

# Guidelines to Authors

## Submission of Manuscripts

Manuscripts should be sent to (in hard copy and digital):

Dr. K.J. de Graaf, managing-editor

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Submission of articles will be held to imply that they contain original unpublished material and have not been submitted for publication elsewhere.

The article should include a 100-150 word abstract.

Main articles should have ideally a length of 10-15,000 words. Shorter articles, including case law analysis, should be no longer than 3,000-4,000 words.

All articles are subject to our peer review procedure. Details of this procedure can be found at our website ([www.parislegalpublishers.com](http://www.parislegalpublishers.com)).

The publisher will ensure that your manuscript will be formatted in the REALaw house style with the use of professional DTP-software. It is of some importance that the digital file of your manuscript (MS-Word files only) will be sent to use as 'clean' as possible. In particular, authors are asked to avoid any special formatting of their text, *italics* excepted. Please do not use tabs, indents, caps, special font and font-sizes, underlining etc. etc. for formatting purposes. When using MS-Word styles: please do not apply other styles than the standard one ('standard', 'normal', 'normaal', etc.).

Two exceptions:

- 1) text in footnotes (please use the standard footnote text style of MS-Word) and
- 2) text which needs to be printed indented and with a smaller font-size (please apply a MS-Word-style with a different name than 'standard'/'normal'/'normaal' consistently throughout the text, e.g. 'block indent' or 'small text').

## Footnotes and References

Footnotes should be numbered sequentially (in superscript) throughout the text and outside the punctuation marks. Authors are asked to keep footnotes as short as possible and to make cross-references within the text as sparingly as possible. The following method should be used: See *supra* 2.1.2, or see *infra* 2.1.2. Don't refer to specific page numbers.

References in the footnotes:

- Books: J.H. Jans & H.B.B. Vedder, *European Environmental Law* (Groningen 2008). Thus in case of two authors, use &
- Articles in journals: J.H. Jans, 'National Legislative Autonomy? The Procedural Constraints of European Law' [1998/1] *LIEI* 25-58.



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- References to decisions of the ECJ: Case C-142/95P *Associazione Agricoltori della Provincia di Rovigo and Others v. Commission* [1996] ECR I-6669. Names are italicised, but not the v.
- References to national case-law: please follow the national style of citation as far as possible.
- References to websites/Internet: add URL, omitting the http://

## Various

- Always use ‘single’ quotation marks for quoted material in the text. Double quotation marks should be used only for “quotes” within quotes.
- Use *italics* for emphasis and for titles of books and journals, but not for articles in journals. Latin or foreign language expressions should be italicised also, unless they are so common that they have become wholly absorbed into everyday language.
- Parentheses (round brackets) should be used for interpolations. Square [brackets] should be used for editorial comments or interpolations within quotations.
- Quoted material of over 35 words should be separated out from the text by being clearly indented from both margins. There should be single quotation marks around the quoted text.
- British (‘s’ rather than ‘z’) spelling is preferred.
- For numbering or identifying paragraphs use Arabic numbers only (no other such as Roman or non-Arabic numbers are allowed). Don’t continue paragraphs beyond three sublevels (f.e. par. 1.1.1.)
- ‘Article’, ‘section’, ‘paragraph’ are written in full when they appear in the main text. If it is considered necessary to place them between parentheses (although a footnote is normally employed) then the abbreviated form is used.  
Thus: ... this has now been resolved (Art. 17).

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# Guidelines to Authors

## *REALaw peer review*

1. Authors must submit their REALaw contributions to the managing editor via e-mail ([k.j.de.graaf@rug.nl](mailto:k.j.de.graaf@rug.nl)). Upon receipt of each contribution he will determine – if necessary after consultation with a member of the Editorial Board – whether the content of the contribution falls within the scope of REALaw. If this is the case and if the contribution appears to be of sufficient quality, a peer review procedure will be initiated. The procedure will be as follows:

2. REALaw peer review will be conducted by at least two referees from the REALaw Editorial Board and/or the Editorial Advisory Board. In special cases the Editorial Board may decide to invite a referee from outside the Editorial Advisory Board.

3. Upon accepting the assignment, the referee will assess the author's contribution within a period of 14 days. The referee's assessment will be based on the assessment form approved by the Editorial Board (see page 2), which the referee will submit to the managing editor via e-mail.

4) The author will receive the assessment within one month. The acceptance of the author's contribution as an academic article after REALaw peer review will be stated in the publication of the article.



# Guidelines to Authors

## *REALaw peer review assessment form*

The main criterion for acceptance is whether the contribution is of good/excellent quality with regard to the state of knowledge in the field of European Administrative Law.

1. Is the article based on a relevant research question and does it make an innovative contribution to existing legal knowledge and/or the legal and social debate?  
agree      disagree
2. Does the article provide new insights for further legal research or the resolving of legal issues concerning European administrative law?  
agree      disagree
3. Does the article demonstrate profoundness, is it methodically sound and does it provide clear and systematic insight into the author's line of thought and reasoning?  
agree      disagree
4. Are the conclusions and findings sufficiently supported?  
agree      disagree
5. Does the article provide a relevant overview of and insight into recent developments and prominent literature in the field of the subject discussed?  
agree      disagree

Confidential comments to the managing editor:

Comments to the author:

Recommendation:

- Accept
- Minor revisions necessary
- Major revisions necessary
- Reject

I hereby declare that I am not in any relevant way related to the author or involved in the subject of the contribution.

Place, date:

....., .....

