia)
- (44-028) 90 77 23 00 (United Kingdom)
- (359-88) 758 26 38 (Bulgaria)

**Punctuation**

This style guide covers the areas of punctuation where errors most commonly are made, as well as Eurofound’s specific conventions on punctuation where guidelines vary. (Consult a punctuation guide for comprehensive guidance on the use of punctuation marks – for instance, the University of Sussex punctuation guide.

**Apostrophes**

To show possession in singular words, add an apostrophe and ‘s’:

- a person’s rights
- a day’s work
- the boss’s prerogative
- Tim Jones’s diary

Most plural nouns end in ‘s’, and possession is shown by adding an apostrophe to the end:

- the Joneses’ house
- employees’ rights
- lorries’ wheels
- five days’ work
- bosses’ tempers

In plurals that do not end in ‘s’, add an apostrophe and ‘s’:

- people’s attitudes
- children’s needs

**Contractions**

The word ‘its’ is a possessive adjective or a possessive pronoun and does not include an apostrophe. In contrast, ‘it’s’ (which includes an apostrophe) is a contraction of the phrases ‘it is’ or ‘it has’.
Eurofound launched its work programme in January 2018.

It’s not acceptable to behave like this.

In Eurofound publications, we **do not** use such contractions, including don’t (do not) or can’t (cannot).

**Full stop | Full point | Period**

Full stops are followed by one space, not two.

**Parentheses**

(Back to **Brackets**)

Use parentheses (round brackets) to separate supplementary information.

Most respondents (82%) reported that their working conditions were satisfactory.

Try not to use brackets within brackets, but if you have to, they should be round.

Others (such as the Trades Union Congress (TUC)) disagreed with the proposal.

Use square brackets only for editorial inserts in quotes.

Mr Jones said that he was ‘in favour of the [trade union’s] policy’.

Do not overuse brackets, as they tend to break up the flow of text. Consider other forms of parenthesis to vary the style. For example, insert material – like this – between two ‘en’ dashes or, like this, between two commas. But be careful not to overuse this either. See also **Setting off parenthetical elements**.
Commas

Separating list items
Separate items in a list with commas. Do not insert a comma before the conjunction ‘and’ or ‘or’ unless it serves to aid clarity.

Unemployment increased in Spain, Greece, Portugal and the Baltic states.
The analysis controlled for age, sex, education level and income.
Workplace innovation can increase company profits, improve job satisfaction, save energy and resources, and reduce absenteeism.

Joining independent clauses
Use a comma before conjunctions, such as ‘and’, ‘or’, ‘but’, ‘yet’ and ‘while’, when the conjunction joins two complete sentences.

The first chapter describes the background, while the second chapter presents the main findings.
The report must be in by Friday, or the consequences will be serious.

Separating inessential information
Use a pair of commas to set off words, phrases and clauses that are not essential to the meaning of a sentence.

The negotiations, however, broke down later.
Franz Bekker, who died during the life of the project, was one of the finest minds in the country.

Elements that are essential to the meaning of a sentence should not be set off using commas. Note the difference in meaning between the following two sentences.

The engineer who led the project was prosecuted.
The engineer, who led the project, was prosecuted.
The first implies that there was more than one engineer on the project and that it was the engineer who led the project that was prosecuted. The second implies that just one engineer was on the project and mentions in passing that this person led the project.
Dashes
(Back to Time spans)
Eurofound uses the type of dash known as an ‘en’ dash, which is longer than a hyphen.

| en dash – | hyphen - |

- To insert an ‘en’ dash in Word, Outlook or PowerPoint, press Control and the minus key on the numeric keypad.
- To insert an ‘en’ dash in any other Windows program, hold down the Alt key and press 0150 on the numeric keypad.

Setting off parenthetical elements
(Back to Parentheses)
Use an ‘en’ dash as a parenthetical device or to indicate a break in thought. Place a space before and after the dash.

There has been increasing interaction with local organisations – both private and public – in the provision of training opportunities.

Blue-collar workers are more exposed to physical hazards – see Chapter 1.

But remember that overuse in the one sentence will make it hard to see what is the parenthetical information and what is the main point, as the next example illustrates.

While the local council – both prior to and following the election – agreed to retain the policy – which had garnered support among local businesses – many citizens felt it needed to be updated.

Joining ranges
Use the en dash with no spaces around it to join ranges of numbers and dates.

| pp. 34–68 | 12–16 participants |
| 2002–2005 | Monday–Friday |

Note the en dash is taking the place of the word ‘to’ in these instances; therefore, construct your sentences accordingly. See the guidelines in Time spans and in Ranges for more information.

Joining word pairs
Use ‘en’ dashes to join coordinating or contrasting adjective pairs.

| work–life balance | north–south divide |
Hyphens

Use hyphens only where convention dictates or to avoid confusion. Favour a non-hyphenated style where there is a choice.

Use hyphens in compound words forming an adjective before a noun.

