



European  
University  
Institute

EUROPEAN  
UNIVERSITY  
INSTITUTE

-

Corporate Visual Identity  
and Publications Manual

Revised edition  
August 2014



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The visual identity of an organization is based on a constellation of elements (logo, trademark, official colours, fonts, and graphic style) planned and designed to communicate a well-defined, distinct and unified image. When an organization seeks to ‘renew’ an already-existing visual identity—especially when that identity is well-known and recognized among its audiences—the work is usually aimed at standardization, coordination, and consolidation. This ensures the preservation of the meaning and visual impact the identity has already obtained over the years.

The efficacy of an organization’s visual identity can be measured against a number of parameters, including: personality (the characterising features of each element, and consequently of each communicative act), individuality (the definition of distinct elements that render the image unique), recognisability (the ease with which people connect the image to the institution), and articulation (the ease with which the various elements can be applied in various instruments).

In our case, while we can consider the EUI’s pre-existing logo as a strong and consolidated element of the Institute’s visual identity, its application, up-to-now inconsistent and uncoordinated, has diminished its efficacy in the terms explained above.

Our work renewing the EUI’s visual identity was carried out in several phases. In the first phase, we carried out the graphic redesign of the Institute’s logo, namely, identifying a new font, harmonizing the colour palette, and reworking the placement, spacing, and orientation of its variants. Once the basic institutional version was defined, we confronted the problem of how to develop the project across its numerous and complex applications, in the most orderly and efficient way possible. As is often the case in Florence, the past stepped forward to save us: the decorative patterns inlaid in the lower portions of the Romanic façade of the Badia Fiesolana, beautiful in their simplicity and geometric precision, inspired our idea to develop ‘patterns’ as a personalizing motif for each department. Hence, each department, equipped with a unique colour and pattern, can communicate an identity that is both unique and institutional at the same time.

Following the development of the institutional logo and the departmental declinations, we developed a lay-out grid based on the geometric square found in the logo. This grid, a graphical foundation on which every design project at the EUI should be based, plays a role similar to the scaffolding one finds on a construction project. It guides and supports the positioning of all elements on a page. It divides the spaces and determines the relationships among the contents of the page, both horizontally and vertically. It generates margins, columns, lines of texts and spaces between blocks of texts and images. This geometric subdivision constitutes the foundation of a systematic and modular approach to every lay-out, disciplining and organizing what it communicates both internally and externally.

Once an institution manages to build a single, unified visual organization into all of its communication materials (be they printed or electronic, and regardless of the devices on which they are viewed or delivered), the institutional identity that it wishes to communicate can emerge strongly and seamlessly.

This manual aims to define, with clear conceptual and technical explanations, the use of the European University Institute’s brand and the system of text lay-out which derives from it. It may be used as a quick guide for the application and the declination of the visual identity, providing uniform criteria to clearly and correctly communicate the brand identity of the EUI.

The EUI Communications Service was launched in October 2011. One of its first mandates was to develop a new, harmonious, effective visual identity for the EUI. It was necessary because, over the years, numerous graphic approaches had been used without universal implementation, resulting in an abundance of mismatched, uncoordinated instruments developed by the various units, departments and services of the EUI, with no real 'corporate' identity communicated. With this initiative, the aim was to develop and put a coherent identity into place across all instruments of communication: from conference programmes to web pages, from brochures and posters to stationary and T-shirts. This all with the goal of building a consistent, more outward-looking corporate identity that promotes awareness of the EUI's academic excellence among internal and external stakeholders.

Developing a single, uniform identity for the EUI is no small challenge, as the EUI is a complex but integrated organisation, where the strength and quality of each unit reflects upon the whole and vice versa. Our task was to design a graphic identity which links together departments, research units, programmes and projects and the administration, yet is also flexible enough to define and preserve the reputation and identity of each.

Based on a call for proposals, EUI management selected the Florence CentroDi proposal and the graphic line developed by its design studio partner, Rovaiweber.

### WHAT IS CORPORATE VISUAL IDENTITY AND WHY IS IT IMPORTANT?

Corporate visual identity is a key element of an organisation's communication strategy. It is a management tool that goes beyond the simple dissemination of information. As discussed in the preface, corporate visual identity provides an immediately recognisable face for the EUI. It sets the Institute apart from its worldwide competitors in higher education, and conveys to its internal and external stakeholders all the characteristics that make the EUI constant, yet unique. It is a visual way to express the EUI's 'personality', qualities, values, ethics and ambitions.

The benefits of a consistent and coherent application of the visual identity are multiple. A consistent and corporate visual identity ensures that the EUI speaks with one voice and that our target audiences easily identify the EUI, no matter the media that carries our identity or our messages.

Furthermore, the repetition of a coherent, consistent and systematic set of visual standards increases the impact of the EUI's visual image and its capacity to be remembered. It thus facilitates the immediate association of the image with the EUI, and keeps us, effectively, in the forefront of our stakeholders' minds.

Moreover, coherent and professional application of the EUI visual identity favourably influences the perception of the EUI among our target audiences and stakeholders.

Finally, after start-up costs have been accounted for, a coherent identity and its associated instruments can diminish staff members' work in preparing electronic or printed communications. It provides structure, guidelines and standards, eliminating uncertainty and the need to start from 'scratch'. It provides a clearly defined 'way' to do things not dependent on individual capacity, taste or initiative.

### Implementation

The implementation of the EUI new corporate visual identity depends on the collaboration of the entire EUI community. Following these standards regularly and consistently through all our internal and external communication materials, from letterhead or email to posters and publications, will allow us to achieve our common aim of presenting the EUI in the best light.

Due to the large amount of materials which had to be restyled—and to keep waste at a minimum—we built in a fairly long transition period, in which there are some overlaps of old and new styles.

This manual is meant to help you understand and become familiar with the concept and the framework of standards, rules and policies of the new visual identity and to ensure they are used consistently in all our

communications (printed and digital). It is also the reference manual for our external collaborators and suppliers (graphic studios, printing houses, etc.).

Should you have any doubts, issues or suggestions regarding the application of these standards, please contact the Communications Service:  
[eui.publications@eui.eu](mailto:eui.publications@eui.eu)

The Communications Service will also provide models and production assistance whenever needed.

This manual also integrates the publications policy and guidelines from the previous *Guide to EUI Publication and Web: Policy and Procedures*.

## THE GRID AND THE TOOTH



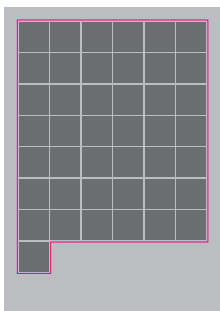
The EUI visual identity corporate lay-out is based on a grid developed from the geometric square found in the logo. The grid has an *even numbers of columns* with a protruding *'tooth' at the left hand bottom*.

This grid, a graphical foundation on which every design project at the EUI should be based, plays a role similar to the scaffolding one finds on a construction project.

The sub-division of the page provided by the grid constitutes the foundation of a systematic and modular approach to every lay-out.

- It guides and supports the positioning of all elements on a page.
- It divides the spaces and determines the relationships among the contents of the page, both horizontally and vertically.
- It generates margins, columns, lines of texts and spaces between blocks of texts and images.

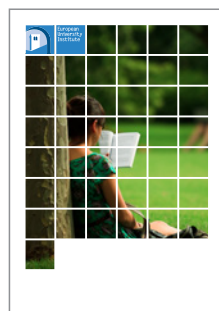
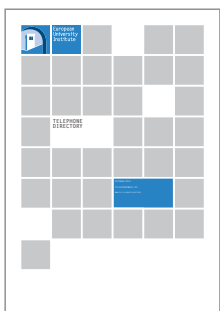
COVER GRID



CONTENT GRID



EUI AND SERVICES COVER GRIDS



### General synthetic guidelines

- Use vertical lay-out, unless landscape is unavoidable (eg., Power Point, videos);
- Grids have an even number of column (6); first column has an even number of squares (8).
- Left, top and right margins are equal; bottom is higher;
- Content grid may or may not be printed – better result in offset printing;
- Texts—covers and contents—are left aligned (can be justified in graphic design publications);
- Word set-up documents should follow the corporate concept as far as possible: margins, left aligned texts, etc;
- Splendor Gel is the corporate premium paper range.

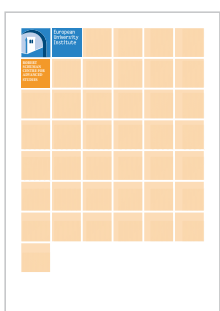
### EUI and services covers grids

- Background or image(s) *within* the grid;
- White margins;
- *White* grid lines (or reverse plain background colour).

### Departments and academic research units covers grids

- *Full page* white background or image; or set of images within the grid on full page white background;
- Grid designed with the appropriate pattern;
- *Transparent* grid lines.

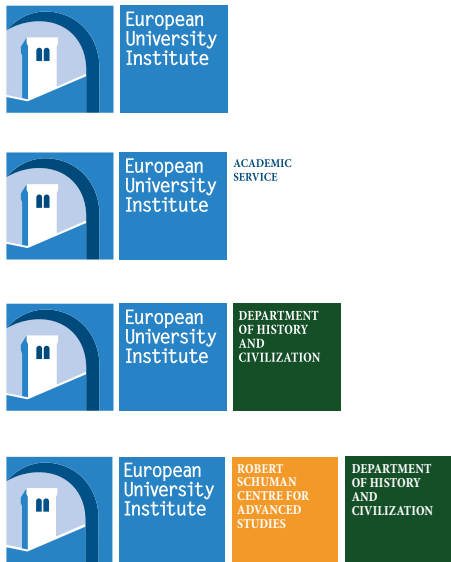
DEPARTMENTS AND ACADEMIC RESEARCH UNITS COVER GRIDS





## THE MULTI-TIERED SIGNATURE

### The logos hierarchy



- All EUI documents, publications and promotional materials should contain an EUI complete logo;
- EUI logos should always be set at the top left hand corner of the grid or the document;
- No other EUI-related name (or preexisting logo) can be set without an EUI logo;
- No other name or logo can be set directly next to an EUI logo.

## TYPEFACES

### Letter Gothic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

#### Reserved for:

- The EUI name in the EUI logos;
- Titling in graphic design materials.

### Minion Pro

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

#### Reserved for:

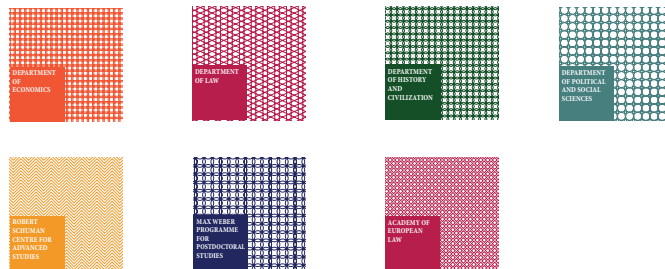
- Services, departments and academic research units names in the EUI logos;
- Content texts in graphic design materials.

### The colours and patterns

#### EUI and services



#### Departments and academic research units



- Services cannot use the departmental identifying colours and/or patterns;
- Each department and academic research unit can use the EUI colours in addition to its own;
- Each department and academic research unit cannot use other unit identifying colours and or patterns, unless for co-publications or co-organised activities.

### Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

#### The standard corporate typeface to be used in all Microsoft processed documents, excluding Outlook, for:

- Names: sub-units, programmes, projects, etc.;
- Titling;
- Content texts.

### Calibri

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

- Reserved for Outlook e-mail messages.

## ▲ LOGOS

-

EUI Institutional  
Departments &  
Academic Research Units

Before defining the project for a new visual identity in autumn 2011, the Communications Service surveyed the EUI community about the possibility of creating an entirely new logo for the Institute. Results showed that launching a new logo so soon after the 2006 version had been introduced would not have been welcomed. The EUI community's loyalty to the existing logo was also evident, in particular the perception that the cloister and the tower—present since its first design—are emblematic of the EUI and constitute a strong part of its identity.

One of the innovative and fundamental elements of the visual identity project is the broadening of an integrated and harmonious visual multi-tiered signature system. This led to the need to revise both the colours and the logotype of the existing logo.

## DIVERSITY IN UNITY; UNITY IN DIVERSITY

The multi-tiered signature system is a core element of the new EUI visual identity.

The logotypes and the colour palette express the EUI's diversity in its unity and its unity in diversity.

The graphic and textual elements that make up the signature system convey the EUI institutional organisation at a glance.

This includes and ties together:

- The EUI logo
- The identifying factors of the departments and academic research units:
  - ◆ logos
  - ◆ colours
  - ◆ patterns
- The textual elements:
  - ◆ services names
  - ◆ programmes and projects names

Coherence and consistency of the system is of fundamental importance in order to build awareness and recognition among the EUI community and internationally. This is why the EUI does not recommend the creation of new logos for its programmes and projects.

## USE OF THE EUI LOGO

All EUI internal and external documents, publications and promotional material should contain one of the EUI corporate logos.<sup>1</sup>

The position of the EUI logo(s) is always in the top left hand corner.

No other EUI-related name (or logo) can be set without an EUI logo.

## EUI-related and third-party logos

The EUI does not recommend the creation of new logos for its programmes and projects.

New logos which are not fully integrated in the system jeopardise the architecture of the signature system and its primary role in corporate communication, weakening both EUI institutional identity and the added value the Institute brings to those projects and programmes.

The Communications Service will evaluate motivated requests for new programmes/projects logos. It manages their graphical creation in line with the corporate identity (placement in one square, colours, fonts, etc.).

EUI-related logos cannot be set right next to the EUI logo, but separately.<sup>2</sup> They should be proportionately the same size as the size of the EUI logo, or smaller. The protocol order is always the EUI logo first or above the EUI-related logo.

For the same reasons, third-party logos that contractually should be shown in promotional material should be inserted with appropriate prominence, but separately.

## Third-party usage of the EUI logo

Third parties are not allowed to use any of the EUI logos unless they have express consent from the EUI. Third parties authorized to use the EUI logo(s) must not alter or modify them in any way and should refer to the EUI identity guidelines.

To request authorization to use an EUI logo and to receive the appropriate files, please contact the EUI Communications Service (eui.publications@eui.eu), stating for what purposes the EUI logo is needed.

<sup>1</sup> See also, p. 59 and 61.




<sup>2</sup> See for example, p. 47, 82 and 86.

# 2. EUI LOGO | COLOURS | TYPEFACES




## PRIMARY COLOURS






### CMYK

	80C40M0Y0K
	100C45M0Y37K
	30% 80C40M0Y0K

### PANTONE

	PANTONE 2925C
	PANTONE 2955C
	30% 2925C

### RGB

	R0G146B208
	R0G57B106
	R202G215B237

## BLACK&WHITE



GRAYSCALE  
This logo is also suitable for situations requiring the logo's use in 'negative'



## TYPEFACES - LETTER GOTHIC

Letter Gothic  
Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

Letter Gothic  
Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

*Letter Gothic  
Medium  
Slanted*

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

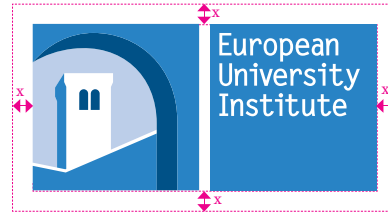
*Letter Gothic  
Bold  
Slanted*

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

## 2. EUI LOGO

| CLEAR SPACE | SIZE RATIO | TRANSPARENCY | BACKGROUND

### CLEAR SPACE



### MINIMUM SIZE

**h. 15 mm**



h. < 10 mm

**h. 8 mm**



h. < 5 mm

**h. 4 mm**

European University Institute

### TRANSPARENCY

Always retain transparency between logo elements

NB .jpg format does not support transparency. Use .png or vectorial formats on backgrounds.

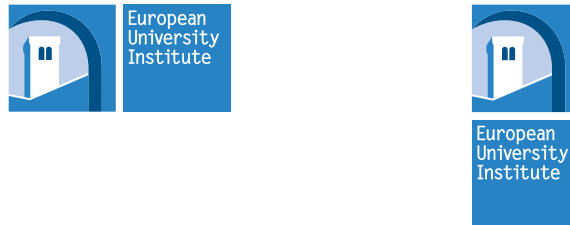


### BACKGROUND

Be sure the logo contrasts sufficiently with background



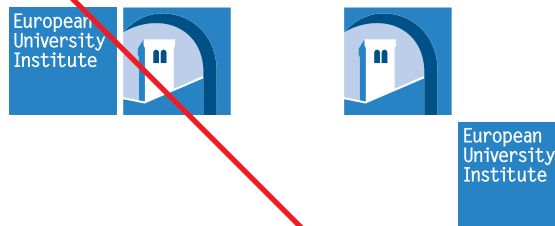
## CORRECT



## INCORRECT

### BRAND DYNAMISM

-  
The logo is dynamic, but cannot be flipped or diagonally placed.



### BRAND TYPEFACE

-  
1. Correct typeface position.  
2. Correct typeface.



### BRAND COLOUR

-  
1. Logo colours cannot be modified.  
2. The overall look of the logo cannot be modified.



### BRAND SHAPE

-  
The shape of the logo should not be distorted.



# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS

## | COLOURS | TYPEFACES

### DEPARTMENTAL BRANDS

DEPARTMENT  
OF ECONOMICS  
CMYK 0C81M87Y0K  
PANTONE 485C  
RGB R240G77B37



DEPARTMENT  
OF HISTORY  
AND CIVILIZATION  
CMYK 87C43M100Y42K  
PANTONE 7483C  
RGB R0G78B31

DEPARTMENT  
OF LAW  
CMYK 21C100M62Y8K  
PANTONE 214C  
RGB R185G0B65



DEPARTMENT  
OF POLITICAL  
AND SOCIAL SCIENCES  
CMYK 75C36M48Y8K  
PANTONE 7475C  
RGB R71G127B122

ROBERT SCHUMAN  
CENTRE FOR  
ADVANCED STUDIES  
CMYK 2C46M95Y0K  
PANTONE 124C  
RGB R240G155B15



MAX WEBER  
PROGRAMME FOR  
POSTDOCTORAL  
STUDIES  
CMYK 99C95M28Y26K  
PANTONE 280C  
RGB R20G40B90

ACADEMY OF  
EUROPEAN LAW  
CMYK 21C100M62Y8K  
PANTONE 214C  
RGB R185G0B65



# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS | COLOURS | TYPEFACES

BLACK&WHITE



GRAYSCALE  
This logo is also suitable for situations requiring the logo's use in 'negative'



TYPEFACE

-  
MINION  
-  
DEPARTMENTS  
RSCAS, MWP  
AND AEL

**Minion**  
**Bold Condensed**

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?

