

## AUTHOR GUIDELINES

**I. Submission** Spontaneous contributions are welcome and should be sent to Executive Editors Janina Osele, Juliana Veit, Maja Wirbatz at [estif@lexxion.eu](mailto:estif@lexxion.eu).

**II. Quality statement, editorial review and general terms of publication** Only submissions of excellent quality will be accepted in ESTIF. 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 blind peer-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 ESTIF.

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 will 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 <b>short abstract</b> (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](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](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)

# OSCOLA Quick Reference Guide

## Primary Sources

Do not use full stops in abbreviations. Separate citations with a semi-colon.

### Cases

Give the party names, followed by the neutral citation, followed by the *Law Reports* citation (eg AC, Ch, QB). If there is no neutral citation, give the *Law Reports* citation followed by the court in brackets. If the case is not reported in the *Law Reports*, cite the All ER or the WLR, or failing that a specialist report.

*Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884

*R (Roberts) v Parole Board* [2004] EWCA Civ 1031, [2005] QB 410

*Page v Smith* [1996] AC 155 (HL)

When pinpointing, give paragraph numbers in square brackets at the end of the citation. If the judgment has no paragraph numbers, provide the page number pinpoint after the court.

*Callery v Gray* [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45]

*Bunt v Tilley* [2006] EWHC 407 (QB), [2006] 3 All ER 336 [1]–[37]

*R v Leeds County Court, ex p Morris* [1990] QB 523 (QB) 530–31

If citing a particular judge:

*Arcscott v The Coal Authority* [2004] EWCA Civ 892, [2005] Env LR 6 [27] (Laws LJ)

### Statutes and statutory instruments

Act of Supremacy 1558

Human Rights Act 1998, s 15(1)(b)

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

### EU legislation and cases

Consolidated Version of the Treaty on European Union [2008] OJ C115/13

Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5

Case C–176/03 *Commission v Council* [2005] ECR I–7879, paras 47–48

### European Court of Human Rights

*Omojudi v UK* (2009) 51 EHRR 10

*Osman v UK* ECHR 1998–VIII 3124

*Balogh v Hungary* App no 47940/99 (ECHR, 20 July 2004)

*Simpson v UK* (1989) 64 DR 188

## Secondary Sources

### Books

Give the author's name in the same form as in the publication, except in bibliographies, where you should give only the surname followed by the initial(s). Give relevant information about editions, translators and so forth before the publisher, and give page numbers at the end of the citation, after the brackets.

Thomas Hobbes, *Leviathan* (first published 1651, Penguin 1985) 268

Gareth Jones, *Goff and Jones: The Law of Restitution* (1st supp, 7th edn, Sweet & Maxwell 2009)

K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

### Contributions to edited books

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

### Encyclopedias

*Halsbury's Laws* (5th edn, 2010) vol 57, para 53

### Journal articles

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

When pinpointing, put a comma between the first page of the article and the page pinpoint.

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64

### Online journals

Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <<http://ejlt.org/article/view/17>> accessed 27 July 2010

### Command papers and Law Commission reports

Department for International Development, *Eliminating World Poverty: Building our Common Future* (White Paper, Cm 7656, 2009) ch 5  
Law Commission, *Reforming Bribery* (Law Com No 313, 2008) paras 3.12–3.17

### Websites and blogs

Sarah Cole, 'Virtual Friend Fires Employee' (*Naked Law*, 1 May 2009) <[www.nakedlaw.com/2009/05/index.html](http://www.nakedlaw.com/2009/05/index.html)> accessed 19 November 2009

### Newspaper articles

Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010) 3