<table>
<thead>
<tr>
<th>full-time employee</th>
<th>white-collar workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>cost-effective solution</td>
<td>lower-middle-ranked jobs</td>
</tr>
</tbody>
</table>

It is not correct to use hyphens in adverbial phrases.

| she worked full time | the policy was well developed |

Nor is it correct to use hyphens in adverbs ending in ‘ly’ that form part of a compound adjective.

| highly qualified workers | suitably sophisticated approaches |

Compound nouns used as adjectives before a noun need not be hyphenated if confusion is unlikely to arise.

| public sector workers |
| working time arrangements |
| collective bargaining extensions |
**Prefixes**

Prefixes are often followed by hyphens, except where they have become part of the word through usage. Below is a guide to hyphenation of commonly used prefixes.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>anti</td>
<td>anti-American, anti-discrimination</td>
</tr>
<tr>
<td>co</td>
<td>coordination, cooperate but co-determination, co-finance, co-workers</td>
</tr>
<tr>
<td>de</td>
<td>destabilise, deindustrialisation</td>
</tr>
<tr>
<td>e</td>
<td>e-commerce, e-learning, e-business, e-books, e-health, but email</td>
</tr>
<tr>
<td>inter</td>
<td>intersectoral, interdepartmental, interrelated but inter-union, inter-company</td>
</tr>
<tr>
<td>intra</td>
<td>intracommunity</td>
</tr>
<tr>
<td>macro</td>
<td>macroeconomics, macroevolution</td>
</tr>
<tr>
<td>micro</td>
<td>microcomputer, microcar, microenterprises</td>
</tr>
<tr>
<td>mid</td>
<td>mid-term, mid-1990s</td>
</tr>
<tr>
<td>multi</td>
<td>multinational, multidimensional, multistakeholder</td>
</tr>
<tr>
<td>non</td>
<td>non-governmental, non-pay, non-negotiable</td>
</tr>
<tr>
<td>over</td>
<td>overseeing, overdetermined, overrepresented</td>
</tr>
<tr>
<td>post</td>
<td>post-election, post-accession</td>
</tr>
<tr>
<td>pre</td>
<td>pre-determined, pre-budget, pre-retirement, pre-condition</td>
</tr>
<tr>
<td>sub</td>
<td>subsection, subdivision</td>
</tr>
<tr>
<td>re</td>
<td>reformulate, reelect, reemerge, reignite, reinstate, but re-form, re-count, recover, re-creation (as distinct from reform, recount, recover and recreation)</td>
</tr>
<tr>
<td>under</td>
<td>underrepresented, underemployed</td>
</tr>
</tbody>
</table>
## Hyphen usage

### One word

- asylum seeker
- benchmarking
- bipartite
- childcare
- cooperation
- database
- dataset
- EU15
- EU27
- EU28
- extraterritorial
- healthcare
- intergovernmental
- lifelong
- jobseeker
- offshore
- online
- midweek
- multinational
- nationwide
- online
- policymaker/policymaking
- shutdown
- socioeconomic
- sociodemographic
- takeover
- teamwork
- tripartite
- turnout
- underway
- website
- workplace
- worldwide
- worthwhile

### Hyphen

- build-up (n)
- cross-border initiative
- decision-making
- Directorate-General
- director-general
- end-product
- family-friendly
- fixed-term work
- in-depth
- information-sharing
- in-house
- no-go
- no-strike
- means-tested
- on-screen
- part-time job
- profit-sharing
- self-employed
- side-effect
- skill-building
- three-tiered
- well-being
- whistle-blower
- [x]-year-old (n)

### Separate words

- age group
- birth rate
- build up (v)
- data bank
- employee share ownership
- joint venture
- know how
- labour force
- life course
- life span
- line manager
- long standing
- lower case
- night work
- public sector
- services sector
- shift work
- style guide
- task force
- temporary agency work
- think tank
- time frame
- time limit
- vice versa
- wage rates
- web page
- working time
- world view
Quotation marks
(Back to Short quotations)

Use single quotation marks; apply double quotation marks only to text nested within quotations.

The report notes that ‘meeting the Europe 2020 objectives with regard to “smart, sustainable and inclusive growth” will focus attention on work organisation.’

Use curly (also known as smart) quotation marks, not straight quotation marks.

Use ‘curly’ quotation marks, not ‘straight’ ones

Use quotation marks around unfamiliar or technical English terms on first use within a text.

Hydraulic fracturing or ‘fracking’ is a method of extracting natural gas from shale.

Quotation marks are also used when a term itself is the object of discussion.

The reason for using the term ‘ethnic’ is rarely if ever made theoretically explicit.

See the Quotations section for details on inserting quoted text in documents.
Semicolons

Joining sentences
Semicolons can be used to join two sentences that are related and are of similar importance, when a pause as strong as a full stop would be too great:

Civil servants are not simply employees of the state; they also have a constitutional role.

In lists
Semicolons can also be used to separate distinct items in lists where the list items include commas:

Measures include working from home; job-sharing; a reduction of working time, with the recruitment of a temporary replacement; flexitime in terms of daily entry and exit; provision of childcare, medical and counselling services; IT assistance; and re-entry to training after maternity leave.

Colons

A colon can be used to introduce a point:

Managers acknowledge the benefits of flexitime schemes: more satisfied workers and more flexibility to adapt to variations in workload.

It also indicates an example or an elaboration of preceding text:

The most common way of compensating for overtime work is by payment: just over one-third of companies generally pay for overtime.

Note: A colon cannot substitute for a semicolon, and vice versa.
Quotations

(Back to Quotation marks)

Short quotations
Place short quotations within the body text, setting them off with single quotation marks:

A union representative said, ‘There has been an overall drop in the use of atypical contracts in our company in recent years.’

(Here, where the end of the quote is the end of the sentence, the closing quote mark comes after the full stop.)

