

STYLE GUIDE



# Style guide for authors



**FRA**

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS



The European Union Agency for Fundamental Rights (FRA) provides European Union (EU) institutions and Member States with independent, evidence-based advice on fundamental rights, thereby contributing to informed and targeted debates and policies on fundamental rights. Those rights are set out in the Charter of Fundamental Rights of the European Union, which is legally binding for EU institutions and for all EU Member States when they implement EU legislation. These are minimum standards of treatment that guarantee respect for each person's dignity. To support the EU in its work to ensure full respect for these fundamental rights across the Union, FRA collects and analyses information and data, provides assistance and expertise, and communicates and raises awareness about fundamental rights.

## **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.  
In certain cases, these calls may be chargeable from telephone boxes or hotels.

Photo (cover & inside): © iStockphoto

More information on the European Union is available on the Internet (<http://europa.eu>).

FRA - European Union Agency for Fundamental Rights

Schwarzenbergplatz 11 – 1040 Vienna – Austria

Tel.: +43 158030-0 – Fax: +43 158030-699

Email: [information@fra.europa.eu](mailto:information@fra.europa.eu) – [fra.europa.eu](http://fra.europa.eu)

Luxembourg: Publications Office of the European Union, 2012

ISBN 978-92-9239-130-0

doi:10.2811/32749

© European Union Agency for Fundamental Rights, 2012

Reproduction is authorised, except for commercial purposes, provided the source is acknowledged.

*Printed in Luxembourg*

PRINTED ON WHITE CHLORINE-FREE PAPER

# Contents

<b>1</b>	<b>WRITING CONVENTIONS AND TOOLS</b>	<b>3</b>
1.1.	The fundamentals of style	3
1.1.1.	Tips for achieving a plain, clear writing style	4
1.1.2.	Style templates and header structures	6
1.1.3.	Using short words	6
1.1.4.	Avoiding redundant words	7
1.1.5.	Avoiding discriminatory and offensive language	8
1.1.6.	Misused words and expressions	8
1.2.	Spelling guidelines	9
1.2.1.	British English spelling	9
1.2.2.	FRA terminology	10
1.2.3.	Upper and lower case letters	11
1.2.4.	Hyphens	12
1.2.5.	Singular and plural	16
1.2.6.	E-words	18
1.2.7.	Use of italics	19
1.3.	Punctuation	19
1.3.1.	Apostrophe	19
1.3.2.	Quotation marks	20
1.3.3.	Full stop	20
1.3.4.	Comma	21
1.3.5.	Dash	22
1.3.6.	Colon and semicolon	23
1.3.7.	Brackets	23
1.3.8.	Non-breaking spaces	24
1.4.	Numbers and dates	25
1.4.1.	Figures	25
1.4.2.	Dates	26
1.4.3.	Time	26
1.4.4.	Currencies	26
1.5.	Presentation of lists	27
1.6.	Abbreviations and acronyms	29
1.7.	Names and titles	31
1.7.1.	EU institutions	32
1.7.2.	EU legislation	33
1.7.3.	National legislation	36
1.7.4.	EU programmes and initiatives	36
1.8.	Countries and languages	37
1.8.1.	Countries	37
1.8.2.	Languages	40

<b>2</b>	<b>REFERENCES .....</b>	<b>43</b>
2.1.	In-text references .....	45
2.1.1.	In-text references to sources .....	45
2.2.	References .....	47
2.2.1.	EU documents .....	47
2.2.2.	UN and Council of Europe instruments .....	50
2.2.3.	Citing complete book and publications from organisations .....	52
2.2.4.	Citing commissioned publications .....	53
2.2.5.	Citing part of a book .....	53
2.2.6.	Citing an article in a periodical .....	54
2.2.7.	Citing an article in a newspaper, press release, conference paper, unpublished work, presentation .....	54
2.2.8.	International case law .....	55
2.2.9.	National legislation and case law; national press releases .....	56
<b>3</b>	<b>SHORTHAND NAMES FOR FRAMEWORK DECISIONS AND DIRECTIVES .....</b>	<b>57</b>

# 1

## Writing conventions and tools



The FRA produces reports, summaries, factsheets and educational materials to be read, and it would be a shame if poor style impeded this aim. The key point is to keep your target audience firmly in mind when you are drafting: your words won't just be read by the FRA Committee of Opinions (FRACO) and the Scientific Committee but, hopefully, by policy makers at national and EU level, representatives of European and international organisations, non-governmental organisations (NGOs), civil society organisations (CSOs), academics and – of course – the general public. So before you use 'eurocrat' language, and before inserting another clause into an already overburdened sentence, consider whether it will make sense to those who may be unfamiliar with your work.

### 1.1. The fundamentals of style

Writing style is inherently an individual matter, but leaving your own mark on your prose should not prevent you from achieving clarity and consistency when writing. Writing your document in a suitable style will make the difference between it becoming a valuable and treasured resource, and being left untouched on a bookshelf. Here are some hints to help you to write engagingly and clearly:

- **Think before you write:** clear writing starts with clear thinking. Ask yourself: who will read the document? What are you trying to achieve? What points must the document cover?
- **Focus on the reader:** try to see things from the point of view of your readers. Involve them. Imagine which questions they might ask. Interest them.
- **Content:** give accurate, relevant and complete information and explain any technical terms.
- **Structure:** check that the content is well organised with appropriate use of headings.

- **Style, punctuation and grammar:** correct, consistent and conforming with FRA house style.
- **Layout:** presentation of the document in MS Word, using the paragraph and character styles available, such as 'Normal', 'Heading 1', 'Heading 2' etc., 'List paragraph' for bullet and numbered lists, as well as italics and bold where applicable. Use the Word table editor to create tables.

### 1.1.1. Tips for achieving a plain, clear writing style

An example of an over-elaborate, lengthy and confusing sentence:

*“The review of the contribution of the international law of human rights appears to the fight against racial discrimination thus shows both how advanced the EU model is in comparison to other, pre-existing models, but also how narrow its understanding of indirect discrimination remains, in comparison to an understanding of indirect discrimination as disparate impact discrimination that gives statistics a central place in ensuring that no measures will remain that disproportionately burden people defined by their race or ethnic origin.”*  
(FRA, 2012)

Rewritten in plain, clear terms as:

*“A comparison of EU law against racial discrimination with other international models shows that although EU law is more advanced, it has only a narrow understanding of indirect discrimination. It fails to take into account a statistics-based approach that would reveal those measures that disproportionately burden people based on their race or ethnic origin.”*  
(FRA, 2012)

To make sure your writing resembles the second paragraph and not the first, use Chapter 1 of the FRA style guide to inform your writing while also remembering the following simple rules.

- **Simplicity and clarity are key.** Keep the style clear, simple and informal.
- **Aim for an average sentence length of 15 to 20 words.** Avoid trying to squeeze too much information into each sentence. If your sentence is getting long and overburdened with sub-clauses, divide it into two.
- **Keep paragraphs short;** one idea and analysis of it per paragraph.



- **Vary your sentence structure**; not every sentence needs to start with *in* or *on*. Think about what you are trying to emphasise and structure your sentence accordingly.
- **Use common, everyday words** wherever possible; essential technical terms are the only exception.
- **Use the active voice** wherever possible, e.g. *The Austrian government adopted the legislation in 2010*, not *The legislation was adopted by the Austrian government in 2010*.
- **Use concrete, not abstract, language**, e.g. *jobs* instead of *employment opportunities*.
- **Use pronouns to keep your text concise**, e.g.: *she, he, it, these, that, this, who, which, etc.* However, make sure it is clear who/what the pronoun is referring to; do not substitute a noun with a pronoun if the clarity of meaning suffers. For example, *This report presents the findings of a FRA legal study. It begins by introducing the concept of [...]* or *The Commissioner emphasised the importance of indicators, which she said could help to map the situation of fundamental rights on the ground*.
- **Avoid sexist, racist or discriminatory language**. For example, use *they/their* instead of *he/she* and replace sexist job titles ending in *-man* or *-women* with a non-gender specific title such as *chairperson* or *spokesperson*. Avoid terms that refer to an attribute of people rather than the people themselves, e.g. *the unemployed, blacks, the disabled*. Instead use *unemployed people, black people and persons with disabilities*.
- **Avoid jargon, pompous language and official speak**, e.g. avoid *aforesaid/* *aforementioned* and *inter alia*.
- **Focus on the present and future** when deciding which tense to use. If a finding or statement is still relevant, use the present tense, e.g. *Research carried out by the FRA in 2008 shows that 27 % of Roma respondents experience discrimination in their daily life*.
- **Brackets** should be used sparingly and never include information essential to the meaning of the text. Follow the footnote rule: if something is important enough to be included, it shouldn't be hidden away in brackets.
- **Footnotes are not for explanations or additional points**, and should be primarily reserved for references (see Section 2). If something is important enough to be included at all, put it in the main body of the text.

## 1.1.2. Style templates and header structures

Use **relevant style templates and header structures** to help make your writing easier to read and follow. The FRA has a standardised **FRA Word document template** available to help you to ensure style consistency and readability.

Using the FRA template also makes the editing and production process more fluid, which allows for a better workflow and production time.

Headers and sub-headers help to break up and frame your writing into a more navigable format. Apply *(FRA) Heading 1*, *(FRA) Heading 2*, etc. as necessary when structuring your document with sections and sub-sections. A new section begins when a new topic is being introduced, while sub-sections are used to indicate a shift of topics within a larger section.

Titles, tables, figures and footnotes also have specific styles that can be applied using the FRA template, e.g. *(FRA) Figure and Table Content* style should be applied to the source information following a figure or a table, or *(FRA) Footnote Reference* style is applied to the footnotes.

When pasting text from another document, use 'keep text only' to import only text and not formatting. Use the paste menu to set up your own default paste settings.

## 1.1.3. Using short words

Use short words rather than long words wherever possible; they are easy to spell and easy to understand. Thus prefer:

Use	Instead of
about	approximately
after	following
let	permit
use	utilise
make	manufacture
take part	participate
set up	establish





Use	Instead of
show	demonstrate
find out	ascertain
try, attempt	endeavour
hasten, speed up	expedite
need, have to, require	necessitate
before	prior to
source, origin	provenance
after	subsequent to

### 1.1.4. Avoiding redundant words

A longer document does not make a better document. If you have something to say, do it simply and avoid meaningless terms which have crept into journalistic and official language, such as:

all things being equal	in due course
as a matter of fact	in point of fact
at the end of the day	in the final analysis
at this moment in time	in view of the fact that
each and every one	have a tendency to
with regard to	the fact of the matter is
in the context of	in order to
in the case of	in the process of
it seems that	for the purpose of
for the most part	due to the fact that
by means of	

English has more than enough words already; there is no need to supplement its existing vocabulary with Latinate phrases, such as *inter alia*.

## 1.1.5. Avoiding discriminatory and offensive language

Take care to use gender neutral language.

Use *they/their* rather than *he* or *she*, but make sure to check your subject-verb agreement and to put the verb in the plural.

Avoid sexist job titles, so use *chairperson* not *chairman/woman*, *spokesperson* instead of *spokesman/woman* etc.

Refer to ethnic groups by their accurate and self-accepted name, e.g. *African-Caribbean*, *Roma* etc.

Avoid terms which refer to an attribute of people rather than the people themselves, so write about *unemployed people* not *the unemployed*, and *persons with disabilities* not *the disabled*.

