



The Terms and Conditions agreement of Research Call 4

Conditions and requirements to set up the writing/research process:

1. Applicants establish a timeline for the project
2. Based on this information and a summary (max. 150 words), Studio Europa will update the MWoE UM-website
<https://www.maastrichtuniversity.nl/um-and-europe>
3. Mention of the MWoE support by adding:
 - a. [Logo]
 - b. [URL:] www.maastrichteurope.nl
 - c. [Text:] Partly financed by Maastricht, Working on Europe / [If full financing applies:] Financed by Maastricht, Working on Europe
 - d. [Additional information:] The aim of Maastricht, Working on Europe is to position Maastricht as a meeting place for citizen dialogue and debate and establish a Centre of Excellence for research on Europe and European integration. In short: a workplace for a better Europe. For everyone.

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

After publication of the policy brief(s):

1. Send the finished policy brief(s) to: info@maastrichteurope.nl
2. The finished product will be peer reviewed
3. Funding ranges from €1,500 to €5,000, including overhead, per policy brief, depending on length of the brief and time
4. Funding is allocated once the final version of the policy brief had been accepted for publication
5. Based on the above information, Studio Europa will take the necessary actions to settle the finances with the faculty/department of each researcher in your team
6. The policy brief(s) will be part of the collective “policy briefs collection” of Studio Europa and the *Maastricht, Working on Europe* project



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