Long quotations
Do not include a long quotation, where the quotation stretches over 30 words, in the body of the text. Instead use a block quote style (spaces above and below, italicised, indented using tabs) to set it out from the text, remembering to remove any quotation marks. Put the source on a separate line under the quotation (in body text).

The wage-inequality effect of trade appears neutral even when only the effects of increased import penetration from emerging economies are considered – a finding that runs counter to the expectation that trade flows should drive down wages of workers in manufacturing and/or services in OECD countries. However, increased imports from low-income countries do tend to heighten wage dispersion, although only in countries with weaker employment protection legislation.

(OECD, 2011)

Punctuation in quotations
A quotation can be introduced with a comma, a colon or nothing, depending on the structure of the sentence. If the quotation follows syntactically from the sentence that leads into it, additional punctuation is not needed:

The Convention states that its provisions apply to ‘all persons employed by public authorities’.

Barroso was emphatic: ‘Europe can do much more for Africa and the developing world.’

Ending punctuation falls inside the quotation marks if it belongs to the quotation, outside if it does not:
It may be true that ‘business as usual no longer works’, but businesses face …

Question 13 asks ‘What type of employment contract do you have?’ and the responses are …

If the quotation is a full sentence, begin it with a capital letter; if it begins mid-sentence, capitalise the first word only if it is a proper noun.

**Ellipses for omitted material in quotations**

Use an ellipsis (three dots), with a space before and after, when you omit a part of quoted material:

> The report notes ‘the absence of any indicator … in the European policy framework on quality of work’.

But do not use ellipses at the start or end of quotations, even if the beginning or end of a sentence has been omitted.

- ✔️ The union stated that its decision superseded ‘all decisions taken in the previous eight months’.

- ❌ The union stated that its decision superseded ‘… all decisions taken in the previous eight months’.

If the omitted material forms the end of a full sentence and you are introducing more quoted material after this, use a full stop and a capital letter before continuing:

> ‘Shift work means any method of organising work in shifts whereby workers succeed each other according to a certain pattern …. It usually involves work at unsocial hours.’

**Modifying quotations**

Quotations should not be changed; only spelling errors should be corrected. Keep the original style – spelling, capitalisation, date format and so on – of the quoted material. However, double quotation marks should be changed to single quotation marks and ‘en’ dashes should be applied where the quotation uses other types of dash.

Words may need to be added to clarify the meaning of the quotation. In this case, the added words should be placed in [square brackets].
Note: An important exception to this is where a quotation is a translation. Any obvious errors or awkward formulations should be changed.

Note: If an author wishes to emphasise a point made in the original quotation, italicise the words in question, and indicate in parentheses:

‘Shift work means *any* method of organising work … whereby workers succeed each other according to a certain pattern’ (emphasis author’s).

**Singular and plural**

Treat institutions, companies, organisations, governments, entities and bodies as a single unit, using singular verbs and pronouns.

The Commission *has* adopted a directive.

Siemens *is* restructuring its entire workforce.

The government *is* urging voters to support its policies.

The committee *has* arrived at its decision.

But when your focus is on the individual members of an entity, unit or group, use a plural verb and plural pronouns.

The committee *have* now taken their seats.

The police *have* searched everywhere. They *failed* to find anything.

A number of people *have* failed to turn up and their places are in jeopardy.

The majority of staff *are* concerned about their jobs.

A percentage or a fraction takes a singular verb if the noun to which it refers is singular; it takes a plural verb if the noun is plural:

Unfortunately, 56% of the workforce *lacks* the skills to adapt to a new job.

Only 10% of eligible employees *apply* regularly for special leave.

Half the student body *is* against the measure.

Two-thirds of respondents *say* that they are not achieving the results they wish.
Sums of money take a singular verb ...

The government argues that €2 million is sufficient to run the new programme.

... as do periods of time:

Twelve months was the time frame for restructuring the company.

‘Data’ is a plural, but ‘information’ is singular:

Comparable data are not available on different countries.

This information changes our understanding of events.

A number of words are generally expressed as a plural in Eurofound publications:

- services sector rather than service sector
- skills level rather than skill level
- works council, not work council
- competencies rather than competences

and some are expressed as singular:

- employer organisation, rather than employers’ organisation.
- employee representative rather than employees’ representative
Spelling

British, not American

Eurofound publications use British English, not the American (or Australian) variants. This means that standard British spelling and terminology should be used in preference to alternatives. Set the language in your document to English (UK).

The main differences between British and US spelling occur in the endings of certain words, in which case use:

- **-ise** rather than **-ize**: organise not organize
- **-our** rather than **-or**: labour not labor
- **-re** rather than **-er**: centre not center
- **-yse** rather than **-yze**: analyse not analyze

In addition, for a number of verbs ending in **-se** (license, practise), British English changes **-se to -ce** in the noun form (licence, practice), whereas American English maintains the **-ce** ending in noun form.