## 1.1.6. Misused words and expressions

Avoid using idiomatic expressions or jargon without thinking about what the word or phrase really means. In EU parlance, be particularly careful with:

- *Competence* is now accepted in the EU context, but *competency* should not be used unless in its original meaning of 'to be good at'.
- Similarly, *transposition* has been adopted into EU English but use it only when necessary. If it is possible to be more precise – *adopted into national law* or *implemented* – please do so.

A number of words are routinely misused because their use differs in English from some other European languages. Be aware of these false friends:

- The police make *checks*, *inspections* and *stops*. They don't make '*controls*'.
- Governments may, however, institute immigration-*control* measures.
- *Also* is not a conjunction. It should be used sparingly, and never at the start of a sentence.
- *Arguable* means debatable or questionable.

A few other English language hints and reminders:

- *In fact* should not be used unless you are indeed stating a fact. Use it only for matters capable of direct verification, not for matters of judgment.



- *Less* and *fewer* are not interchangeable. *Less* refers to quantity and is not countable, *fewer* refers to number and can be counted, e.g. *She drank less water than I did because she has fewer bottles of water than I do.*
- Be careful with *foreseen* and *foreseeable*, with the exception of the technical, legal sense. How much of the future is foreseen? By whom is it foreseeable? This will rarely be known, so both words are best avoided. Laws *stipulate* matters, or *provide for* change. Use *foresee* sparingly.

The FRA produces *reports* not *studies*. Similarly, it carries out *projects* not *research projects*.

## 1.2. Spelling guidelines

### 1.2.1. British English spelling

The FRA uses British English spelling. Set the language in Word as English UK or Ireland to make sure your words are not unwittingly americanised. For further examples, consult the concise editions of the Oxford, Cambridge or Chambers dictionaries.

Use *-ise* and *-isation*, not *-ize* and *-ization*. Similarly, you *analyse* rather than *analyze*.

Be particularly vigilant where American spelling differs from British English:

British (use)	American (do not use)
catalogue	catalog
centre	center
enrol	enroll
enclose, ensure	inclose, insure (unless you're talking about insurance)
litre, metre	liter, meter
programme	program
practise (verb)	practice
ageing	aging
honour, labour, colour	honor, labor, color
defence, licence	defense, license

There is one crucial exception to this rule: the Court of Justice of the European Union makes ***judgments*** and so too does FRA. No *judgements*, please.

The spelling of quoted matter should, however, be respected and included without changes. This extends to the spelling of international organisations and other bodies: it is the *International Labour Organization*, the *World Health Organization* and the *Organization for Security and Co-operation*.

Some English words are pronounced the same but spelt differently according to the part of speech. A trick for words that switch between *c* and *s* is to think of *advice* (the noun) and *advise* (the verb), as they are pronounced differently.

advise (verb)	advice (noun)
dependent (adjective)	dependant (noun)
license (verb)	licence (noun)
maintain (verb)	maintenance (noun)
practise (verb)	practice (noun)
principal (adjective/noun)	principle (noun only)

### 1.2.2. FRA terminology

Please use the following spellings with the following letter case:

- antisemitism
- anti-Gypsyism
- Islamophobia
- multiculturalism
- non-discrimination
- evidence-based advice

Note also specific EU- or FRA-related terminology:

- EU-27
- EU Member State but Council of Europe member states
- The *European Council* and the *Council of the European Union* are two different bodies; be specific about which one you mean.
- Avoid referring to *old* and *new* Member States; if necessary use the year of accession. What once was new will soon be old.



- When using the acronym FRA, house style prefers *the FRA premises* to *the FRA's premises* or *the FRA Violence against Women survey* to *the FRA's Violence against Women survey*. Of course, FRA can also be used as a noun. *The FRA conducted research into violence against women*. Prefer FRA to 'agency', which is less specific.
- Desktop research and fieldwork research, promising (not good) practices, lessons learned (not learnt) and FRA publication (the plural should be used only when more than one publication is listed). Grounds (not ground), unless it is clearly only one ground, in which case, use ground.
- The EU uses the United Nations compromise solution when referring to *the former Yugoslav Republic of Macedonia*. Do not use the constitutional name of the country (Republic of Macedonia). The acronym is all upper case (FYROM).
- State Party or States Parties.
- Ministry of the Interior and not Ministry of Interior. This can be applied to other circumstances where 'Ministry of the' is appropriate.

### 1.2.3. Upper and lower case letters

Rules governing the use of capitals in English are mercifully few: the main thing is to ensure you are consistent. Nevertheless, the current trend is towards using fewer capital letters. The FRA supports this and uses a capital letter only for the first word of a book title.

The general rule is to put nouns and adjectives in specific references in capitals and use the lower case for general references. If in doubt, use lower case.

Use capital letters for:

- proper nouns, such as the names of people, places and companies;
- full names of organisations, ministries, departments, treaties and acts, but *the ministry, the agency, the court* etc.;
- Acronyms, contractions or abbreviations, including names of programmes, of over five letters and which can be pronounced have the first letter capitalised and the rest small: *Eurodac, Eurosur, Franet, Frontex* or *Europol*;
- titles of statutory and political positions, e.g. *President of the Republic, Prime Minister, European Ombudsman* or *Member of Parliament*;

- titles of adopted or draft legislation: the *Racial Equality Directive*, the *Asylum Procedures Directive*, the *European Arrest Warrant* or the *Employment Act 1990* (see also Annex 1);
- names of political parties;
- names of EU initiatives and programmes: *European Social Fund*, *European Year of for Active Ageing and Solidarity between Generations 2012*;
- references to specific EU legislation, if you use the full name or title: *Directive*, *Regulation*, *Decision*, *Recommendation*, *Joint Opinions*, *White Papers*;
- geographical places or regions, e.g. *The Hague*, *Vienna*, *Flanders*, *Southern Denmark*;
- EU Member States.

Keep the following in lower case:

- references to specific EU legislation, which do not include the full name, and general references take lower case, e.g. *The committee felt a directive rather than a regulation was the appropriate instrument* or *The directive sets out obligations for EU Member States in the field of employment equality*;
- titles or office-holders in an organisation: Mr Smith is *chief executive officer*, she was appointed *deputy leader* of the Green Party;
- titles of books or periodicals (only the first letter of the first word should be capitalised);
- general references to bodies or concepts: *government*, *cabinet*, *committee*, *regulation*, *directive* etc.;
- general terms, especially EU related, such as *labour market*, *European social model*, *employment guidelines*, *candidate countries*, *working time*.

Important though the *internet* is, it doesn't warrant a capital i. The same applies to the *world wide web*.

## 1.2.4. Hyphens

There is no firm rule to help you decide which words are run together, hyphenated or left separate. In most cases, the FRA favours to use one word wherever possible. Hyphens tend to clutter up text, particularly when a computer already breaks hyphenated words at the end of lines.



Inventions, ideas and new concepts often begin life as two words, then become hyphenated, before finally becoming accepted as one word, such as email, database, midday, worldwide – all of these were once hyphenated.

There is no need to use hyphens with most **compound adjectives** for which the meaning is clear and unambiguous, such as:

*fundamental rights landscape, human rights protection, border surveillance operations, free movement rights, fair trial principles.*

Some new terms and adverb-adjective compounds (*long-term*), however, retain the use of hyphens (for an overview, see table).

Do not use hyphens after **adverbs ending in -ly**, such as in:

*constantly evolving fundamental rights landscape, hotly disputed border surveillance, beautifully phrased sentence.*

**Prefixes** take a hyphen, for example *non-governmental, self-employed*, except where the prefix has become part of the word in general usage, such as in *coordination* and *cooperation*.

Prefixes before proper names are hyphenated: *intra-EU, pan-European, trans-European*.

**Numbers and fractions:** Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not when used as nouns:

*twenty-eight, two-fifths completed, a two-third majority*

BUT

*an increase of two fifths or two thirds of the majority said.*

Hyphens are also used to **distinguish between parts of text**. When two-word verbs, for example, are used as nouns or as adjectives, the words are hyphenated:

*The working group followed up on his recommendations.*

BUT

*The follow-up to the recommendation was insufficient.*

OR

*The Council set up a new working group to deal with these matters.*

BUT

*The set-up fees were too expensive.*

Similarly, when nouns are deployed as adjectives, they are hyphenated:

*Combining social and legal research is crucial to good policy making.*

BUT

*The policy-making body requested the information.*

OR

*The asylum seeker spoke to the support office.*

BUT

*Asylum-seeking migrants must comply with the relevant rules and regulations or their requests will be denied.*

The table below provides some guidance on how to treat certain words and prefixes. For example, given the hyphen used in *counter-intuitive* and *counter-terrorism*, you can deduce how to treat the prefix *counter* with *espionage*, namely *counter-espionage*.

Using *e-Justice*, the e remains lower case and the J is capitalised, unless the word appears at the beginning of a sentence, in which case, it is written as *E-Justice*.

No hyphen	With hyphen	Separate words
antisemitism	anti-fascist	ad hoc
antisocial	anti-Gypsyism	ad hoc agreement
benchmarking	asylum-seeking (adjective)	age group
childcare	build-up (noun)	asylum seeker (noun)
codetermination	child-friendly	ballot box
cofinance	child-friendly justice	birth rate
cooperation	co-funded	build up (verb)
coordinate	counter-intuitive	common sense
database	counter-terrorism	cost of living
decriminalise	cross-border	decision maker





No hyphen	With hyphen	Separate words
email	decision-making (compound adjective)	decision making (noun)
extraterritorial	e-learning	drug trafficker
geopolitical	e-Justice	end product
handout	evidence-based advice	euro area
hardline	follow-up (noun)	euro zone
healthcare	inter-agency	follow up (verb)
householder	inter-country	full time
intergovernmental	inter-governmental	gender segregation
intersectoral	like-minded	in as much
lifelong learning	long-standing	in so far
loophole	long-term	interest group
macroeconomic	mid-August	labour force
midday	mid-week	law maker
multilingual/bilingual	non-combatant	life span
multinational	non-discrimination	line manager
multiracial	non-existent	night work
nationwide	non-working life	no one
northwestern	(adjective)-oriented	part time
online/offline	part-time (compound adjective)	policy maker
overdone	post-war	policy making
precondition	pre-eminent	pressure group
predate	pre-empt	public sector
preoccupied	re-election	services sector
realign	re-emerge	set up (verb)
rearrange	re-entry	shift work
redirect	self-advocacy	stumbling block
reopen	self-employed	task force
roundtable	semi-conscious	think tank
shortlist	set-up (noun)	time frame
southeastern	side-effect	time limit
subcommittee	small- and medium-sized	time line

No hyphen	With hyphen	Separate words
subsection	two-day meeting	turning point
taxpayer	work-related	vice versa
teamwork	year-end	working party
timetable		
transgender		
transphobia		
turnout		
underdog		
underpaid		
website		
wifi		
workforce		
workplace		
worldwide		

### 1.2.5. Singular and plural

Organisations, institutions and most countries are singular, e.g. *The European Commission has adopted a directive* or *The FRA produces evidence-based advice*.

Some words in English have an unconventional way of forming the plural. We propose the forms most commonly used:

Singular	Plural
addendum	addenda
agenda	agendas
apparatus	apparatuses
appendix	appendices
caucus	caucuses
corrigendum	corrigenda
curriculum	curricula
focus	focuses
formula	formulas (politics) formulae (mathematics)
forum	forums



Singular	Plural
index	indices (indicators, index numbers) indexes (books)
medium	mediums (art) media (press, radio, television, internet)
memo	memos
memorandum	memoranda
phenomenon	phenomena
plus	pluses
referendum	referendums
symposium	symposiums
training	training
veto	vetoes

Other words are used in the plural form so their singular form may be unknown (or non-existent):

- data
- criteria
- news.