*Minion*  
***Bold Condensed***  
*italic*

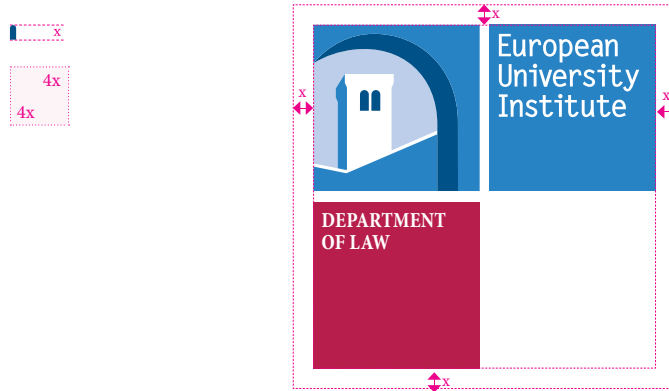
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 .,:;!?



# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS

| CLEAR SPACE | SIZE RATIO | TRANSPARENCY | BACKGROUND

## CLEAR SPACE



## MINIMUM SIZE

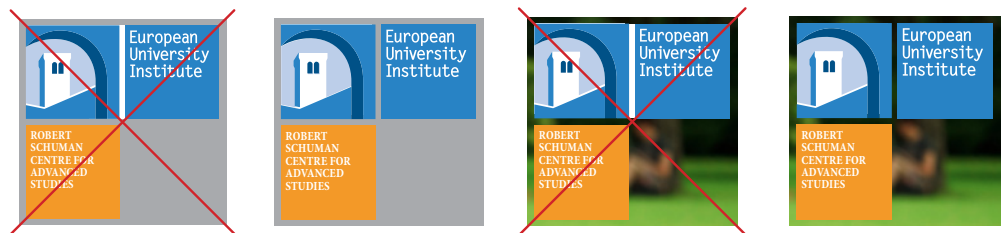
h. 15 mm



## Transparency

- Always retain transparency between logo elements

NB .jpg format does not support transparency. Use .png or vectorial formats on backgrounds.



## BACKGROUND

- Be sure the logo contrasts sufficiently with background



# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS | USAGE

## CORRECT

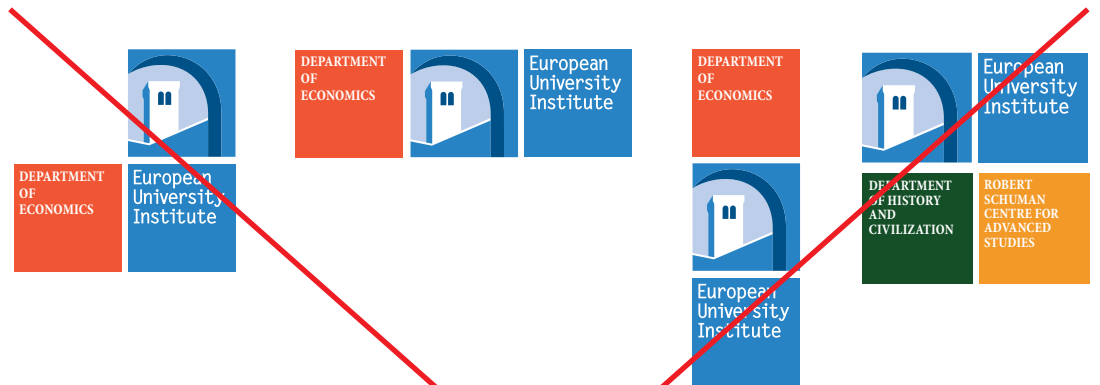


## BRAND COMPOSITION

-  
On co-headed materials, the EUI logo id set just once.



## INCORRECT



## BRAND TYPEFACE

-  
1. Incorrect typeface position.  
2. Incorrect typeface.



## BRAND COLOUR

-  
1. Logo colours cannot be modified.  
2. The overall look of logo cannot be modified.



## BRAND SHAPE

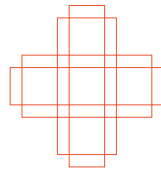
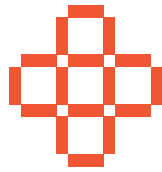
-  
The shape of the logo cannot be distorted.



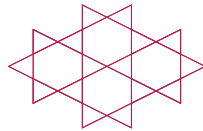
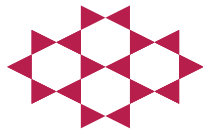
# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS | PATTERNS

## DEPARTMENTAL PATTERNS

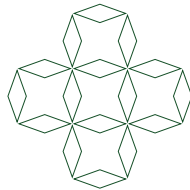
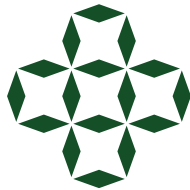
■ ECONOMICS



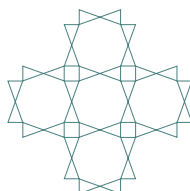
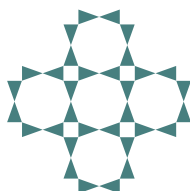
■ LAW



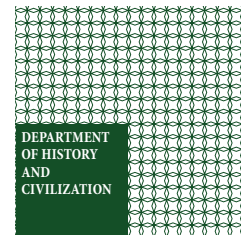
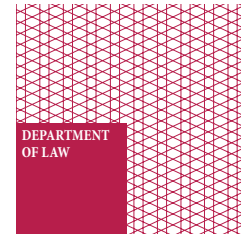
■ HISTORY AND CIVILIZATION



■ POLITICAL AND SOCIAL SCIENCES



## EXTENDED PATTERNS FOR DEPARTMENTS

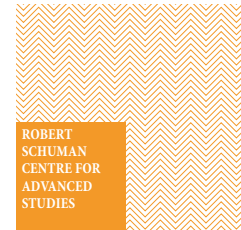


# 3. DEPARTMENTS & ACADEMIC RESEARCH UNITS LOGOS | PATTERNS

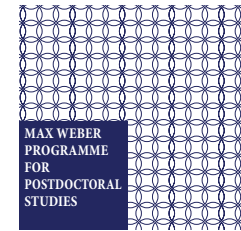
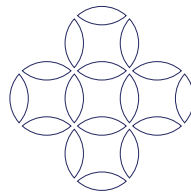
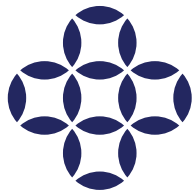
PATTERNS  
FOR RSCAS,  
MWP AND AEL

EXTENDED  
PATTERNS  
FOR RSCAS,  
MWP AND AEL

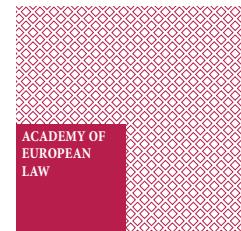
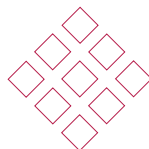
■ Robert SCHUMAN  
CENTRE FOR  
ADVANCED STUDIES



■ MAX WEBER  
for Postdoctoral  
Studies



■ ACADEMY OF  
EUROPEAN LAW



## 4. SERVICES LOGOS



ACADEMIC  
SERVICE



ACCOUNTING  
SERVICE



BUDGET AND  
FINANCIAL  
AFFAIRS  
SERVICE



COMMUNICATIONS  
SERVICE



HISTORICAL  
ARCHIVES  
OF THE  
EUROPEAN  
UNION



INFORMATION  
AND  
COMMUNICATION  
TECHNOLOGY  
SERVICE



INTERNAL  
AUDIT  
SERVICE



LANGUAGE  
CENTRE



LIBRARY



PERSONNEL  
SERVICE



REAL ESTATE  
AND FACILITIES  
SERVICE

# 4. SERVICES LOGOS

## COLOURS | TYPEFACES

PRIMARY  
COLOURS



CMYK

80C40M0Y0K

100C45M0Y45K

30% 80C40M0Y0K

PANTONE

PANTONE 2925C

PANTONE 2955C

30% 2925C

RGB

R0G133B207

R0G57B106

30% R0G133B207

BLACK&WHITE



GRAYSCALE



TYPEFACE  
SERVICES\*

-  
Minion

Minion  
Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 ...!?

*Minion  
italic*

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 ...!?

Minion  
Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 ...!?

*Minion  
Medium italic*

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890 ...!?

# 4. SERVICES LOGOS | USAGE

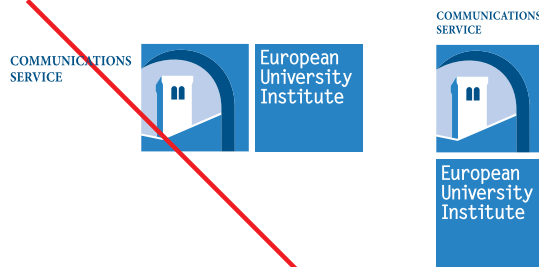
## CORRECT



## INCORRECT

### BRAND DYNAMISM

- The logo is dynamic, but cannot be swapped nor diagonally placed.



### BRAND TYPEFACE

1. Correct typeface position.
2. Correct typeface.



### BRAND COLOUR

1. Logo colours cannot be modified.
2. The overall look of logo cannot be modified.



## ▲ 5. ALUMNI AND EUIPRESS LOGOS

ALUMNI



EUIPRESS





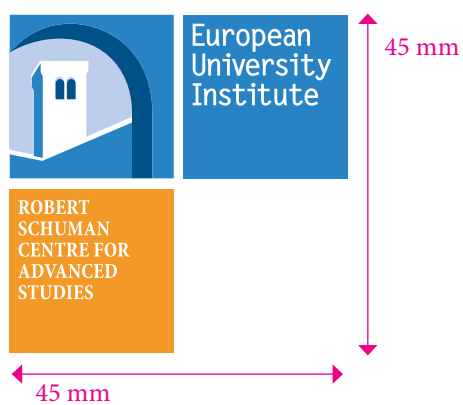
## ▲ STATIONERY

-

EUI Master Brand  
Departments &  
Academic Research Units

## 6. CORPORATE SIZE FOR LOGOS

For an A4 document  
minimum height is  
22 mm or 45 mm.



The EUI letterhead is one of the ways the EUI communicates its unique identity. As do all large organizations with hundreds or thousands of users, the EUI provides fixed templates to insure a consistent and professional look.

### GUIDELINES

The EUI letterheads are distributed as digital templates.

Please use the styles provided in the templates. When needed, new paragraph specifications must be based on the EUI styles.

Correspondence should be printed in colour on the colour multifunction printers, on either recycled or white paper. Best results are obtained by printing from the word file rather than a pdf.

When correspondence is sent by email, please send protected pdf files.

Bulk printing of letters over 50 copies is available through the EUI print shop. Orders may be placed by registered users using the web platform at <http://dsf/DSF/storefront.aspx>.

Headed envelopes and premium paper (Splendor Gel) may also be requested via the same platform. Given the expense of this paper, it should be used only for printing important correspondence.

For technical reasons (the logo area is tricky to work with), please ask the Communications Service ([eui.publications@eui.eu](mailto:eui.publications@eui.eu)) to create any authorized personalized templates (see below).

### POLICY

EUI letterheads can be personalized with names and titles of directors of services/RSCAS/MWP, heads of departments and directors of graduate studies; or names of EUI research projects or directors of projects.

Any other personalization requires the previous written authorization from the Head of Service or Department/

RSCAS/MWP. For titles, please refer to the business cards policy. Please send the authorization with your request to set a personalised headed paper.

EUI letterhead is meant to communicate the EUI identity to recipients of correspondence. It is uniquely ours. As we would not ask another institution to put our logo on their letterhead, please do not offer to do so for external organizations. Please place third-party logos and/or info in another part of the letter, mentioning partner participation clearly in the body of the text if you are writing about a partnered initiative, or including additional logos or graphic elements at the bottom of the letter. If genuine 'political' problems arise with other institutions due to this policy (which in our experience is rare) a solution may be found.

### Researchers and Fellows

EUI researchers and fellows may use EUI letterhead for their official correspondence provided the correspondence is research-related (e.g. writing to request qualitative interviews, etc.). They should not use it for any personal purposes (e.g. grant or job applications).

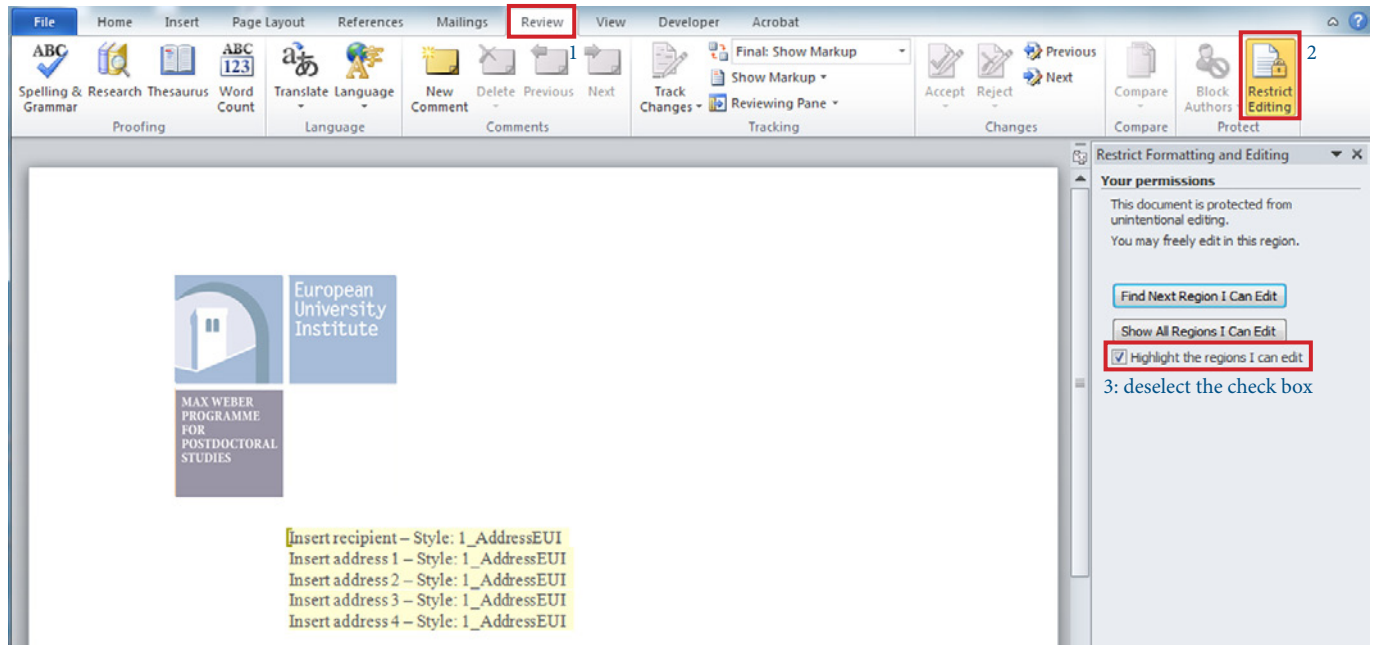
The 'generic' EUI template is provided for researchers and fellows. The Departments, the RSCAS and the MWP should decide whether to provide the 'generic' or departmental digital template to their researchers and/or fellows, or let administrative staff manage their correspondence. They should inform researchers and fellows of the following policy:

The EUI letterhead should not be used for personal purposes. This policy is grounded on individual fairness and responsibility. The use of the EUI letterhead engages the responsibility of the researcher or fellow, and does not imply the EUI guarantee. The EUI cannot be held responsible for any consequences that may arise from misuse of its letterhead and could eventually take actions against abuse.

The EUI reserves the right to refuse requests that do not comply with its overall corporate communication policy.

If you have any questions regarding these guidelines or policy, please contact the Communications Service at: [eui.publications@eui.eu](mailto:eui.publications@eui.eu)

## ELIMINATING WORD DEFAULT HIGHLIGHT



## INSERTING DIGITAL SIGNATURES

- 1 Select the signature area
- 2 Choose 'insert picture' and insert the signature file  
The problem is with the 'wrap text' function in Word.  
The 'default' option of Word 'in line with text' can cause problems, depending on the physical size of the signature
- 3 Under picture tools, go to 'wrap text' and then choose either 'behind text', 'tight' or 'over'... whatever it takes to make the whole signature reappear
- 4 Resize the picture and position it in the signature area

Size A4  
1° sheet



Stephan Albrechtskirchinger  
Director

Prof. Lorem Ipsum  
Lorem Ipsum Dolor Sit Amet Department  
Lorem Ipsum Quisque Rutrum University  
Lorem Ipsum Adress  
Lorem Ipsum City  
Lorem Ipsum State

15 January 2014

Dear Mr Smith

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus.

Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet.

Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum.

Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo.

Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus.

Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu.

Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus.

Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget

Badia Fiesolana ■ Via dei Roccettini 9 ■ 50014 San Domenico di Fiesole (FI) ■ Italy  
Tel. +39 055 4685 037 ■ Fax +39 055 4685 770 ■ [www.eui.eu](http://www.eui.eu)

Size A4  
2° sheet

Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt.

Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor.