Keep American spellings, however, in proper nouns and titles:

<table>
<thead>
<tr>
<th>Proper Noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Health Organization</td>
</tr>
<tr>
<td>John F. Kennedy Center for the Performing Arts</td>
</tr>
<tr>
<td>US Department of Defense</td>
</tr>
<tr>
<td>International Labour Organization</td>
</tr>
</tbody>
</table>

**Note:** ‘adviser’ but ‘advisory’.

Avoid using American English vocabulary; instead, use British English:

<table>
<thead>
<tr>
<th>US</th>
<th>British</th>
</tr>
</thead>
<tbody>
<tr>
<td>labor relations</td>
<td>industrial relations</td>
</tr>
<tr>
<td>hire</td>
<td>rent</td>
</tr>
<tr>
<td>physician</td>
<td>doctor</td>
</tr>
<tr>
<td>program</td>
<td>programme</td>
</tr>
<tr>
<td>railroad</td>
<td>railway</td>
</tr>
<tr>
<td>lawyer</td>
<td>solicitor</td>
</tr>
<tr>
<td>transportation</td>
<td>transport</td>
</tr>
</tbody>
</table>
**Double consonants**

Note how the final consonant in some words is doubled when the endings *-ing* and *-ed* are added:

- travel → travelling, travelled
- level → levelling, levelled
- admit → admitting, admitted
- refer → referring, referred
- format → formatting, formatted

However, this is not the case for other words:

- benefit → benefiting, benefited
- focus → focusing, focused
- combat → combating, combated
- target → targeting, targeted
- parallel → paralleling, paralleled

**Spelling of web-related terms**

Eurofound has adopted the following spelling conventions:

- email
- Home page
- internet
- intranet
- web
- web page
- website
- world wide web
Terminology

EU terms
(Back to Capitalisation)

The names of EU legal instruments, such as directives, and treaties are capitalised, as are the names of institutions, programmes and events:

the Working Time Directive
the Lisbon Treaty
Youth Guarantee
European Year of Citizens
Directorate-General for Employment, Social Affairs and Inclusion
Seventh Framework Programme for Research and Technological Development

Use the common name of directives (‘Working Time Directive’, for instance), if there is one, in preference to the formal title. If it is necessary to use the formal title, capitalise just the identifier at the start and leave the descriptive part in lower case:

Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora

In references to specific parts of legislation such as articles, paragraphs and sections, only the term ‘article’ should be capitalised:

Under Article 73k, paragraph 1a of the Amsterdam Treaty …

Common nouns typical of EU vocabulary and national legislation should not be capitalised when used in a generic sense:

The 1990 directive limiting working time is applicable in this instance.
The treaty obliges countries to enact legislation on this within two years.
The European Commission decision to prohibit Ryanair’s proposed acquisition of Aer Lingus was upheld. The programme will run until 2018.
Further debate on the draft act will have to wait until the autumn.
Note: A ‘generic’ sense includes instances where a previously named (and capitalised) item is being discussed more generally:

The Working Time Directive sets an upper limit on weekly working time. The directive also gives workers the right to 20 paid annual leave days.

The following terms are capitalised in Eurofound publications:

- Commission (when referring to the European Commission)
- Member State
- Member of the European Parliament
- the Council of the European Union
- the Agency, when referring to Eurofound or another specific EU agency, otherwise ‘agency or agencies’

For more on referring to EU countries, see Countries and EU Member States.

Note: The European Commission provides a plain language guide to Eurojargon, where you can look up terms and vocabulary used in the EU institutions.

**EU country groupings**

Use the following style when referring frequently to groups of Member States (but explain at first mention):

- **EU28** (current 27 EU Member States plus Croatia, which joined in July 2013) – not EU-28 or EU 28
- **EU27** (the previous 27 EU Member States) – not EU-27 or EU 27
- **EU15** (15 EU Member States prior to enlargement in 2004)
- **EC12** (12 EU Member States prior to enlargement in 1995)
- For the states that joined after 2004, Eurofound has generally used new Member States (NMS) to denote these. With the amount of time that has passed newer Member States is more appropriate.
- An alternative formulation is **EU13**. The decision on which to use – for the time being – will be on a case-by-case basis.

Note: For most purposes, ‘EU’ should be used when talking about all Member States together, rather than ‘EU28’.
National bodies

The proper names of national bodies and institutions when translated from the original national language are capitalised (in title case), as is proposed and adopted national legislation:

The programme was established by the Ministry of Employment and Social Security in Spain.

The Bank of Italy issued a stability report, identifying …

The Trade Unions and Labour Relations Bill 1997 Denmark’s Supreme Court ruled that …

‘Constitution’ is also typically capitalised when referring to specific national constitutions.

The original-language names of national institutions may be used if they are commonly used by English speakers or if they are central to the topic under discussion (though normal practice is to use the English-language equivalent). A translation or definition should be given on first mention:

Finance policy of the central, regional and local authorities is coordinated with the monetary and credit policy of the Bundesbank, the German Federal Bank.

The Cortes (Spanish parliament) recently approved a report on the regulation of working time.

Social partner organisations

Eurofound publications refer extensively to the main social partner organisations in national industrial relations, particularly trade unions, employer organisations, and bipartite and tripartite bodies. It must be clear to readers what these institutions are.

On first mention of an organisation or institution, give the English translation of the original-language name and put the original-language abbreviation in brackets after (in roman type). Thereafter, use only the acronym:

The Confederation of German Employers’ Associations (Bundesvereinigung der Deutschen Arbeitgeberverbände, BDA) has blocked the move. The BDA will negotiate …

In this respect, a comparison can be made with the National Tripartite Cooperation Council (Nacionalas trispusejas sadarbibas padome, NTSP).

In the UK, responsibility in this area has been delegated to Her Majesty’s Revenue and Customs (HMRC).