Some words are used only in singular:

- information
- advice.

There is no firm rule about whether a singular collective noun should be conjugated as a singular or a plural. It is best to go with whether the noun stands for a single entity or for its constituents. So *The council was elected in March*, but *The council are in disagreement*.

Both *pair* and *couple* should be treated as plurals.

A number *are*, but *the number is*.

When *majority* is used in an abstract sense it takes the singular, e.g. *A two-thirds majority is needed to amend the constitution*. When it is used to denote the elements making up the majority, it should be plural, e.g. *A majority of the participants were opposed*.

## 1.2.6. E-words

The rapid rise of the internet and email has resulted in a whole new vocabulary. Although the terminology is continually evolving, some conventions are already accepted. For example, the FRA favours the lower case for the vast majority of internet-related expressions.

Term	Style
extranet, internet, intranet, the net, knowledge society, information society, the web, world wide web	lower case
backup, broadband, cyberspace, cyberwar, database, dotcom, email, hardware, hyperlink, hypertext, laptop, online, software, webmaster, website	one word, unhyphenated, lower case
cyber-attack, e-business, e-commerce, e-learning, e-skills	hyphenated, lower case
e-Justice	hyphenated, mixed case
home page, web page, web browser	two words
CD-ROM, DVD	upper case

### Hyperlinks:

**Links and the use of “http://” in URLs:** when providing a link to a website, do not include http:// unless the website does not have a www. at the start of its URL. For example, [www.echr.coe.int/echr](http://www.echr.coe.int/echr) but <http://fra.europa.eu>.

**Shorten URLs when possible:** the URLs of some web pages display unnecessary endings which can be deleted when referenced, e.g. you can reference <http://fra.europa.eu> instead of [http://fra.europa.eu/fraWebsite/home/home\\_en.htm](http://fra.europa.eu/fraWebsite/home/home_en.htm). Before deleting such endings, always check that the shorter version works by copying and pasting the link into your web browser.

**Note:** Check that hyperlinks work: It is good practice to check that every hyperlink works by testing it in your browser. Never include a broken link – either find the correct link or delete it.

**After the first hyperlink reference in a document, please include the last date of access, using the following sentence:** All hyperlinks were accessed on 15 September 2011.



## 1.2.7. Use of italics

In general, italics should be used sparingly; repeated use of italics for emphasis becomes counter-productive.

Do **not** use italics for emphasis. FRA only uses italics for:

- **Quoted paragraphs or block quotes** (double quotation marks, italics, indented).
- Any **foreign text** (foreign compared to the language of the report) unless they are so familiar that they have been anglicised. So *glasnost*, *perestroika* and *Länder* but *ad hoc*, *elite*, *role*, *genre*, *a priori* etc. Proper nouns and the names of people, organisations and places are not italicised.
- **Titles** of books, essays, reports, films, newspapers, periodicals, policy documents and any other publication – but not primary or secondary legislation, such as national laws or EU directives, regulations – both in body text and references. Do not italicise the *the*, i.e. the *European Law Review*.
- Case law references, e.g. *Kiss v. Hungary*.

Use double quotation marks to cite passages from books and periodicals within a sentence, not single quotation marks on italics.

## 1.3. Punctuation

### 1.3.1. Apostrophe

Apostrophes are generally used with contractions (*don't*, *isn't*); however, this use is too informal for FRA reports.

Use the apostrophe to show possession. Place the apostrophe before the *s* to show single possession:

*one boy's hat, Ms Chang's house*

Use the apostrophe where the noun that should follow is implied:

*This was his father's, not his, jacket.*

To show plural possession, make the noun plural first then add the apostrophe:

*two boys' hats, two women's hats, the Changs' house, the Strauses' daughter.*

Do not use an apostrophe for the plural of a name:

*The Changs have two cats and a dog.*

Use the possessive case in front of a gerund (-ing word).

*Alex's skating was a joy to behold.*

*This does not stop Joan's inspecting our facilities next Thursday.*

### 1.3.2. Quotation marks

Use double quotation marks to set off a direct quotation only:

*"When will you be here?" he asked.*

When a complete sentence is quoted, full stops and commas go inside double quotation marks:

*She said, "Hurry up."*

*She said, "He said, 'Hurry up.'"*

However, when the quote is only part of a sentence, the full stops and commas go outside the quotation marks:

*The Commissioner called the report's findings "a call to action".*

*A Roma child described the school as "a real improvement", which the report's authors considered a surprise.*

Use single quotation marks for quotes within quotes:

*He said, "Dana said, 'Do not treat me that way!'"*

Use single quotation marks for an article in a journal (the journal title itself is italicised), a chapter of a book, names of campaigns, words used with unconventional meanings or the categories and short responses to questionnaires and other forms.

### 1.3.3. Full stop

Use a full stop at the end of a complete sentence that is a statement:

*I know this result is sound.*



### 1.3.4. Comma

To avoid confusion, use commas to separate words and word groups:

*My €10 million in prize winnings will be split among my husband, daughter and son.*

Use a comma to separate two adjectives when the word *and* can be inserted between them:

*He is a strong, healthy man.*

BUT

*We stayed at an expensive summer resort.* (You would not say expensive and summer resort so no comma.)

Use a comma when an -ly adjective is used with other adjectives. To test whether an -ly word is an adjective (and not an adverb) see if it can be used alone with the noun. If it can, use the comma:

*Felix was a lonely, young boy.*

BUT

*I get headaches in brightly lit rooms.* ('brightly' is not an adjective because it cannot be used alone with rooms; therefore, no comma is used between *brightly* and *lit*.)

When starting a sentence with a prepositional clause use a comma to separate it from the rest of the sentence.

*In Spain, findings showed [...]*  
*In Spain on 4 October 2011, the government [...]*

When starting a sentence with a weak clause, use a comma after it. Conversely, do not use a comma when the sentence starts with a strong clause followed by a weak clause.

*If you are not sure about this, let me know.*

BUT

*Let me know if you are not sure about this.*

Use commas to set off expressions that interrupt sentence flow:

*I am, as you have probably noticed, very nervous about this.*

Use a comma to separate two strong clauses joined by a coordinating conjunction such as *and*, *or*, *but*, *for*, *nor*. You can omit the comma if the clauses are both short:

*I have painted the entire house, but he is still working on sanding the doors.  
I paint and he writes.*

If the subject does not appear in front of the second verb, do not use a comma:

*He thought quickly but still did not answer correctly.*

BUT

*He thought quickly, but he still did not answer correctly.*

Use a comma, to introduce a direct quote:

*She said, "I've had enough."*

Use a comma where it will help avoid confusion:

*I chose the colours red and green, and blue was his first choice.*

Use a comma to separate contrasting parts of a sentence:

*That is my money, not yours.*

Use commas surrounding words such as *therefore* and *however* when they are used as interrupters:

*I would, therefore, like a response.  
I would be happy, however, to volunteer for the Red Cross.*

Use a comma to separate the components of a list, except between the penultimate and final items:

*There were changes to the NHRIs in Sweden, Belgium and the United Kingdom.*

### 1.3.5. Dash

A dash is stronger than a comma, less formal than a colon and more relaxed than parentheses.

The en-dash (alt+0150 or Ctrl+hyphen on numerical keyboard) is slightly longer than a hyphen and used to join numbers and dates, without a space on either side:

*2008–2009  
pp. 110–112.*





The en-dash is also useful to set off a short phrase – defining a word, explaining a programme or introducing a new idea (space either side).

A pair of en-dashes in the middle of a sentence has the same function as parenthesis:

*A fundamental rights culture should be the goal – where justified claims are not discouraged – to ensure access to justice for all.*

### 1.3.6. Colon and semicolon

Use a colon before a list or an explanation that is preceded by a clause that can stand by itself. Think of the colon as a gate, inviting one to go through:

*The charter review committee now includes the following people: the mayor, the chief of police, the fire chief and the chair of the town council.*

*You will need to bring three things to the party: some food, something to drink and a small gift for the hostess.*

*There is only one thing left to do now: confess while you still have time.*

*Remember: despite a considerable effort at European level, many Roma still suffer discrimination.*

Use a semicolon to join two clauses which could be separate sentences. The semicolon is often used to join two stand-alone sentences using a transition, such as however, therefore, etc.:

*Jerome cycles to work; Mary walks.*

*Martine is Dutch; however, she lives in Austria.*

### 1.3.7. Brackets

Brackets should be used sparingly and never include information essential to the meaning of the text. Follow the footnote rule: if something is important enough to be included, it should not be hidden away in brackets.

Square brackets have two specific uses. They are used, for example, to add text to a direct quote, usually to improve readability. Please leave a space outside the brackets:

*“[Member States should] take all necessary steps to ensure that all stages of domestic proceedings [...]”*

Square brackets are also used in direct quotes to signal that part of the direct quote has been omitted in that spot. Please leave a space outside the brackets:

*"[...] are determined within a reasonable time; [...] ensure that mechanisms exist to identify proceedings that risk becoming excessively lengthy as well as the underlying causes."*

### 1.3.8. Non-breaking spaces

Use a 'non-breaking space' (control+shift+spacebar) to keep key items together, for example:

- Article reference: Article°1°(3) or in footnotes Art.°1°(3)
- Dates: 20°February°2011
- Acronyms: European°Union°Agency°for°Fundamental°Rights°(FRA)
- Currency identifiers and figures (see Section 1.4.4.): SEK°535.24
- Document references for EU documents: COM(2010)°426, MEMO°11/21, OJ 2010 L 344/1; for national documents: Decision File No.°PI°ÚS°24/10 (note that there is no space used for Council of Europe documents: Rec(2004)10, CRI(2011)4))
- No. and figure: STE°No.°108, Law°No.°2010/769
- Between figures and percentages: 20°%
- Two-word or more Member State or other country names: Czech°Republic or United°States

**Note:** When switching on the paragraphs marks to be shown in MS software – menu 'Show/hide ¶' – the non-breaking space is indicated with a small round circle instead of a dot.



## 1.4. Numbers and dates

### 1.4.1. Figures

Numbers one to nine are written out, unless they are a date, chapter number or article number. For 10 and above, numerals are used:

*The new service is part of a five-year Victim Support Development Project.  
The initiative includes about 2,000 billboards throughout the country.  
Between 5,000 and 8,000 people will be randomly surveyed.  
Some eight-to-10 persons in each category responded.*

When starting a sentence, write a number out. If this is awkward, look for a way to reformulate the sentence:

*Forty-five interviewers contributed data to the survey.  
Twelve different proposals were tabled.*

Use the percentage symbol, rather than writing out the word:

*Some 15 % of the country's population does not speak the language of the majority.*

Note: insert a non-breaking space between the figure and the % symbol, e.g. 5 % (see Section 1.3.8).