Stephan Albrechtskirchinger

2 ■ EUI

# 7. LETTERHEADS | SERVICES | LAYOUT

Size A4  
1° sheet

STYLES

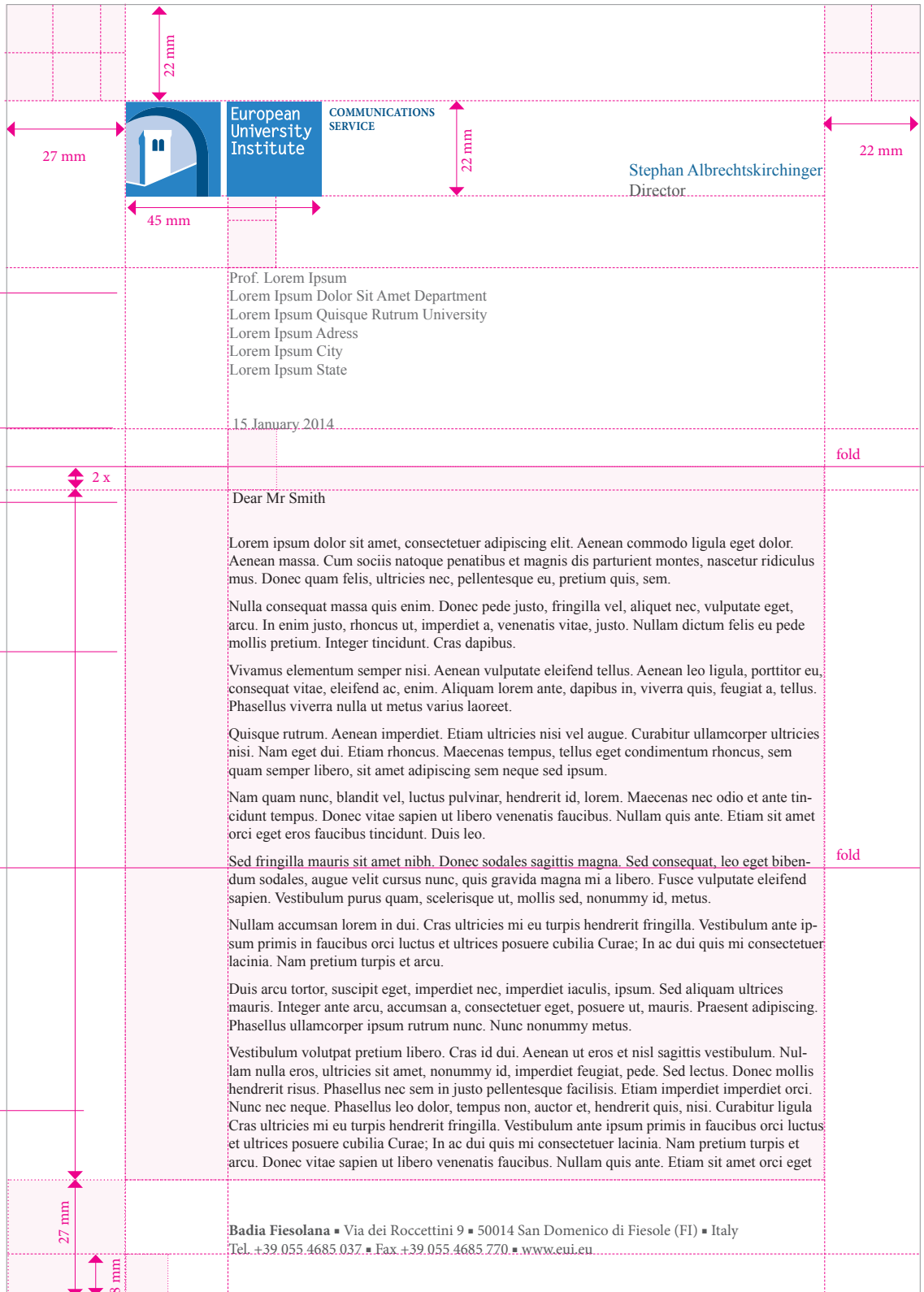
1\_AddressEUI

2\_DateEUI

3\_RecipientEUI

4\_TextEUI

BODY  
OF TEXT  
-  
Times  
New Roman  
10 pt  
Line spacing:  
12 pt  
Space after  
6 pt



Size A4  
1° sheet



Prof. Lorem Ipsum  
Lorem Ipsum Department  
Lorem Ipsum University  
Lorem Ipsum City  
Lorem Ipsum State

15 January 2014

Dear Mr Smith

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus.

Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet.

Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo.

Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus.

Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetuer lacinia. Nam pretium turpis et arcu.

Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetuer eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus.

Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor.

Badia Fiesolana ■ Via Boccaccio 151 - 50133 Firenze (FI) ■ Italy  
Tel. [+39] 055 4685 037 ■ Fax [+39] 055 4685 770 ■ [www.eui.eu](http://www.eui.eu)



## 7. LETTERHEADS | DEPARTMENTS & ACADEMIC RESEARCH UNITS

Size A4  
2° sheet

quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt.

Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor.

A stylized, handwritten signature in black ink, possibly reading 'L. J. O.', is positioned on the right side of the page. The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

# 7. LETTERHEADS

## | DEPARTMENTS & ACADEMIC RESEARCH UNITS | LAYOUT

Size A4  
1° sheet

STYLES

1\_AddressEUI

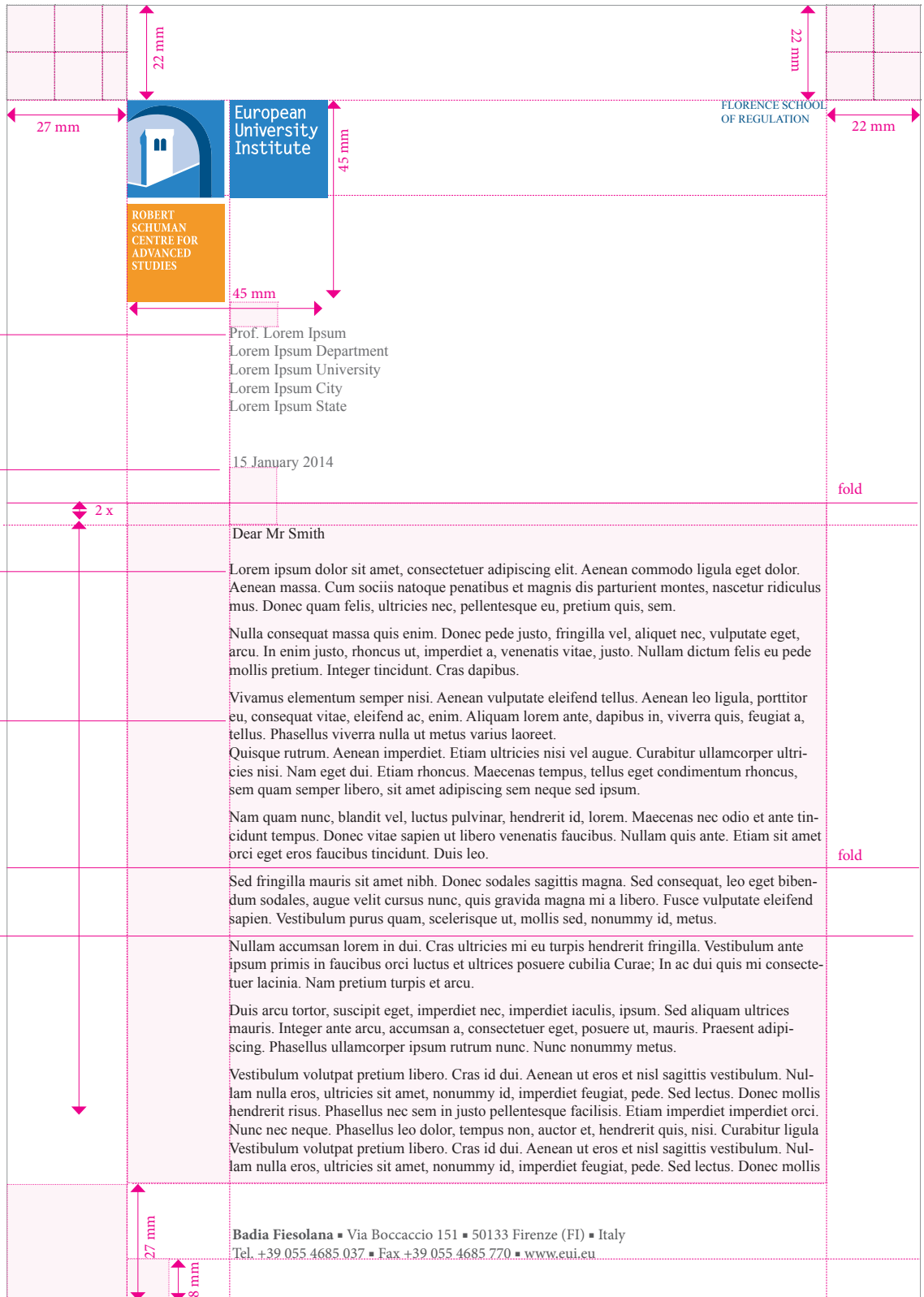
2\_DateEUI

3\_RecipientEUI

4\_TextEUI


BODY  
OF TEXT

-  
Times  
New Roman  
10 pt  
Line spacing:  
12 pt  
Space after  
6 pt



# 7. LETTERHEADS | VARIANTS


Set of authorised corporate types of variants



European University Institute

The President


Prof. Lorem Ipsum  
Lorem Ipsum Department  
Lorem Ipsum University  
Lorem Ipsum City



European University Institute


The Secretary General

Prof. Lorem Ipsum  
Lorem Ipsum Department  
Lorem Ipsum University  
Lorem Ipsum City



European University Institute COMMUNICATIONS SERVICE

Prof. Lorem Ipsum  
Lorem Ipsum Department  
Lorem Ipsum University  
Lorem Ipsum City



European University Institute LIBRARY

Veerik Deckmyn  
Director

Prof. Lorem Ipsum  
Lorem Ipsum Department  
Lorem Ipsum University  
Lorem Ipsum City



European University Institute COMMUNICATIONS SERVICE

Stephan Albrechtskirchinger  
Director


Prof. Lorem Ipsum  
Lorem Ipsum Dolor Sit Amet Department  
Lorem Ipsum Quisque Rutrum University  
Lorem Ipsum Adress



European University Institute

DEPARTMENT OF HISTORY AND CIVILIZATION

Prof. Lorem Ipsum




European University Institute

DEPARTMENT OF ECONOMICS

Piero Gottardi  
Head of Department

Prof. Lorem Ipsum



European University Institute

DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES

Fabrizio Bernardi  
Director of graduated studies

Prof. Lorem Ipsum




European University Institute

DEPARTMENT OF LAW

CENTRE FOR JUDICIAL COOPERATION

Prof. Lorem Ipsum




European University Institute

ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES

FLORENCE SCHOOL OF REGULATION

Jean-Michel Glachant  
Director

Prof. Lorem Ipsum




European University Institute

ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES




MIGRATION POLICY CENTRE



European University Institute

ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES



GLOBAL GOVERNANCE Programme

Miguel Poires Maduro  
Director

Prof. Lorem Ipsum

### GUIDELINES

EUI business cards have a standard layout, which must not be changed. This includes all logos, data order, fonts, styles, colours, etc.

EUI cards include both compulsory and optional data.

#### Compulsory data

- Front: EUI department or service logo; name and surname; EUI official title
- Reverse: Office building and address; EUI telephone number (if any); EUI issued mobile number (if any); EUI service/department fax (if any); EUI e-mail; EUI web site ([www.eui.eu](http://www.eui.eu))

#### Optional data

- Front: Sub-title or/and project title; no more than two lines are available
- Reverse: Up to eight lines of optional data may be included on the reverse side, under the small box. This may include personal phone numbers, affiliated projects, research areas, etc. related to your activities at the EUI.

#### Templates

The procedure and templates to personalise and request business cards are available at:  
[www.eui.eu/ServicesAndAdmin/LogisticsService/PrintShop/VisitingCards/Index.aspx](http://www.eui.eu/ServicesAndAdmin/LogisticsService/PrintShop/VisitingCards/Index.aspx)

### DATA POLICY

Only EUI official data and authorised personal data may be used on the business cards. This includes blogs, Twitter, Facebook, personal homepages, etc.

No third-party logo and/or info should be used on the EUI business cards.

#### Title/sub-title

Please use your official EUI title/sub-title.

**For academic and administrative staff**, use the title as it appears in the EUI web directory ([www.eui.eu/Directory/Index.aspx](http://www.eui.eu/Directory/Index.aspx)).

Variations on titles which differ from the Directory Listing will have to be authorized by your Head of Service/Head of Department, and approved by the Personnel Service when necessary. The requests to authorize the data will be sent by the Communications Service ([publications@eui.eu](mailto:publications@eui.eu)).

**For researchers**, first and second academic year researchers must use the title 'Researcher'. Once admitted to the third year, researchers may use either 'Researcher' or 'PhD Candidate'.

**Post-doctoral fellows** may indicate their title either as 'Post-doctoral Fellow' or under their specific fellowship, e.g. 'Max Weber Programme Fellow', 'Jean Monnet Fellow', 'Marie Curie Fellow', etc.

#### Mobile

Private mobile numbers are authorised but should always be mentioned as an optional data (see for ex. the template for researchers).

#### Web sites

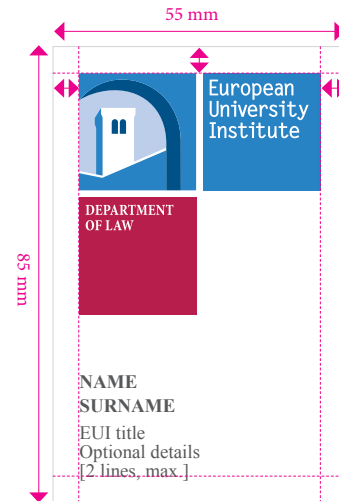
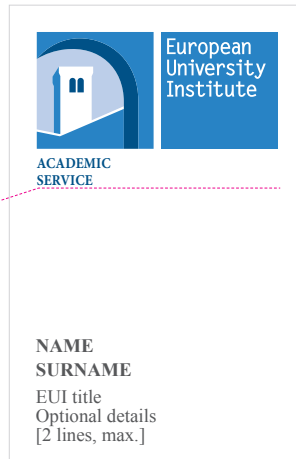
The EUI web site—[www.eui.eu](http://www.eui.eu)—should never be overwritten. Projects websites or personal homepages should always be mentioned as an optional data (please, do not use the url in long-form; ask your web editor to create a shorter alias that fits on one line).

The EUI reserves the right to refuse requests that do not comply with its overall corporate communication policy.

If you have any questions regarding these guidelines or policy, please write to the Communications Service: [eui.publications@eui.eu](mailto:eui.publications@eui.eu)

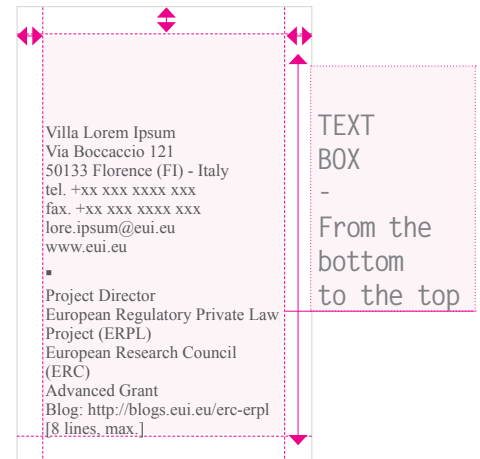
# 8. BUSINESS CARDS

ONLY in this case the service title goes under the first square and NOT next to the second square