Sometimes, there may be a common form of referring to the organisation in the country:

Italian Federation of Workers in the Trade, Tourism, and Service Sectors (Filocams)
Finnish Metalworkers’ Union (Metalli)

However, if a search of the English language name of the organisation brings you to the website, there is no need for the national-language name – this is increasingly the case for many organisations in countries where English is widely spoken. (Note: it is not necessary to do this on a routine basis.)

If there is a large number of such names in the text, a glossary may be the most effective way to present this information (and not using the original-language name in the body of the text). This will be decided on a case-by-case basis with the Eurofound editor.

For guidance on dealing with organisation names in HTML material, see Organisation names in HTML.

See also Foreign terms.

**Eurofound surveys**

When referring to Eurofound surveys, the year when the survey fieldwork was carried out should be indicated instead of the survey edition or round, as this is a standard convention for surveys and more meaningful for the reader. For example, the European Working Conditions Survey 2015 should be used at first reference and EWCS 2015 thereafter. So:

- EQLS 2016, not fourth/4th EQLS/4EQLS
- ECS 2004 not first/1st ECS/1ECS
- EWCS 2015 not sixth/6th EWCS/6EWCS

It is preferable to refer to each time a survey is carried out as an ‘edition’ rather than a ‘wave’ which is more usually associated with panel surveys.
References and bibliographies

For referencing in web publications, see Referencing and linking in HTML.

General

Eurofound uses an author-date referencing system. A short citation is included in the text, giving the author’s surname and the date of publication. Then a full reference with sufficient detail to locate the source material is given in a ‘References’ list or ‘Bibliography’ at the end.

The general approach to referencing in Eurofound publications is to list only the very important sources in reference lists and bibliographies. As the Eurofound target audience is not primarily an academic or specialist one, it is often preferable to create self-explanatory references within the text. This can eliminate the need to compile long reference lists and bibliographies at the end of documents.

For instance, you can make references to primary sources, such as the texts of laws or collective agreements, in your text:

According to Article 23 of the Employment Act 1990 …

The 1996 collective agreement for the textiles and clothing industries states that …

You do not, then, need to place these references at the end of your document.

Similarly, with references to general sources of factual information – particularly statistical data – the name of the source organisation in the text is usually enough:

Recent figures from the Central Statistical Office suggest the unemployment rate among under-25s stood at 20% in December 1999.

When references are included, ensure that they are consistent in style and that each reference in the text has a corresponding entry in the reference list or bibliography.

Referencing in the text

When an author’s work is referred to without naming them, cite in brackets at the appropriate point their name and the year of publication:

Most researchers attribute this effect to French influences (Marcel, 2002).

Separate each element of the citation using commas. If the text refers to an author by name, their name is followed by the year of publication:

Corbergan (2010) believed there was no doubt about its significance.
It is much better to place citations at the end of a sentence and not to break up its flow by placing them in the middle:

✓ Some critics have argued that countries with extended forms of employee involvement would suffer from this legislation and would be less attractive for the formation of SEs (BDA/BDI, 2004; von Werder, 2004).

✗ Some critics have argued (BDA/BDI, 2004; von Werder, 2004) that countries with extended forms of employee involvement would suffer from this legislation and would be less attractive for the formation of SEs.

For references to:

... more than one work by the same author in the same year, add the letters a, b, c after the year:

Most researchers attribute this effect to French influences (Marcel, 2002a).

The importance of this effect in global terms has been underlined (Marcel, 2002b).

... two or more works within the same citation, provide author and year for each work and separate them with a semicolon, ordering them chronologically:

... most researchers attribute this effect to French influences (Marcel, 2001; DePaul, 2002).

Where they are published in the same year, order them alphabetically:

... most researchers attribute this effect to French influences (DePaul, 2002; Marcel, 2002).

... a work by two authors, cite both authors, joining their surnames with ‘and’:

... most researchers attribute this effect to French influences (Marcel and DePaul, 2002).

... a work by more than two authors, cite the first author and add ‘et al’ (in roman type):

... most researchers attribute this effect to French influences (Marcel et al, 2002).

... works by authors with the same surname, use their initials in the citation:

... most researchers attribute this effect to French influences (P. Marcel, 2001; O. Marcel, 2002).
... works produced by an organisation, where the author’s name is not given, use the organisation name as author:

... most researchers attribute this effect to French influences (OECD, 2008).

... a newspaper article (where the citations provide a key source), use the newspaper name as author:

As a consequence of the integration of ABN Amro’s investment bank into RBS’s global markets division, 7,000 jobs cuts were announced in April 2008 (Financial Times, 2008).

For works that are in the process of becoming published, use this format:

... some research attributes this effect to French influences (Marcel, forthcoming).

(and reflect this in the References section).

For works that are in the unpublished state, use this format:

... some research attributes this effect to French influences (Marcel, unpublished).

(and reflect this in the References section).

If a citation refers to a particular passage in the source text, page numbers are included. Use the abbreviation ‘p.’ to refer to one page number or ‘pp.’ for page ranges:

... some research attributes this effect to French influences (Marcel, 2002, p. 75).

... some research attributes this effect to French influences (Marcel, 2002, pp. 75–82).

• **Note:** Where no date is given, put ‘undated’ in the brackets. If there is more than one work by the author, the 'undated' work will be listed last. If there is more than one work by the author in the same year, use 'undated-a', 'undated-b', 'undated-c', etc.

