



Guidelines for the Submission of Manuscripts

I.	General Guidelines.....	1
II.	Formatting	2
III.	Guidelines text.....	3
IV.	Citation guidelines	3
V.	Bibliography	6
VI.	Abstract.....	6
VII.	Keywords	6

I. General Guidelines

Manuscripts can be submitted to zeus@europainstitut.de. Please include in your email **the postal address** where, in case of publication, your 2 free samples should be sent to.

Zeus has **no restrictions on the length of manuscripts**, provided that the text is concise and comprehensive. Manuscripts submitted to ZEUS should **neither been published before nor be under consideration for publication in another journal**. The author agrees to transfer **all rights to Nomos publishing house** according to the following guidelines:

“The author transfers to the publisher the following rights with respect to his or her work for the duration of the legal copyright: the exclusive, worldwide and temporally unrestricted right to reproduce and distribute in physical form; the right to public reproduction and public display; the right to inclusion in databases; the right to store on electronic data storage media; the right to distribute and reproduce such storage media; and the right to make other use of the work in electronic form. This final right includes the use of electronic forms that are, at present, unknown. This granting of rights also covers the exploitation of the rights of use both by the Publisher itself as well as through the transfer or the granting (including partially) of rights to third parties.”

II. Formatting

Manuscripts are to be submitted as **Word Document** with **footnotes**. There must be a **Bibliography** provided at the end of the document.

Text: Garamond 10,5
justified text
space before 5,65 pt.
space after 0 pt.
line spacing exact 12 pt.

Footnotes: Garamond 8,5
justified text
indentation hanging 1,25 cm
space before 4,25 pt.
space after 0 pt.
line spacing single

page margins: top 3 cm
bottom 2,65 cm
left 2,5 cm
right 2,5 cm
Header and Footer 1,25 cm

paper size: custom paper size 16,9 x 24 cm

III. Guidelines text

- structure: A. – I. – 1. – a) – (1)
- NO FORMATTING of TITLES, only highlight in BOLD
- avoid abbreviations as much as possible; if abbreviations are used they should be introduced e.g.: Court of Justice of the European Union (CJEU)
- citation of legal texts: GERMAN: Art. 20 Abs. 2 UA 1 AEUV
ENGLISH: Art. 20 (2)(1) TFEU
- use of non-breaking spaces (strg + Shift + space), so there's no separation of combined words or numbers (legal texts)

IV. Citation guidelines

- Detailed information on author in footnote/endnote with * (title, position, University/Institution)
- Abbreviations: Art. for Artikel/Article; Abs. for Absatz; S. for Seite; p. for page; lit. for litera; Nr. for Nummer; No. for Number; para./paras for paragraph(s)
- Authors: Last name; in italic
- Editors: Last name; not in italics with (Hrsg.)/(eds.)
- Rn./para.; S./p. at the end of citation
- National Court decision can be cited in the corresponding national citation format
Beispiel: BGH, IV ZR 224/18, Rn. 16. **OR**
BGH, 2 BvR 1381/17, NJW, 2018, 37 (39). **OR**
BVerfGE 99, 19 (28). **OR**
Lee v. Ashers Baking Company Ltd and others [2018] UKSC 49. **OR**
Masterpiece Cakeshop, Ltd., et al. v. Colorado Civil Rights Commission, et al., 584 U.S. __ (2018).

