### REFERENCES - GENERAL
- Every work cited in the text should be listed in the References section, and vice-versa. Please ensure that dates, spelling and titles used in the text are consistent with those listed in the References.
- The content and style of the reference list should conform to the examples below. Please note that page numbers are required for journal articles, and should be given if possible for book chapters; both place of publication and publisher are required for books cited.
- Where there are two or more works by one author in the same year, these should be distinguished by using for example, 2000a, 2000b, etc.
- Where there are several sources cited in the text, order them alphabetically, e.g. “There have been numerous other works on this subject (see, e.g., Jones [2008]; Sierra [2008, 2009]; Smith [2010]).”
- For references with three or more authors where both the year of publication and the first authors’ name are identical, use “a”, “b”, etc., after the year of publication (so that the text citations are distinguishable from one another).
  - E.g.: Smith, S., Jones, J. and Bloggs, J. (2012a)
  - Smith, J., Bloggs, F. and Evans, J. (2012b)
- Only initials are used for first names.
- References/citations to articles within the same special issue: Either “Smith (this collection); or “Smith (20xx)” and list article in references

### REFERENCES - MULTIPLE AUTHOR LIST
- **Two authors:**
  - in references list: give both names
  - in text: give both surnames, e.g., ‘Some would argue that this is a complex issue (Smith and Jones 2012)’; ‘Smith and Jones (2012) argue that…’

- **Three to five authors:**
  - in references list: list all authors
  - in text: use first author’s surname followed by et al., e.g., ‘Smith et al. (2010) claimed that…’

- **More than five authors:**
  - in references list: give first author’s name only followed by et al., e.g., Smith, S. et al (2013).
  - in text: use first author surname followed by et al., e.g., (Smith et al. 2013).

### REFERENCES - CITING IN THE TEXT
- When the citation is part of a sentence, use author name with year in parentheses, e.g., ‘Smith (2013) claimed that.’
- Where there are several sources cited in the text, order them alphabetically, e.g. There have been numerous other works on this subject (see, e.g., Jones [2008]; Sierra [2008, 2009]; Smith [2010]).
  
And page nos. should be given for quotes where possible:

Smith claimed that ‘style sheets are easy to prepare’ (2010: 15).

(See also “REFERENCES - MULTIPLE AUTHOR LIST” above)
<table>
<thead>
<tr>
<th>REFERENCES - EXAMPLES</th>
<th></th>
</tr>
</thead>
</table>
| **OTHER TYPE OF REFERENCES COMMONLY USED?** | **JEPP (RJPP)** frequently references sources from the European Union/European Parliament/European Commission. These should be formatted along the lines of the following:  
If no author, list under newspaper title, e.g.:  
[Page no. or URL should be provided if possible]  
**CONFERENCE PROCEEDINGS/PAPER/WORKSHOP** | Author, N.E. (20xxx) ‘Title of workshop in lower case accept for proper nouns’, Proceedings from the Name of Conference with Caps on Main Words, Institution, City, day, month.  
Author, N.E. (20xxx) ‘Title of workshop in lower case accept for proper nouns’, Workshop held at the Name of Conference with Caps on Main Words, Institution, City, day, month. |
| REPORT | Generally, the title of the report should be in quote marks, lower-case letters (apart from proper nouns/titles) with the document’s main description in title case and italics, e.g.: Kurpas, S., Grøn, C. and Kaczynski, P.M. (2008) ‘The European Commission after enlargement: does more add up to less?’ CEPS Special Report, Brussels: Centre for European Policy Studies. |
| DISSERTATION OR THESIS | See example under ‘unpublished’ (omit the description ‘unpublished’ where necessary). |