Write out fractions:

*Two thirds of the respondents disagreed with the statement.*

The notation in English for numbers in the thousands or millions is as follows:

*1,256,052  
15,000*

The notation in English for numbers with decimals is as follows:

*56,052.20  
98.5*

Numbers can be abbreviated (but not the words 'billions', 'millions' or 'thousands'):

*1,500,000 can be written as 1.5 million  
15,200,000 can be written as 15.2 million  
1,520,000,000 can be written as 1.52 billion*

## 1.4.2. Dates

Write the date, month and year, with no commas between:

*The law took effect on 5 January 2012.*

When combining dates and locations, please use the following order:

*The meeting took place in Brussels on 10 February 2009.*

*In Paris on 12 March 2011, the French President gave a speech on fundamental rights.*

**Note:** Unless there is a real reason to emphasise the date, please relegate it to the end of the sentence.

## 1.4.3. Time

Use standard European time conventions on the basis of the 24-hour clock:

*The lunch is scheduled for 13.00 CET; the media conference is set to follow at 14.30 CET.*

## 1.4.4. Currencies

Use the € symbol (depending on the keyboard either: ctrl+alt+e or ctrl+alt+4) before the figure (**note that there is no space between the symbol and the number**):

*€50,000*

For all other currencies, use the ISO code and put a **non-breaking space** between the three-letter code and the figure, for example:

*BGN 4,000*

*SEK 535.24*



The following table lists the ISO codes for the currencies of the EU Member States outside the euro area, Croatia as a candidate country, the Swiss franc and the US dollar:

ISO code	Currency
<b>EU Member States (outside euro area)</b>	
BGN	Bulgarian lev (pl. leva)
CZK	Czech koruna (pl. koruny)
DKK	Danish krone (pl. kroner)
GBP	Pound sterling
HUF	Hungarian forint (inv.)
LTL	Lithuanian litas (pl. litai)
LVL	Latvian lats (pl. lati)
PLN	Polish zloty (pl. zlotys)
RON	Romanian leu (pl. lei)
SEK	Swedish krona (pl. kronor)
<b>Acceding country</b>	
HRK	Croatian kuna
<b>Others</b>	
CHF	Swiss franc
USD	US dollar

## 1.5. Presentation of lists

Lists can be a helpful way of presenting information, but should not be overused and should be kept short. The four basic types of list are illustrated below.

Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:

- an introductory colon
- no initial capitals
- no punctuation (very short items)
- a full stop at the end.

Where each item completes the introductory sentence, you should:

- begin with an introductory colon;
- start each item with a small letter;
- end each item with a semicolon;
- close with a full stop.

If all items are complete statements without a grammatical link to the introductory sentence, proceed as follows:

- introduce the list with a colon;
- start each item with a small letter;
- end each one with a semicolon;
- put a full stop at the end.

If any one item consists of several complete sentences, announce the list with a main sentence and continue as indicated below.

- Do not introduce the list with a colon.
- Begin each item with a capital letter.
- End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

For the list items themselves, take care that each is a grammatically correct continuation of the introduction to the list. Do not change syntax in midstream, for example by switching from noun to verb. Avoid running the sentence on after the list of points, either by incorporating the final phrase in the introductory sentence or by starting a new sentence.

Use MS Word's automatic numbering facilities wherever possible, as it is much easier to amend a list if the numbers are automatically updated.

Numbered lists should be used only where there is some particular reason to allocate a specific number to each item, e.g. to indicate an order of priority or to list a number of points already given numbers.



## 1.6. Abbreviations and acronyms

Abbreviations are shortened versions of words, e.g. *pp.* for pages or *fig.* for figure, while acronyms are abbreviations that form a word, e.g. *NATO* or *NGO*.

Avoid unnecessary abbreviations and acronyms.

Some words should be written out in full in the main text but abbreviated in footnotes, namely:

- paragraph by *para.*;
- Article by *Art.*

Some words are neither abbreviated nor used as acronyms:

- European Commission;
- Council of the European Union;
- Charter of Fundamental Rights of the European Union / EU Charter of Fundamental Rights.

Some words are always abbreviated:

- Number by *No.*;
- Page by *p.*

Explain any unfamiliar acronyms at first mention in the text, putting the abbreviation or acronym in brackets behind the full name if the acronym is to be used again in the text.

**Names and titles:** When naming speakers and conference participants, at first mention in a text give their full names but no titles. In subsequent cases, use Mr or Ms with their surnames. There is no full stop after Mr or Ms: *Mr Smith* and *Ms Brown*.

Commonly used acronyms:

- European Union Agency for Fundamental Rights (FRA). Please note that FRA is the preferred acronym. The *agency* should be avoided. When used, it should be in lower case;
- European Court of Human Rights (ECtHR);
- European Convention of Human Rights (ECHR);
- Court of Justice of the European Union (CJEU), for decisions made after the entry into force of the Treaty of Lisbon (1 December 2009), including for

decisions made prior to 1 December 2009. Include an explanatory footnote at first mention in the text (e.g. “To avoid confusion, this report refers to the European Court of Justice (ECJ) as the ‘Court of Justice of the European Union (CJEU)’ for decisions made prior to 1 December 2009.”;

- Passenger Name Record (PNR);
- European Union Minorities and Discrimination Survey (EU-MIDIS).

Short acronyms of five letters or fewer are capitalised, without full stops, such as: *WTO*, *OECD* or *EFTA*.

Longer acronyms, contractions or abbreviations, including names of programmes, of more than five letters and which can be pronounced have the first letter capitalised and the rest small: *Eurodac*, *Eurosur*, *Franet*, *Frontex* or *Europol*.

Prefer English to Latin, e.g. *see above* rather than *v. supra*.

In footnotes or references, when using the Latin *et al.* – to indicate more than two authors of a source – or *ibid.* – to indicate a source is repeated – write these words in italics and end with a full stop.

The following is a list of commonly used abbreviations and acronyms for institutions and bodies in both the European Union and internationally. Note each name and abbreviation/acronym is listed with the appropriate letter casing.

Long name	Acronym/abbreviation
European Border Surveillance System	Eurosur
European Court of Human Rights	ECtHR
European Free Trade Association	EFTA
Europol	--
Franet	--
Frontex	--
International Labour Organization	ILO
National Focal Points	NFP
Organisation for Economic Co-operation and Development	OECD
Passenger Name Record	PNR
United Nations	UN
World Health Organization	WHO
World Trade Organisation	WTO





For acronyms of conventions, treaties, etc., consult the acronyms list at the end of the Focus chapter of the FRA Annual report 2011, p. 34. ([http://fra.europa.eu/fraWebsite/attachments/FRA-2012\\_annual-report-2011-fundamental-rights-landscape\\_EN.pdf](http://fra.europa.eu/fraWebsite/attachments/FRA-2012_annual-report-2011-fundamental-rights-landscape_EN.pdf)) and see Section 1.7.3 of this style guide.

## 1.7. Names and titles

The first time the name or title of an organisation, positive initiative or important document is mentioned, use the official English translation and acronym (in brackets). Then add its *name or title in the native language(s)* in italics and brackets, and its official acronym – in Roman script – after a comma. In the bibliography, the same order applies. Use the official original name where possible, such as with EU laws.

For example:

- Documentation and Advisory Centre on Racial Discrimination (DACoRD) (*Dokumentations- og Rådgivningscenteret om Racediskrimination*, DRC)
- Respectful Cooperation (*Respektvolle Zusammenarbeit*)

In all subsequent cases, the original language acronym or abbreviation should be used.

Use your own unofficial English translation only when there is no official translation and make sure to be consistent. Ensure that you indicate in the document which translations are unofficial. (e.g. “[Unofficial translation]”).

If an organisation has several official names in different languages, use the English name.

For Greek and Bulgarian names and titles, use Greek and Cyrillic script for the first mention. Do not transliterate.

## 1.7.1. EU institutions

The institutions and bodies must be listed in protocol order.

Long name	Short name	Acronym	Seat
European Parliament			Strasbourg
European Council			Brussels
Council of the European Union			Brussels
European Commission			Brussels
Court of Justice of the European Union (institution)	Court of Justice	CJEU	Luxembourg
Court of Justice (instance)	Court		Luxembourg
General Court	Court		Luxembourg
Civil Service Tribunal	Tribunal		Luxembourg
European Central Bank		ECB	Frankfurt
European Court of Auditors	Court of Auditors, Court	ECA	Luxembourg
European External Action Service		EEAS	Brussels
European Economic and Social Committee	Committee	EESC	Brussels
Committee of the Regions of the European Union	Committee of the Regions	CoR	Brussels
European Investment Bank	Bank	EIB	Luxembourg
European Ombudsman	Ombudsman		Strasbourg
European Data Protection Supervisor	European Supervisor, Supervisor	EDPS	Brussels

The abbreviated form should only be used if there is no possibility of confusion. The full expression must always be used at first mention in a text.



## 1.7.2. EU legislation

Check the precise names of European laws at: <http://eur-lex.europa.eu/en/index.htm>.

In the main body of a text, write out 'Article' and 'paragraph', while in footnotes and references, use the abbreviations 'Art.' and 'para.'.

In text, when referring to a specific Article of a treaty, refer to the Article as of a specific treaty e.g., *Article 1 of the TFEU*, rather than *Article 19 TFEU*. Insert a non-breaking space before the number of the Article. If using paragraphs, put them in brackets after a non-breaking space: *Article 54 (d)*.

### Primary legislation

The full titles of the treaties must be used when mentioned for the first time.

For further citations, where only one treaty is cited, the word *treaty* is used. Where several treaties are cited in the same text, treaties may be cited in abridged form:

- *TEU* for the Treaty on European Union;
- *TFEU* for the Treaty on the Functioning of the European Union;
- *EC Treaty* for the Treaty establishing the European Community;
- *Euratom Treaty* for the Treaty establishing the European Atomic Energy Community;
- *ECSC Treaty* for the Treaty establishing the European Coal and Steel Community.

Paragraphs and subparagraphs of treaty articles that are officially designated by numbers or letters should be cited in the following form:

- Article 107 (3) (d) of the TFEU

**Remember to insert non-breaking spaces, as stipulated in Section 1.3.8.**

Subdivisions of an article that are not identified by a number or letter should be cited in the form *nth (sub)paragraph of Article ##* or, less formally, *Article ##, nth (sub)paragraph*. For example:

*The first subparagraph of Article 110 of the Treaty on the Functioning of the European Union, or Article 191 (2) of the TFEU, second paragraph.*

A reference such as *Article 198a* is not to a subdivision but to an article, subsequently inserted after Article 198. Here, the letter is always in lower case and immediately after the number.

## Secondary legislation

The various legal acts adopted under the treaties form the EU's 'secondary legislation'. As specified in Article 288 of the TFEU, they comprise chiefly: regulations, directives and decisions.

Legal acts are numbered by year and serial number. The numbering restarts at the beginning of every year and is separate for each type of act. Since 1999, the year has been written with four digits rather than two. However, this is not retroactive: numbers before 1999 keep the two-digit year.

The number of an act normally constitutes part of its title, but the form this takes differs depending on the type of act. For acts where the serial number comes before the year, the contraction *No.* precedes the numeral with a non-breaking space. In case of multiple references, the contraction *Nos.* precedes the first number, e.g. *Regulations (EC) Nos. 1234/96 and 1235/96*.

**Regulations:** The number of a regulation is an integral part of its title and the first mention follows the pattern *[Institution] Regulation (EU) No. ##/year*:

- Council Regulation (EC) No. 139/2004 on the control of concentrations between undertakings.

Subsequent references (in the body text for FRA external authors, and in both footnotes and body text for FRA internal authors) can omit the subject of the regulation, e.g. *Council Regulation (EC) No. 139/2004*.

Until 1967, EEC and Euratom regulations were numbered separately, in cumulative series from 1958 to 1962, and then annually. Since 1 January 1968 they have formed a single series, numbered annually:

- (before 1963) EEC Council Regulation No. 17
- (before 1968) Council Regulation No. 1009/67/EEC
- (since 1968) Commission Regulation (EEC) No. 1234/84.

