

General Instructions for Authors

Instructions for Submission

- The reports should be emailed as a Word document to the editor. Please make sure that the submitted report is the *final* version, not a draft, as it is not possible to make radical changes further along in the process.
- Use as little formatting as possible for the text, and use only bold and italics to mark paragraph headers. All lay-out specifications are taken care of by the graphic designer.
- Use only one font and refrain from using hyphenation and headers or footers.
- The reports should not count more than 8000 words, footnotes included.
- Reports should be emailed to the designated email addresses no later than 22 July 2019.
topic1.reports@fide2020.eu
topic2.reports@fide2020.eu
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Tables and Illustrations

- Please use the Word table function to create tables.
- If the Word document contains illustrations other than tables (including figures, photographs, drawings, etc.), kindly also deliver them as separate files if possible (preferred formats are: .jpg/jpeg, .eps and .ai). Label each picture and clearly indicate where it should be placed.
- Tables and figures should be numbered separately, e.g. Table 1.1, 1.2, Figure 1.1, 1.2 etc. Provide tables and figures with captions and, if possible, a source.
- Digital material (preferably in .jpg format or .eps format) should have a minimum resolution of 300 dpi. Please note that most images from the Internet cannot be used because of their low resolution.
- Always ensure that previously published material (including images) is either free of use or that (written) permission for its use has been granted.

Style Guidelines

General

The author is welcome to maintain his or her own editorial style and/or conventions, as long as these are applied consistently. The guidelines below can be used if the author wishes to follow the standard Eleven house style.

Spelling

- Aim for consistency in spelling and use of English throughout the article.
- Only the use of British English is allowed.
- The -ise / -isation variant is preferred.

References (Citations)

I. Books

Author, *Title*, Edition, Place of publication, Publisher, Year, Page.

Example: H. Fraser & R. Joyce, *The Federation House: Australia's Own Style*, 2nd ed., Sydney,

Lansdowne Press, 1986, pp. 420-425.

II. Articles

Author, 'Title of article', *Periodical*, Volume, No., (Month and) year, Periodical pages.

Example: R.A. Goldthwaite, 'The Florentine Palace as Domestic Architecture', *American Historical Review*, Vol. 77, No. 4, 1972, pp. 977-1012.

III. Contributions in Compilations and Edited Volumes

Author, 'Title of article', in Editor's name (Ed.), *Title Volume*, Place of publication, Publisher, Year, Page.

Example: M. Akehurst, 'Humanitarian Intervention', in H. Bull (Ed.), *Intervention in World Politics*, Oxford, Oxford University Press, 1979, p. 99.

IV. Newspaper Articles

Author, 'Title of article', *Paper*, Date, Page.

Example: A. Lewis, 'The War Crimes Tribunal Works', *International Herald Tribune*, 31 July 1995, p. 5.

V. Internet Sources

A. Blog

Author's initial(s) and surname(s), '[Title of blog contribution]', [*Name of blog*], [Date], <[www.blogname.eu/...]>, visited [date of visit]:

Example: B. De Witte, 'Scotland and the EU: Comment', *Verfassungsblog*, 10 September 2014, <www.verfassungsblog.de/scotland-eu-comment-bruno-de-witte/>, visited 30 November 2014.

NB: 'http://' is always omitted when citing websites.

B. Other Internet Sources

[Usual reference to source], <[www.example.com/...]>, [Date of visit]:

Example: M. Van der Hulst, *The Parliamentary Mandate: A Global Comparative Study* (Inter-Parliamentary Union 2000), <www.ipu.org/PDF/publications/mandate_e.pdf>, visited 30 November 2014.

VI. Unpublished Theses etc.

J. Smith, *German Reunification* (LLM theses on file at the EUI, Florence).

VII. Repeat Citations

Author last name, Year of publication, Page.

Example: Baker, 2002, p. 420.

VII. Case Law

A. EU Court of Justice

First quote: full name of the parties, short form in brackets, ECLI (if available).

Example: Judgment of 8 April 1976 in *Case 43/75, Gabrielle Defrenne v. Société anonyme belge de navigation aérienne SABENA (Defrenne II)*, [1976] ECR 455, at p. 465.

Subsequent quotes:

Example: *Case 43/75, Defrenne II*, in particular Rec. 14 of the judgment.

B. ECHR

Examples: *W. v. United Kingdom* (1983), DR 32, 190, 192.

Ireland v. United Kingdom, ECHR (1978) Series A, No. 25, at 90.

C. Other International Courts/Tribunals

Examples: UNCIO XV, 335; amendments by General Assembly Resolution in UNTS 557, 143/638, 308/892, 119.

GA Res. 41/133, 4 December 1986.

SC Res. 181, 7 August 1963.

D. National Case Law

Follow the official national style as much as possible. If the result would be unclear, use the following basic rule:

Party v. Party, volume reporter page (court date).

Example: *Smith v. Jones*, 32 JNI 369 (Sup.Ct. 1867).

Other

- Authors may use up to four levels of section headings (e.g. Chapter 12: 12.1; 12.1.1; 12.1.1.1.; 12.1.1.1.1). All nouns, verbs and adjectives should begin with capital letters.
- *Use of italics*: Italics may be used to indicate emphasis. Additionally, terms or phrases from other languages that are not established in English (e.g. *rechten*) can also be italicized. Titles of books, films, newspapers, magazines, journals and plays should also be placed in italics. Do not italicize words from other languages that have been established in English (e.g. *per se*, *en route*, *Zeitgeist*).
- A (short) quotation in the text can be put between double (“...”) or single (‘...’) quotation marks, as long as one or the other is used consistently. If a quotation is longer than 30 words, please leave out the quotation marks, indent the quotation and insert an extra line between the lines above and below the quotation.
- Always put foot- and endnote numbers in the text after the last punctuation mark. For example: ... done.⁹



Report submitted in French or German

Our contracted publisher does not, unfortunately, have author instructions available in French or German.

National rapporteurs using either German or French are invited to conform *mutatis mutandis* to the above instructions, or use the most common style of reference in French or German in their report.

You may wish to consult:

http://www.law.nyu.edu/sites/default/files/upload_documents/Final_GFILC_pdf.pdf