

## General Instructions for Authors

### Instructions for Manuscript Submission

- The manuscript should be emailed as a Word document to the editor. Please make sure that the submitted manuscript 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.

### 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.

### Index

- If you wish to have an index, please mark keywords in the manuscript using the marker in Word or insert them with the Word indexing tool. The typesetter automatically generates the index based on these highlights/items.
- Please note that if the index should refer to a particular keyword on multiple pages, this keyword needs to be marked on each page to be referenced.
- Make sure to mark only words that are explained or defined in the text. An index referring to irrelevant places in the text has no added value for the user. We advise a maximum of five keywords a page. Divide the index in two sublevels at the most.

## 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

There is no preference regarding American/British English spelling, as long as one or the other is consistently used throughout the manuscript. For American spelling conventions, please use *Merriam-Webster's Collegiate Dictionary*; for British spelling, refer to the *Compact Oxford English Dictionary of Current English*. In case of edited volumes, either consistency per contribution is maintained, or the editor of the volume decides whether American or British spelling is to be used throughout the volume.

### 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. Unpublished Theses etc.

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

## VI. 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.<sup>9</sup>