**Directives:** Directives are issued mainly by the Council of the European Union and European Parliament, and less frequently by the European Commission. Since 1 January 1992 the number of a directive has formed an integral part of its title, in the pattern *[Institution] Directive year/number/entity*:



- Commission Directive 2004/29/EC on determining the characteristics and minimum conditions for inspecting vine varieties.

After the first mention, the citation can be shortened, e.g. *Commission Directive 2004/29/EC*.

**Decisions:** Decisions comprise acts adopted under Article 288 of the TFEU. Except for joint decisions, they bear no formal number forming part of the title, but are assigned a 'publication number' by the Publications Office. The full citation form is therefore:

- Council Decision of 30 July 2003 on the conclusion of the agreement between the European Community and Canada on trade in wines and spirit drinks (2004/91/EC).

Although it is not formally part of the title, the publication number is often used in citing such acts: *Council Decision 2004/91/EC*. This form should be used after the first citation of the decision.

**Joint acts:** Whatever variants you may see in circulation, the formulation below is the only correct one for the titles of joint acts:

- Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

Decisions are numbered along the same lines as regulations:

- Decision No. 649/2005/EC of the European Parliament and of the Council of 13 April 2005 amending Decision No. 1419/1999/EC establishing a Community action for the European Capital of Culture event for the years 2005 to 2019.

After the first citation, these titles can be shortened, e.g. *Regulation (EC) No. 852/2004 of the European Parliament and of the Council*, or *Decision No. 649/2005/EC of the European Parliament and of the Council*.

**Framework decisions, joint actions, common positions:** These were legal acts adopted in the areas of common foreign and security policy and justice and home affairs. Cite as follows:

- Council Framework Decision 2001/68/JHA of 22 December 2003 on combatting the sexual exploitation of children and child pornography
- Council Joint Action 2004/523/CFSP of 28 June 2005 on the European Union Rule of Law Mission in Georgia
- Council Common Position 2004/698/CFSP of 14 October 2004 concerning the lifting of restrictive measures against Libya.

**Multiple references:** When referring to several acts together, follow this pattern:

- Regulations (EC) Nos. 1234/96 and 1235/96
- Directives 96/100/EC and 96/350/EC.

### 1.7.3. National legislation

The name of a piece of national legislation should be written first in the language of the publication, and then in (*the original language in italics and brackets*). For example:

- Disability Equality Act (*Behindertengleichstellungsgesetz*)
- Anti-discrimination Act (*Antidiskriminační zákon*).

For countries that produce their legislation in English and others that systematically provide translations into English, you should use the terms they use.

Titles of legislation can often best be translated into English by inverting the word order so that they appear in the form customary in common law countries. Apostrophes and commas do not normally appear in such titles in English. For example:

- Cheques Act (*Loi concernant les chèques*);
- Commercial Business Associations, Act No. 66-537 of 24 July 1966 (*Loi n° 66-537 du 24 juillet 1966 sur les sociétés commerciales*).

Both the terms *act* and *law* are acceptable in translations, provided you are consistent. Note that *act* is a more natural translation for the title of a law, e.g. *la loi sur les sociétés* = the Companies Act, while *law* is better in a description, e.g. *la loi sur les sociétés* = the French law governing companies.

Please ensure the correctness of the spelling in the original language, especially regarding accents (e.g. *zákon* not *zakon*, or *sociétés* not *societes*, *chèques* not *cheques*, *española* not *espanola*) and style (e.g. in case of a French reference in the original language, use *n° 12 [...]* not *no 12*, *no. 12*, or *N° 12*).

### 1.7.4. EU programmes and initiatives

FRA reports should be accessible to the general public. This means sticking to simple, uncomplicated and – where possible – non-legalistic language. Sometimes, however, words and phrases need to be explained when they are used for the first time. For example:



**Paris Principles:** The Paris Principles, adopted by the UN General Assembly, provide authoritative guidance on the required powers and characteristics of independent and effective institutions with the role of protecting and promoting human rights at the national level. They constitute accepted international standards for independent national monitoring bodies.

**Stockholm programme:** The Stockholm programme encourages the creation of flexible admission systems that are responsive to the needs of EU Member States and enable migrants to take full advantage of their skills and competences. It also calls for integration policies aimed at granting them rights and obligations comparable to those of EU citizens. It commits EU Member States to a common asylum system by 2012.

**Southeastern Europe (western Balkans):** In the context of EU external relations the two terms are used interchangeably to refer collectively to Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Kosovo (under UN Security Council Resolution 1244), Serbia and Montenegro.

**Third countries:** The term ‘third country’ is used in treaties, where it means a country that is not a member of the European Union. This meaning is derived from ‘third country’ in the sense of not being party to an agreement between two other countries. Consider using non-member/non-EU countries if this would be clearer.

## 1.8. Countries and languages

### 1.8.1. Countries

The names of EU Member States must always be written and abbreviated according to the following rules:

**Two-letter ISO codes:** the two-letter ISO code should be used, except for Greece and the United Kingdom, for which the abbreviations EL and UK are preferred, instead of GR and GB;

**In-text references to countries:** in text, the short names of EU Member States and third countries should be given in full and written in the language of the publication and listed in alphabetical order (e.g. Bulgaria, Finland, Greece, the Netherlands, Sweden and the United Kingdom). In-text, the United Kingdom should be written out in full and not abbreviated;

**Tables and figures:** in tables or figures, order countries alphabetically by country code.

EU-27 country codes			
AT	Austria	IT	Italy
BE	Belgium	LT	Lithuania
BG	Bulgaria	LU	Luxembourg
CY	Cyprus	LV	Latvia
CZ	Czech Republic	MT	Malta
DE	Germany	NL	Netherlands
DK	Denmark	PL	Poland
EE	Estonia	PT	Portugal
EL	Greece	RO	Romania
ES	Spain	SE	Sweden
FI	Finland	SI	Slovenia
FR	France	SK	Slovakia
HU	Hungary	UK	United Kingdom
IE	Ireland		

Short name (original language)	Short name (English)	Official title
България	Bulgaria	Republic of Bulgaria
Česká republika	Czech Republic	Czech Republic
Danmark	Denmark	Kingdom of Denmark
Deutschland	Germany	Federal Republic of Germany
Eesti	Estonia	Republic of Estonia
Éire/Ireland	Ireland	Ireland
Ελλάδα (Elláda)	Greece	Hellenic Republic
España	Spain	Kingdom of Spain
France	France	French Republic
Italia	Italy	Italian Republic
Κύπρος (Κύπρος)	Cyprus	Republic of Cyprus
Latvija	Latvia	Republic of Latvia
Lietuva	Lithuania	Republic of Lithuania
Luxembourg	Luxembourg	Grand Duchy of Luxembourg
Magyarország	Hungary	Republic of Hungary
Malta	Malta	Republic of Malta





Short name (original language)	Short name (English)	Official title
Nederland	Netherlands	Kingdom of the Netherlands
Österreich	Austria	Republic of Austria
Polska	Poland	Republic of Poland
Portugal	Portugal	Portuguese Republic
România	Romania	Romania
Slovenija	Slovenia	Republic of Slovenia
Slovensko	Slovakia	Slovak Republic
Suomi/Finland	Finland	Republic of Finland
Sverige	Sweden	Kingdom of Sweden
United Kingdom	United Kingdom	United Kingdom of Great Britain and Northern Ireland

Acceding and candidate countries should be presented in the same way:

Short name (original language)	Short name (English)	Official title	Code
Crna Gora/ Црна Гора	Montenegro	Montenegro	ME
Hrvatska	Croatia	Republic of Croatia	HR
Ísland	Iceland	Republic of Iceland	IS
Поранешна Југословенска Република Македонија	the former Yugoslav Republic of Macedonia	the former Yugoslav Republic of Macedonia	FYROM
Türkiye	Turkey	Republic of Turkey	TR

For non-member countries, it is also advisable to use the two-character ISO code, available at: [www.iso.org/iso/english\\_country\\_names\\_and\\_code\\_elements](http://www.iso.org/iso/english_country_names_and_code_elements).

**Short versus long form of country name:** the short name is by far the most common way of referring to countries, and is used when the state is referred to geographically or economically, e.g. Workers residing in France. The official title is used when the state is targeted as a legal entity, e.g. *This decision is addressed to the United Kingdom of Great Britain and Northern Ireland.*

## 1.8.2. Languages

Language versions should appear in alphabetical order of the formal titles in their original written forms.

Language ISO codes often **differ** from ISO country codes, e.g. SE for Sweden and sv for Swedish.

ISO codes for languages are written in lower-case letters, but can be written in capitals for typographical presentation reasons.

ISO code	English title	Source language title
bg	Bulgarian	български
cs	Czech	čeština
da	Danish	dansk
de	German	Deutsch
el	Greek	ελληνικά
en	English	English
es	Spanish	español
et	Estonian	eesti keel
it	Italian	italiano
fi	Finnish	suomi
fr	French	français
ga	Irish (not Gaelic)	Gaeilge
hu	Hungarian	magyar
lt	Lithuanian	lietuvių kalba
lv	Latvian	latviešu valoda
mt	Maltese	Malti
nl	Dutch	Nederlands
pl	Polish	polski
pt	Portuguese	português
ro	Romanian	română
sk	Slovak	slovenčina (slovenský jazyk)
sl	Slovenian	slovenščina (slovenski jezik)
sv	Swedish	svenska



In the text, the order for listing languages varies according to the linguistic version. In English-language publications, languages should be listed in English alphabetical order: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

The FRA does not use transliterations of Greek or Bulgarian. Any Greek or Bulgarian text used should be in the national script.

When language versions of a publication are listed, it is advisable to use the following formulas:

With a slash (/) bg/cs/da/de/el/en/es/et/fi/fr/ga/ hu/it/lv/lt/mt/nl/pl/pt/ro/sk/sl/sv	The text is published in each language mentioned in the same volume.
With a comma (,) bg, cs, da, de, el, en, es, et, fi, fr, ga, hu, it, lv, etc.	The text is published in each language mentioned in individual volumes by language.
With a hyphen (-) bg-cs-da-de-el-en-es-et-fi-fr-ga- hu-it-lv-lt-mt-nl-pl-pt-ro-sk-sl-sv	The text is published in some of the languages mentioned, in the same volume.



# 2

## References



When referring to particular works in a report ('references' or 'citations'), authors should provide the source references in full in footnotes instead of providing these in a references list or bibliography at the end of the document.

**Note:** Prior to submission to FRA for review and editing, supply all required information of sources in the footnotes in line with this style guide (see Section 2.2), ensuring accuracy of information and consistency of style. Dealing with this at review and editing stage inevitably slows down the process and leads to mistakes and production delays.

### General remarks applicable to references

#### **Titles:**

Use lower case for all words in the title, except the first letter of the first word and any proper nouns.

#### **Hyperlinks:**

Only references to official documents from EU, European, and international organisations must include full, working hyperlinks.

Avoid hyperlinks when unnecessary; in particular, no newspaper links as these have a 'short shelf-life'. If a URL is provided, the leading <http://> should be omitted from URLs and they should only begin with [www](http://www); occasionally an URL will not have [www](http://www). – in this instance the leading <http://> should be included, e.g. [www.coe.int](http://www.coe.int) but <http://fra.europa.eu>. In the first hyperlink reference in a document, please include the last date of access, using the following sentence: All hyperlinks were accessed on 15 May 2012.

