

EUROPEAN CONTRACT LAW AND THEORY INTERSENTIA HOUSE-STYLE GUIDELINES

As each manuscript has specific characteristics requiring individual editorial decisions, the guidelines Intersentia provides are of a general nature only. They can therefore be applied to almost all manuscripts and we would be grateful if they could be adhered to as closely as possible. If, for whatever reason, a departure from Intersentia house-style is required, please attach a note explaining the differences to the manuscript as this will help the copy-editor. Please use a consistent style throughout the whole manuscript.

1. GENERAL LAYOUT

- Font type: Times New Roman, single line spacing.
- Font size text and footnotes: 10 pt. (text) and 8 pt. (footnotes).
- Alignment text and footnotes: justified.
- Paragraphs should be separated by a single line.
- For articles in edited volumes, individual tables of contents may be placed between the name of the author and the level 1 heading.
- Headings: more than 4 levels should be avoided.

Parts/titles of contribution(s) in edited books should always appear on a new right-hand page, 14 pt., all caps, centred.

Name(s) of author(s) should be placed two single lines below the title, 11 pt., small caps, centred.

Level 1:	I.	XXX = 11 pt., all caps, regular;
Level 2:	1.	XXX = 10 pt., all caps, regular;
Level 3:	a)	Xxxx = 10 pt., <i>italics</i> ;
Level 4:	aa)	Xxxxx = 10 pt., regular.

2. TEXT

- British English should be used.
- Common terms (general and legal) may be abbreviated. The same abbreviations should be used throughout the manuscript.
- Full points should be used in abbreviations with lower-case letters or a mixture of upper- and lower-case letters, for example: v., i.e., etc., ed., eds., p., pp., Int'l LJ. No points should be used after or between capitals: EU, UK, ECHR, HL, QEB. An exception should be made for initials of names (see below under point 3.1.)
- Insert footnotes when necessary (after a word, part of sentence, full sentence). Please note that footnote numbers should consistently be placed **after** punctuation marks.
- Enclose quotations between **single quotation marks** and use double quotation marks for quotations within quotations. Quotations of several lines may be indented (left).
- Dates in the text should be given as follows: 2 September 2011. For dates in footnotes see below under point 3.1.
- Please use the following style for numbers: 100,000.01.

3. FOOTNOTES

Intersentia proposes a style of citation which seeks to ensure a sufficient degree of uniformity without imposing the methods of citation used in one single country. The basic principle is to give as much information as possible to enable the identification and location of material.

3.1. GENERAL INFORMATION

- Font size: 8pt.; in monographs footnotes should be sequentially numbered throughout the text. In edited volumes each article should start with footnote number 1. Each footnote should end with a full stop.
- Cross-references (to literature, cases or legislation) should be made to footnote numbers. *Op cit* or *oc* may not be used.

Example:

<i>for books:</i>	R.J.G.H. SEERDEN, above n. 24, p. 123.
<i>for articles:</i>	J. FAWCETT, above n. 45, 215.
<i>for cases:</i>	<i>British Airways v. Commission</i> , above n. 12, para. 7.

- **Names of authors** should be given as follows: J. FAWCETT, P.D. CAMESASCA (initials with full points and surname, small caps, no space between initials).
- **Book titles and names of journals** should always be italicised.
- **Page references for monographs or textbooks** should be given with ‘p.’ (single page) or ‘pp.’ (from two pages onwards) followed by the page number: ‘p. 100’, ‘pp. 101-103’. Where a reference is made to a particular page of a **journal, law report or case**, the use of ‘p.’ should be avoided, using a comma between the first page of the article, law report or case and the cited page instead: [1995] 2 All ER 220, 223.
- Dates in the footnotes should be given as follows: 02.09.2011.

3.2. DETAILED CITATION EXAMPLES

3.2.1. *Books, edited volumes, Festschriften etc.*

If available, the following information should be given: author, title, subtitle, edition, publisher, place of publication, year of publication.

Examples:

R. VAN DEN BERGH and P.D. CAMESASCA, *European Competition Law and Economics*, Intersentia, Antwerp 2001, p. 201.

C. ESPLUGUES, J.L. IGLESIAS and G. PALAO, *Civil and Commercial Mediation in Europe – National Mediation Rules and Procedures*, vol. 1, Intersentia, Antwerp 2012, pp. 164-174.

