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1 Preliminary remarks

1.1 The aim of this study

1.1.1 Example heading

< 1 >

Texts are divided into sections and subsections, up to three levels, and into margin numbers. Headings should not be longer than one line. Avoid using autoformatting options and number the sections manually.

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< 2 >

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< 3 >

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Where two or more references are cited at the same point in the text, separate them with semi-colons, e.g. (SMITH/DUBOIS 2010; ROE et al. 2013). Order by relevance/importance rather than alphabetically or chronologically. Where there are several authors, use a slash between their surnames, where there are four or more authors to one reference, name the first one followed by "et al.". Cite more than one work by the same author as follows: SMITH (2010: 33, 2013: 21f.).

Do not use first names, academic or professional titles of authors in the text.

< 4 >

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Please avoid using ‘see above’ / *supra* and ‘see below’ / *infra* and expressions like “in the following table”.

< 5 >

Use examples to illustrate your claims and give proof. Examples are in italics, single-spaced without added space after paragraph, followed by an empty line. Numbering is in parentheses (), using a., b., etc. for subordinate examples. An idiomatic translation into the metalanguage is enclosed in single quotes, e.g. *état de droit* ‘rule of law’. A translation is not necessary for parallel (synoptic) language versions, except if you want to point out a divergence. Please keep all lines of an example together on the same page by marking each line as “keep lines together” (this prevents orphans and widows). The source from which the example is taken is indicated on the same line as the number of the example.

- (1) EP-PE_TC1-COD(2012)0011, Art. 5(eb) (EN, FR, DE)
- a. ... *using appropriate technical or organisational measures* ...
 - b. ... *à l'aide de mesures techniques ou organisationnelles appropriées* ...
 - c. ... *durch geeignete technische und organisatorische Maßnahmen* ...
- (2) TEU, Art. 1 sentence 5 (EL)
- | | | | | |
|--------------|-------------------|----------------------|------------|--------------------|
| <i>H</i> | <i>Ένωση</i> | <i>αντικαθιστά</i> | <i>και</i> | <i>διαδέχεται</i> |
| <i>I</i> | <i>Ένosi</i> | <i>andikathist-á</i> | <i>ke</i> | <i>diadéch-ete</i> |
| ART(NOM.FSG) | union(NOM.FSG) | replace-PRS.3SG | and | follow-PRS.3SG |
| <i>την</i> | <i>Ευρωπαϊκή</i> | <i>Κοινότητα.</i> | | |
| <i>tin</i> | <i>Ευρωπαϊκή</i> | <i>Κινότητα.</i> | | |
| ART(ACC.FSG) | European(ACC.FSG) | Community(ACC.FSG) | | |
- ‘The Union shall replace and succeed the European Community.’

For examples from languages known by a smaller readership segment, give an interlinear morphemic translation in addition to an idiomatic translation. Align corresponding words by using tab stops, use the Leipzig Glossing Rules for interlinear glosses (<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>) and furnish a list of abbreviations (e.g. ART article (grammatical sense), PRS present tense) on a extra page directly preceding the references list. The official language abbreviation, EL for Greek in (2), is inserted after the source.

< 6 >

Abbreviations and acronyms should be spelled out in full at first use with the commonly used abbreviation given in parentheses, e.g. European Parliament (EP), European Court of Human Rights (ECtHR). With regard to the transdisciplinary readership please list those abbreviations in the abbreviations section, as well.

Use initial capital letters for institutions, bodies and legal acts (e.g. Member State, Advocate General, EU Treaties, Directive (EU) 2019/1937).

Dates are ordered like this: 2 October 2007. Abbreviations like „e.g., i.e.“ are set without spaces.

< 7 >

Please use consecutively numbered footnotes, not endnotes. In the text, the footnote number follows the full stop.¹ The footnote starts with a capital letter and closes with a full stop. The footnote number is left aligned, the footnote text indented with an even left margin, single-spaced without “space after paragraph”. The examples below are out of context.² References to legal texts in footnotes³ contain a full reference only on first mention, and the short form (see margin numbers < 3 > and < 9 > of this Style Guide) afterwards.

< 8 >

Special terms are set in double quotes, e.g. so-called “Wortlautauslegung”, latinate expressions *de facto*, *mutatis mutandis*, *ex aequo et bono* are in italics. If a special way of writing (orthography) is to be pointed out, it is set in angled brackets, e.g. written as < Dienst-Recht >. Phonetic script is in square brackets [] (please use Unicode IPA (International Phonetic Alphabet) symbols), ungrammatical expressions are marked by an asterisk **cates*.

2 References to legislation and jurisdiction

< 9 >

Quoting EU institutions in the text and in footnotes

(in case of doubt, see <http://publications.europa.eu/code/en/en-390500.htm>):

Court cases (<http://publications.europa.eu/code/en/en-250903.htm>) : name of parties in italics. “v” is not italicized.