Citation format (German):

- Urteil: Spruchkörper, Nummer der Rechtssache, *Name*, Europäischer Urteilsidentifikator ECLI, Randnummer.
Beispiel: EuGH, Rs. C-306/07, *Højesteret v. Dänemark*, ECLI:EU:C:2013:411, Rn. 3.
- Schlussantrag: Schlussanträge GA *Name*, Rs. C-306/07, *Name*, Europäischer Urteilsidentifikator ECLI, Randnummer.
Beispiel: Schlussanträge GA *Kokott*, Rs. C-76/09, *Italien v. Kommission*, ECLI:EU:C:2013:411, Rn. 3.
- Buch: *Verfasser*, Seiten. **(wenn Doppelnennung bitte mit Stichwort)**
Beispiel: *Bungenberg*, S. 5.
- Kommentar: *Verfasser*, in: *Name/Name* (Hrsg.), Artikel/Paragraph, Randnummer.
Beispiel: *Calliess*, in: *Callies/Ruffert* (Hrsg.), Art. 12 AEUV, Rn. 12.
- Festschrift o.ä.: *Verfasser*, in: Festschrift XY, Seite.
Beispiel: *Hahn*, in: Festschrift Müller, S. 7.
- Zeitschriftenaufsatz: *Verfasser*, Abkürzung der Zeitschrift Jahr/Ausgabe, Seiten.
Beispiel: Giegerich, ZEuS 2008/2, S. 35.
- Internet: URL (letzter Zugriff, Datum in TT.MM.JJJJ).
Beispiel: www.europainstitut.de (31.08.2016).
ODER (wenn nicht in Bibliographie)

Verfasser, Titel, abrufbar unter: URL (letzter Zugriff, Datum in TT.MM.JJJJ).

Beispiel: *Giegerich*, Noch ist der Rechtsstaat nicht verloren, abrufbar unter: http://jean-monnet-saar.eu/?page_id=2222 (08.07.2019).

SONST

Verfasser, evtl. Stichwort, falls mgl. Seite.

Beispiel: *Giegerich*, Noch ist der Rechtsstaat nicht verloren, S. 4.

- Amtsblatt:

ABl. L XY v. Datum TT.MM.JJJJ, Seite.

Beispiel: ABl. L 206 v. 03.03.2006, S. 3.

- EU Rechtsakt:

VO (EU) Nr./Jahr, Titel fakultativ, ABl. Veröffentlichung, Seite.

Beispiel: VO (EU) 3/2010, zur Errichtung einer Europäischen Aufsichtsbehörde (Europäische Bankenaufsichtsbehörde), zur Änderung des Beschlusses Nr. 716/2009/EG und zur Aufhebung des Beschlusses 2009/78/EG der Kommission, ABl. L 2 v. 15.01.2010, S. 5.

- EU Organe:

Verfasser, offizieller Name, Nummer, Seite.

Beispiel: *Europäische Kommission*, Mitteilung der Kommission an das Europäische Parlament, den Europäischen Rat, den Rat, die Europäische Zentralbank, den Europäischen Wirtschafts- und Sozialausschuss, den Ausschuss der Regionen und die Europäische Investitionsbank, COM(2018) 880 final, S. 2.

- int. Organe:

als „**Beschlussorgan**“

Verfasser, offizieller Name, Randnummer.

Beispiel: *HRC*, General Comment No 34, Art. 19: Freedoms of opinion and expression, UN Doc. CCPR/C/GC/34, 12 September 2011, Rn. 28.

als „**Spruchkörper**“

Verfasser, Fallnummer, *Name*, Fundstelle, (Datum), Randnummer.

Beispiel: *HRC*, Communication Nr. 414/1990, *Mika Miha v Equatorial Guinea*, UN Doc. CCPR/C/51/D/414/1990, 10/08/1994.

Citation format (English):

- Judgment:

Court, no. of case, *Name*, European Case Law Identifier ECLI, paragraph.

Example: CJEU, case C-306/07, *Ruben Andersen v. Kommunernes Landsforening*, ECLI:EU:C:2013:411, para. 3.

- Opinion of AG:

Opinion of AG *Name*, case, *Name*, European Case Law Identifier ECLI, paragraph.

Example: Opinion of AG *Jääskinen*, case C-306/07, *Commission v. Italy*, ECLI:EU:C:2013:411, paras 3 ff.

- Book:

Author, pages. (if various volumes please differentiate via keyword)

Example: *Craig/de Burca*, pp. 45 ff.

