



# Review of European Administrative Law

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## Guidelines to Authors

All articles, book reviews and case notes should be submitted to the Managing Editor, Dr. Annalisa Volpato ([realaw@rug.nl](mailto:realaw@rug.nl)). Articles should be fully anonymized.

### Notes to Authors

For more detailed information on formatting, please see **Formatting Guidelines**. For more information on referencing (with examples), please see **Footnotes and References**.

- a) REALaw offers copy-editing and limited language editing. However, articles should be submitted in correct English. If English is not your first language, please let us know if you require additional assistance.
- b) Submitted articles should be original unpublished material and have not been submitted for publication elsewhere. While articles are under peer-review, authors should not post them online (for example, on SSRN or Academia.edu).
- c) The writing style should be as objective as possible.
- d) Please include an **abstract** at the beginning of each submission that captures the **real essence** of the main text (150-250 words).
- e) **Main articles** should have ideally a length of 8-10,000 words, including footnotes
- f) **Book reviews and case notes** should be between 2,000 - 6,000 words.
- g) Case notes should contextualise cases in existing case law and be as scientific as possible.
- h) Kindly only italicise foreign words, all English words that are italicised in the text will be edited.
- i) REALaw follows the OSCOLA reference guide (see **Footnotes and References**)



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## Guidelines to Authors

### Formatting Guidelines

#### (1) Abstract

Articles should include an abstract (150-250 words).

#### (2) Capital letters

Please capitalise in titles of article/paragraph the first letter of each noun and adjective.

#### (3) Quotation Marks

Always use 'single' quotation marks for quoted material in the text.

"Double" quotation marks should be used only for quotes within quotes.

#### (4) Italics

Use *italics* only for emphasis and for titles of books, but not for articles in journals.

#### (5) Latin and non-English expressions

Latin or foreign language expressions should be *italicised* also, unless they are so common that they have become wholly absorbed into everyday language.

#### (6) Brackets

Round (brackets) should be used for interpolations.

Square [brackets] should be used for editorial comments or interpolations within quotations.

#### (7) 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.

#### (8) Spelling and Punctuation

Both British English and American English are accepted as long as it is consistent.

#### (9) Paragraph numbering

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 (eg par 1.1.1.)

#### (10) Abbreviations

'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.

eg ... this has now been resolved (art 17).



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## Guidelines to Authors

### Footnotes and References

#### Footnotes

Authors should make sure that they do not count the footnote indicating their affiliation and/or acknowledgements. This will affect cross-referencing. Precede the affiliation and/or acknowledgements with a \* symbol, but do not use the actual footnote function for them, simply format this info as regular text. The typesetter will take care of the proper formatting in footnote style.

Footnotes should be numbered sequentially (in superscript) throughout the text and outside the punctuation marks.

Authors are asked to keep the font '**Times New Roman**' and the size **10** for all footnotes. Please keep footnotes as short as possible and use 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.

#### Multiple references in the same footnote

Authors are asked to separate references in one footnote using a semicolon. For multiple references within the same footnote, separate references with a semicolon (;) and precede the last reference with '**and**'.

#### Pinpoints

Pinpoints to parts, chapters, pages and paragraphs come at the end of the citation. If citing a chapter or part and page number, insert a comma before the page number.

Use '**pt**' for part, '**ch**' for chapter, and '**para**' for paragraph. Page numbers stand **alone**, without 'p' or 'pp'.

#### Sample footnotes: OSCOLA

##### a) Books (3.2)

author (name and surname), *title* (additional info, edition, publisher | year)  
eg P[aul] Craig, *EU Administrative Law* (3rd edn, Oxford University Press 2018)

##### b) Journals (3.3.1)

author (name and surname), 'title' (year) volume | journal name or abbreviation | first page of article.

The year only goes in (brackets) if it identifies the volume number. First names are replaced by initials.

eg JB Gaztea, 'A Jurisdiction of Jurisdictions' (2019) 1 REALaw 9



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### c) Edited volumes (3.2.2)

editor(s)/translator(s) (ed/tr/eds/trs), *title* (additional info, publisher | year)

eg C[atherine] Barnard and S[teve] Peers (eds), *European Union Law* (2nd edn, OUP 2017)

### d) Book chapters in edited collection (3.2.3)

author (name and surname), 'title' in editor(s) (ed(s)), *book title* (additional info, publisher | year)

eg H[erwig] CH Hofmann, 'General principles of EU law and EU administrative law' in C[atherine] Barnard and S[teve] Peers (eds), *European Union Law* (2nd edn, OUP 2017)

### e) EU case law (2.6.2)

case number | case name [year] ECLI

eg Case C-26/62 *Van Gend en Loos* [1963] EU:C:1963:1

If the ECLI code is not available for a certain judgment, use the report abbreviation (ECR) followed by the first page.

eg Joined Cases C-430 and 431/93 *Jeroen van Schijndel v Stichting Pensioenfonds voor Fysiotherapeuten* [1995] ECR I-4705

## References

REALaw Review follows the OSCOLA reference guide.

Please see below for links to the full OSCOLA reference guides.

### OSCOLA reference guide

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)

### OSCOLA international law

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_2006\\_citing\\_international\\_law.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf)

### OSCOLA quick reference guide

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)

### OSCOLA FAQs

<https://www.law.ox.ac.uk/oscola-faqs>



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## Guidelines to Authors

### REALaw House Style

- a) The publisher will ensure that your manuscript will be formatted in the REALaw house style with the use of professional DTP-software.
- b) It is important that the digital file of your manuscript (MS-Word files only) will be sent to use as 'clean' as possible and without unnecessary formatting.
- c) Authors are asked to avoid any special formatting of their text, italics excepted.
- d) Please do **not** use tabs, indents, caps, special font and font-sizes, underlining etc. etc. for formatting purposes.
- e) When using MS-Word styles, please do not apply other styles than the standard one ('standard', 'normal', 'normaal', etc.).

#### **Two exceptions**

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

### License to Publish

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<https://www.uitgeverijparis.nl/en/auteursrechten>.