



## The Terms and Conditions agreement of Research Call 3

### Before the awarded funding is operational:

1. Studio Europa grants the funding and informs the applicants accordingly
2. Applicants inform Studio Europa on the division of funding per researcher in your team
3. Applicants establish a timeline for the project
4. The administration (e.g. solver hours etc.) of the seed money is done via the applicable channels in the faculty/department of the applicants
5. Based on the above-mentioned information Studio Europa can take the necessary actions to settle the finances with the faculty/department of each researcher in your team
6. Based on the timeline and the summary of the research paper (max. 150 words, as incorporated in the original proposal), Studio Europa will update the MWoE UM-website  
<https://www.maastrichtuniversity.nl/um-and-europe>

Please inform the team of Studio Europa accordingly and, if desired, please do not hesitate to coordinate with the team of Studio Europa for further instructions and support: [info@maastrichteurope.nl](mailto:info@maastrichteurope.nl)

### After spending the awarded funding:

1. Send the finished working paper to: [info@maastrichteurope.nl](mailto:info@maastrichteurope.nl)
2. The finished working paper will be part of the collective “*Maastricht, Working on Europe Working Paper Series*”
3. If your project leads to successful publication(s) and/or other forms of output (e.g. website, reports articles, conferences, presentations), then you are kindly requested to acknowledge the support provided by *Maastricht, Working on Europe*. The following sentence and logo can be used for this:
  - a. This project is (partly) financed by Maastricht, Working on Europe.
  - b. [Logo]

Please inform the team of Studio Europa accordingly and, if desired, please do not hesitate to coordinate with the team of Studio Europa for further instructions and support: [info@maastrichteurope.nl](mailto:info@maastrichteurope.nl)



## MWoE Working Papers Series

### Style Guide

#### **COVER PAGE AND FIRST PAGE**

All submissions should include a cover page with the following information.

- Title – bold capital letters
- Author’s name, affiliation and email address
- Abstract (maximum 150 words) – italicized
- Key words (maximum 5)

The first page of the manuscript should only repeat the submission’s title.

#### **FONT AND MARGINS**

Manuscripts be double-spaced, in font size 11, in Garamond. Margins should be of 2 centimeters.

#### **QUOTATION MARKS**

Single quotation marks should be used, unless where the reference is in a quotation, i.e. ‘The Lisbon Treaty is nicknamed “the Treaty of parliaments”’.

#### **TITLES**

Titles should be numbered as follows:

- I. Title
  - a. Subtitle
  - b. Subtitle
    - i. Subtitle
    - ii. Subtitle

The use of more than three levels of titles should be avoided.

#### **REFERENCES**

Both in-text references and footnotes are accepted. If you opt for in-text references, please follow the Harvard style. If you opt for footnotes, please follow the OSCOLA style