**Reference lists and bibliographies**

All the works cited in the text should be listed in full at the end of text – in a ‘References’ list, if it includes only works cited in the text, or in a ‘Bibliography’ if any other works have been consulted but not directly cited within the text. For the purposes of Eurofound material, overwhelmingly a references list is more useful and more readily managed.

Authors must supply all the reference information, ensuring that it is accurate and consistent.

All reference lists/bibliographies are to include a sentence at the beginning, which states:

**All Eurofound publications are available at** [www.eurofound.europa.eu](http://www.eurofound.europa.eu)
Format
The general format is: **author, year, title of work**. These elements are then followed by other information that may help to locate the source, such as the publisher and the place of publication.

The following are some general guidelines on formatting reference lists and bibliographies:

- separate each element in the entry with a comma, except the author initial(s) and the year; however, if the title of a work ends with a question mark, no comma follows it;
- end each entry with a full stop;
- keep the original spelling of titles – do not change ‘ize’ spellings, for example, into house style;
- avoid Latin expressions such as op. cit., loc. cit. and idem.

Order
Entries are arranged alphabetically by the first author’s surname. All entries by the same author are listed in date order (earliest first), followed by any entries by that author and another (in date order), and then any entries by the author and more than one other person (in date order).


Author
Author names are inverted, with the surname first, followed by a comma and the author’s initial(s) and a full stop; two or more initials are separated by a space.

**One author**


**Between two and six authors**

For works with between two and six authors, include all authors in the reference:

**More than six authors**

If there are more than six authors, the seventh and subsequent author names are replaced with ‘et al’.


**Corporate authors**

If the source material is produced by an organisation and no author name is given, use the organisation name as author:


When an organisation name is normally abbreviated, the abbreviation is used and may be followed by the full name in brackets if the organisation is not widely known (however, if followed by a second entry by the same author, the organisation name is not expanded on the second instance):


Note that the in-text reference uses the abbreviated organisation name: (ILO, 2012).

**Eurofound as corporate author**

Eurofound is the corporate author of its publications.


(See also [Eurofound publications](https://www.eurofound.europa.eu/publications))

**Non-English language corporate author and publisher**

Where the name of the corporate author is in a language other than English (such as Bundesagentur für Arbeit) keep it in the original language rather than translating it (to Federal Employment Agency). The same applies to the publisher – Universitat de Barcelona rather than Barcelona University.

However, if the author has consistently used an English translation, do not translate back.

Same author in the same year

To distinguish publications by the same author in the same year, include letters of the alphabet after the year, ensuring consistency with in-text citations.


Editor in place of author

If the publication has been overseen by an editor, the editor’s name is used as author. This is followed by ‘ed.’ in brackets:


More than one editor

For publications with more than one editor, each editor’s name is included, followed by ‘eds’ in brackets:


Translated works

For works that have been translated from another language, include the name of the translator after that of the author:


Books and reports

The pattern of reference entries for (entire) books and reports is: **author surname, author initial(s), year, title, publisher, place of publication.** Page numbers are generally omitted in book and report references.

**Title**
Titles are written in sentence case (all lower case except the first word and proper nouns) and italicised. Capitalise the first word of subtitles, whether separated from the main title by a colon or a dash.

Note: Where titles are in languages other than English, no translation should or need be supplied. If translations have been provided consistently, leave them.

**Place of publication**

The place of publication is the city where the publication was published. If more than one city is identified, include just the first. If the city is not well known, include the country too.

**Editions**

If the source publication is a second or subsequent edition, the edition should be referenced:


**Book chapters**

The basic pattern for book chapter references is: **author surname, author initial(s), year, chapter title, editor surname, editor initials, book title, publisher, place, page numbers**.

The chapter title is written in sentence case and placed between quotation marks. The page range for the chapter is usually included (note the full three digits of page numbers are used after the ‘en’ dash):


**Journal articles**

The pattern of reference entries for journal articles is: **author surname, author initial(s), year, title of article, full title of journal, volume number, issue/part number, page numbers**. There is no need to include the publisher or place of publication.

Use sentence case for the titles of articles and place them within single quotation marks. Journal titles are written in headline style (main words capitalised) and italicised. The page range for the article is usually included:


For journals that are published electronically, the page range may be replaced by an identifier without ‘pp’:

**Web pages**

For website citations, the body that owns the site can usually be taken as the author. Put the title of the page in sentence case and italics. Note also that we give the URL only when a web search does not readily yield the page in question: the reader is more likely to enter the title into a search engine than a lengthy URL. And include the (latest) date on which it was accessed.


Where a web page contains a date of publication, this can be used instead of ‘undated’. And when searching the title readily returns the page in a search, do not include a URL.


See [Creating references that work](#) for guidance on referencing web pages in HTML products.

**Note:** Eurofound use italics for titles of web pages in references. Note also that web pages are frequently undated, hence the use of ‘undated’ in the example above.

**Conference papers and presentations**

References to papers and presentations presented at conferences should include the name of the conference, the date(s) on which it took place and the location. The title of the presentation or paper is written in sentence case and placed between quotation marks. If the conference has a substantive title, this is written in sentence case and italicised, while the generic conference name is written in headline case in roman type:


**Unpublished works**

If a document has been accepted for publication, cite as much information as possible and add ‘forthcoming’ to the end of the reference:

Newspaper articles
The newspaper is the author in the case of newspaper references; the reference also includes year, the article headline – in single quotes, sentence case and roman type – and the date (day and month only):


If there is a particular reason for highlighting the author’s name (for instance, if the author is mentioned in the text), you should do so in the following way:


This is cited in the text as

(Dawkins, 2004)

Press releases
Similar to a news article, except that the term ‘press release’ is included in the description after the title.