R.J.G.H. SEERDEN, *Administrative Law of the European Union, its Member States and the United States – A Comparative Analysis*, 2nd ed., vol. 68, Intersentia, Antwerp 2007, p. 300.

3.2.2. *Articles in journals, edited volumes, etc.*

3.2.2.1. Articles in journals

If available, the following information should be given: author, title, subtitle, name of journal, year, volume.

Example:

J. FAWCETT, ‘Trial in England or Abroad: The Underlying Policy Consideration’ (1989) 9 *OJLS (Oxford Journal of Legal Studies)* 205, 215.

N. DUXBURY, ‘Lord Radcliffe Out of Time’ [2010] *CLJ (Cambridge Law Journal)* 41, 60.

It is only necessary to mention the journal’s full name in the first citation of the journal. In subsequent citations (of contributions from different authors) the abbreviation of the journal’s name suffices.

3.2.2.2. Articles in online journals

When citing journal articles which have been published electronically, give publication details as for articles in printed journals. If the online journal lacks some of the publication elements (e.g. page numbers) use paragraph numbers instead (if available) and add the web address. Please indicate the date on which the article has most recently been accessed.

Example: J. BOYLE, 'A Manifesto on WIPO and the Future of Intellectual Property' 2004 *Duke L & Tech Rev* 0009 <<http://www.law.duke.edu/journals/dltr/articles/2004dltr0009.html>> accessed 18.08.2011.

3.2.2.3. Contributions in edited volumes

If available, the following information should be given: author, title, subtitle, editor, volume title, edition, publisher, place of publication, year of publication.

Examples: K. LENAERTS, 'Modernisation of the application and enforcement of European Competition Law – An introductory overview' in J. STUYCK and H. GILLIAMS (eds.), *Modernisation of European Competition Law – The Commission's proposal for a new regulation implementing Articles 81 and 82 EC*, Intersentia, Antwerp 2002, pp. 11, 12-15.
R. DEECH, 'Regulating the Bar' in R. PROBERT and C. BARTON (eds.), *Fifty Years in Family Law: Essays for Stephen Cretney*, Intersentia, Antwerp 2012, pp. 265-276.

3.2.3. Decisions

3.2.3.1. National

The citation of judgments follows the style of the country of origin.

Examples: Cass. civ., 18 juin 1896, S., 1, 17.
Payne v. Payne [2001] 1 FLR 1052, 1053 (CA).
BGH 25.2.1992, *NJW* 1992, 1556, 1557 –if available italicised case name
Williams v. Nottawa 104 U.S. 209, 210 (1881).

3.2.3.2. Decisions of the European Court of Justice

Examples: Case C-95/04 P, *British Airways v. Commission* [2007] ECR I-2331, 2411 para. 107.
Case C-95/04 P, *British Airways v. Commission* [2007] ECR I-2331, 2411 paras. 107-110.

3.2.3.3. Decisions of the European Court of Human Rights

Examples: *Campbell v. Ireland*, no. 45678/98, § 24, ECHR 1999-II.
Plattform "Ärzte für das Leben" v. Austria, 21 June 1988, § 31, Series A no. 139

3.2.3.4. Decisions of the European Commission

Examples: *Alcatel/Telettra* (Case IV/M 042) Commission Decision 91/251/EEC [1991] OJ L122/48.
Georg Verkehrsorgani v Ferrovie dello Stato (Case COMP/37 685) Commission Decision 2004/33/EC [2004] OJ L11/17.

3.2.4. *Legislation and other official documents*

3.2.4.1. National

Please use the citation style common in the country of origin.

3.2.4.2. EU Legislation

When citing EU treaties and protocols, please provide the title of the legislation including amendments if required, year of publication, *OJ* series, issue and page number.

Example: Consolidated Version of the Treaty on European Union [2008] *OJ* C115/13.
For Regulations, Directives, Decisions, Recommendations and Opinions legislation type, number, title, *OJ* series, issue and page number should be provided.

Examples: Council Directive 2002/60/EC of 27 June 2002 laying down specific provisions for the control of African swine fever and amending Directive 92/119/EEC as regards Teschen disease and African swine fever [2002] *OJ* L192/27.
Council Regulation (EC) 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and big eye tuna within the Community [2003] *OJ* L295/1.