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- the metalanguage (the language used for the article)

and optionally
- any or several of the official languages of the EU.

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Please specify up to 10 key words for your contribution in [square brackets].

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Preliminary remarks

1.1 The aim of this study

1.1.1 Example heading

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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A literal quotation looks like this: “Literal quotation […] in double quotation marks, no italics” (SMITH 2016: 50ff.). Do not use “et seq.”. Use […] for omitted passages in quotes, for any changes made use [square brackets].

A longer quote looks like this:

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Quotes within quotes are in single quotation marks. The full reference is found in the references section. The reader must be able to match the entry in the references section by the author’s surname and year. Where you quote two authors with the same surname, identify them in the text by their initial: K. SMITH (2010) and S. SMITH (2012). If you quote from several articles/books by the same author(s) in the same year, use small letters, e.g. 2020a, 2020b.

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.

In-text tables and diagrams should be submitted within the manuscript at their foreseen places and numbered Table 1, Table 2, Figure 1, Figure 2 etc. below the body of the table/figure in 10 pt. Resolution of photographs (.jpeg) must be 300 dpi; resolution of line illustrations must be 600 dpi (reproduction requirements). As far as possible, figures such as charts and graphs should be added as vector graphics (rather than bitmaps) to allow zooming of the digital version with no loss of quality.

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Cross-references can be made to sections (cf. Section 3.2), margin numbers (cf. <7>), footnotes (cf. Fn. 18), examples (cf. Ex. (8b)), figures (cf. Fig. 4) and tables (cf. Table 2) of your contribution by their numbers, but not to page numbers as there are no page numbers in the HTML version.

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.

    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)

<table>
<thead>
<tr>
<th>EL</th>
<th>ART(NOM.FSG)</th>
<th>ART(ACC.FSG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ενωση</td>
<td>union</td>
<td>European</td>
</tr>
<tr>
<td>αντικαθιστά</td>
<td>replace-PRS.3SG</td>
<td>Community(ACC.FSG)</td>
</tr>
<tr>
<td>και</td>
<td>ke</td>
<td>and</td>
</tr>
<tr>
<td>διαδέχεται</td>
<td>diadéch-ete</td>
<td>follow-PRS.3SG</td>
</tr>
<tr>
<td>την</td>
<td>Ευρωπαϊκή</td>
<td>Κοινότητα.</td>
</tr>
<tr>
<td>tin</td>
<td>European(ACC.FSG)</td>
<td>Kinótita.</td>
</tr>
</tbody>
</table>

‘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 an extra page directly preceding the references list. The official language abbreviation, EL for Greek in (2), is inserted after the source.
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.

Please use consecutively numbered footnotes, not endnotes. In the text, the footnote number follows the 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. References to legal texts in footnotes contain a full reference only on first mention, and the short form (see margin numbers < 3 > and < 9 > of this Style Guide) afterwards.

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


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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).

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


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 >


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


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.

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

later on: BVerfG, 19.05.2020 - 1 BvR 2835/17
- Thoburn v Sunderland City Council [2002] EWHC 195 (Admin)

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/editor’s surname and, if necessary, by third author/editor. An author/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


Articles in edited collections


**Journal articles**

AUTHOR (year). “Title”. Journal Number, page numbers.


**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.


Websites


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.
  Leipzig: Max Planck Institute for Evolutionary Anthropology.
  (Available online at http://wals.info, Accessed on 2020-03-26)”

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

Newspaper articles

AUTHOR (year). “Title”. Newspaper (date of publication), page number, URL (access date).