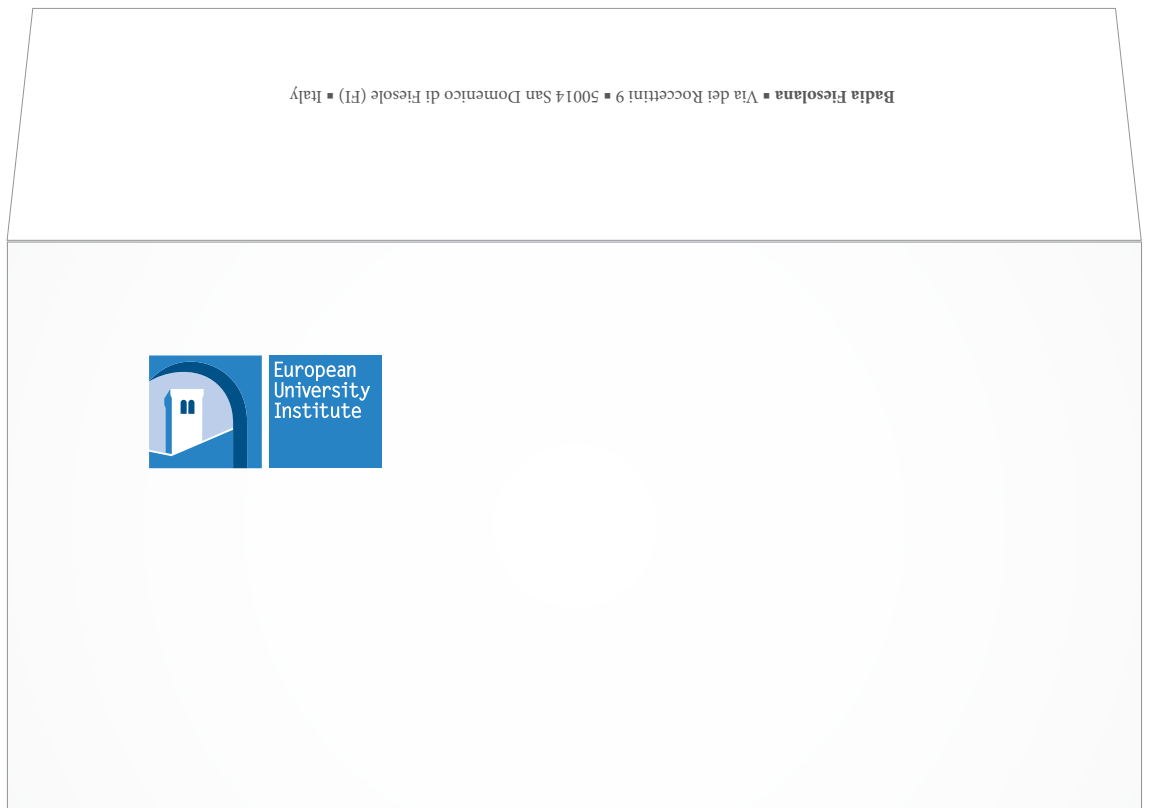
85X55 MM

Size, spaces, positions are the same for every template

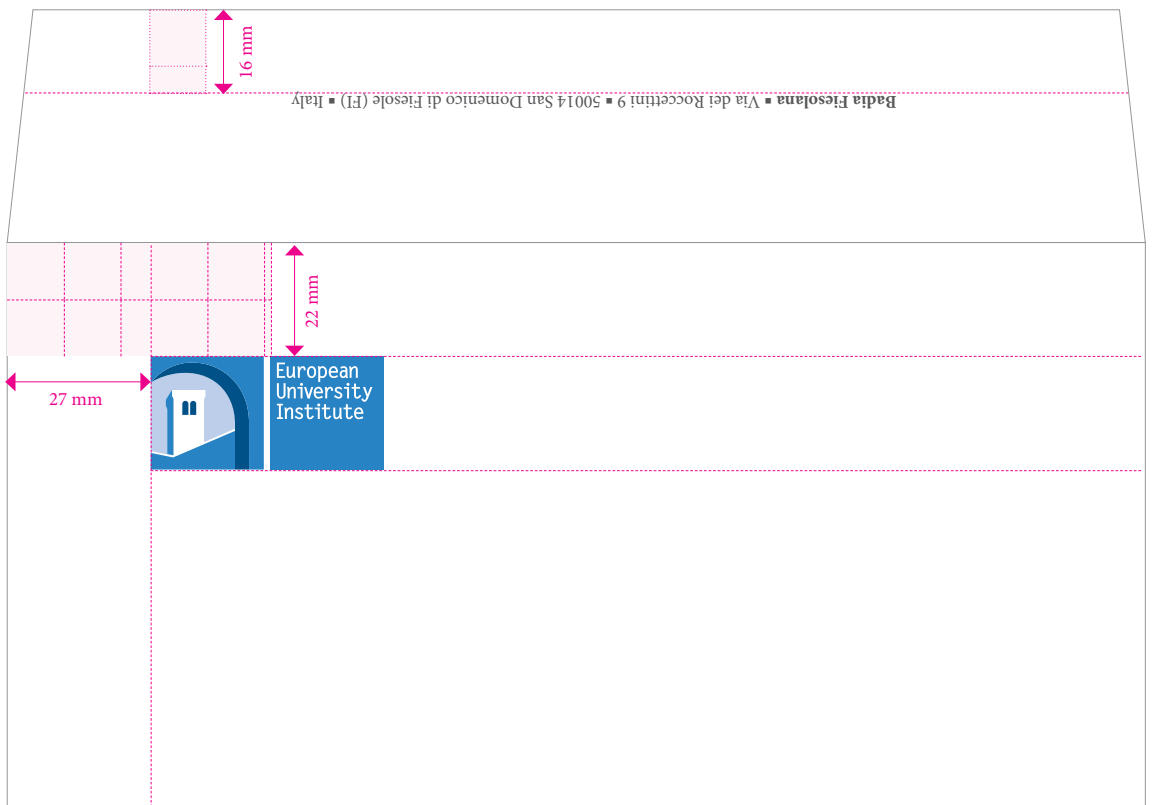


# 9. ENVELOPE

220x110 mm



220x110 mm

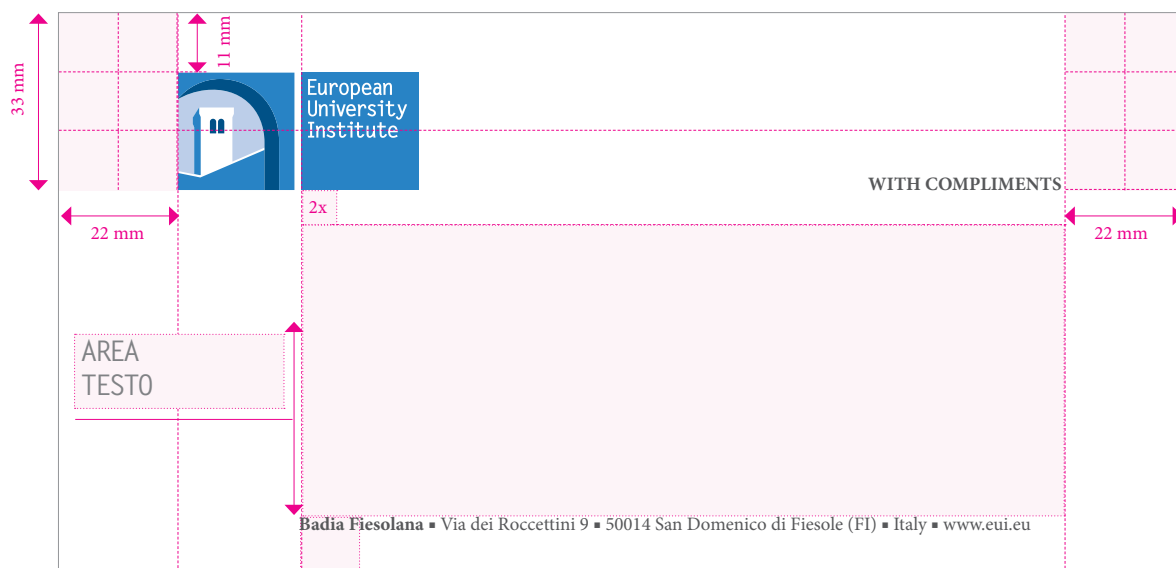


# 10. "WITH COMPLIMENTS" CARD

210x105 mm



210x105 mm



Staff can use the interoffice memorandum template (see below) or the letterhead template (see p. 26 et seq.), provided by the Communications Service, to create their own frequently-used documents, such as contracts, forms or reports.

One of the EUI corporate logos should appear on all internal and external documents, positioned in the top left hand corner and at the brand size (see p. 23).<sup>1</sup>

For any original documents you create based on these templates, please use the EUI style pre-set in the templates. When needed, new paragraph specifications must be based on the EUI style.

- Font: Times New Roman.
- Set text at 11 pt, line spacing at 13pt<sup>2</sup>; Titles at 12, 14, or 16 pt – line spacing, respectively at 14pt, 16pt or 18pt; main document title at 18 pt or 20 pt.
- Titles and texts left-aligned, beneath either the first or the second square of the logo.
- Justification: left-aligned (avoid centring or justifying, as the balance of the logo is to the left).
- Margins: using the ‘brand size’ of the logo on documents based on the interoffice memorandum template, top, left and right margins are set at 22mm<sup>3</sup>. For documents based on the letterhead template, left margin is set at 27mm.  
Should you need smaller margins to fit the text (e.g. for a form), top, left and right margins can be set at: 11 mm, 14, 16.5, or 19 mm. The bottom margin is free to fit text more easily; however setting it to a smaller margin than the others should be avoided.
- Colours: use the colours of the document’s logo only (see p. 9 et seq.). In Microsoft documents use RGB standard.

You are also welcome to contact the Publications Unit (eui.publications@eui.eu) of the Communications Service if you need help or advice on setting standard working documents that are not provided directly by the service.

Additionally, given new developments in Word and the inevitable bugs that arise when working with new documents, the Publications Unit welcome your comments, problems and any solutions that you devise so that we may share them across users.

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<sup>1</sup> On professional graphically designed items (flyers, brochures, posters, etc.) built on or displaying the brand grid, the size of the logo is determined by the grid.

<sup>2</sup> You can also set it as in the letterheads at 10 pt, line spacing at 12 pt.

<sup>3</sup> Please note that margins in the Word documents may have to be set differently to obtain printed documents with the final margins you want. This is also due to the fact that the printer machines use some mm to grip the paper.



Size A4  
1° sheet



### Interoffice Memorandum

To Lorem ipsum  
Cc Lorem Ipsum  
From Lorem Ipsum  
Date 1-1-2012  
Re  **Lorem ipsum**



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# 11. OTHER HEADED DOCUMENTS

## INTEROFFICE MEMORANDUM

Size A4  
2° sheet

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2 ■ INTEROFFICE MEMORANDUM

# 11. OTHER HEADED DOCUMENTS INTEROFFICE MEMORANDUM | LAYOUT

Size A4  
1° sheet

Times New Roman  
16 pt

Times New Roman  
12 pt

BODY  
OF TEXT  
-  
Times  
New Roman  
11 pt  
Line spacing:  
13 pt  
Space between  
paragraph:  
8 pt

European University Institute  
COMMUNICATIONS SERVICE

Interoffice Memorandum

To Lorem ipsum  
Cc Lorem Ipsum  
From Lorem Ipsum  
Date 1-1-2012  
Re  **Lorem ipsum**

Ribus dolluptatur? Git quae repedi volut quidundam sit is sedipsum, consequiassi debit volorumque es seribus, opti ut et quatem archilibus aceperrum quia con conet am, tecatiaepe di que conet dipidel ectatia turibus dandiostem quodipit harchilitem et que magnimil incienes doluptasi omnimolut laborrumque volupta numquia temporeror a volupidest volliquiam et hitam, simin et idessimi, core, quam doluptur? t.

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# 11. OTHER HEADED DOCUMENTS | VARIANTS



Document Title

Insert Text



Document Title

Insert Text



## Agreement to Publish an Electronic Version of an EUI Thesis on Cadmus

Author's name: .....

Address: .....

Email: .....

Title of thesis: .....



## Ph.D. Thesis Manuscript Evaluation Form

The Institute needs further advice on the work you have just examined, especially related to the quality of the manuscript and its value/potential for commercial publication.

Please fill out in readable CAPITAL LETTERS.

Author's name: .....

Thesis title: .....

Department: .....

Defence date: .....

EUI Supervisor: .....

The corporate typeface is Times New Roman.

### VARIANTS

As for letterheads, EUI-related sub-units, programmes and projects names (or pre-existing logos) can be set in the top right hand corner of the cover and subsequent slides.

Partners and sponsored names and/or logos should be set elsewhere in the slides (for ex. in the footer).

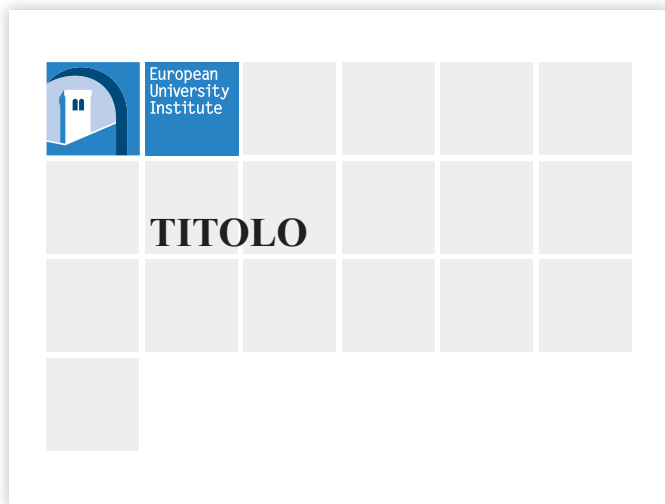
### TEMPLATES ONLINE

Departments and academic research units, templates are available at:

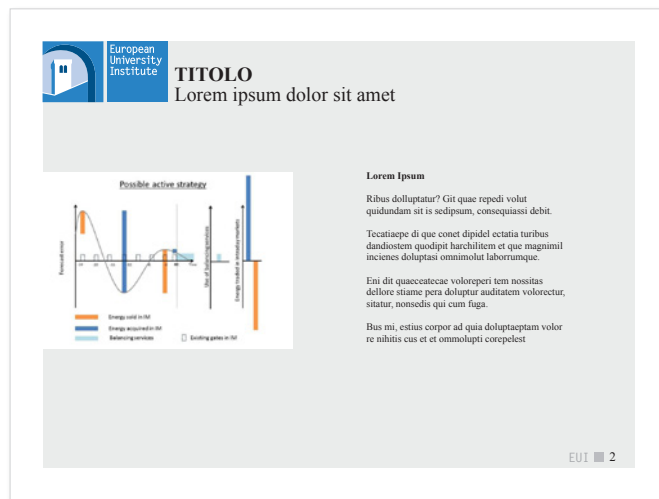
[www.eui.eu/Research/EUIPublications/  
EUIPublishingManual.aspx](http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx)

# 12. POWERPOINTS | MASTER SLIDES

EUI AND SERVICES  
COVER MASTER SLIDE



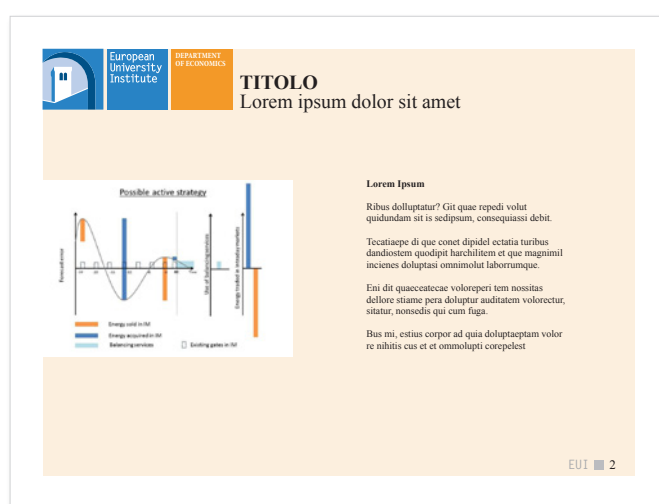
EUI AND SERVICES  
MASTER SLIDE



DEPARTMENTS AND ACADEMIC  
RESEARCH UNITS  
COVER MASTER SLIDE



DEPARTMENTS AND ACADEMIC  
RESEARCH UNITS  
MASTER SLIDE



### BODY TEXT

You are kindly requested to:

- Set the HTML format
- Set the default font to Calibri, preferably size 11, black colour (even for replies and forwards)
- Set all texts and items to left justified
- Leave the background blank (no colours, no themes, no images, no animations, please)

### SIGNATURE

Set up your signature in English and as follows:

**Name Surname**

Title<sup>1</sup> and/or Work Area

Affiliation

**European University Institute**

Postal address

Office phone (external)

EUI mobile phone (if applicable)

Service Fax (if

EUI website

Green line

**Hans Mustermann**

Assistant / Editing

Communications Service

**European University Institute**


Via dei Roccettini, 9

50014 San Domenico di Fiesole (Florence) – Italy

Office phone:+39 055 4685 111

Mobile phone:+39 340 1234567

[www.eui.eu](http://www.eui.eu)

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you really need to

Please, do not insert the EUI or any other logo, image, info, advert, link to document, a.s.o. into your signature

### User Support

If you have any problems with the above please consult the ICT documentation on the web at:

- <http://www.eui.eu/OutlookGuides/WinSignature>  
for Windows users
- <http://www.eui.eu/OutlookGuides/MacSignature>  
for Mac users

For any assistance, you can contact your local IT Support User Office:

[www.eui.eu/ServicesAndAdmin/ComputingService/UserSupport/WhichSiteOfficeShouldIContact.aspx](http://www.eui.eu/ServicesAndAdmin/ComputingService/UserSupport/WhichSiteOfficeShouldIContact.aspx)

### OUT OF OFFICE REPLY

In order to ensure the best workflow and information for the email sender, the *Out of Office* reply should indicate the date and length of absence and an alternative contact and phone number.

### MEMOS AND PRESS RELEASES

Unless the Communications Service provides additional email templates for the purpose of memos or press releases, the above guidelines are to be adopted for all email communications.

In addition the relevant EUI logo(s) should be inserted on top left hand side; projects/programmes names (or logo) on the top right hand.

Titles can be set in bold, up to font size 14.

### GENERAL REMINDER

Please remember that an email sent from your work address is an official document that engages the EUI as an institution. Emails should therefore be written in such a way that no third party can find any offense.

Likewise, by terms of number of recipients as well as the number of emails that are being sent, please consider whom you put in copy.

In order not to overload the system, please do not attach files bigger than 2 Megabytes.

<sup>1</sup> For titles, please refer to the business card policy.

## Section work in progress

Dear readers,

The visual content in the following section is not final and guidelines and templates are forthcoming. However, the following models are corporate and can be implemented.



SIZE A4  
1° SHEET



## SYSTÈME D'INFORMATION SUR LA RÉINTÉGRATION DES MIGRANTS DANS LEUR PAYS D'ORIGINE (CRIS)

### IÈRE RÉUNION DE TRAVAIL

Organisé par Jean-Pierre Cassarino

12 - 14 May 2012

Villa Malafasca  
Via Boccaccio, 151  
Florence

### ■ CONTEXTE

Dam, quuntur rerferion enia nimetum, atenem hil in et dit vidus, estem ipsus aut quaspel inti acitem repedia que et quis es ulluptae. Ut eat quo dolorpo ritatias ma con es ium dipsa qui cus. Vid mincid ma in plabor sit, senimus, et audae destias et etus alicae sinci cullabo rporiat iorumquid quiasperrum rem iusae et ium, que laborerferum cusda int ommo mos et autem explibus. Eque doluptibus re peres que pe voluptas et fugitae pliquostetum volorum nonsequi voluptaetpat faceribus rerum volupturi restrum sin eicipsa pernatiume modissus ut landest ea susandis numquo cus nis molessi ncidust, impor rem cupatium et repedig nimaio bere, voluptas dolor maximin cienecab inctestia sitempos sitium res debitat lautatempse nonsequi identiae dolupta essime vere, consedi tiorrorem volupti uta corectur, earionsequi ab iumet utemolupta provita soluptio. Uri te listio odis dusa con reriti ulliqui occabora nossequiam et ratur maximagnata quam corunto et qui nonsequ ossusap ellique peliquate mod qui conectati doluptae eiusapedis acepratent, corumet aut oditaeperae quibusanimi, volorum di temporem sequis sam fuga.

### ■ Partners



### ■ Sponsor



SIZE A4  
2° SHEET

## PROGRAMME

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11,15	

## PARTICIPANTS

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<b>Jean-Pierre Cassarino</b>	Ut eat quo dolorpo ritatias ma con es ium dipsa qui cus.
<b>Davide Calenda</b>	Vid mincid ma in plabor sit, senimus, et audae destias et etus alicae sinci cullabo rporiat iorrumquid quiasperrum rem iusae et ium, que laborerferum cusda int ommo mos et autem explibus.