- Commentary:

Author, in: Editor/s, Article, paragraph.

Example: *Kahl*, in: Calliess/Ruffert (eds.), Art. 27 AEUV, para. 12.

- Festschrift/

Collective volume:

Author, Title, in: Festschrift XY, Year, pages.

Example: *Alber*, in: Meng/Ress/Stein (eds.), p. 20.

- Journal article: *Last name author 1/last name author 2*, abbreviated journal name year/volume, page.
Example: *O'Connell*, ZEuS 2013/1, p. 270 ff.
- Internet: URL (accessed date DD/MM/YYYY).
Example: www.europainstitut.de (31/08/2016).
OR (if not in Bibliography)
Author, titel, available at: URL (last access, Date in DD/MM/YYYY)
Example: *Giegerich*, Noch ist der Rechtsstaat nicht verloren, available at: http://jean-monnet-saar.eu/?page_id=2222 (08/07/2019).
OTHERWISE
Author, keyword (if applicable), if possible page.
Example: *Giegerich*, Noch ist der Rechtsstaat nicht verloren, p. 4.
- Official Journal: OJ L/C 1234 of DD/MM/YYYY, page.
Example: OJ L 206 of 03/03/2006, p. 3.
- EU Legislation: Directive (EU) No/Year, Title not mandatory, OJ L/C 1234 of DD/MM/YYYY, page.
Example: Regulation (EU) No. 1052/2013 establishing the European Border Surveillance System (Eurosur), OJ L 295 of 06/11/2013, p. 11; Directive 2013/32/EU on common procedures for granting and withdrawing international protection (recast), OJ L 180 of 29/06/2013, p. 60.
- EU Institutions: *Author*, official name, file number, page.
Example: *European Commission*, Communication to the Commission, Data, Information and Knowledge Management at the European Commission, C(2016) 6626 final, p. 5.
- int. Organs: **decisions, reports, off. Documents, comments,...**
Author, official name, paragraph.
Example: *HRC*, General Comment No 34, Art. 19: Freedoms of opinion and expression, UN Doc. CCPR/C/GC/34, 12 September 2011, Rn. 28.
as "Court"
Author, case number, *name*, reference, (date), paragraph.
Example: *HRC*, Communication Nr. 414/1990, *Mika Miha v Equatorial Guinea*, UN Doc. CCPR/C/51/D/414/1990, 10/08/1994.

V. Bibliography

Every author cited in the article must be listed in the bibliography. Authors should be listed **alphabetically**. If there are more publications from the same author they should also be listed **chronologically**. If there is more than one author/editor please use a semicolon to separate the names.

Font: Author please in all caps; Title in italic; articles always with range of pages

Monograph:

LAST NAME, FIRST NAME, *Title*, edition, Location, Year

Contributed volume:

LAST NAME OF AUTHOR/S, FIRST NAME OF AUTHOR/S, *Title of essay*, in: Last name of Editor/s, First name of Editor/s; (Hrsg.)/(eds.), *Title*, edition, Location, Year, pages of article within anthology

Journal article:

LAST NAME, FIRST NAME, *Title*, Journal name (full), Year, (Volume with number if possible), pages of article within journal

News article:

LAST NAME, FIRST NAME, *Title*, Newspaper, Date (TT.MM.JJJJ)/(DD/MM/YYYY)

Article on Website:

LAST NAME, FIRST NAME, *Title*, Year/Date (TT.MM.JJJJ)/(DD/MM/YYYY), abrufbar unter:/ available at: URL (last accessed with date (TT.MM.JJJJ)/(DD/MM/YYYY))

VI. Abstract

Authors should provide an abstract of their article in a separate document. A **single paragraph of about 200 words maximum**. The abstract should be an objective representation of the article. The abstract should be in **English** even though the article itself is in German.

VII. Keywords

Please list three to ten pertinent **ENGLISH keywords** specific to the article yet reasonably common within the subject discipline – in a separate document.