Guidelines to Authors

Submission of Manuscripts

Manuscripts should be sent to (in hard copy and digital): Dr. K.J. de Graaf, managing-editor
Dept. of Administrative Law and Public Administration
University of Groningen
PO Box 716
9700 AS Groningen
The Netherlands

Email: k.j.de.graaf@rug.nl

Submission of articles will be held to imply that they contain original unpublished material and have not been submitted for publication elsewhere.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 procedures can found at our website (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'/'normal' 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.



Guidelines to Authors

- 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).
- '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).

License to publish

Prior to the publication author and publisher will conclude a license to publish. This license will reflect the following principles:

- the author and the publisher believe it is in the general interest to grant maximum access to scholarly and/or scientific works without compromising quality or academic freedom, especially when public resources finance such works;
- the publisher wishes to receive financial compensation from subscribers to the Review of European Administrative Law for his contribution to the publication of the scholarly and scientific work;
- the author and the publisher believe that a balance should be achieved between granting maximum access to scholarly and/or scientific works and granting financial compensation from subscriptions for the publication of these works.

More in particular the author will grant the publisher the sole right to publish the article. However, the author will retain and will be able to exercise the following rights:

• to reproduce the article, in whole or in part, and to communicate it or make it available to the public, whether in print and/or digital form, whether as part of a course pack or a compilation, for use in education or research within the author's own institution or the institutions with which the author is affiliated;



Guidelines to Authors

- to reuse whole or part of the article in a dissertation, compilation or other work;
- to present the article at a meeting or conference and to hand out copies of the article to the delegates attending the meeting;
- to grant to end users of the author's own institution or (or another appropriate organisation), the authorisation to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works.

The author has the right to receive from the publisher a complimentary digital copy (PDF) of his article. He will be allowed to upload the article or to grant to the author's own institution (or another appropriate organisation) the authorisation to upload the article, immediately from the date of publication of the journal in which the article is published:

- a) onto the institution's closed network (e.g. intranet system) and/or
- b) onto publicly accessible institutional and/or centrally organised repositories, provided that a link is inserted to the article on the publisher's website.