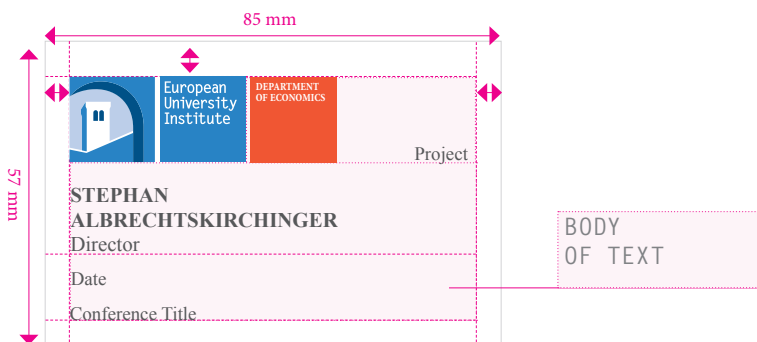
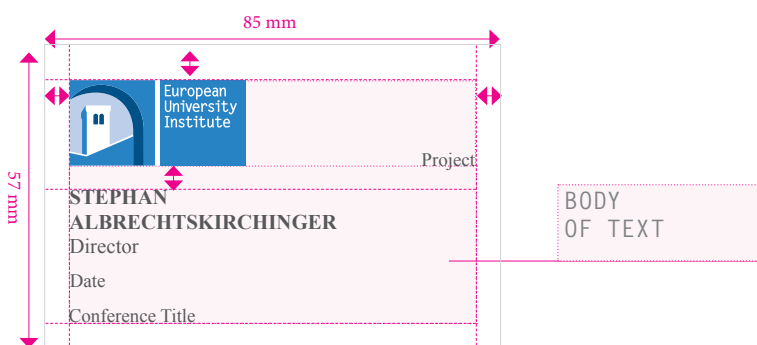
**SYSTÈME D'INFORMATION SUR LA RÉINTÉGRATION  
DES MIGRANTS DANS LEUR PAYS D'ORIGINE (CRIS)**

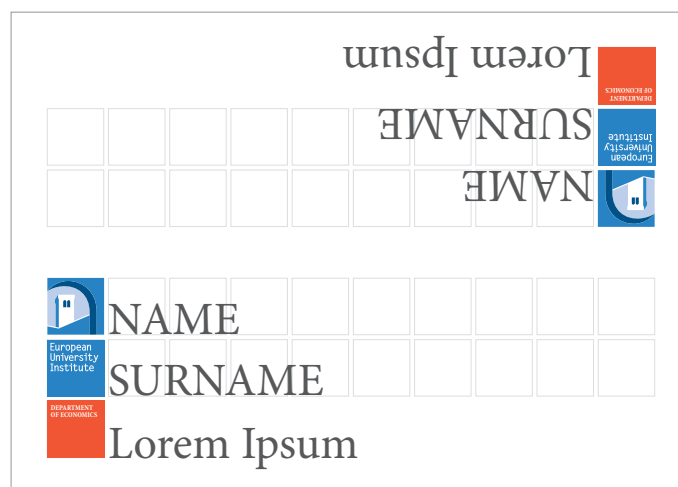
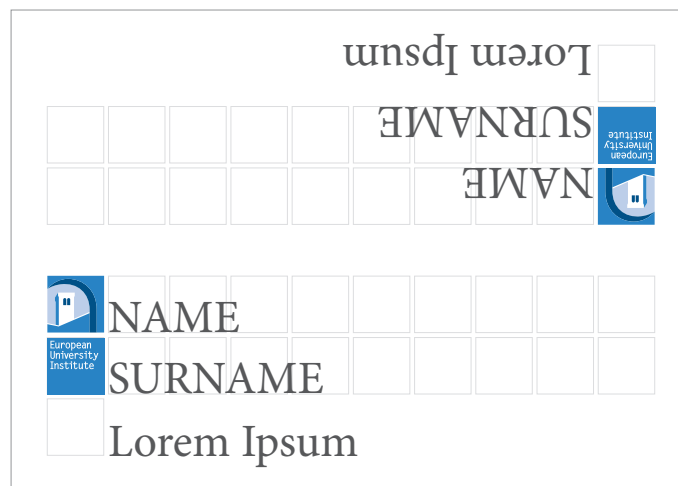


**SYSTÈME D'INFORMATION SUR LA RÉINTÉGRATION  
DES MIGRANTS DANS LEUR PAYS D'ORIGINE (CRIS)**

▲ 14. CONFERENCE MATERIALS  
| BADGES

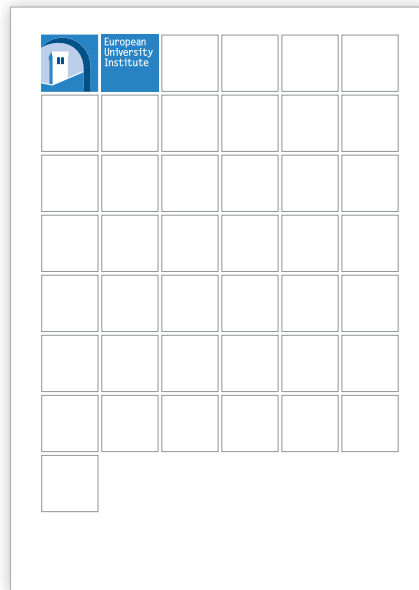
85X57





# 15. FOLDERS | EUI AND SERVICES

## COVER



## 1 Pocket

Actual size  
closed 23x32  
open 46x32x5



## 2 Pockets

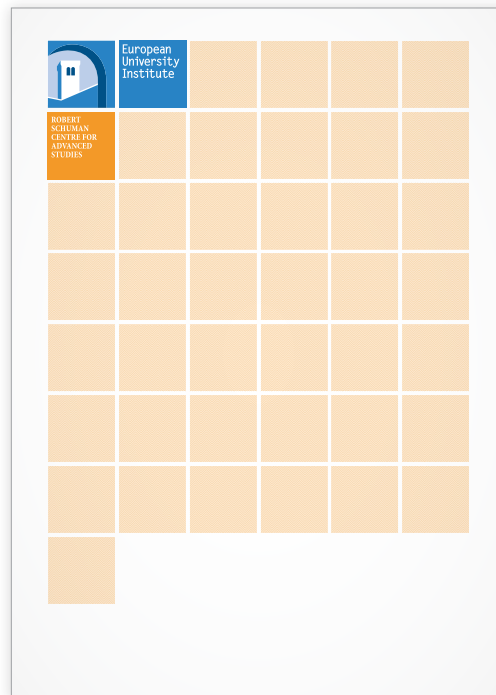
Actual size  
closed 23x32  
open 46x32x5



# 15. FOLDERS | DEPARTEMENTS AND ACADEMIC RESEARCH UNITS

1 or 2 Pocket

Actual size  
closed 23x32  
open 46x32x5



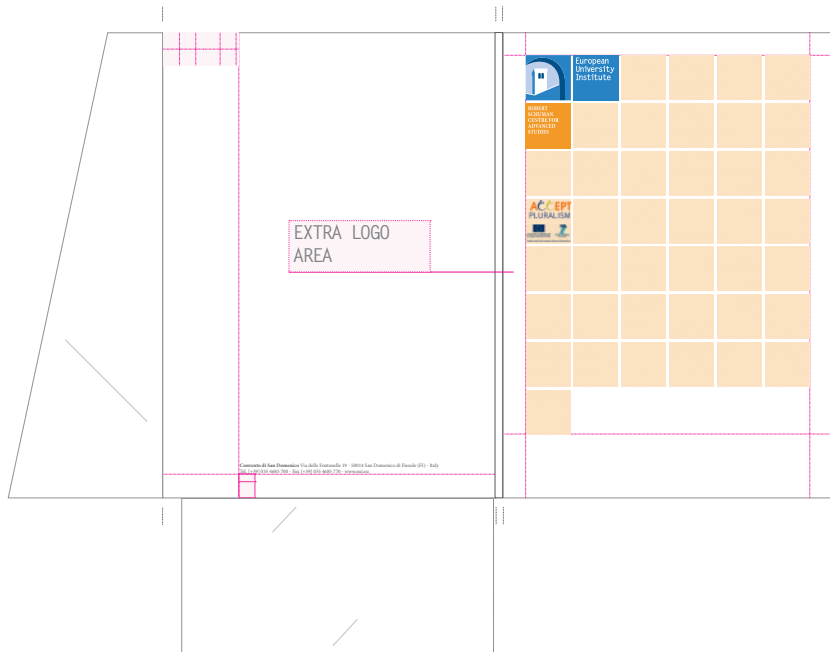
NB - These folders are not available from the EUI office supplies catalogue. Please contact the Communications Service if you need to order them. The production costs must be paid by the appropriate service, department, academic research

unit, programme or project.

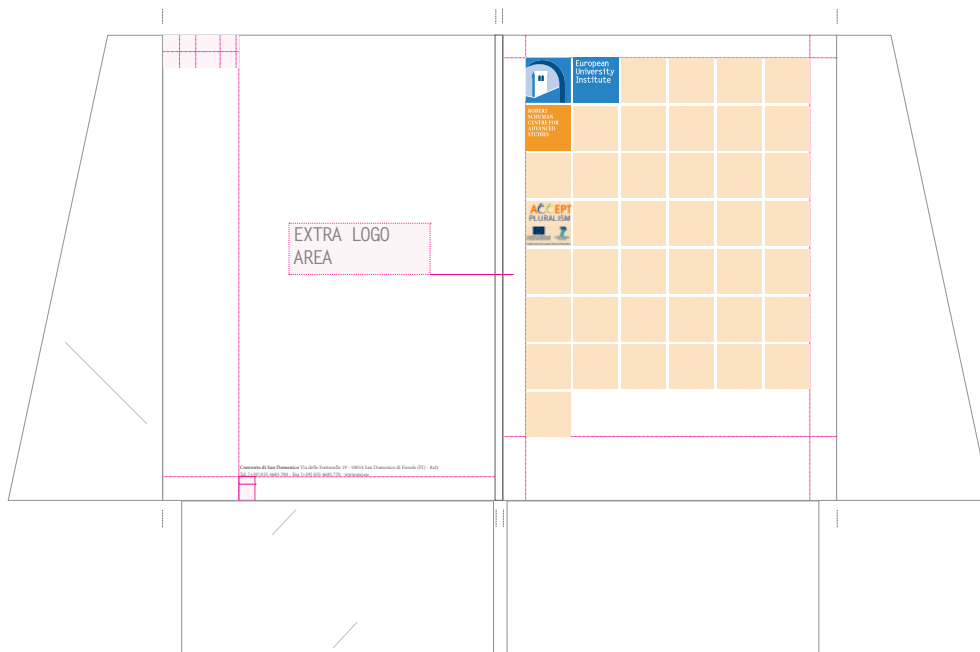
The standard conference folder is the transparent plastic envelope with the EUI logo (art. AE-005021 of the catalogue).

# 15. FOLDERS | DIE CUTS

1 Pocket

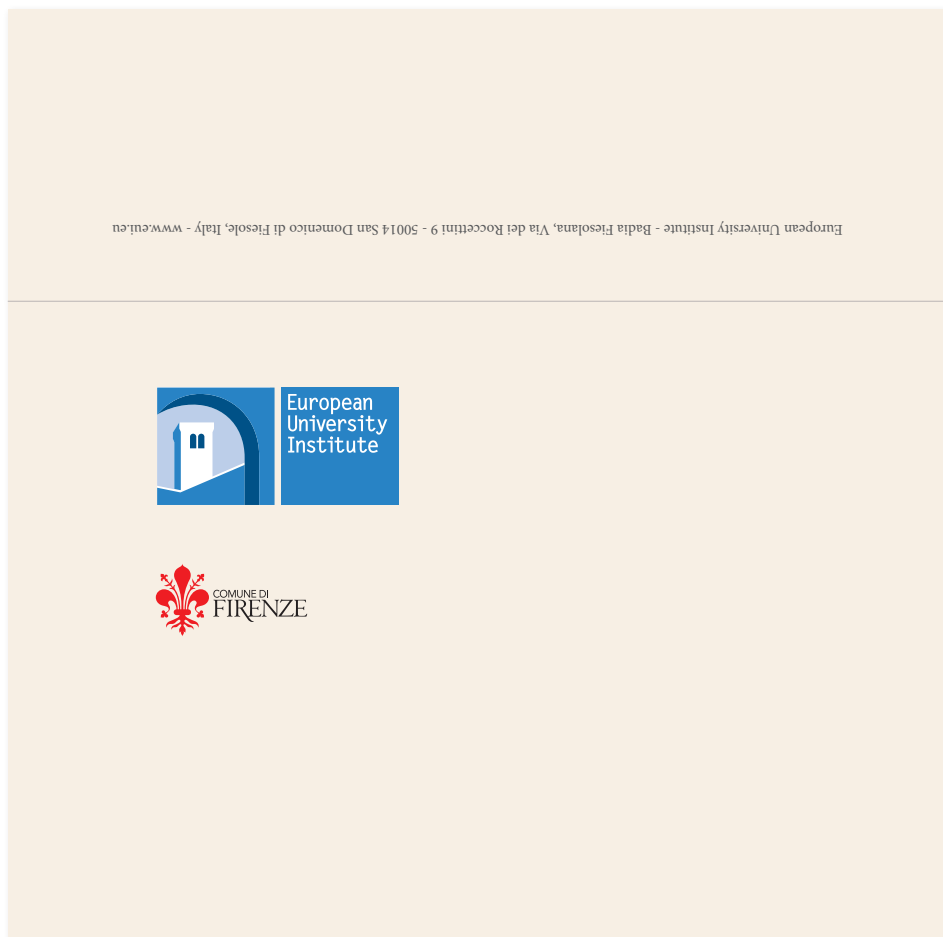


2 Pockets





CARD AND ENVELOPE



## ▲ PUBLICATIONS

-

EUI & Services

Departments & Academic Research Units

Corporate Publications

The Publications Unit in the Communications Services is dedicated to selecting and generating editorial content, producing graphic design materials, and working with the web and new media tools to support the promotion of the EUI and its departments, programmes and centres, as well as the dissemination of its research.

This includes editing web content and the editing and production of corporate and special publications in print and electronic format. It also includes the development of innovative ways for spreading information within the EUI and outside, for generating interest and participation in all the Institute's activities.

Communications Service members involved in this project are also responsible for EUI copyright issues, and are the contact people for certain matters regarding EUI academic publications.

This section provides a general overview of the various publications, policies and procedures at the EUI. Where appropriate, reference is made to the text of the EUI Convention<sup>1</sup> and/ or the Academic Rules and Regulations.<sup>2</sup>

## EUI CORPORATE PUBLICATIONS

EUI Publications are published in hardcopy, and are also available on line: [www.eui.eu/Research/EUIPublications/CorporatePublications/Index.aspx](http://www.eui.eu/Research/EUIPublications/CorporatePublications/Index.aspx)

### The President's Annual Report

The President's Annual Report is published every year in spring. The Report provides general information about the EUI as well as more specific information on the activities, projects, publications of the departments, the Robert Schuman Centre for Advanced Studies (RSCAS), and the Max Weber Programme (MWP). Information on the administrative services and statistical information is also provided.

<sup>1</sup> EUI convention setting up a European University Institute:  
<http://www.eui.eu/About/Convention.aspx>

<sup>2</sup> Academic Rules and Regulations for the doctoral programme:  
[www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf](http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf)

## Brochures

Brochures are published every year in order to promote and disseminate knowledge on the EUI research programmes.

## Posters

EUI posters to publicise the Ph.D. programme are printed annually.

The production of these 'Corporate' publications is co-ordinated by the EUI Publications Officers, in collaboration with the President, the Academic Service, the Heads of Departments, the Director of the RSCAS, and the Director of the MWP where appropriate.

[...]

## Publications by departments, academic research units and services

### Publicity Material

Proposals for posters, leaflets, brochures and announcements for conferences relating to the work of the Departments / RSCAS / MWP should be submitted in good time to the Publications Officer, to [eui\\_publications@eui.eu](mailto:eui_publications@eui.eu), so as to ensure consistency in the presentation of all published EUI material and to allow the necessary time to do the work.

All publicity material should contain the logo of the European Union and a sentence stating that the European Commission supports the EUI through the European Union budget (For the EU logo and different language versions see: [www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx](http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx)).

The Publications Officer can assist during the whole preparation and printing process.

The costs of these materials must be paid for by the appropriate Department / Centre, Programme and a financial commitment must be made in advance by the Administrative Site Officer.

## Annual Internal Guides

“Annual Internal Guides” are produced by the EUI and are distributed to new EUI members.

General EUI services:

- *Ojectives 2013: Action Plan of the EUI Services*  
Academic Service:
- *Code of Good practice in Academic Research*  
Departments:
- *Researchers' Guide*

## EUI-SPONSORED ACADEMIC PUBLICATIONS

The EUI is publishing or co-publishing various publications (see below).

Information can be found on the appropriate web pages:

- *Academy of European Law: Collected Courses*  
of the Academy of European Law:  
[www.eui.eu/DepartmentsAndCentres/AcademyEuropeanLaw/Index.aspx](http://www.eui.eu/DepartmentsAndCentres/AcademyEuropeanLaw/Index.aspx)
- *European Journal of International Law*:  
<http://www.ejil.org/>
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<http://www.ejls.eu>

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The “Agreement to Publish Form” should clearly indicate if a different copyright agreement has been stipulated between the author(s) and the Department /Centre/MWP.

For the “Agreement to Publish an Electronic Thesis”, see section on theses.

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The aim of the EUI repository (<http://cadmus.eui.eu/>) is to increase the visibility of the European University Institute’s research and publications, by bringing all types of EUI publications into one single database, using the Open Archive Initiative (OAI) standard and DSpace software.

The repository captures full text where possible, and provides bibliographic references in all other cases. The repository can be searched by author, title, department etc., or by type of publication such as working paper, book, article, thesis, etc.

Detailed information on how and what to submit is available at: [www.eui.eu/Research/EUIPublications/AcademicPublications/AboutCadmus.aspx](http://www.eui.eu/Research/EUIPublications/AcademicPublications/AboutCadmus.aspx).

The full text publication in PDF format is encouraged where possible. Authors should sign the Agreement to Publish Form (available in annex IV).

<sup>3</sup> The form can be found at: <http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx>

Very often, articles published in commercial periodicals, do not allow for the publication in the home repository. Many publishers however, under the pressure of the academic world and striving for Open Access ([www.sherpa.ac.uk/guidance/authors.html#whatoa](http://www.sherpa.ac.uk/guidance/authors.html#whatoa)), do allow for the deposit of the article in the home repository when accepting to publish the article in a learned journal. For a list of publishers and their policy regarding author rights, please consult: <http://www.sherpa.ac.uk/romeo.php>.

The 'Licence to Publish', available in annex VIII, available at: <http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx>, can help to obtain such an agreement from the publisher. In the case where the agreement is obtained, the name of the periodical, and the publisher will be mentioned in Cadmus and thus provide visibility for the Journal.

**Contact:** [cadmus@eui.eu](mailto:cadmus@eui.eu)

### USE OF THE EUI LOGO

All EUI publications and publicity material should contain the complete EUI logo (2 parts), in full colour or in its negative version.

The logo files should be requested to the Communications Service ([eui.publications@eui.eu](mailto:eui.publications@eui.eu)).

