



**European Student Thinktank**

**European Policy Review Protocol Guide**



Editors in Chief: Luke Cavanaugh & Dao Nguyen

Deputy Editor in Chief: Kaitlyn Green



## **EDITOR IN CHIEF FOREWORD**

The European Policy Review (EPR), the European Student Thinktank's long-standing peer-reviewed policy journal, represents the flagship publication and culmination of any given Editorial Office's work that particular year. From the ambassadorial side of the thinktank to the writers and editors, the policy is at the heart of what the EST does.

Going forward, we want to ensure that the EPR process is as smooth, efficient, and high-quality as possible for everyone involved (including our writers, editors, and peer-reviewers). As such, we have compiled this protocol guide to support you in the process of writing and editing your papers, and in creating a journal that together we can be proud of, and together can use to make a definitive and lasting impact in line with the EST aims.

## **GENERAL CONVENTIONS: AN INTRODUCTION**

The European Student Thinktank, and by extension the EPR, prides itself on promoting fair, open, and honest debate about the key issues facing the continent. As such, we ask that all our papers are broadly non-partisan, that is to say, well-researched and evidenced, with a lack of a clear political motive.

As a writer or editor, we ask that you remain contactable throughout the entire process, and try wherever possible to adhere to deadlines. If this is impossible, please let us know ahead of time- issues with one paper can delay the entire journal.

## **TIMELINE**

- 15th February- call for submissions opens
- 15th March Call for Submissions Close
- Mid-April - Notification of papers that have passed the initial review
- Mid-April - Mid-May: Peer Review Process
- May May- Contact Authors for Revision
- Early June- Final Review of the EPR before publication



## **FORMATTING**

We ask that the following guidelines be adhered to:

- Submissions are welcomed in the English-language. Please use the British English spelling throughout.
- Font: Times New Roman, Size 12 (Headings should be Emboldened and Size 14, Titles should be size 18 and emboldened)
- Front Page: Each Paper should be submitted with a front-page including a title, the name of the author(s), an author profile (three or four sentences, italicised), and short abstract (up to 300 words).
- Graphs and Diagrams: Where used, these should be captioned and properly referenced with their correct source
- Page Margins: These should be the default margins of Microsoft Word.
- Bullet Points: These should be consistent throughout the article, and should be round bullet points (as opposed to dashes)
- Article Length: Between 4000 and 6000 words (excluding references)

In order to guarantee an anonymous peer-review process, please ensure that your name is removed from all pages. Please include in your email submission of the article your name and contact information, including your personal email, university email, and phone number. These will be used for the purposes of the EPR process only.

## **REFERENCING**

All references should be made using the APA Reference Style, guides for which can be found online. Any unreferenced sources may be regarded as plagiarism and could impact the publication of your paper.

## **PAPER STRUCTURE**

Each paper should include an Abstract, Introduction, Main Body, Conclusion, and Bibliography. Appendices are welcomed if necessary.