### Complete source references:

Refer each time to the full and complete source and do not use *ibid.*, *ibidem* or *op.cit.* in subsequent footnotes, for example:

- 1 European Commission (2006), *Towards an EU strategy on the rights of the child*, COM(2006) 367 final, Brussels, 4 July 2006.
- 2 European Commission (2006), *Towards an EU strategy on the rights of the child*, COM(2006) 367 final, Brussels, 4 July 2006, p. 6.

### Authors:

Always give the full list of authors – name of author followed by initial of first name – and do not use *et al.*; so:

- 3 Terry, M., Johnson, S. and Thompson, P. (2010), 'Virtual courts pilot evaluation', *Ministry of Justice Research Series*, No. 21/10, London.
- 4 Ammer, M., Crowley, N., Holzleithner, E., Liegl, B., Wladasch, K., Yesilkagit, K. (2010), *Study on equality bodies set up under Directives 2000/43/EC, 2004/113/EC and 2006/54/EC – Synthesis report*, available at: <http://ec.europa.eu/social/BlServlet?docId=6454&langId=en>.

### Names and abbreviations:

For each reference, always include the full name of organisations followed by their acronyms, e.g.:

- 5 Council of Europe, European Commission against Racism and Intolerance (ECRI) (2011), *ECRI Report on Cyprus*, CRI(2011)20, Strasbourg, 31 May 2011.
- 6 Council of Europe, Parliamentary Assembly (PACE) (2010) Recommendation 1906 (2010), on rethinking creative rights for the Internet age, 12 March 2010.
- 7 Court of Justice of the European Union (CJEU), C-411/10, *NS v. Secretary of State for the Home Department*, 18 August 2010.
- 8 European Court of Human Rights (ECtHR), *Jabari v. Turkey*, No. 40035/98, 11 July 2000.
- 9 United Nations (UN), Committee on Human Rights (HRC) (1981), Case No. 24/1977, *Lovelace v. Canada*, 30 July 1981.



### More than one publication in a year for one author:

If there is more than one publication per year per author, do not add a letter to the year. Instead, put the full reference, including the full name of organisations, publishing houses, etc. for each reference, such as:

- 10 FRA (European Union Agency for Fundamental Rights) (2012), *The Racial Equality Directive: Application and challenges*, Luxembourg, Publications Office of the European Union (Publications Office).
- 11 FRA (European Union Agency for Fundamental Rights) (2012), *EU Handbook on the establishment and accreditation of National Human Rights Institutions*, Luxembourg, Publications Office of the European Union (Publications Office).

**Note when referencing the FRA:** To brand the agency with its acronym, provide FRA and then the full agency name in brackets, such as:

FRA (European Union Agency for Fundamental Rights).

## 2.1. In-text references

### 2.1.1. In-text references to sources

References to non-English sources in English language publications

When making an in-text reference to a source with a non-English title in an English language publication, the following rules apply:

- If the title is also provided in English by the original source, use the English title.
- If the source title is not available in English, but a general translation of the title is given, then first provide the general English translation of the title followed by the original language title in brackets and italics, such as:  
**The Swedish National Board of Health and Welfare published a strategy for the implementation of a disabilities policy in Sweden 2011–2016 (*En strategi för genomförande av funktionshinderspolitiken i Sverige 2011–2016*).**

- If the source title is not available in English and an accurate descriptive translation cannot be obtained, provide the original language title.

**Note:** Some source titles require italics, while others single quotation marks. See Section 2.2. for specifications on how to handle the titles of different types of sources.

## References to other language sources in non-English language publications

When making an in-text reference to a source with a title in a language that is not the same as the publication language, the following rules apply:

- If the title is provided in the publication language by the original source, use the corresponding language title.
- If the source title is not available in the publication language, but a general translation can accurately be made into the publication language, then provide the translated title description followed by (*the original language title in italics in brackets, with all lower case letters except for the first letter of the first word or pronouns*), such as: **FRA rapport "Domstolsadgang i Europa: overblik over udfordringer og muligheder" (*Access to justice in Europe: an overview of challenges and opportunities*) vil blive tilgængelig online på...**
- If the source title is not available in the publication language and an accurate descriptive translation cannot be obtained, provide the original language title in italics.

**Note:** When making in-text references to FRA publications, use the publications section of the FRA website to quickly determine the availability of other language versions and their corresponding official titles.





## 2.2. References

The style a reference takes in the footnotes and eventually in a references list/ bibliography of the publication depends on the type of source being used. The remaining parts of Section 2 outline the styles to be used for commonly cited sources.

If you have a source to be cited that is not addressed in one of the following sections, please follow the guidelines of the source type that most closely fits the source you have. Keep in mind that citation styles generally follow a format including the following elements in this order:

**Key producer of source (author/organisation/body) (YYYY), Relevant title/source name, no. of publication/case no./publication location/office, DD MM YYYY.**

### 2.2.1. EU documents

EU primary and secondary law: treaties, regulations, directives and decisions

- **EU primary or secondary law:** when referencing EU primary or secondary law do not use italics for the names of directives, decisions, regulations, resolutions or treaties.
- **Hard and soft law:** In general, hard and soft law do not take italics.
- **Be precise with regulations and directives:** please be precise and distinguish between a Council regulation and a regulation, and a Council directive and a directive.

**Legislation type with number and full title, full reference to the Official Journal (OJ), short-hand of the directive/regulation in *italics* and brackets, if applicable.**

### **Treaties**

European Communities (1997), The Treaty of Amsterdam amending the Treaty on European Union, the Treaties establishing the European Communities and certain related acts, OJ 1997 C 340.

### **Regulation**

Council Regulation (EC) No. 343/2003 of 18 February 2003 establishing the criteria and mechanisms for determining the Member State responsible for examining an asylum application lodged in one of the Member States by a third-country national, OJ 2003 L 50 (*Dublin II Regulation*).

Regulation (EC) No. 767/2008 of the European Parliament and of the Council of 9 July 2008 concerning the Visa Information System (VIS) and the exchange of data between Member States on short-stay visas, OJ 2008 L 218 (*VIS Regulation*).

### **Council directive**

Council Directive 93/109/EC of 6 December 1993 laying down detailed arrangements for the exercise of the right to vote and stand as a candidate in elections to the European Parliament for citizens of the Union residing in a Member State of which they are not a national, OJ 1993 L 329.

Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers, OJ 2003 L 031 (*Reception Conditions Directive*).

### **Council decision**

Council of the European Union (2007), Council Decision 2007/533/JHA of 12 June 2007 on the establishment, operation and use of the second generation Schengen Information System, OJ 2007 L 205 (*SIS II*).

### **European Parliament recommendation**

European Parliament (2011), Recommendation to the Council on the negotiations on the EU-Libya Framework Agreement, P7\_TA-PROV(2011) 0020, Brussels, 20 January 2011.

### **European Parliament resolution**

European Parliament (2010), Resolution on the EU strategy for the Copenhagen Conference on Climate Change (*COP 15*), P7\_TA(2009) 0090, Brussels, 25 November 2009.



**OR in the main body of the text**

European Parliament legislative Resolution of 2 April 2009 on the proposal for a Council directive on implementing the principle of equal treatment between persons irrespective of religion or belief, disability, age or sexual orientation, COM(2008) 426 final.

White/Green papers, European Commission communications and action plans, European Commission press releases

Use *italics* only for titles of white and green papers, European Commission communications and action plans, recommendations and FRA opinions. Separate the main title and the subtitle, if any, with an en-dash (alt+0150). Use initial capitals only on the first word in the main title and on the first word in the subtitle.

**Institution (YYYY) title (*in italics*), number, place of publication, date (DD MM YYYY).**

European Commission (2010), *Delivering an area of freedom, security and justice for Europe's citizens – Action Plan implementing the Stockholm Programme*, COM(2010) 171 final, Brussels, 20 April 2010.

European Commission (2006), *Towards an EU strategy on the rights of the child*, COM(2006) 367 final, Brussels, 4 July 2006.

European Commission (2011), *Action Plan on unaccompanied minors (2010-2014)*, COM(2010) 213 final, Brussels, 6 May 2010.

European Commission (2010b), *Equality: European Commission closes cases against Germany on anti-discrimination rules*, Press release, IP/10/1429, 28 October 2010.

**Note spacing:** COM(2010) 213 final.

## 2.2.2. UN and Council of Europe instruments

### UN conventions

**United Nations (UN), Title of Convention, YYYY. (For the year, please use the adoption date), day month year.**

United Nations (UN), Convention on the Rights of Persons with Disabilities (CRPD), 13 December 2006.

United Nations (UN), Conventions relating to the status of refugees, Geneva, 14 December 1950 and Protocol to that Convention, 16 December 1966.

United Nations (UN), Protocol to the Convention against transnational organised crime to prevent, suppress and punish trafficking in persons, especially women and children, 15 November 2000.

### UN body reports

**United Nations (UN), UN body name (YYYY), Title of report/observation/ Case no. and name of a View etc. (in italics), doc number (if applicable), precise date.**

United Nations (UN), Committee on the Elimination of Racial Discrimination (CERD) (2010), *Concluding observations on France*, 23 September 2010.

United Nations (UN), Committee on Human Rights (HRC) (1981), *Case No. 24/1977, Lovelace v. Canada*, 30 July 1981.

United Nations (UN), Human Rights Council (2010), *Report of the Special Rapporteur on violence against women, its causes and consequences*, 19 April 2010.



## Council of Europe conventions

**Council of Europe, Title of Convention, Number, YYYY (NB this is the year of adoption by Committee of Ministers/opening of the treaty, not the year of entry into force. Do not abbreviate Council of Europe).**

Council of Europe, Convention on the participation of foreigners in public life at local level, CETS No. 144, 1992.

Council of Europe, Framework convention for the protection of national minorities, CETS No. 157, 1995.

Council of Europe, Convention on preventing and combating violence against women and domestic violence, CETS No. 210, 2011.

## Council of Europe monitoring body reports

**Council of Europe, Name of monitoring body (YYYY), Title of report/opinion (in italics), Strasbourg, Council of Europe, DD MM YYYY.**

Council of Europe, Advisory committee on the FCNM (2010a), *Third opinion on Hungary*, Strasbourg, Council of Europe, 18 March 2010.

Council of Europe, European Commission against Racism and Intolerance (ECRI) (2009), *ECRI Report on Greece (fourth monitoring cycle)*, Strasbourg, Council of Europe, 15 September 2009.

Council of Europe, ECRI (2010), *ECRI Report on France (fourth monitoring cycle)*, Strasbourg, Council of Europe, 15 June 2010.

## Council of Europe documents

**Council of Europe, body (YYYY), document name, DD MM YYYY.**

Council of Europe, Parliamentary Assembly (PACE) (2010), Recommendation 1906 (2010) on rethinking creative rights for the Internet age, 12 March 2010.

Council of Europe, Committee of Ministers (2010), Declaration of the Committee of Ministers on the management of the Internet protocol address resources in the public interest, 29 September 2010.

Council of Europe, Committee of Ministers (2003), Recommendation Rec(2003)5 to member states on measures of detention of asylum seekers, 16 April 2003.

**Note spacing:** Rec(2003)5.



## 2.2.3. Citing complete book and publications from organisations

**Note** regarding formatting:

- titles of publications should be in *italics*;
- use minimum capitalisation for publication, journal or book article titles, i.e. use initial capitals only on the first word in the main title and on the first word in the subtitle;
- use commas to separate each item of the citation and end with a full stop.