For the correct use of the EUI logo please see pp. 9 et seq.

### VITRINE

Publications by EUI members can be displayed in the *vitrites* at the entrance of the Badia and of the Library. These publications shall be sent to the Publications Officer, Catherine Divry or Jackie Gordon, who will ensure their display for a few months. The length of this period of display depends on the number of books received. After the display, the book will be inserted in the gift collection of the library catalogue, unless otherwise stipulated beforehand between the author and the Publications Officer.

### CONTACTS

#### a. Publications

**Web page:**

<http://www.eui.eu/Research/EUIPublications/Index.aspx>

**Publications Officers:**

Catherine Divry: [eui.publications@eui.eu](mailto:eui.publications@eui.eu)

Jackie Gordon: [eui.publications@eui.eu](mailto:eui.publications@eui.eu)

**Requests for Publications' subsidies:**

Contact the appropriate Department.

**Working Paper Coordinators:**

Contact the appropriate Department.

#### b. Cadmus

Elena Brizioli: [Cadmus@eui.eu](mailto:Cadmus@eui.eu)

Lotta Svantesson: [Cadmus@eui.eu](mailto:Cadmus@eui.eu)

### PHD AND LL.M. THESIS PUBLICATION POLICY AND PROCEDURES

#### Before the defence

The manuscript including a 300-word summary is submitted to the departmental assistant by the researcher.<sup>1</sup>

At the same time the researcher provides the four-page template file including:

- The cover page  
The date stated on the cover must be the defence date (DD/MM/YYYY).
- The title page (inside cover)  
The names of the supervisor(s) and the jury members shall be listed on the inside cover page and will not be printed on the cover page of the thesis
- Two blank pages

The 'thesis cover and title page' template files are available online at:  
[www.eui.eu/Research/EUIPublications/  
EUIPublishingManual.aspx](http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx)

Researchers should choose the appropriate linguistic version<sup>2</sup> and fill in all editable sections using the pre-set styles. Pre-set page breaks should not be changed, moved or cancelled.

The departmental assistant checks and finalises the cover and the title pages and sends the thesis to the EUI print shop, where the final cover is prepared and 15 copies printed.

The departmental assistant sends one copy to each of the four jury members, keeps one for the department, and sends the remaining eight copies to the author.

The print shop sends two copies of the manuscript to the library (one copy for open shelving; one for deposit). The printed thesis should be deposited in the Institute's library at least three weeks before the public defence.<sup>3</sup>

<sup>1</sup> Academic Rules and Regulations art. 9.4.

<sup>2</sup> If the researcher has agreed with the department to submit her/his thesis in a language for which there is no template yet available online, the departmental assistant should ask the Publications Unit in advance to produce it.

<sup>3</sup> Academic Rules and Regulations art. 9.9.

#### After the defence

An evaluation form is filled out by the president of the jury. Questions in the evaluation form relate mainly to the quality of the manuscript and to its potential value/ readiness for a commercial publication. The jury will make a positive or negative recommendation for publication.

The 'evaluation form' is available online at:  
[www.eui.eu/Research/EUIPublications/  
EUIPublishingManual.aspx](http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx)

#### *Agreement to publish a thesis*

Article 9.13 of the Academic Rules and Regulations states:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format with an external publisher or in the open access electronic EUI repository. In the latter case, the copyright remains with the author. If the author decides not to agree to publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish thesis in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

The version of the dissertation published in the EUI repository shall be the final accepted version. If minor corrections are requested by the Examining Board, the author shall carry these out immediately and shall submit the final corrected version to the department in which the thesis was supervised, together with a report on the corrections, within one month after the defence. In case of postponed conditional acceptance of the thesis and approval of revisions after the defence according to Art. 9.11, the author shall submit the final approved version of the dissertation to the department within one month after approval.

Before being uploaded to Cadmus, a Digital Object Identifier (DOI) is assigned to the document and the file is protected. No part of the thesis may be copied, reproduced or transmitted without prior permission of the author.

Cadmus is the EUI's open access institutional repository. Being OAI-PMH compliant, Cadmus's metadata content is used by other repositories and portals, such as Driver, Dart, OpenAIRE etc. This increases the visibility of the publications.

The 'Authorisation to Publish' form is available online at: <http://www.eui.eu/Documents/PublicationsGuide/AuthorisationToPublishEUIthesisOnlineCadmus2014.pdf>

A printed copy of each thesis in law may be sent to the library of the Court of Justice of the European Communities, whenever the researcher agrees to do so. After obtaining agreement, the departmental assistant sends the thesis to the EUI library law specialist who subsequently forwards it to the European Court of Justice Library.

### Subsidies for publications

Requests for publication subsidies by EUI researchers and former researchers shall be submitted to the appropriate department.

The subsidy can be requested for the editing, translating or indexing of the manuscript, or for the reproduction of photos (e.g. Department of History and Civilization), but not for printing costs.

#### *Formal requirements for requesting a subsidy*

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the department within two years after the thesis defence.

The dossier should contain the following information.

- A. Documentation provided by the department
  1. The thesis manuscript evaluation form, filled out by the president of the jury after the thesis defence.
  2. The final evaluation report on the thesis.
- B. Documentation provided by the applicant
  1. A concrete proposal to publish the manuscript (this can be a contract) from a renowned publisher in the field, including any available review of the manuscript, the estimated costs and time frame for publication.
  2. Justification for the subsidy request (a letter explaining the need for a subsidy).

#### *Procedure for the award of the subsidy*

1. The following needs to be inserted into the published book:
  - The logo and full name of the EUI
  - A sentence mentioning the EUI subsidy (e.g. "This book has been published with a financial subsidy from the European University Institute" "Ouvrage publié avec le concours de l'European University Institute")
  - A sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year. (e.g. "This publication is based on, or is a revised version of, an EUI PhD / LLM thesis")
2. Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department.
3. Two copies of the published book should be sent to the department, which subsequently sends them to the library secretariat.

The subsidy will only be paid if the above-mentioned requirements have been fulfilled.

Requests related to delays in publication and any change in the title of the publication must be submitted to the department.



Title

Sub-title (and/or Volume no. if > 1)

Name(s) and Surname(s)

Thesis submitted for assessment with a view to obtaining the degree  
of Doctor of Economics of the European University Institute

Florence: [Click here to enter DEFENCE date.](#)



European University Institute  
**Department of Law**

Title

Sub-title (and/or Volume no. if > 1)

Name(s) and Surname(s)

Thesis submitted for assessment with a view to obtaining the degree of Doctor  
of Laws of the European University Institute

**Examining Board**

Insert: Title Name Surname, Institution (EUI/External Supervisor)

Title Name Surname, Institution

Title Name Surname, Institution

Title Name Surname, Institution

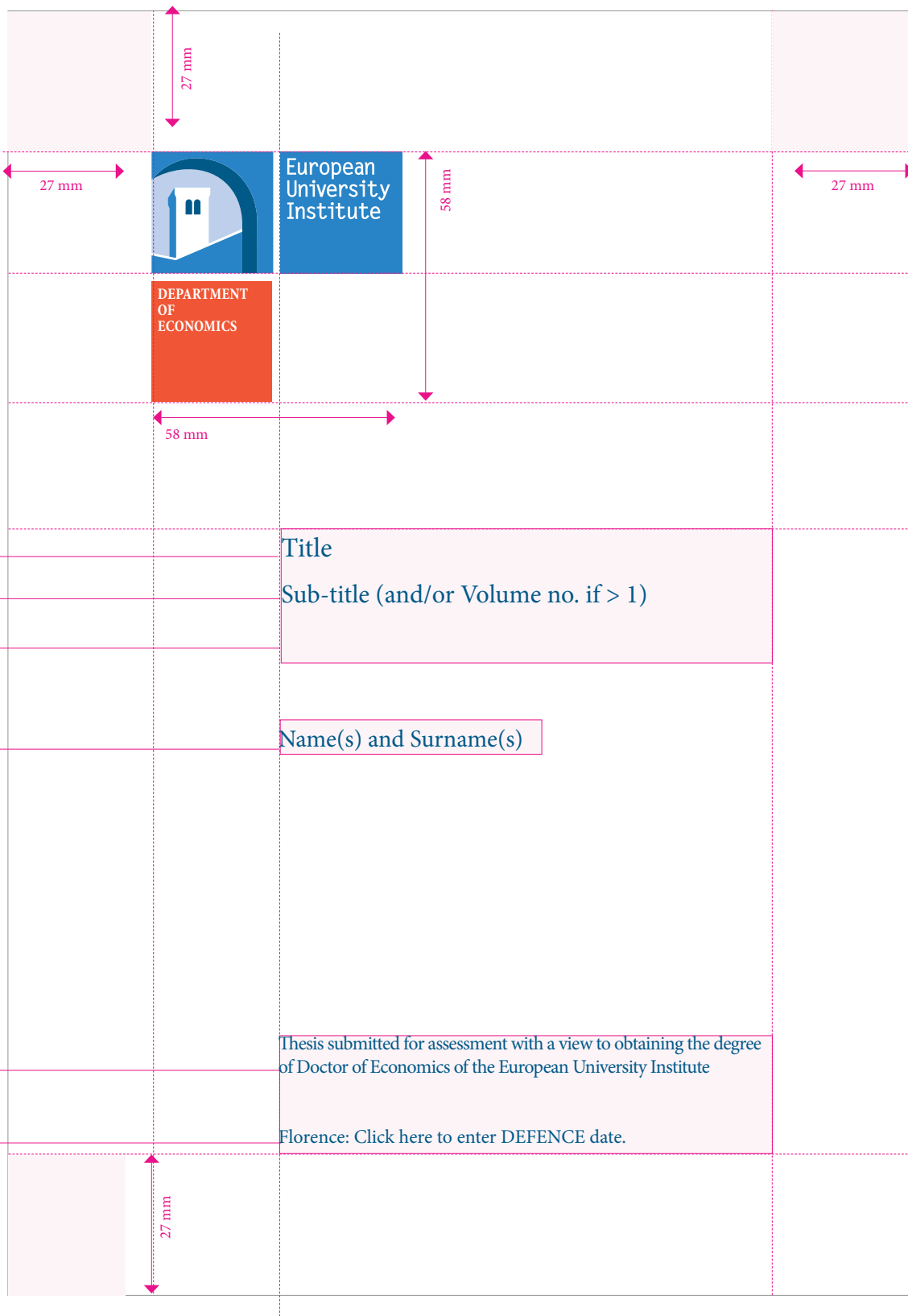
© Author, year

No part of this thesis may be copied, reproduced or transmitted without prior  
permission of the author

# 18. WORD PROCESSED PUBLICATIONS

## | THESES | COVER | LAYOUT

Size A4



STYLES

1\_TitleCover

Title

2\_SubtitleCover

Sub-title (and/or Volume no. if > 1)

9\_Volumecover

3\_AuthorCover

Name(s) and Surname(s)

B1urbCover

Thesis submitted for assessment with a view to obtaining the degree of Doctor of Economics of the European University Institute

4\_DateCover

Florence: Click here to enter DEFENCE date.

STYLES		
Normale	27 mm	European University Institute Department of Law
5_Title2		Title
6_Title2		Sub-title (and/or Volume no. if > 1)
9a_Volume2		Volume I
7_Author2		Name(s) and Surname(s)
B1urb2		Thesis submitted for assessment with a view to obtaining the degree of Doctor of Laws of the European University Institute
Board		<b>Examining Board</b>
B1urb2		Insert: Title Name Surname, Institution (EUI/External Supervisor) Title Name Surname, Institution Title Name Surname, Institution Title Name Surname, Institution
8_©		© Author, year
B1urb2		No part of this thesis may be copied, reproduced or transmitted without prior permission of the author

*EUI Working Papers* are produced by each of the four EUI academic departments, the Academy of European Law, the Robert Schuman Centre for Advanced Studies and the Max Weber Programme for Postdoctoral Studies. Each of these series is distinguished not only by the logo and colour of the department, centre, or programme, but also by the series number on the cover. Series numbers are composed of an acronym (ECO, HEC, LAW, SPS, AEL, RSCAS, and MWP), plus the serial number of the paper itself. These series numbers correspond to the identifying number used in CADMUS.

## THE ISSN

The International Serial Standard Number is an eight digit number which identifies all periodical publications as such, including electronic serials. The ISSN is the most comprehensive and authoritative source for the identification of serial publications world-wide. Each ISSN assigned to a serial publication is registered in an international database: the ISSN Register. Each Working Paper series has its own ISSN number which is printed on the reverse of the inside title page of each Working Paper in the series.

## COPYRIGHT

The copyright remains with the author(s), unless otherwise stipulated between the department, centre, or programme and the author(s) and agreed upon in writing, or required by contract.

## PEER REVIEW

All Working Papers are subject to peer review and are accepted and published according to the specific criteria of the department, centre or programme.

## PROCEDURES FOR WORKING PAPERS

Each department, centre, or programme appoints one staff member (hereafter called WP coordinator) to

co-ordinate the EUI working papers submission and production process.

Once a paper is accepted, the text should be finalised according to the agreed-upon and standardised procedures by the department, centre or programme WP coordinator.

The procedure is as follows:

The department, centre, or programme should inform all prospective authors, especially non-EUI members, that their full text will be uploaded to the EUI repository and publications databases/catalogues.

Authors should sign the “Agreement to publish form”.<sup>1</sup> Agreements should be filed by the department, centre or programme.

The author provides the WP coordinator with a Word 2010 file (.docx extension).

This file should be prepared as specified by the technical guidelines for authors (see *infra*). WP coordinators may provide authors with the template itself (see *infra*).

The WP coordinator prepares the WP cover and preliminary pages with the WP template. To ensure uniformity, care should be taken to preserve the formatting as found in the template.

Below is a detailed description, by document section, of what information the WP coordinator should check and include:

### Section one: Cover page

- Series number: e.g. ECO 2012/10
- Sub-series name (if any)
- Title and subtitle
- Author(s) name(s)

### Section two: Title page

Page one

- Title and subtitle
- Author(s) name(s)
- Series number

<sup>1</sup> The “Agreement to publish form” can also be sent to the author by email, and returned as a scanned document. If email is used please copy and paste the text of the form into the email message, and ask the author to fill it in and return it to the WP coordinator.

Page two

- The author's or editor's names should be inserted in the copyright statement, e.g. © Author(s)/editor(s), 2013 should be changed to: © Mario Rossi, 2013.

### Section three

This section may start with a presentation of the programme or project in which series the Working Paper is published.

When a programme/project is obliged *by contract* to credit their funders and/or sponsors, or insert their logo *also* on academic publications (please note that they usually ask for on promotional materials *only*), this can be done exclusively in this section and on this page.

Page three (or five if page three is used as above)

- Insert abstract and keywords  
Additional pages, such as forewords, prefaces, and/or tables of contents, should be inserted in section three, so as not to disturb the headers and footers in section four, which contains the text of the paper itself.

### Section four

This is where the text itself is inserted, as received by the author. The working paper template provided by the Publications Units contains all relevant styles, and authors may be given a copy of this directly to ensure uniformity with EUI style.

Page numbering starts from section four.

Final page

- Unless inserted elsewhere, please insert the author name, affiliation and contact information on the last page of the paper.

The WP coordinator converts the Word file into a PDF file (not secured).

The WP co-ordinator sends the PDF file containing the finalised WP to Cadmus (cadmus@eui.eu) for insertion in the Cadmus repository and in the library catalogue. Once a paper is in CADMUS, it is considered 'published'.

The WP co-ordinator sends the WP PDF to the print shop using the DSF web platform at <http://dsf/DSF/storefront.aspx> (restricted access, for administrative staff only). Standard print run is 25 copies.<sup>2</sup>

<sup>2</sup> If less than 25 copies are needed, this should be specified in the request (i.e. ECO Dept.). Additional copies can be printed upon request at the expense of the department, centre or programme.

Hard copies will be included in the library collection, in the display area at the entrance of the library.

### TEMPLATES FOR WORKING PAPERS

The Publications Unit prepares templates (cover, preliminary pages and text) for all EUI Working Papers series and sub-series.

Templates for Working Papers used by the WP coordinators in all departments, centre and programme have been standardised and contain all the correct styles and settings.

Exceptions may be made for ECO Department Working Papers, or other special cases, where the need for special characters in formulas and graphs justifies the use of different text editor software.

WP coordinators may provide authors with the template itself, though authors should not be expected to fill in the preliminary pages (i.e. cover, copyright info, etc.).

### TECHNICAL GUIDELINES FOR AUTHORS

To ensure uniformity across the various series, authors should follow the below guidelines when preparing their Working Papers. The author may also request a copy of the template itself, which already includes the below style specifications in section four of the document template. Once the author is confident that the paper meets all the standards, the paper can be sent to the WP coordinator in each department for finalisation. See WP coordinator list online at: [www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx](http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx)

Papers should be submitted as **Microsoft Word 2010 files** (.docx extension).

Exceptions may be made for ECO Department Working Papers, or in other special cases, where the need for special characters in formulas and graphs justifies the use of different text editor software. Other exceptions may also be made upon consent of the WP Coordinator.

An **information cover page** containing the complete title of the manuscript and complete permanent contact information of the author(s), as well as his/her affiliation, should be included.

Authors should preface their article with an **abstract** in English of no more than 250 words, and may include up to five keywords.

## Style Guidelines

### Page set-up

File - page set-up - Paper: choose the standard page setup format A4.

File - page set-up - Margins: top, left, right 2.5 cm; bottom 3 cm.

File - page set-up - Layout: select from headers and footers: 'different odd and even' and 'different first page'.

File - page set up - Layout: select from header and footer: header 1.7 cm and footer 2 cm.

**Font:** Times New Roman, all black.

**Text** in 11 pt, single spacing; alignment: justified.

**Long citations** (longer than three text lines) in 10 pt, single spacing; long citations should be block quoted and indented 1 cm on each side; alignments: justified

**Footnotes** in 9 point

**Headers** in 9 pt; Headers alignment: centred.

- No header page one.
- Page two and subsequent even page (left) headers: author name, in italics, 9 pt, centred.
- Page three and subsequent odd page (right) headers: paper title, in italics, 9 pt, centred.

**Footers:**

- Page numbers in 10 pt; alignment: centred.

