

Robert Schuman Centre for Advanced Studies
Florence School of Banking and Finance

**Banking Supervision
Policy Research Working
Paper Series**

Manual of Style

I. Format

Size: A4 – Font: Arial 11.

After handling the final version of the draft, the editorial team of the Robert Schuman Centre of Advanced Studies (RSCAS) will format the paper according to our visual guidelines and style. Authors are responsible for ensuring the citations' completeness, pertinency and accuracy. Only original submissions will be accepted for publication.

II. Extension

Submissions are expected to have between 15 and 20 pages, but longer papers are also accepted.

III. Abstract and keywords

Papers must include a 150-word abstract and no more than 5 suggested keywords.

IV. Publication guidelines

The Banking Supervision Policy Working Paper Series (WPS) aims to publish analysis and research results for an audience of policymakers. This is why, unlike other EUI publications, the WPS policy papers are intended to be shorter and written in a less academic style. The review process is conducted by having these standards in mind.

V. Review process

Reviews will be conducted by an editorial board consisting of two senior members from the ECB Banking Supervision team and two senior members from the EUI scientific team. At least two members of the editorial board will read each submission, and the evaluation will conclude with an assessment of whether the article is:

- i. Publishable
- ii. Not publishable
- iii. Publishable pending corrections from the author

Authors will receive a deadline to make adjustments before publishing.

VI. Citation style

The WPS citation formatting is APA-based.

In APA style, each source used in your paper has two parts: an in-text citation and a corresponding entry in the reference list.

For in-text citations, there are two styles: parenthetical and narrative.

Paranthesical citation involves mentioning the author and the date, separated by a comma, within parantheses. Paranthesical citations can be placed within or at the end of a sentence, with the end punctuation after closing the paranthesis.

Narrative citations have the same structure as paranthesical citations. The difference is that the author appears in the running text, and the date appears in paranthesis immediately after the author’s last name.

Paranthesis should immediately follow after taking an idea from another author. Adding narrative citations at the end of a long sentence should be avoided.

Author type	Paranthesical citation	Narrative citation
One author	(Beck, 2024)	Beck (2024)
Two authors	(Guedel & Scascia, 2023)	Guedel and Scascia (2023)
Three or more authors	(Beck et al., 2023)	Beck et al. (2023)
Institutional author (first citation)	(European Central Bank [ECB], 2023)	European Central Bank (ECB, 2023)
Institutional author (subsequent citations)	(ECB, 2023)	ECB (2023)

VII. Citation examples

Articles in academic journals: surname(s), name(s) + year in paranthesis (with a letter if more than one paper from the author on the same year) + title + Journal title and volume (in italics) + page range of article + DOI or URL.

Beck, T. H. L. (2024). Cross-border supervisory cooperation: a progress report and research agenda. *RSC, Working Paper, 2024/10*. <https://hdl.handle.net/1814/76733>

Books: surname(s), name(s) + year of publication in paranthesis + book title (in italics) + Edition (in round brackets) if other than first + Publisher + DOI or URL if applicable.

Beck, T. H. L., Giani, L. & Scascia, G. (Eds.) (2023). *Digital finance in the EU – Drivers, risks, opportunities*. European University Institute. <https://data.europa.eu/doi/10.2870/51343>

Chapter in an edited book: surname(s), name(s) + year of publication in paranthesis + chapter title + In ‘book title’ (in italics) + Edition (in round brackets) if other than first + Publisher + DOI or URL

Guedel & Scascia (2023). The state of digital finance in Europe. In Beck, T. H. L., Giani, L. & Scascia, G. (Eds). *Digital finance in the EU – Drivers, risks, opportunities*. European University Institute. <https://data.europa.eu/doi/10.2870/51343>

Articles in newspapers: surname(s), name(s) + year of publication and date in parenthesis + article title + Newspaper title (in italics) + URL

McGuinness M. (2023, 28 June). The case for a digital euro. *Financial Times*.
<https://www.ft.com/content/52c5f8e3-c2bf-4450-a1bf-fe3fa7060404>

Institutional reports: Author or authors (Authors may be a government or corporate entity) + year of publication and date in parenthesis + title of the report in italics (Include the report number in brackets where relevant) + Publisher information (if the author and the publisher are the same, omit the publisher) URL

Organisation as an author:

European Central Bank. (2023). *A stocktake on the digital euro: Summary report on the investigation phase and outlook on the next phase*.
https://www.ecb.europa.eu/euro/digital_euro/timeline/profuse/shared/pdf//ecb.dedocs231018.en.pdf

Website: Author(s) + year of publication and date in parenthesis + title (in italics) + website name + URL

Beck, T. H. L. & Novembre, V. (2024, 4 Apr). *CMU 3.0: time for a paradigm change?*. Florence School of Banking and Finance. <https://fbf.eui.eu/cmu-3-0-time-for-a-paradigm-change/>

EU Directives and Regulations: Full Official Title. No hyperlink is needed

Directive 2014/17/EU of the European Parliament and of the Council of 4 February 2014 on credit agreements for consumers relating to residential immovable property and amending Directives 2008/48/EC and 2013/36/EU and Regulation (EU) No 1093/2010.

European Commission's Communications and Proposals: EC, year, full name, title, abbreviation COM(year)number. No hyperlink is needed.

EC (2023) European Commission. *A Green Deal Industrial Plan for the Net-Zero Age*. COM(2023)62 final.

EC (2015) European Commission. *A Digital Single Market Strategy for Europe*. COM(2015)192 final.