Bibliographic information is to be provided in the following order and using the separators set out below:

1. Surname of author(s) , [comma]
2. Author(s) initial(s) . [full stop]
3. Year published in brackets no punctuation follows
4. Book title (*in italics*) , [comma]
5. Publisher location , [comma]
6. Publisher name . [full stop]

**Surname, initial(s) of first name or EU body or name of organisation (YYYY), Title of publication (*in italics*), series title (if applicable), place of publication, publisher.**

Aichele, V. (2004), *Nationale Menschenrechtsinstitutionen in Europa*, Berlin, Deutsches Institut für Menschenrechte.

FRA (European Union Agency for Fundamental Rights) (2010), *National Human Rights Institutions in the EU Member States – Strengthening the fundamental rights architecture in the EU I*, Luxembourg, Publications Office of the European Union (Publications Office). **[Use Publications Office of the European Union (Publications Office) at first mention and Publications Office following.]**

Médecins sans frontières (2009), *Not criminals – Médecins sans frontières exposes conditions for undocumented migrants and asylum seekers in Maltese detention centres*, Brussels, Médecins sans frontières.



## 2.2.4. Citing commissioned publications

**Note:** The same formatting and order of bibliographic reference information is to be used as outlined in 2.2.3.

**Surname, initial(s) of first name of author, research body or name of organisation (YYYY), *Title of publication (in italics)*, series title (if applicable), place of publication, publisher (= organisation that has commissioned the work).**

Balzacq, T., Centre for European Policy Studies (CEPS) (2008), *The implications of European neighbourhood policy in the context of border controls (readmission agreements, visa policy, human rights)*, Brussels, European Parliament Directorate-General Internal Policies, available at: [www.libertysecurity.org/IMG/pdf\\_EST20253Balzacq.pdf](http://www.libertysecurity.org/IMG/pdf_EST20253Balzacq.pdf).

Cassarino, J.-P., European University Department (2010), *Readmission policy in the European Union*, Brussels, European Parliament, Directorate-General Internal Policies, available at: [www.europarl.europa.eu/committees/en/libe/studiesdownload.html?languageDocument=EN&file=35488](http://www.europarl.europa.eu/committees/en/libe/studiesdownload.html?languageDocument=EN&file=35488).

Matrix Insight (2008), *The application of Directive 2004/80/EC relating to the compensation to crime victims*, Brussels, European Commission Directorate-General Justice, Freedom and Security, available at: [www.ec.europa.eu/justice/criminal/files/2008\\_comp\\_study\\_empirical\\_report\\_en.pdf](http://www.ec.europa.eu/justice/criminal/files/2008_comp_study_empirical_report_en.pdf).

## 2.2.5. Citing part of a book

The order and style of referencing a chapter in a book or article in a periodical is the same as in Section 2.3.3. However, the article/chapter title(s) should be enclosed between single quotation marks. Editor(s) information comes after the title of the book/periodical.

**Surname, initial(s) of first name or EU body or name of organisation (YYYY), 'Title of chapter or related article' in: name of editors followed by (ed.) and (eds.) if more than one, *Title of book (in italics)*, place of publication, publisher, page range of entry.**

Lynch, J. (2009), 'Fifteen years after Vienna: The role of National Human Rights Institutions' in: Benedek, W., Gregory, C. *et al* (eds.), *Global standards-local action: 15 years Vienna world conference on human rights*, Wien, Neuer Wissenschaftlicher Verlag, pp. 157–173.

## 2.2.6. Citing an article in a periodical

**Surname, initial(s) of first name or name of organisation (YYYY), 'Title of chapter or related article', Name of journal in italics, volume number, series number, page range of entry.**

Modood, T. (2003), 'Muslims and the Politics of Difference', *Political Quarterly*, Vol. 74, No. 1, pp. 105–106.

Delsol, R. and Shiner, M. (2006), 'Regulating stop and search: A challenge for police and community relations in England and Wales', *Critical Criminology*, Vol. 14, No. 3, pp. 132–156.

Lawson, A. (2008), 'People with psychosocial impairments or conditions, reasonable accommodation and the Convention on the Rights of Persons with Disabilities', *Law in Context*, Vol. 26, No. 2, pp. 62–84.

## 2.2.7. Citing an article in a newspaper, press release, conference paper, unpublished work, presentation

Single quotation marks are used to notate newspaper articles, conference papers and presentations as well as unpublished works. When articles approach report length, roughly 10 pages, then they would be italicised, not put in single quotation marks.

**Surname, initial(s) of first name OR name of organisation OR newspaper OR conference (YYYY), 'Title of article/press release/presentation', DD Month YYYY.**

Irish Times (2010), 'First case set for new criminal courts', 24 November 2010.

Noelle, E. (2004), 'Der Kampf der Kulturen', *Frankfurter Allgemeine Zeitung*, 15 September 2004.

Esping-Andersen, G. (1996), 'Welfare states at the end of the century: the impact of labour market, family and demographic change', paper given at the OECD Conference *Beyond 2000: the New Social Policy Agenda*, 12–13 November 1996 (unpublished).

The Children's Society (2011), 'Almost 700 children detained in four months', Press release, 17 October 2011.

**Note:** For press releases, insert 'Press release' after the title and before the date.





## 2.2.8. International case law

Always introduce the full name of the respective court at first mention, and provide the abbreviation in brackets. Hence, use only the abbreviation in footnotes and references. For the European Court of Human Rights, use ECtHR (not ECHR, which is the acronym for the European Convention on Human rights); for the Court of Justice of the European Union use CJEU. If you make reference to the CJEU and decisions made prior to the entry into force of the Treaty of Lisbon on 1 December 2009, please include an explanation in a footnote that when referring to the CJEU you are also including cases dealt with by the former European Court of Justice (ECJ).

Abbreviations are permitted for Article and paragraph in footnotes (Art. and para.), but both words should be written out in full in the main text.

Please provide the respective paragraph in brackets i.e. Article 1 (3). Use a 'non-breaking space' (control+shift+spacebar) to separate parts of an article or a date:

- article reference: Article 1 (3) or Art. 1 (3)
- dates: 20 February 2011.

### European Court of Human Rights

**European Court of Human Rights (ECtHR), *Name of Parties in italics XXX v. YYY*, case number, DD MM YYYY.**

European Court of Human Rights (ECtHR), *A.A. v. Greece*, No. 12186/08, 22 July 2010.

ECtHR, *Alajos Kiss v. Hungary*, No. 38832/06, 20 May 2010.

When making reference to the [European Commission of Human Rights](#) (a special tribunal within the framework of the CoE until 1998) the case should be referenced:

ECtHR, *East African Asians v. the United Kingdom*, Nos. 4403/70-4429/70, *et al.*, Commission Report adopted on 14 December 1973.

and the 'Commission report' should be included in the bibliography using the following format:

Council of Europe, European Commission of Human Rights, [title], Strasbourg, [date].

**Note:** Do not include 'Application' before the No. in the footnote.



## Court of Justice of the European Union

**Court of Justice of the European Union (CJEU), case number, *Name of Parties in italics* XXX v. YYY, DD MM YYYY.**

Court of Justice of the European Union (CJEU), C-411/10, *NS v. Secretary of State for the Home Department*, 18 August 2010.

CJEU, Joined cases C-92/09 and C-93/09, *Schecke and Eifert v. Land Hessen*, 9 November 2010.

### 2.2.9. National legislation and case law; national press releases

Germany, Ministry for Education and Research (*Bundesministerium für Bildung und Forschung*) (2010), 'BMBF bringt interdisziplinäres Forschungsnetzwerk auf den Weg', Press release, 7 June 2010.

Austria, Federal Ministry of Justice (*Bundesministerium für Justiz*) (2010), 'Vorratsdaten: Justizministerium prüft Vorschlag', Press release, 27 July 2010.

Germany, Labour Court (*Arbeitsgericht*), Hamburg/25 Ca282/09, 26 January 2010.

Netherlands, The Act on equal treatment on grounds of disability or chronic illness (*Wet gelijke behandeling op grond van handicap of chronische ziekte*), 3 April 2003.



# 3

## Shorthand names for directives and framework decisions



SHORTHAND NAME NO. DATE	FULL TITLE
EQUALITY and NON-DISCRIMINATION	
<b>Gender Equality Directive (replaced)</b> 1976/207/EEC 9 February 1976	Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions
<b>Racial Equality Directive</b> 2000/43/EC 29 June 2000	Council Directive 2000/43/EC of 29 June 2000 implementing the principle of equal treatment between persons irrespective of racial or ethnic origin
<b>Employment Equality Directive (also referred to as Employment Framework Directive and Equal Treatment Directive)</b> 2000/78/EC 27 Nov 2000	Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation
<b>Gender Equality Directive on Goods and Services (or Gender Goods and Services Directive)</b> 2004/113/EC 13 Dec 2004	Council Directive 2004/113/EC of 13 December 2004 implementing the principle of equal treatment between men and women in the access to and supply of goods and services

<b>SHORTHAND NAME NO. DATE</b>	<b>FULL TITLE</b>
<b>Gender Equality Directive (recast)</b> 2006/54/EC 5 July 2006	Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)
<b>Framework Decision on Racism</b> 2008/913/JHA 28 November 2008	Council Framework Decision 2008/913/JHA of 28 November 2008 on combating certain forms and expressions of racism and xenophobia by means of criminal law
<b>Horizontal Directive (draft)</b> COM(2008) 426 final 2 July 2008	Proposal for a Council Directive on implementing the principle of equal treatment between persons irrespective of religion or belief, disability, age or sexual orientation
<b>DATA PROTECTION</b>	
<b>Data Protection Directive</b> 1995/46/EC 24 October 1995	Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
<b>FREE MOVEMENT</b>	
<b>Free Movement Directive</b> 2004/38/EC 29 April 2004	Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States
<b>ASYLUM</b>	
<b>Reception Conditions Directive</b> 2003/9/EC 27 January 2003	Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers
<b>Dublin II Regulation</b> 343/2003/EC 18 February 2003	Council Regulation (EC) No 343/2003 of 18 February 2003 establishing the criteria and mechanisms for determining the Member State responsible for examining an asylum application lodged in one of the Member States by a third-country national



ANNEX: Shorthand names for framework decisions and directives

SHORTHAND NAME NO. DATE	FULL TITLE
<b>Qualification Directive</b> 2004/83/EC 29 April 2004	Council Directive 2004/83/EC of 29 April 2004 on minimum standards for the qualification and status of third country nationals or stateless persons as refugees or as persons who otherwise need international protection and the content of the protection granted
<b>Asylum Procedures Directive</b> 2005/85/EC 1 December 2005	Council Directive 2005/85/EC of 1 December 2005 on minimum standards on procedures in Member States for granting and withdrawing refugee status
<b>IMMIGRATION and RETURN</b>	
<b>Facilitation Directive</b> 2002/90/EC 28 November 2002	Council Directive 2002/90/EC of 28 November 2002 defining the facilitation of unauthorised entry, transit and residence
<b>Long-Term Residence Directive</b> 2003/109/EC 25 November 2003	Council Directive 2003/109/EC of 25 November 2003 concerning the status of third-country nationals who are long-term residents
<b>Family Reunification Directive</b> 2003/86/EC 22 September 2003	Council Directive 2003/86/EC of 22 September 2003 on the right to family reunification
<b>Residence permits for victims of trafficking</b> 2004/81/EC 29 April 2004	Council Directive 2004/81/EC of 29 April 2004 on the residence permit issued to third-country nationals who are victims of trafficking in human beings or who have been the subject of an action to facilitate illegal immigration, who cooperate with the competent authorities
<b>Return Directive</b> 2008/115/EC 16 December 2008	Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States for returning illegally staying third-country nationals
<b>Employers Sanctions Directive</b> 2009/52/EC 18 June 2009	Directive 2009/52/EC of the European Parliament and of the Council of 18 June 2009 providing for minimum standards on sanctions and measures against employers of illegally staying third-country nationals