1 Council Directive 85/337/EEC of 27 June 1985 on the assessment of the effects of certain public and private projects on the environment (*OJ* 1985 L 73/40), as (last) amended by (Council) Directive 97/11/EC of 7 March 1997 (*OJ* 1985 L 73/5).

2 See Judgment *Kik v OHIM* (C-361/01 P, ECLI:EU:C:2003:434, par. 88).

3 Opinion of Advocate General Kokott in Case C-135/03 *Commission v Spain* (ECLI:EU:C:2005:175, footnote 6).

on first mention (with full reference in a footnote): Judgment of 30 September 2003, Case C-167/01, *Inspire Art*, ECLI:EU:C:2003:512

later on: C-167/01, par. 7

Judgment of 15 January 2013, Case T-54/11, *Spain v Commission*, ECLI:EU:T:2013:10

Judgment of 15 June 2011, Case F-17/05 REV, *de Brito Sequeira Carvalho v Commission*, ECLI:EU:F:2011:78

Judgment of 5 February 1963, Case 26/62, *Van Gend en Loos v Nederlandse Administratie der Belastingen*, ECLI:EU:C:1963:1⁴

Judgment of 30 June 1993, Joined Cases C-181/91 and C-248/91 *EP v Council and Commission*, ECLI:EU:C:1993:271

Opinion of Advocate General Sharpston of 22 June 2011, Case C-204/09, *Flachglas Torgau v Germany*, ECLI:EU:C:2011:413, par. 82

< 10 >

Legislation (<http://publications.europa.eu/code/en/en-250900.htm>)

on first mention use official/customary short title or recognisable key word:

Directive (EU) 2019/1937 (Whistleblower Directive),

later on: Directive (EU) 2019/1937

on first mention: Regulation (EU) 2016/679 (General Data Protection Regulation)

on first mention: Treaty on European Union

later on: TEU

Council Decision 88/376/EEC, Euratom (Own Resources), Art. 2(1)(d)

Regulation (EU) 2016/679

Regulation (EC) No 273/2004

For reference to single text passages:

Directive (EU) 2019/1937, Recital 7

Directive (EU) 2019/1937, Art. 12(1)(a)

Never omit the domain name (EU), /EC etc., which is an integral part of the number of the legal act.

⁴ Prior to 1989, there is no C- before the number.

< 11 >

When citing national judicial authorities, please follow the usual national style. Do not force references into an order that the national style does not allow for. From the context, it should be clear which country is referred to.

- BVerfG, Judgment of First Senat of 19 Mai 2020 - 1 BvR 2835/17 – pts. 1-332, ECLI:DE:BverfG:2020:rs20200519.1bvr283517(http://www.bverfg.de/e/rs20200519_1bvr283517.html)

later on: BVerfG, 19.05.2020 - 1 BvR 2835/17

- Thoburn v Sunderland City Council [2002] EWHC 195 (Admin)

< 12 >

Quote national law according to domestic styles of the Member State or third country but make it understandable to the non-national public by using an (official) translation of its title or by shortly indicating its subject, e.g.

- Art. 225-1 Code pénal (Criminal Code)
- § 1 par. 1 Bundesgleichstellungsgesetz (Federal Act on Gender Equality)
- Code de l'entrée et du séjour des étrangers et du droit d'asile (CESEDA) L.311-14 (Immigration, Residence and Asylum Code)
- LOI n°2011-672 du 16 juin 2011 relative à l'immigration, à l'intégration et à la nationalité (Immigration, Integration and Nationality Law)
- Art. 46 2007. évi II. törvény a harmadik országbeli állampolgárok beutazásáról és tartózkodásáról (Harmtv.) (Hungarian Law on the Admission and Right of Residence of Third-Country Nationals)

3 Abbreviations

On this page please furnish a list of abbreviations (if applicable).

3SG	3. person singular
ACC	accusative
ART	article
BVerfG	Bundesverfassungsgericht
ECtHR	European Court of Human Rights
EP	European Parliament
F	feminine
NOM	nominative
PRS	present tense
S	singular

4 References

References start on an extra page at the end of each contribution and list all and only cited references. Choose left alignment, not justified, no space after paragraph and no empty line, hanging indent by 1cm.

References should appear in alphabetical order by author's surname with multiple books by the same author(s) arranged in ascending chronological order (do not use dashes for identical names). Where one author has published works with different co-authors, these follow the single-authored works and precede edited works. Order co-authored and co-edited works alphabetically by second author's/editor's surname and, if necessary, by third author/editor. An author's/editor's first name is spelled out, middle names are written according to the person's usage.

If there are two or more references by the same author(s) in the same year they should be listed in the reference list in their (a, b, c) citation order (2000a, 2000b). Put the number of the edition as a raised number in front of the year.

Do not abbreviate journal names.

Give full page numbers and do not elide numbers in references: 827–851 NOT 827–51.

Each reference ends with a full stop.

There should be no extra section for electronic references.

