

## Drafting criteria and guidelines for publishing articles in *e-legal*

### Document information

Every article submitted must be accompanied by a separate WORD document introducing the author (500 characters, including spaces) and a brief abstract of the article (400 characters, including spaces).

### Document format

Every text imported into the database with a view to publication in the online journal has to be saved in Markdown format. The journal will, by default, make sure that all submissions are converted from WORD into Markdown format. All submitted texts should therefore be sent at the very least in WORD format, as stated in the guidelines below.

In general, contributors are requested to use as little text formatting as possible and to adhere to the style guide outlined below, which can be seen exemplified in the sample document at the following link:

<https://owncloud.ulb.ac.be/index.php/s/bjttNWCUYXm4W1o>

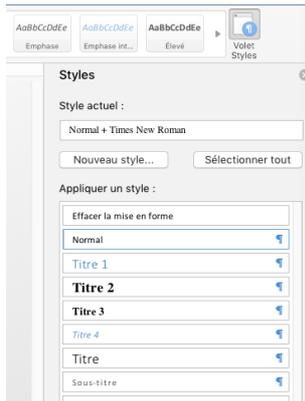
### Titles

Articles may contain up to four levels of title, including the main article title.

**Title level 1:** the main title of your article; there must only be one main title

**Title levels 2, 3, 4:** three levels of subordinate titles may be accepted (from titles 2 to 4)

The titles themselves must be formatted according to the title styles available in WORD.



Titles may appear in **bold** and may also contain words in *italics*. However, no underlining, **colour**, CAPITAL LETTERS (with the exception of the first letter in the title), or footnotes should be used in titles.

### Text body

The text body (normal) may include *italics*, hyperlinks, and French “guillemets” quotation marks (« »). If a quotation within quotation marks is required, double quote marks should be employed (“ ”), and if further quote marks are necessary within these, then single quote marks should be used (‘ ’).



The use of italics should be reserved strictly for words of foreign origin (e.g. *de lege ferenda* or *communauté germanophone*) or the full title of cited works (e.g. Kelsen affirms, in *Théorie pure du droit*, that...).

However, no underlining, **bold**, **colour**, CAPITAL LETTERS (except at the beginning of the sentence), or abbreviations (e.g. European Court of Human Rights, and not ECHR/ECtHR) should be employed.

Authors’ names should be written out in full, including first and middle names, where mentioned (e.g. Jean Carbonnier or Carbonnier, and not J. Carbonnier).

### Alignment and Line spacing

The text should be aligned left, single line spacing (1,0), with no added space before or after. One line should be left blank between each paragraph, but there should be no automatic return to the start of the line, or skip to next page, skip section, etc.

Do not use headers or footers (this includes page numbers).

Pages of text will not be numbered in the journal/review, so subsequent reference to the text needs to be based on paragraph numbers inserted by the author. Not all paragraphs need to be numbered, but a numbering system of some kind, based on ideas and the progression of the essay topic, should be respected.

Paragraphs should be numbered as follows: §1, §2, etc. (paragraph symbol followed by a number without a space and without any further punctuation).

### Citations and bibliographical references

Quotation marks should be used for all citations, but the joint use of *italics* with quotation marks should be avoided (unless they appear in the original passage of text which is being quoted; this goes for citations as well as for the rest of the text).

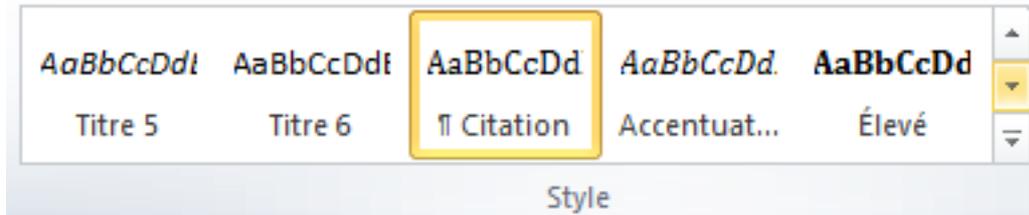
Every citation should be followed by a corresponding reference number/sign: this should come after the closure of quotation marks but *before* the full stop/comma (or other following punctuation mark): ... Court of Appeals »<sup>1</sup>.

Footnotes should begin with a capital letter and end with a full stop.

Citations and references should be indicated with a footnote as applied by the referencing system used in WORD.



Citations longer than 300 characters (including spaces) should be formatted using WORD "quote" style.



References to legal doctrine or jurisprudence should be indicated as follows:

*For academic volumes:*

Surname First letter of Name, *Title of publication (in italics)*, Place of publication, Publisher, Year of publication, page/page range (where relevant).

→ e.g. David E., *Principles of law during armed conflict*, Bruxelles, Bruylant, 2010, pp. 23-24

*For academic articles:*

Surname First letter of Name, title of article or contribution between « guillemets », in *name/title of journal or volume* (preceded by the preposition “in” and authors/editors names, where relevant), Place of publication (only for volumes), Publisher (only for volumes), Vol. (only for journals), Year of publication, page range of article/contribution within the volume or journal (where relevant), page where the citation appears in footnotes (where relevant).

→ e.g. for a journal article:

→ e.g. for an electronic journal article:

→ e.g. for a contribution to a volume:

*For legal decisions:*

Jurisdiction, *Name of case (in italics)*, Court/Chamber, official reference no., date, paragraph(s) no.

→ e.g. for international jurisprudence:

- CPI, *Judgment on the appeals of Mr Laurent Gbagbo and Mr Charles Blé Goudé against the decision of Trial Chamber I of 9 June 2016 entitled “Decision on the Prosecutor’s application to introduce prior recorded testimony under Rules 68(2)(b)”*

*and 68(3)*", Appeals chamber, ICC-02/11-01/15-744, 1 November 2016.

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- ECtHR, *Kokkinakis v. Greece*, Application no. 14307/88, Grand Chamber, 25 May 1993, para. 52.

→ e.g. for national/domestic jurisprudence:

- Comm. Charleroi (1<sup>re</sup> ch.), 15 mai 2006, *J.L.M.B.*, 2006, p. 1092.
- Civ. fr. Bruxelles (9<sup>e</sup> ch.), 24 mars 2015, *J.T.*, 2015, p. 507.
- Cass. (1<sup>re</sup> ch.), 7 octobre 2011, *Pas.*, 2011, p. 2164, concl. Av. gén. A. Henkes.
- Cass. (1<sup>re</sup> ch.), 12 mars 2015, *J.L.M.B.*, 2015, p. 790, note F. Crevecoeur.
- Cass. (1<sup>re</sup> ch.), 5 juin 2014, *Pas.*, 2014, p. 1419.