SHORTHAND NAME NO. DATE	FULL TITLE
<b>TRAFFICKING and CHILDREN</b>	
<p><b>Framework decision on human trafficking (replaced)</b> 2002/629/JHA 19 July 2002</p>	<p>Council Framework Decision 2002/629/JHA of 19 July 2002 on combating trafficking in human beings</p>
<p><b>Framework decision on sexual exploitation of children</b> 2004/68/JHA 22 December 2003</p>	<p>Council framework Decision 2004/68/JHA of 22 December 2003 on combating the sexual exploitation of children and child pornography</p>
<p><b>Human Trafficking Directive</b> 2011/36/EU 5 April 2011</p>	<p>Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA</p>
<b>CIVIL JUSTICE</b>	
<p><b>Legal Aid Directive</b> 2002/8/EC 27 January 2003</p>	<p>Council Directive 2002/8/EC of 27 January 2003 to improve access to justice in cross-border disputes by establishing minimum common rules relating to legal aid for such disputes</p>
<p><b>Mediation Directive</b> 2008/52/EC 21 May 2008</p>	<p>Directive 2008/52/EC of the European parliament and of the Council of 21 May 2008 on certain aspects of mediation in civil and commercial matters</p>
<b>VICTIMS</b>	
<p><b>Framework Decision on the standing of victims in criminal proceedings</b> 2001/220/JHA 15 March 2001</p>	<p>Council Framework Decision 2001/220/JHA of 15 March 2001 on the standing of victims in criminal proceedings</p>
<p><b>Directive on compensation to crime victims</b> 2004/80/EC 29 April 2004</p>	<p>Council Directive 2004/80/EC of 29 April 2004 relating to compensation to crime victims</p>



## ANNEX: Shorthand names for framework decisions and directives

SHORTHAND NAME NO. DATE	FULL TITLE
<b>EU Victims' Directive</b> 2012/29/EU 25 October 2012	Directive 2012/29/EU of the European parliament and of the Council of 25 October 2012 establishing minimum standards on the rights, support and protection of victims of crime, and replacing Council Framework Decision 2001/220/JHA
<b>CRIMINAL JUSTICE</b>	
<b>European Arrest Warrant (EAW)</b> 2002/584/JHA 13 June 2002	Council Framework Decision 2002/584/JHA of 13 June 2002 on the European arrest warrant and the surrender procedures between Member States - Statements made by certain Member States on the adoption of the Framework Decision (see amendments in 2009/299/JHA)
<b>Framework Decision on freezing property and evidence</b> 2003/577/JHA 22 July 2003	Council Framework Decision 2003/577/JHA of 22 July 2003 on the execution in the European Union of orders freezing property or evidence
<b>Framework Decision on confiscation</b> 2005/212/JHA 24 February 2005	Council Framework Decision 2005/212/JHA of 24 February 2005 on Confiscation of Crime-Related Proceeds, Instrumentalities and Property
<b>Framework Decision on financial penalties</b> 2005/214/JHA 24 February 2005	Council Framework Decision 2005/214/JHA of 24 February 2005 on the application of the principle of mutual recognition to financial penalties (see amendments in 2009/299/JHA)
<b>Framework Decision on confiscation orders</b> 2006/783/JHA 6 October 2006	Council Framework Decision 2006/783/JHA of 6 October 2006 on the application of the principle of mutual recognition to confiscation orders (see amendments in 2009/299/JHA)
<b>Framework Decision on taking into account convictions in other Member States</b> 2008/675/JHA 24 July 2008	Council Framework Decision 2008/675/JHA of 24 July 2008 on taking account of convictions in the Member States of the European Union in the course of new criminal proceedings



<p>SHORTHAND NAME NO. DATE</p>	<p>FULL TITLE</p>
<p><b>Framework Decision on deprivation of liberty</b> 2008/909/JHA 27 November 2008</p>	<p>Council Framework Decision 2008/909/JHA of 27 November 2008 on the application of the principle of mutual recognition to judgments in criminal matters imposing custodial sentences or measures involving deprivation of liberty for the purpose of their enforcement in the European Union (see amendments in 2009/299/JHA)</p>
<p><b>Framework Decision on alternative sanctions</b> 2008/947/JHA 27 November 2008</p>	<p>Council Framework Decision 2008/947/JHA of 27 November 2008 on the application of the principle of mutual recognition to judgments and probation decisions with a view to the supervision of probation measures and alternative sanctions (see amendments in 2009/299/JHA)</p>
<p><b>European Evidence Warrant (EEW)</b> 2008/978/JHA 18 December 2008</p>	<p>Council Framework Decision 2008/978/JHA of 18 December 2008 on the European evidence warrant for the purpose of obtaining objects, documents and data for use in proceedings in criminal matters</p>
<p><b>Framework Decision on procedural rights (amendments to other FDs)</b> 2009/299/JHA 26 February 2009</p>	<p>Council Framework Decision 2009/299/JHA of 26 February 2009 amending Framework Decisions 2002/584/JHA, 2005/214/JHA, 2006/783/JHA, 2008/909/JHA and 2008/947/JHA, thereby enhancing the procedural rights of persons and fostering the application of the principle of mutual recognition to decisions rendered in the absence of the person concerned at the trial</p>
<p><b>Framework Decision on criminal records</b> 2009/315/JHA 26 February 2009</p>	<p>Council Framework Decision 2009/315/JHA of 26 February 2009 on the organisation and content of the exchange of information extracted from the criminal record between Member States</p>
<p><b>Framework Decision on supervision measures as alternatives to provisional detention</b> 2009/829/JHA 23 October 2009</p>	<p>Council Framework Decision 2009/829/JHA of 23 October 2009 on the application, between Member States of the European Union, of the principle of mutual recognition to decisions on supervision measures as an alternative to provisional detention</p>





European Union Agency for Fundamental Rights

### **Style guide for authors**

2012 — 64 p. — 14.8 x 21 cm

ISBN 978-92-9239-130-0

doi:10.2811/32749

A great deal of information on the European Union Agency for Fundamental Rights is available on the Internet.

It can be accessed through the FRA website at [fra.europa.eu](http://fra.europa.eu).

## **HOW TO OBTAIN EU PUBLICATIONS**

### **Free publications:**

- via EU Bookshop (<http://bookshop.europa.eu>);
- at the European Union's representations or delegations.  
You can obtain their contact details on the Internet (<http://ec.europa.eu>) or by sending a fax to +352 2929-42758.

### **Priced publications:**

- via EU Bookshop (<http://bookshop.europa.eu>).

### **Priced subscriptions (e.g. annual series of the *Official Journal of the European Union* and reports of cases before the Court of Justice of the European Union):**

- via one of the sales agents of the Publications Office of the European Union ([http://publications.europa.eu/others/agents/index\\_en.htm](http://publications.europa.eu/others/agents/index_en.htm)).

**HELPING TO MAKE FUNDAMENTAL RIGHTS A REALITY FOR EVERYONE IN THE EUROPEAN UNION**

The first requirement of publications of the European Union Agency for Fundamental Rights (FRA) is that they should be readily understandable. Clear writing starts with clear thinking. So think what you want to write, then say it as simply as possible. Readers are interested in what you are saying, and the way you say it may encourage them either to read on or to give up. This FRA style guide will provide you with tips to help you write engagingly, clearly and in a suitable style.

FRA produces reports, summaries, factsheets, awareness raising materials and other written deliverables targeted to a large audience: policy makers at national and EU level, representatives of European and international organisations, non-governmental organisations (NGOs), civil society organisations (CSOs), academics and – of course – the general public. Writing style is inherently an individual matter, but delivering a prose with some individuality should not prevent from achieving clarity, precision and consistency.



Publications Office

---

**FRA – EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS**

Schwarzenbergplatz 11 – 1040 Vienna – Austria

Tel. +43 158030-0 – Fax +43 158030-699

[fra.europa.eu](http://fra.europa.eu) – [info@fra.europa.eu](mailto:info@fra.europa.eu)

[facebook.com/fundamentalrights](https://facebook.com/fundamentalrights)

[twitter.com/EURightsAgency](https://twitter.com/EURightsAgency)

ISBN 978-92-9239-130-0



9 789292 1391300

ANNEX: Shorthand names for framework decisions and directives

SHORTHAND NAME NO. DATE	FULL TITLE
<p><b>Framework Decision on jurisdiction</b> 2009/948/JHA 30 November 2009</p>	<p>Council Framework Decision 2009/948/JHA of 30 November 2009 on prevention and settlement of conflicts of exercise of jurisdiction in criminal proceedings</p>
<p><b>Interpretation and translation Directive (Measure A of the Roadmap)</b> 2010/64/EU 20 October 2010</p>	<p>Directive 2010/64/EU of the European Parliament and of the Council of 20 October 2010 on the right to interpretation and translation in criminal proceedings</p>
<b>ENVIRONMENT</b>	
<p><b>Environmental Impact Assessment (EIA) Directive</b> 85/337/EEC 27 June 1985</p>	<p>Council Directive 85/337/EEC of 27 June 1985 on the assessment of the effects of certain public and private projects on the environment Amended three times since 1985:</p> <ul style="list-style-type: none"> <li>• Council Directive 97/11/EC of 3 March 1997 amending Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment;</li> <li>• Directive 2003/35/EC of the European Parliament and of the Council of 26 May 2003 providing for public participation in respect of the drawing up of certain plans and programmes relating to the environment and amending with regard to public participation and access to justice Council Directives 85/337/EEC and 96/61/EC - Statement by the Commission;</li> <li>• Directive 2009/31/EC of the European Parliament and of the Council of 23 April 2009 on the geological storage of carbon dioxide and amending Council Directive 85/337/EEC, European Parliament and Council Directives 2000/60/EC, 2001/80/EC, 2004/35/EC, 2006/12/EC, 2008/1/EC and Regulation (EC) No 1013/2006 (Text with EEA relevance).</li> </ul>

<p>SHORTHAND NAME NO. DATE</p>	<p>FULL TITLE</p>
<p><b>Strategic Environmental Assessment (SEA) Directive</b> 2001/42/EC 27 June 2001</p>	<p>Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment</p>
<p><b>Environmental liability Directive</b> 2004/35/EC 21 April 2004</p>	<p>Directive 2004/35/CE of the European Parliament and of the Council of 21 April 2004 on environmental liability with regard to the prevention and remedying of environmental damage amended by Directive 2006/21/EC of the European Parliament and of the Council of 15 March 2006 on the management of waste from extractive industries</p>
<p><b>Urban Waste Water Directive</b> 91/271/EEC 21 May 1991</p>	<p>Council Directive 91/271/EEC of 21 May 1991 concerning urban waste-water treatment (variously amended – see link)</p>
<p><b>Directive on the protection of the environment through criminal law</b> 2008/99/EC 19 November 2008</p>	<p>Directive 2008/99/EC of the European Parliament and of the Council of 19 November 2008 on the protection of the environment through criminal law</p>
<p><b>Directive on waste</b> 2008/98/EC 19 November 2008</p>	<p>Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives (variously amended)</p>
<p><b>Water Framework Directive</b> 2000/60/EC 23 October 2000</p>	<p>Directive 2000/60/EC of the European Parliament and of the Council of 23 October 2000 establishing a framework for Community action in the field of water policy (variously amended – see link)</p>

