



EUROPEAN SAVINGS BANKS GROUP
GROUPEMENT EUROPEEN DES CAISSES D'EPARGNE
EUROPÄISCHE SPARKASSENVEREINIGUNG

DOC 0091/04

03 February 2004
LOC (I 11)

Style Information for Contestants to the European Savings Banks Award

Please use the following guidelines in the preparation of your manuscript.

1. The manuscript should be arranged in the following order: **title page, text, appendix(cies), references, tables and figures.**
2. The **title page** should contain the title, author's name(s), institutional affiliation(s), mailing address(es), and email address(es).
3. The **text** should be typed in font Times New Roman size 12 throughout, with double-line spacing and standard margins. It should be printed on one side A4-sized paper only and should not exceed 30 pages in total. English Grammar and Spelling (UK) should be used through whole text.
4. **Footnotes:**
 - a. Footnotes should have double-line spacing, and should not appear in the middle of sentences unless this serves a specific purpose.
 - b. Footnotes should be numbered continuously throughout the manuscript to correspond to numbers in the text, and be placed at the bottom of the page.
5. **Appendix(cies)** must be placed at the end of the text. Each appendix should have a brief title, if there is more than one, please specify "Appendix 1, Appendix 2" and so on.
6. **Reference List:** Please verify references carefully; they must correspond to the quotes in text. The reference list must be correct, precise and complete. List alphabetically by author's last name and then by year. In reference lists, only the first author's name is inverted. Only sources cited in the footnotes or text should be included. The following examples are the most frequently used types of reference entries. Please adhere to these guidelines for the formatting of your reference list:
 - a. **Books:**

The book references must consist of **author name(s), complete title, location, editor's name and year.** The booktitle should be mentioned in italics.

DE LLAMBY, Laure. *Les métamorphoses de l'épargne*. Paris, Gallimard, 2003.



b. **Series Publications:**

MURA, Jürgen (ed.). *History of European Savings Banks*. Sparkassen in der Geschichte, vol. 12, Bonn, Wissenschaftsförderung der Sparkassenorganisation, 1996.

c. **Articles: Journals and Collections:**

KRÜGER, Ingo. "Die Geschichte des Sparkassenberzirksverbandes Mittelfranken". *Zeitschrift für Bayerische Sparkassen-Geschichte*, n° 2, 1988, 51-69.

VANTHEMSCHE, Guy. "Les banques d'épargne belges dans l'entre-deux-guerres." In VAN PUT, August, Chris DE NOOSE, Paul TANGHE, Jan VERMAUT, Claude de VILLEFAGNE de VOGELSANCK (eds.). *Les Banques d'épargne belges. Histoire, Droit, Fonction Economique et Institutions* Tielt, Lannoo, 1986, 159-210.

7. **Figures and Tables:**

- a. A number and title should precede every figure and table. They should be 'transparent': the reader should not have to revert to the text for definitions, units of measurement, and so on.
- b. Do not typewrite, hand draw, or hand letter anything; use **computer-generated figures** (excel-format) whenever possible.

The **summary abstract** should be limited to one double-line spaced page using the standard margins and font (Times New Roman size 12.)