European Commission (2009), State aid: Commission approves Danish export credit insurance scheme, press release IP/09/706, Brussels, 6 May.

Theses
Thesis titles are written in sentence case and italicised. References should note the level of the degree and the institution:

European Union publications
The majority of Eurofound publications are published through the Publications Office in Luxembourg. The organisation in question is considered to be the corporate author and the following format is used:


References to European Commission communications (COM documents) and other types of documents should include the identifier after the title, which is written in sentence case and italics:


Items in Official Journal of the European Union
These follow the same style as journal articles:


CJEU decisions
These may or may not benefit from the addition of the URL:


European Parliament publications
Where there is an identifier, this should be included as it enables a person to distinguish the document.


Note: resolutions etc. can also be published through Strasbourg.


Publications from Eurostat’s ‘Statistics in Focus’ series

For standalone documents, the title is italicised. ‘Statistics in Focus’ is a series, in which case this part of the title is left in roman type.


Eurostat online dataset

Eurostat datasets do not need to be referenced in the bibliography/reference list. In-text citations should be presented as follows.

Eurostat [migr_asydcfsta]

If a Eurostat dataset/database has been included as a source for a figure or table, it should take the following structure.

Source: Eurostat, First instance decisions on applications by citizenship, age and sex – Annual aggregated data (rounded) [migr_asydcfsta]

Editing a citation emanating from an organisation’s subdivision

In the example below, the UN is the institutional author regardless of department. The author, however, is very long:

Think of how to make the in-text citation more concise. Place the name of the department further along for any necessary clarification.


And then ask yourself is the extra information necessary?


**Eurofound publications**

For the purposes of *referencing* Eurofound publications, the Agency’s publications fall into two main categories:

- Reports published through the Publications Office of the European Union in Luxembourg. The publisher is the **Publications Office of the European Union, Luxembourg**. This category covers all Eurofound reports and policy briefs.
- A small number of items published by the Agency itself. The publisher is **Eurofound, Dublin**.

Note: whether the publication is in HTML, made available solely as an online PDF or is available in hard copy is immaterial; these two categories (for the purposes of referencing) cover all Eurofound’s publications.

In all cases, Eurofound is the corporate author and individual authors’ names should not be cited.

1. **Eurofound publications published through the Publications Office**

These publications are referenced in the *same way as a book*, but the publisher is the Publications Office of the European Union and the place of publication is Luxembourg.


2. **Eurofound-published material**

All Eurofound’s *own* publications are referenced in the *same way as a book*. Eurofound is the publisher and the place of publication is Dublin. As Eurofound is the publisher, there is no need to repeat this after the title.

This also applies to items published as HTML or interactive PDFs, such as articles in EurWORK (also indicated on next page), or blog pieces:


Eurofound (2017), *More attention must be given to Europe’s working poor*, Dublin.

Items from the European Industrial Relations Dictionary are referenced like this:


**Referencing of Eurofound HTML material**

Where Eurofound’s HTML material is referenced in a bibliography or reference section, style as Eurofound-published material:

Referencing and linking in HTML publications

HTML pages: linking to non-Eurofound content

Distinguishing references and links
Web content typically looks something like this, with embedded hyperlinks bringing the reader to other content:

```
The President of the European Commission, Jean-Claude Juncker, and Sweden’s Prime Minister, Stefan Löfven, hosted the Tripartite Social Summit to promote fair jobs and growth in Europe in Gothenburg on 17 November 2017. The summit gathered heads of state and government, and representatives from businesses and trade unions. At the summit, the European Parliament, the Council and the European Commission proclaimed the European Pillar of Social Rights.

The European social partners also signed a joint statement on the same occasion.

A concluding report was published to frame the follow-up of the summit, which started with the December 2017 European Council (held on 14–15 December). The report stressed the joint responsibility need to promote economic and social convergence.

More specifically, the summit affirmed the need to put people first through joint efforts at all levels, and to further develop the social dimension of the European Union, based on a shared commitment and established competences. A key next step foreseen is to follow up on the priorities of the EU Action Plan 2018–2019 to tackle the gender pay gap.
```

Eurofound writing for the web has moved away from a one-size-fits-all approach using embedded links. Instead, what were formerly links are classed as either references or links.

- Links give access to more information, context, or further detail.
- References indicate the source of the information.

In the example above, the links are highlighted in yellow:

- The European Pillar of Social Rights
- The joint statement from the European social partners
- The EU action plan on the gender pay gap

Meanwhile, the concluding report (circled in red) is a reference.

Formatting links
Links should be presented after the paragraph to which they refer, as bullet points. From the above example, the links would appear at the end like so (and be removed from the text):
Creating links that work

Avoid creating embedded hyperlinks: All links should stand outside the paragraph, in a bullet list.

Apply a standard formatting: include the creator/author of the page, and link to the full title of the web page

Use links judiciously: Minimising links generally is wise, given that they tend to break often. In writing a piece, ask yourself how necessary it is to provide a link for the reader. And for editors, just because an author has inserted links does not necessarily mean that they should be retained in the editing process. For a EurWORK quarterly update of approximately 800 words, there should be no more than six links, for example.