**Page numbering:** should start after the abstract and keywords (and table of contents if available).

**Page one:** always goes on right-hand page—add a blank page if necessary.

**Footnote/endnote references** always follow punctuation.

### Section headings:

We suggest formatting section headings in the following way (please note: no numbering)

**First Level in Bold Using Title Case**

***Second Level in Bold Italics Using Title Case***

Third level in normal text

*Fourth level in italics*

**Italics for foreign words** (except for those found in English dictionaries) and sentences.

**First mention of abbreviations and acronyms** should be spelled out. Acronyms and abbreviations should be made without full-stops, e.g. World Trade Organization (WTO).

**Either footnotes (preferred) or endnotes are accepted.** Please make sure that all footnotes are formatted and styled *consistently*, and written in the same language as the body text.

### References

For all Working Papers and the like, all standard systems of referencing are acceptable, as long as they are used consistently and in the standard style for the research discipline of the concerned article.

### Graphics and charts

Please note that while full colour graphics, charts or tables are visible in the pdf, the papers are usually printed in black and white.

## WP FAQ

### When I am in 'print preview mode', how should the WPs look, in terms of odd& even/blank pages?

Cover page, blank page, title page, copyright page, abstract page, blank page, beginning of text.

### How can I insert additional preliminary pages, such as tables of contents, prefaces, or special project descriptions?

The Working Paper template is divided into four sections: section one = cover; section two = title page & copyright information; section three = abstract, keywords, and any other 'special' pages; and section four = the text itself. It is designed so that the title page is an

‘odd’ page, appearing on the right of the printed version; the abstract is an ‘odd’ page, and the text begins at page one, on the right—by nature also an odd page.

In addition, there are no headers and footers, or page numbers, in the first three sections.

Additional pages should be added to either section two or three, whichever is appropriate. This can be done by inserting one or more page breaks on the last page of the section.

### **I am having trouble with headers and footers - my author’s paper has multiple sections.**

Assuming you want each new ‘chapter’ or section to print out on the right hand side—that is, an odd page—do the following:

- 1) In *normal view*, make sure that each chapter is divided by a ‘section break—odd page’. Insert the break with the cursor in front of the text that starts the next ‘chapter’ or section. Eliminate all other page and section breaks between chapters.
- 2) In *print layout view*, choose to view the headers and footers and scroll through them, down through the document after the text starts.

Make sure that when you are in a header, it does not say ‘same as previous section’. You can deselect that default by clicking on the icon on the header/footer menu bar.

Once you’ve done that for a chapter, you can insert the author’s name and title in the headers. Furthermore, since you have inserted a ‘section break—odd page’, the first page of the chapter is recognised as a ‘first page’, and does not have a header. In the new section, the general header format settings (author in even page header/title in odd page header) are preserved.

If your page numbering is discontinuous, starting at 1 with each new section, you can reformat it to be continuous, if you wish. With the footer active, click on the ‘format page number’ icon (a little hand holding a numbered page) in the header/footer menu bar and select ‘continue from previous section’.

### OTHER EUI SERIES

Though substantial difference may exist regarding international identifiers, copyright, peer review, preparation workflow, printing, etc., these procedures, guidelines, templates are more or less applicable to other EUI series, like RSCAS *Policy Papers*, RSCAS or EUI *Distinguished Lectures*, etc.

The Publications Unit (or the RSCAS publications officer) also provides templates for the above series.

Contact the departments, centres or programmes to learn more about their academic publication collections and publications procedures.

### CREATING NEW SERIES

Departments, centres and programmes, as well as project/programmes should contact the Publications Unit and Cadmus well in advance when they are discussing creating a new series or WPs sub-series.

New project directors/coordinators are invited to get in touch with the Publications Unit ([eui.publications@eui.eu](mailto:eui.publications@eui.eu)) well in advance to discuss their publication plans and wishes. They will then be informed of the support they can receive and how their publications can be inserted in the EUI series.

Being involved from the beginning allows the Communications Service to better serve and support the projects’ output in both editorial and dissemination matters.



ROBERT  
SCHUMAN  
CENTRE FOR  
ADVANCED  
STUDIES

TEXT  
BOX

TITLE:  
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18,5 pt  
Line-Space 20 pt

Times New Roman Bold  
15 pt  
Line-Space 20 pt

SUBTITLE:  
Times New Roman 15 pt  
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RSCAS 2012/09  
Mediterranean Programme Series  
Lorem Ipsum

Another Legal Monster?  
An EUI Debate  
on the Fiscal Compact Treaty

John Smith & Mary Jones



## All section work in progress

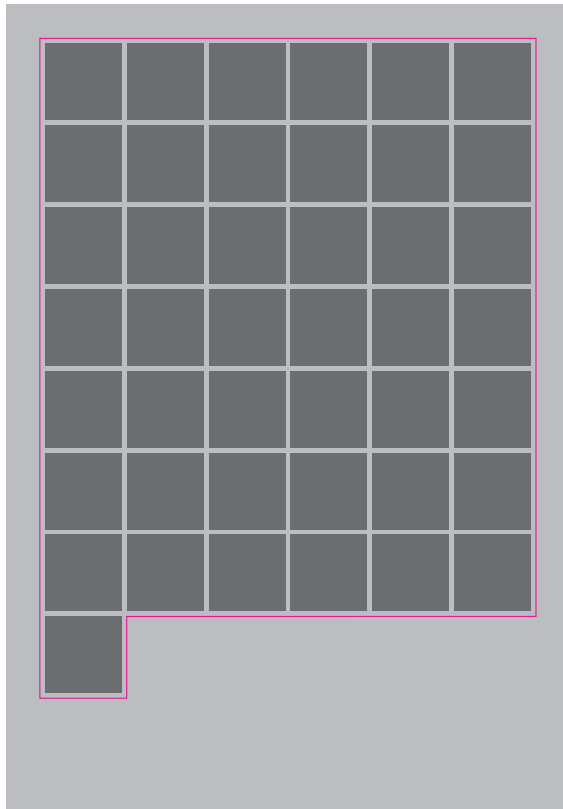
Dear readers,

While the visual content in the following section (models, etc.) is final, guidelines are missing. A fully updated manual will be republished electronically in 2013.

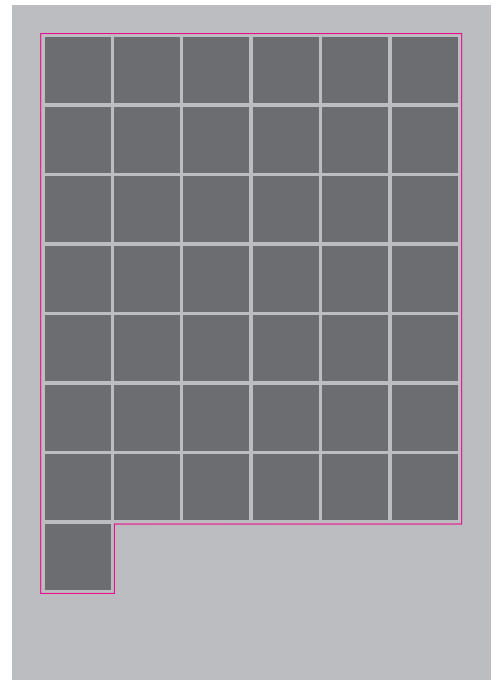
# 19. GRAPHIC DESIGN PUBLICATIONS

## | FRONT COVERS

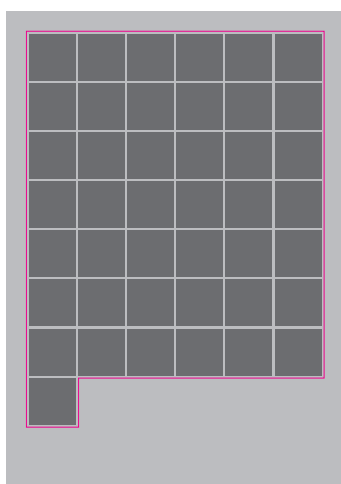
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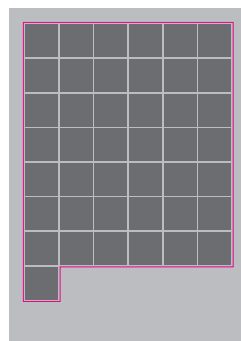
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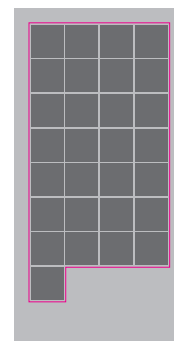
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A4



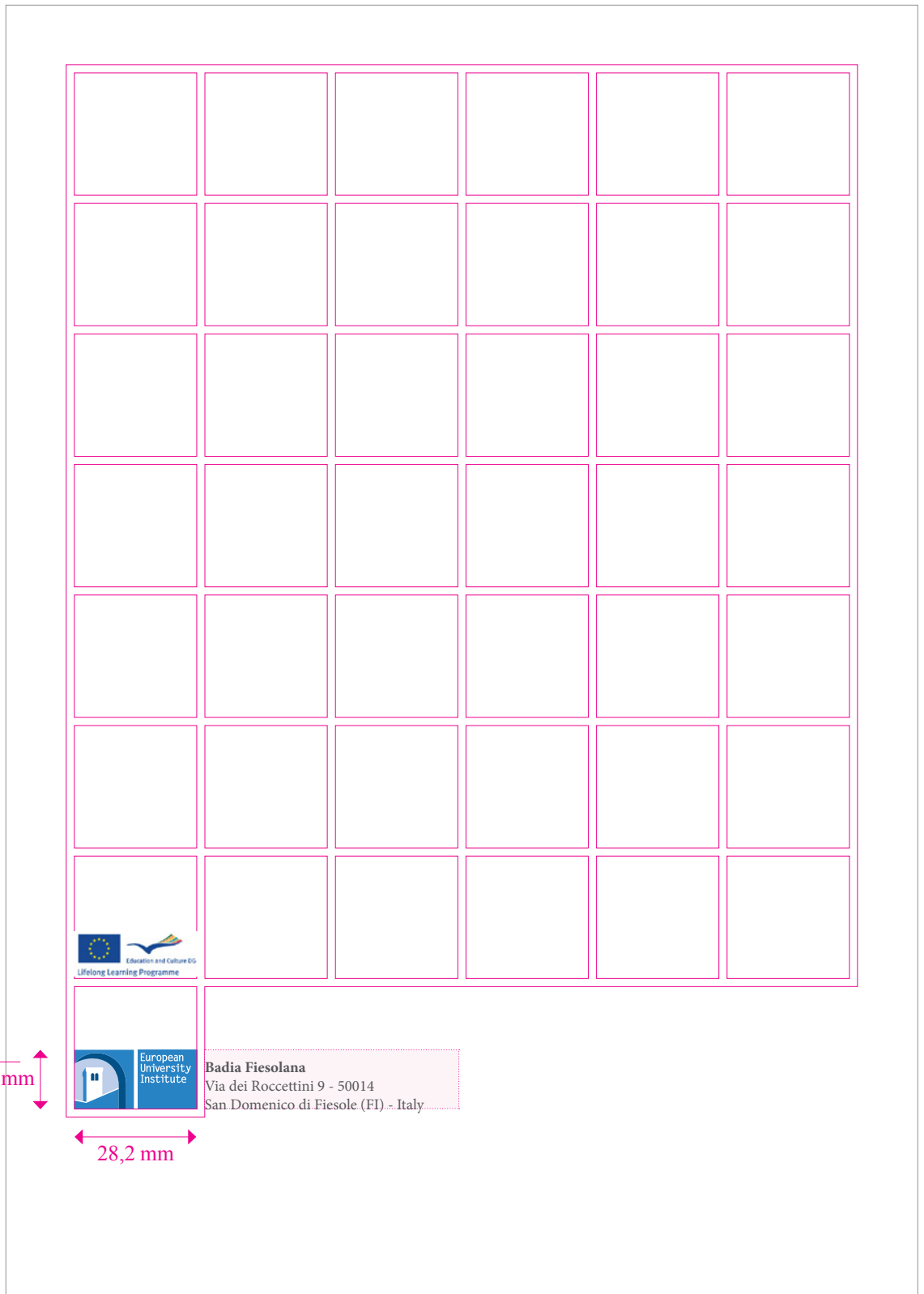
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Flyer

# 19. GRAPHIC DESIGN PUBLICATIONS

## | BACK COVERS | A4 | EUI & SERVICES



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# 19. GRAPHIC DESIGN PUBLICATIONS

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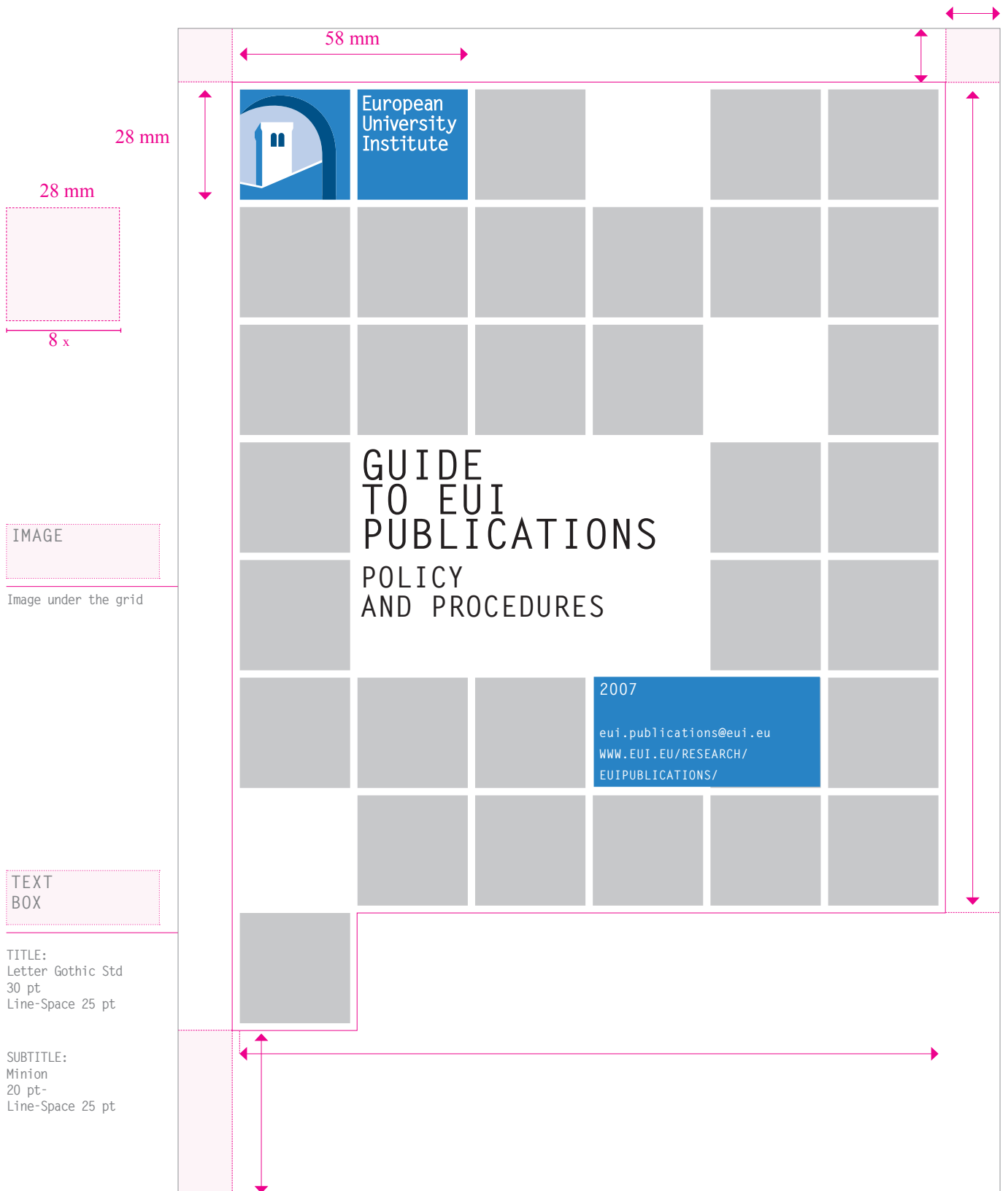
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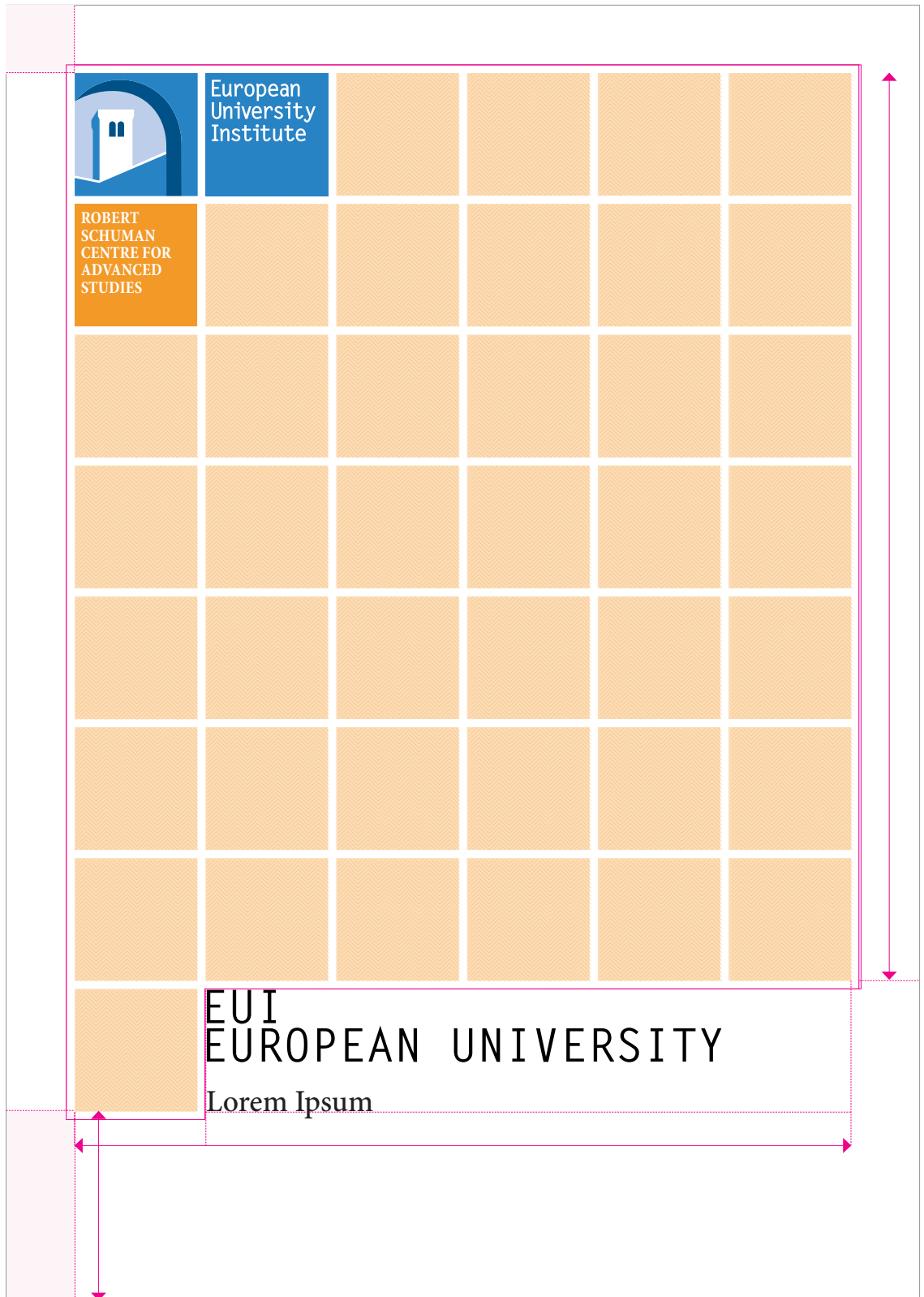
A Community of Scholars

