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) Xxxxx = 10 pt., italics;
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:** for books:  R.J.G.H. SEERDEN, above n. 24, p. 123.
  
  
  for cases:  *British Airways v. Commission*, 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:**


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.


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.


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.


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.
BGH 25.2.1992, NJW 1992, 1556, 1557 –if available italicised case name

3.2.3.2. Decisions of the European Court of Justice

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
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.


For Regulations, Directives, Decisions, Recommendations and Opinions legislation type, number, title, _OJ_ series, issue and page number should be provided.