Avoid links for names of organisations: If the reader is interested in learning more about an organisation they can readily Google the name.

Link labels

Labels are used in front of links help the user to understand more about the links before clicking on them. It is good practice to set expectations and inform users about the nature of links in this way.

- Internal links - based on content/file type
  - Content
    - Topic: Well-functioning and inclusive labour markets
    - Event: Webinar: Flexible working in the digital age - Is everyone a winner?
    - Publication: Living and working in Europe 2015-2018 [for all report types, topical updates, working paper]
    - Article: Minimum wages in 2019 – First findings
    - European Industrial relations Dictionary: title
    - Blog: page title
    - Country: page title
    - Presentation: page title [for links to the presentation pages]
  - File (links to PDFs)
    - Programme: title (PDF)
    - Presentation: Improving monitoring of posted workers in the EU: Steps required (PDF)

- Internal links – based on information architecture location

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1 Linked to main publication webpage
• Observatory: EurLIFE
• About us: What we do
• About us: Procurement opportunities
• Survey: page title
• Data: Statutory minimum wages
• Interactive page: page title

• External links
  • Name of organisation: title of webpage
  • OECD: Forty-two countries adopt new OECD Principles on Artificial Intelligence
Formatting references

In this example, the concluding report can be formatted as a standard reference. To link the reference to the text, a footnote is used. Hence, the entire section would look like this:

Creating references that work

Apply standard formatting: author, title (linked, in roman script) and place of publication:


**Avoid URLs:** Instead, incorporate the link into the title. (In this example of a European Commission communication, make both title and COM information a hyperlink):

![Green checkmark]


![Red x]


You may of course need to reference a source that is not available online: a printed publication, unpublished conference presentation, thesis and so on. The standard Eurofound bibliographical entry is used. The title is (naturally) not linked, and is formatted in italic where appropriate:

![Green checkmark]


**Advantages of linking/referencing**

There are a number of advantages to this approach.

- It is easier to write: there is not the same need to structure the sentence to accommodate a meaningful link and facilitate screenreaders.
- It is easier to check and manage links to minimise broken links.
- The reader is made aware of exactly where they are being taken.
- With references styled as references, the document can still be found if and when the link breaks.
HTML pages: linking to Eurofound content

When it comes to Eurofound content, you have two options:

- Use the same linking/referencing approach as outlined previously.
- Insert the link in the ‘Related content’ box.

Where the link is directly relevant to the content of the page, include it in the main page.

Where the link is only indirectly relevant, or could provide background information or context, it can be moved to the ‘Related content’ box.

When including links to Eurofound material in the main page, specify the type of item it is (publication, blog, news piece):

Publication: European Quality of Life Survey 2016

Blog: Recent developments in work–life balance in Finland

News: Many European families still at risk of poverty, despite economic growth

Referencing a PDF publication

As far as possible, avoid linking directly to a PDF. It is better to link to the web page that hosts a PDF. The web page may contain ancillary information; the link may also be more robust over time. For Eurofound publications, always link to the host page: it offers a short summary of the publication – more useful to the user than being brought straight into a PDF. The text of the link should be the title of the document:

If you must link directly to a PDF, however, alert readers by including the word ‘PDF’ in brackets in the link (making sure to include it as part of the linked material); as seen in an earlier example. This applies, with different formatting, whether the item is presented as a link or as a reference:

Confédération Syndicat European, BusinessEurope, CEEP and UEAPME: Social Summit for Fair Jobs and Growth, Gothenburg 16–17 November 2017: Statement of the European social partners (PDF)


**Note:** File size is not included in the PDF reference.

**Organisation names in HTML**

When discussing organisations with non-English language names in HTML documents, give the English-language translation followed by the original-language abbreviation. Only create a link to if it is not readily found through a web search. In this case, a URL is acceptable.

The National Labour Council (CNT-NAR) recently reported that Belgian companies are not meeting the required quotas for young employees.

Belgian National labour council: [http://www.cnt-nar.be](http://www.cnt-nar.be)

See also *Abbreviations and acronyms*.
Annex: Copyright and author information

Note to editors: All Eurofound reports published through the Publications Office in Luxembourg have a standard copyright page, which contains the author information and the publishing identifiers for the report. This example is appended for information.

When citing this report, please use the following wording:


Authors: Carlos Vacas-Soriano and Enrique Fernández-Macías
Research managers: Enrique Fernández-Macías and Carlos Vacas-Soriano
Eurofound project: Income inequalities and employment patterns in Europe before and after the Great Recession
Peer reviewer: [if applicable]
Contributor: [if applicable]
Provider: [if applicable]
Acknowledgements: [if applicable]

Luxembourg: Publications Office of the European Union

This report and any associated materials are available online at http://eurofound.link/ef1663 It is part of Eurofound’s [series name] series. See the full series at http://eurofound.link/[link]

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European Foundation for the Improvement of Living and Working Conditions

3 For details of Eurofound’s authorship policy, see GR-19-1508
Europe Direct is a service to help you find answers to your questions about the European Union. Freephone number*: 00 800 6 7 8 9 10 11

*Certain mobile telephone operators do not allow access to 00 800 numbers or these calls may be billed.
The European Foundation for the Improvement of Living and Working Conditions (Eurofound) is a tripartite European Union Agency established in 1975. Its role is to provide knowledge in the area of social, employment and work-related policies according to Regulation (EU) 2019/127.