

AUTHOR GUIDELINES

I. Submission Spontaneous contributions are welcome and should be sent to Executive Editors Clara Hausin, Juliana Veit, Maja Wirbatz at estif@lexxion.eu.

II. Quality statement, editorial review and general terms of publication Responsibility of the factual accuracy of a paper rests entirely with the author. All publications must clearly distinguish themselves from the status quo of discussions – in particular through **sufficiently broad footnoting and referencing** – and provide an added value to those discussions. Contributions should not have been published, nor be pending publication elsewhere.

Articles must rely on pre-existing literature and jurisprudence, even if the positions expressed there are to be contradicted. Likewise, submissions relating to very recent developments require less footnoting and referencing than submissions relating to familiar topics.

Publications not up to this quality standard will be rejected.

After the manuscript is submitted, it will undergo a process of review for accuracy, quality and relevance. Submission of a manuscript does not imply claim for publication. Optionally before submitting a manuscript, the editors may be contacted regarding the suitability of a given topic for ESStIF.

The manuscript must also be complete and final in terms of formulation and factual information so that no major corrections – only of type-setting errors or the like – will be necessary after type-setting, when an edited version will be returned to the author. Subsequent requests for corrections cannot be processed.

III. Format and Style:

All contributions must comply with the minimum formatting requirements laid out hereunder. **Contributions not respecting these formatting requirements can be returned to the author.**

Format and Length **Articles on Regulation & Policies and/or on Management, Implementation & Control of ESI Funds** should be between 4000–6000 words (including footnotes) in length. They highlight a topic of particular interest relating to policy developments and/or its implementation in the EU and its Member States and present in-depth the changes and/or challenges. They provide readers with the facts, outcomes and/or suggest possible solutions.

Articles on Best Practices and Experiences of Member States & Beneficiaries should be

between 3000-5000 words (including footnotes) in length. They highlight a topic of particular interest relating to development in the EU Member States at **national** or **regional level**. The articles provide readers with the experience, challenges, facts, as well as some critical comments.

All contributions (MS Word Format, in British English) use footnotes, but not a list of references. Longer articles are accepted on a case-by-case basis if more space is required by the topic. Each article is preceded by a **short abstract** (without heading) of five to six sentences (200 words).

Presentation

Title

Every word in the title should be capitalised except for conjunctions (Headline Capitalisation). The title's length should not exceed three lines after typeset (max. 150 characters including spaces).

Subtitles are allowed and should also not exceed the 3 lines rule (max. 200 characters including spaces).

Authors' details

Author(s) details should be included in a first asterisk footnote (*) inserted after the author's/authors name(s).

Example:

Article Title

*Christopher Bovis**

.....

* Prof. Christopher Bovis, H.K. Bevan Chair in Law, Law School, University of Hull; Managing Editor of the European Procurement and Public Private Partnership Law Review (EPPPL). For correspondence: <bovis@xyz.com>.

To do so: In the References ribbon tab, click the Footnotes launcher (lower right corner in the Footnotes section). There, place an asterisk into the Custom mark: box, then click Insert, and type your footnote text.

All further footnotes should be numbered sequentially in superscript in the text **outside punctuation marks**.

Tables and figures

Tables and figures should be submitted on extra pages. Every table should have a title. The relevant sources of the data presented or of the tables or figures themselves should be indicated. Within the text, the position at which a table is to be included should be marked by '[TABLE ...]', the tables (preferably in Word Format) and figures (black/white; 300dpi; png) being clearly numbered. Every table should be referred to.

To ease the typesetting process, please keep formatting within tables to a minimum (e.g. avoid merged cells or the use of vertical text for headings).

<i>Abstract</i>	Each article is preceded by a short abstract (without heading) in italics of five to six sentences, without footnotes (approx. 200 words)
<i>Headings</i>	Every word in a heading should be capitalised except for conjunctions (Headline Capitalisation). The headings should be structured as follows: H1: I. (starting with the introduction) H2: 1. H3: a. H4: i.
<i>Style</i>	% instead of per cent \$, €, £ instead of Dollar, Euro, Pound, etc. Round brackets () instead of square brackets [] (except in case of brackets inside brackets) Words from Latin in italics: <i>ex-ante</i> , <i>ex-post</i> , <i>de minimis</i> State aid Member States EU Funds, European Funds, ESI Funds managing authority, certifying authority, audit authority

IV. Quotation and referencing:

All references should be included in the footnotes: **no final bibliographies are allowed.**

The reference style is **OSCOLA**. All contributions should be submitted in **British English**.

Full guide:

http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf

Quick guide:

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf