

Author's guidelines journals

1. General
2. Submission of your manuscript
3. Footnotes, References, Reference list, Figures and Sources

1. GENERAL

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2. SUBMISSION OF YOUR MANUSCRIPT

Your manuscript should include

- Your full name, affiliation, address, e-mail address and telephone number in an *unnumbered* footnote
- An abstract of the article of 150 to 250 words (N.B.: *no* footnotes in the abstract)
- A minimum of six keywords
- A reference list at the end of the article (see section 3 below)

For **headings** use the decimal system (no more than three levels):

1. Section
- 1.1 Subsection
- 1.1.1 Sub-subsection

Submissions should be in **Word** format.

Language

The author is responsible for delivering his article in good, readable English. If needed, language editing (preferably by a native English speaker) and a thorough spellcheck should be done before it is submitted.

In the case of an article not being submitted according to these standards, there is a fair chance it will be returned to the author(s) for further improvement.

3. FOOTNOTES, REFERENCES , REFERENCE LIST, FIGURES AND SOURCES

Footnotes

- Use footnotes, no endnotes.
- Footnotes to the text are numbered consecutively.
- Footnotes to figures/tables should be indicated by superscript lower-case letters (or asterisks) and included beneath the figure/table body.
- Footnotes to the title or the author(s) of the article should be unnumbered. The same holds good for any acknowledgements and such.

References

References should be cited in the footnotes. References to **literature** should be given in a **shortened** form and only include: author name(s), year of publication and page number or paragraph (margin) number. Some examples:

- One author: Miller (1991), p. 17 *or* Miller (1991), para. 30
- Two authors: Miller and Smith (1991), p. 17 *or* Miller and Smith (1991), para. 30
- Three authors or more: Miller et al. (1991), p. 17 *or* Miller et al. (1991), para. 30

In case there are two or more titles of one author in the same year, use a, b, c etc., for example:

- Barnard (2008a), p. 341
- Barnard (2008b), p. 295
- Barnard (2008c), p. 131

The complete bibliographical information of the citation should be given in a **Reference list** at the **end** of the article (see 'Reference list' below).

Please note that only if the reference section is structured as outlined above, can individual references be cross-linked with other sources.

References to documentation etc.

References to documentation and cases to stay in the footnotes.

Reference list

Each article should contain a list of references (if any) cited by the author. Entries in the list must be listed alphabetically. Further rules are:

- First, all works by the author alone, ordered chronologically by year of publication
- Next, all works by the author with a co-author, ordered alphabetically by co-author
- Finally, all works by the author with several co-authors, ordered chronologically by year of publication.

Please refer to the following examples:

- Journal article
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- Article by DOI
McCormack G (2014) Reconciling European conflicts and insolvency law. EBOR
doi:10.1017/S1566752914001153
- Book
Bantekas I (2009) Trust funds under international law. T.M.C. Asser Press, The Hague
- Book chapter
Van Hulle K, Van der Tas L (2001) European Union – individual accounts. In: Ordelheide D (ed) Transnational accounting, 2nd edn. Palgrave, Basingstoke, pp 772-826
- Online document
War crimes Research Office (2009) The gravity threshold of the ICC.
www.wcl.america.edu/warcrimes/icc/icc_reports.cfm. Accessed 3 September 2009

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- For the best quality final product, please submit all figures/illustrations – photographs, line drawings, charts, tables etc. – in an electronic format.
- Figures and/or other illustrations should be numbered consecutively in Arabic numbering.
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- In principle, figures will be printed in black and white (and grey scales), so do not refer to colour in the captions. In the electronic version they may appear in colour. If you want to have the print version in colour as well, this can be done but only against payment. You will be given the option, if applicable.
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