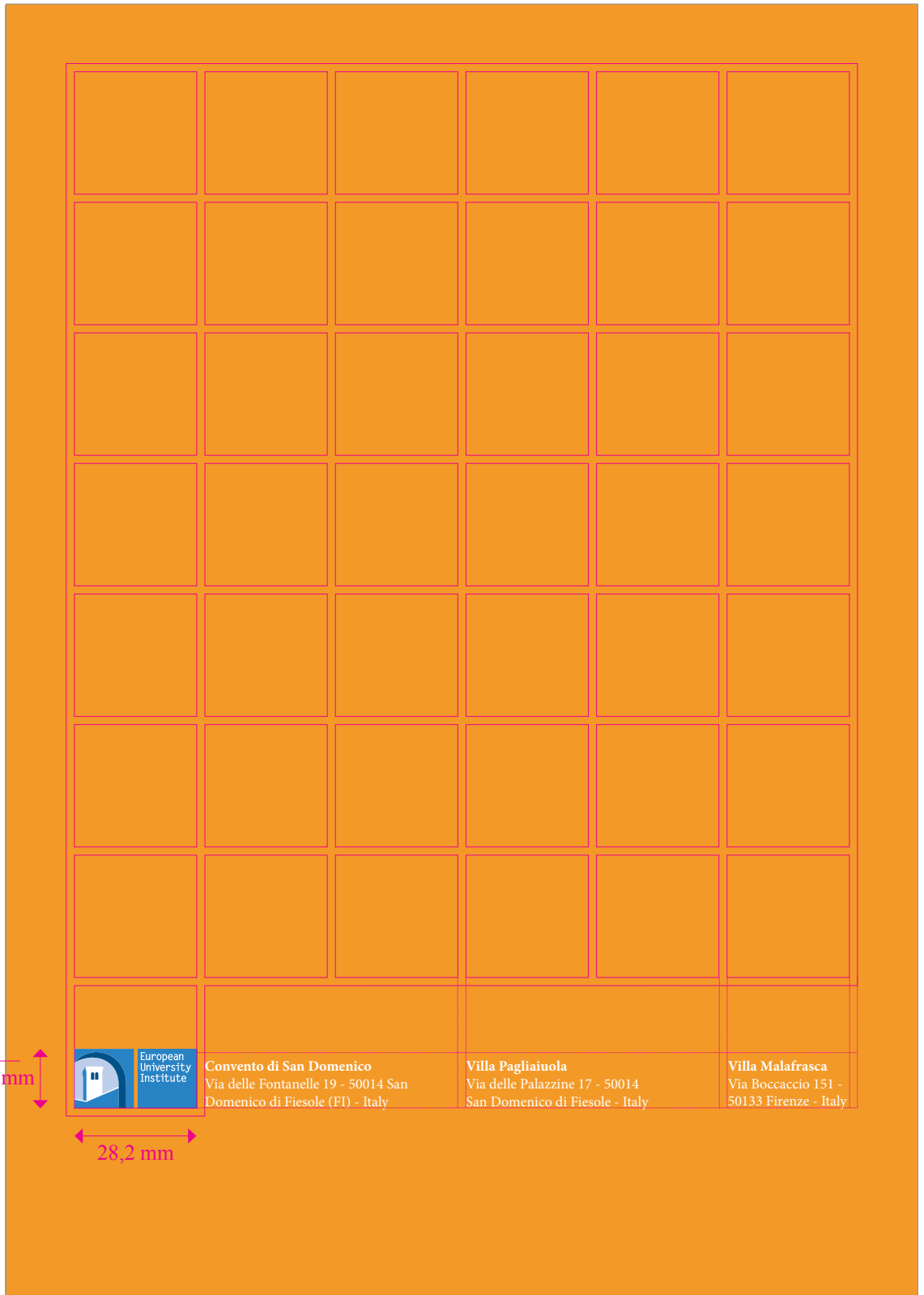
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19. GRAPHIC DESIGN PUBLICATIONS  
| FRONT COVER | A4 | DEPARTMENTS PATTERN GRID







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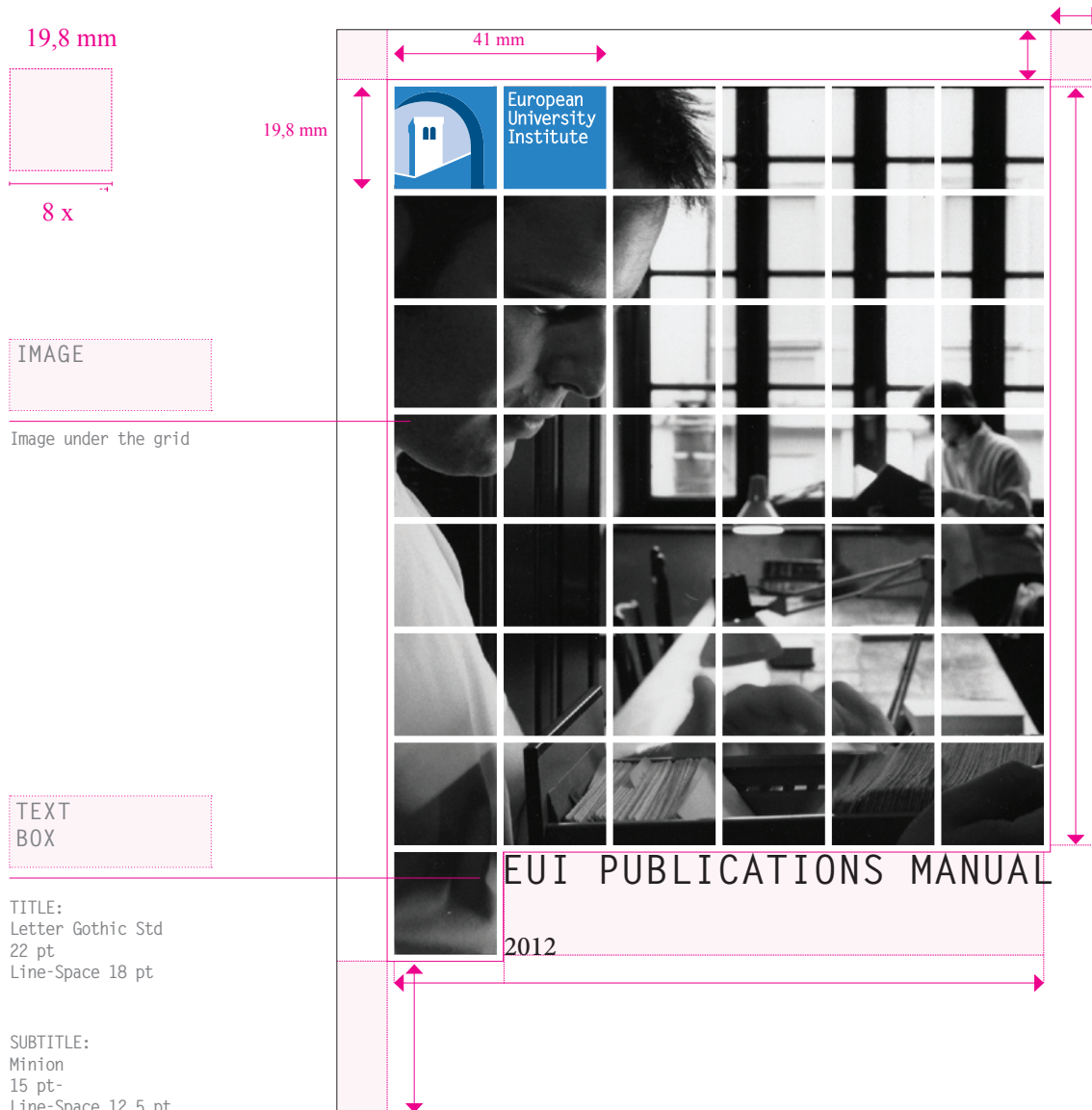
**Convento di San Domenico**  
Via delle Fontanelle 19 - 50014 San  
Domenico di Fiesole (FI) - Italy

**Villa Pagliaiuola**  
Via delle Palazzine 17 - 50014  
San Domenico di Fiesole - Italy

**Villa Malafrasca**  
Via Boccaccio 151 -  
50133 Firenze - Italy



# 19. GRAPHIC DESIGN PUBLICATIONS | COVERS | A5 | EUI & SERVICES



# 19. GRAPHIC DESIGN PUBLICATIONS

## | COVERS | A5 | PROJECT LOGO VARIANTS

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IMAGE

Image under the grid and the Department Texture

TEXT BOX

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SUBTITLE:  
Minion  
15 pt-  
Line-Space 12,5 pt

European University Institute

ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES

MIGRATION POLICY CENTRE

ACCEPT PLURALISM

FLORENCE SCHOOL OF REGULATION

Curated by:  
Jonh Smith

TITLE

Subtitle



# 19. GRAPHIC DESIGN PUBLICATIONS

## | COVERS | FLYER | PROJECT LOGO VARIANTS

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SUBTITLE:  
Minion  
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# 19. GRAPHIC DESIGN PUBLICATIONS | POSTER EUI & SERVICES | A3



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Line-Space 14 pt

SUBTITLE:  
Minion  
14 pt-  
Line-Space 24 pt

TEXT  
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Letter Gothic Std  
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Line-Space 48 pt

SUBTITLE:  
Minion  
28 pt-  
Line-Space 48 pt

# 19. GRAPHIC DESIGN PUBLICATIONS

## | DEPARTMENTS POSTER/FLYER | A3

### FOLDING SPECIFICATIONS



**EUROPE IN THE WORLD FORUM**  
Colloquia

The Europe in the World Colloquium is a new forum sponsored by the Department of History and Civilization (HEC) for the presentation and discussion of research in global, transnational, and comparative history. Special attention is paid to early modern history as a way to understand contemporary European problems. By hosting a monthly paper and commentary by guests, fellows, HEC professors, and Ph.D. researchers, the Colloquium functions as an intellectual hub for all historians at the EUI.

**ORGANISERS**  
Jorge Flores  
Dirk Moses Bartolomé  
Yun Casalilla

11.30-13.00  
Villa Schifanoia  
Sala Europa  
Please register with  
francesca.paretti@eui.eu



**3 October 2011**  
Keynote Speech  
**EDMUND BURKE III**  
(EUI Fernand Braudel Fellow)  
*War and Genocide in Eastern Europe: External and Internal Violence in an Interethnic Community, 1914-1924*  
Discussant: Jannis Panagiotidis (HEC Researcher)

**26 October 2011**  
**ZACARIAS MOUTOUKIAS**  
(EUI, Fernand Braudel/Vasco da Gama Fellow)  
*Neither Centre nor Periphery: Six Centennial Networks and the Circulation of Business and Politics in the Iberian Atlantic (2<sup>nd</sup> half of the 18<sup>th</sup> century)*  
Discussant: Adrien Delmas (EUI, Max Weber Fellow)

**2 November 2011**  
**OMER BARTOV**  
(Brown University)  
*War and Genocide in Eastern Europe: External and Internal Violence in an Interethnic Community, 1914-1924*  
Discussant: Jannis Panagiotidis (HEC Researcher)

**23 November 2011**  
**TARA ALBERTS**  
(EUI, Max Weber Fellow)  
*Missionaries as Merchants and Mercenaries: Controversies over Religion and Commerce in Early Modern Southeast Asia*  
Discussant: Daniel Hershenson (EUI, Max Weber Fellow)

**7 December 2011**  
**DIRK MOSES**  
(European University Institute)  
*Partitions and the Making of Peoples*  
Discussant: Alanna O'Malley (HEC Researcher)

**1 February 2012**  
Early Modern History Lectures Series  
**WIM P. BLOCKMANS**  
(Leiden University)  
*Max Weber Revisited: The Autonomy of European Cities in Comparison*

**22 February 2012**  
**ELISABETTA BINI**  
(EUI, Max Weber Fellow)  
*International Oil Politics in the Mediterranean during the Cold War, 1945-1969*  
Discussant: Chris Cobin (EUI, Max Weber Fellow)

**7 March 2012**  
Early Modern History/Vasco da Gama Lectures Series  
**NICHOLAS CANNY**  
(NUI Galway)  
*How Confessional Divisions Influenced Writing on the Natural History of the Atlantic World*  
**21 March 2012**  
Round Table

Department of History & Civilization  
European University Institute  
Villa Schifanoia - Via Boccaccio 121 - 50133 Florence - Italy  
Tel. +39 055 4685 427 - Fax +39 055 4685 203

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### FOLDING SPECIFICATIONS

#### IMAGE

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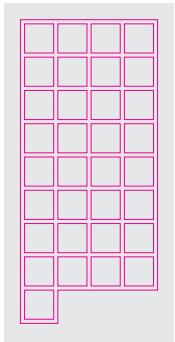
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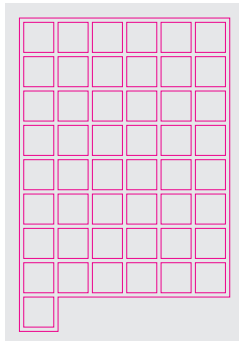


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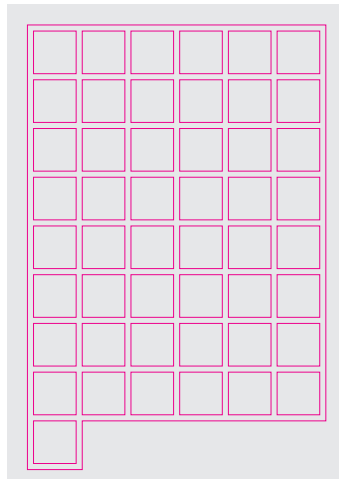
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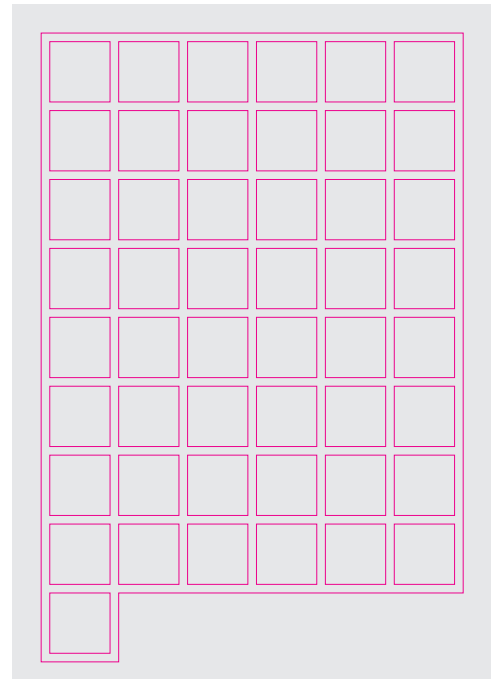
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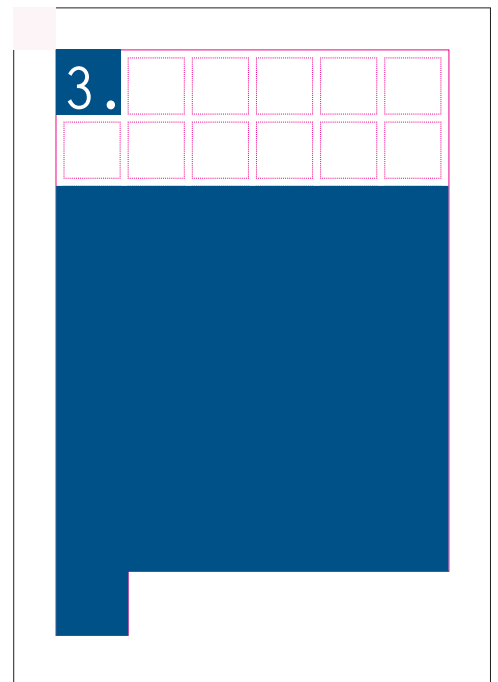
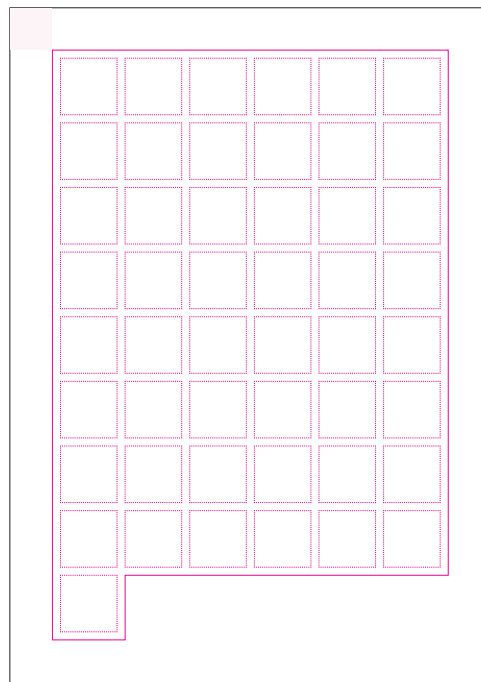
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