Please format according to the following examples (with headline-style capitalization of book titles, but not of article titles):

Monographs

ANSCOMBRE, J.-C. / DONAIRE, M.-L. / HAILLET, P.-P. (eds.) (2013). *Opérateurs discursifs du français. Éléments de description sémantique et pragmatique*. BERNE, PETER LANG.

DETERBECK, Steffen (¹¹2013). *Allgemeines Verwaltungsrecht mit Verwaltungsprozessrecht*. München, Verlag C. H. Beck.

GREVISSE, Maurice / GOOSSE, André (¹⁶2016). *Le bon usage: langue française*. Bruxelles, De Boeck Supérieur.

VAN DER JEUGHT, Stefaan (2015). *EU Language Law*. Groningen, Europa Law Publishing.

Articles in edited collections

BIEL, Łucja (2019). "Theoretical and methodological challenges in researching EU legal translation". In: SIMONNÆS, Ingrid / KRISTIANSEN, Marita (eds.): *Legal translation. Current Issues and Challenges in Research, Methods and Applications*. Berlin, Frank Timme. 25-39.

- BURR, Isolde (2013). "Article 55 [Languages and Deposit of the Treaty]". In: BLANKE, Hermann-Josef / MANGIAMELLI, Stelio (eds.): *The Treaty on European Union (TEU)*. Berlin/Heidelberg, Springer-Verlag. 1461-1525.
- MAYER, Franz C. (⁷²2021). "Art. 19 EUV". In: GRABITZ, Eberhard / HILF, Meinhard / NETTESHEIM, Martin (eds.): *Das Recht der Europäischen Union: EUV/AEUV*. Kommentar. München, C.H. Beck.
- MCAULIFFE, Karen (2012). "Language and Law in the European Union: The Multilingual Jurisprudence of the ECJ". In: TIERSMA, Peter M. / SOLAN, Lawrence M. (eds.): *The Oxford Handbook of Language and Law*. Oxford, OUP. 200-216. DOI: 10.1093/oxfordhb/9780199572120.013.0015.
- WISSMANN, Hellmuth / SCHLACHTER, Monika (²⁰2020): "Art. 267 AEUV (ex-Art. 234 EGV) [Vorabentscheidung]". In: MÜLLER-Glöße, Rudi / PREIS, Ulrich / SCHMIDT, Ingrid (eds.): *Erfurter Kommentar zum Arbeitsrecht (ErfK)*. München, C.H. Beck. pt. 1-51.

Journal articles

AUTHOR (year). "Title". *Journal* Number, page numbers.

- NUSSBAUMER, Markus (2002). "Von Schwärmern und Skeptikern und ein Versuch, Realist zu sein – Bilanz und Entwurf des Sprachspiels vom unverständlichen Gesetz". *Rechtshistorisches Journal* 20, 644-655.
- BUSSE, Dietrich (1994). "Verständlichkeit von Gesetzestexten - ein Problem der Formulierungstechnik? Zu Möglichkeiten und Grenzen einer semantischen Optimierung der Rechtssprache". *Gesetzgebung heute*, Issue 2, 29-37.

Articles in electronic journals

AUTHOR (year). "Title". *Journal* Number, URL (access date). URN.

Ensure that the author or authoring organization, year, and document title are given in the reference, along with the web address/URL. Always provide the date on which the web material was accessed.

- CHARTIER-BRUN, Pascale / MAHLER, Katharina (2018). "Machine Translation and Neural Networks for a multilingual EU". *Zeitschrift für Europäische Rechtslinguistik (ZERL)*. Köln, Europäische Rechtslinguistik, <http://zerl.uni-koeln.de/chartierbrun-mahler-2018-machine-translation-eu.html> (18.02.2021). URN of PDF: urn:nbn:de:hbz:38-85979.
- GARZONE, Giuliana (2013). "Variation in the use of modality in legislative texts: Focus on shall". *Journal of Pragmatics* 57, <http://www.sciencedirect.com> (18.02.2016).

Websites

AUTHORING ORGANIZATION (year/n.d.) "Title of Page, Document, or Article". In: *Title of startpage*. Place/n.p. <http://www.website.com/relevant page> (access date).

Please reference websites in a format parallel to articles to make the content retrievable after changes by the hoster. Most quotable websites indicate the way in which they should be referenced, otherwise use the legal notice/imprint/about us page. Example:

"How to cite WALS Online

We recommend that you cite

- the general work as
Dryer, Matthew S. & Haspelmath, Martin (eds.) 2013.
The World Atlas of Language Structures Online.
Leipzig: Max Planck Institute for Evolutionary Anthropology.
(Available online at <http://wals.info>, Accessed on 2020-03-26.)"

EUROPEAN PARLIAMENT (n.d.). *Legislative Observatory*.

<https://oeil.secure.europarl.europa.eu/oeil/home/home.do> (Access 20.05.2021)

EUROPEAN UNION (n.d.). *Interactive Terminology for Europe* (IATE).

<https://iate.europa.eu/home> (Access 20.05.2021)

Newspaper articles

AUTHOR (year). "Title". *Newspaper* (date of publication), page number, URL (access date).