



Notes for Contributors

A. Summary

I. General notes

- Text structure: **A.** → **I.** → **1.** → *a* (*italic*) → *aa* → (*l*) → (*a*) → (*aa*)
- Citation of laws: § 999a subs. 1 s. 1 h.s. 1 alt. 1 no. 1 lit.1
- Abbreviations: e.g., i.e., c.f., ed., vol., para., no.
- Sources shall be sorted in the footnotes in accordance with guidelines below.

II. Court decisions

When citing a German court decision published in an official collection, reference to the official collection has to be put first in the footnote. If possible, additionally make reference to a law journal, in which the decision can be found (following an equal sign). Do not repeat the title of an official collection within the same footnote.

- BVerfGE 7, 198 (209); 28, 282 (292).
- BGHZ 83, 122 = NJW 1982, 1703.
- LG München I ZIP 2014, 570 (573).

When citing an international or non-domestic court decision apply the recommended/usual way of citation:

- ECJ, judgement of 31.5.1995 - C-400/93, Specialarbejderforbundet i Danmark / Dansk Industri, para. 15.
- The Village of Skokie v. The National Socialist Party of America, 373 N.E. 2d 21.
- New York Times Co. v. Sullivan, 376 U.S. 254 (273).

III. Explanatory notes to statutes

- BT-Drucks. 15/4832, p. 1.
- Explanatory Notes to the Charities Act 2006, para. 15.
- Council Directive 2002/60/EC of 27.6.2002 laying down specific provisions for the control of African swine fever and amending Directive 92/119/EEC as regards Teschen disease and African swine fever, OJ L192, p. 27.

IV. Journals

Generally cited as such:

- *Bürkle*, DB 2004, 2158 (2159).
- *Schmolke*, RIW 2012, 224 (226).

When citing a journal cited per volume:

- *Martini*, JöR 59 (2011), 279 (282).

V. Textbooks and monographs

When cited for the first time:

- *Dreher*, Die Versicherung als Rechtsprodukt, 1991, p. 125.
- *Rengier*, Strafrecht Besonderer Teil I, 18th ed. 2016, § 7 para. 8.

When cited again:

- *Dreher* (fn. XX), p. 144.
- *Rengier* (fn. XX), § 7 para. 9.

VI. Essays in commemorative publications (“Festschrift”)

- *Canaris*, in: FS Bydlinski, 2002, p. 47 (99).

VII. Legal commentaries

When cited for the first time:

- *Wendehorst*, in: MünchKomm-BGB, 8th ed. 2019, § 312 para. 31.

When citing a legal commentary named after its editor that is commonly known under this title for the first time:

- *Gerlemann*, in: Steindorf zum Waffenrecht, 10th ed. 2015, § 21 WaffG para. 5.
- *Calliess*, in: Calliess/Ruffert, EUV/AEUV, 5th ed. 2016, art. 50 EUV para. 16.

When cited again:

- *Wendehorst* (fn. XX), § 312 para. 11.
- *Calliess* (fn. XX), art. 50 EUV para. 25.

VIII. Online content

- *Bussmann/Nestler/Salvenmoser*, Wirtschaftskriminalität und Unternehmenskultur 2013, <https://files.vogel.de/vogelonline/vogelonline/files/5947.pdf>, lastly accessed on 8.4.2019.

IX. Newspaper articles

- *Pfohlmann*, “Wie konnte ich das vergessen?”, Tagesspiegel (14.6.2019).
- *Böff*, “Niemand hat moralisch eine weiße Weste”, FURIOS (15.12.2014), <https://furiOS-campus.de/2014/12/15/niemand-hat-moralisch-eine-weisse-veste>, lastly accessed on 19.3.2020.

B. Detailed Requirements

I. General Notes

1. Formal Design

a. Page Layout

- Margin: each 2.5 cm
- Text: grouped style

b. Format

- Font: Times New Roman
- Font size: 12 in body text and headlines, 10 in footnotes
- Line spacing: 1,5 lines
- Paragraph distance: in body text 6 pt, otherwise a blank line at the end of each headline block

2. Structure of the continuous text

a. Text structure

- A. → I. → 1. → a) (*italic*) → aa) → (I) → (a) → (aa)

b. Further levels are generally not allowed

- c. References are restricted to footnotes (for further information see II. 3)

3. Abstract

An abstract (100 to 200 words, no footnotes, *italic*) is to be put between title and table of contents. It shall summarize the paper.

4. First footnote

The first footnote is to be put with an *. It contains the following information about the author: name, surname, semester (alternatively: academic title), subject area of the paper, supervised by *Professor X* (insert name and academic title). The next footnote starts with the number 1.

5. Table of contents

After the written text follows a table of contents. The table of contents is restricted to the first three levels of the text (A. I. 1.). The appendix (see I.7.) is part of the table of contents. It shall not be listed within the structure of the body text. Within the table of contents, the appendix is equal to the level A.

6. Body text

- a. Accentuations, names (and academic titles) of real persons and non-English words shall be written in *italic* if used in the continuous text.
- b. Dates: DD.MM.YYYY (e.g. 1.5.2019).
- c. Citation of laws: § 999a subs. 1 s. 1 h.s. 1 alt. 1 no. 1 lit.1
 - The name of the law shall always be put behind the cited section.
 - Non-breaking spaces shall be placed between “§” resp. “Art.” and its corresponding digit (Shortcut: Strg + Shift + Space)
- d. Direct quotes shall be limited to expressions that are either still open to legal interpretation or that are especially concise. Additionally, they should not be already commonly used within the according terminology. Direct quotes have to be indicated through quotation marks and have to be written in *italic*.

Example:

- Bassioni has been often referred to by the media as “*the Godfather of International Criminal Law*”¹.

Additions and changes to a direct quote by the author shall be highlighted using square brackets and an annotation in italic. Omissions shall be shown by the usage of [...].

Example:

- “*The criminal law [as] [...] the harshest instrument of the formal social control*” (annot. by auth.)

- e. Only common abbreviations may be used. If a single word is abbreviated, the abbreviation ends with a full stop.

Example:

- resp. (respectively)

If the abbreviation encompasses more than one word, full stops shall be placed between the letters. No space shall be left between the letters. Also, a full stop shall be placed at the end of the abbreviation.

Example:

- e.g. (exemplia gratia)
- i.e. (id est)

- f. Gender fair language can be used.

7. Appendix, diagrams, graphics and tables

If necessary, an appendix is to be added to the text. This contains diagrams, graphics and tables. The appendix has its own level that is separate from the body text. The use of diagrams, graphics and tables is only permitted if they are used to present self-collected data or rendered services. This also includes translations. The contents of the appendix shall be numbered by order of information given in the body text. When cited in the body text the respective content shall be referred to within in the footnote.

Example:

- C.f. table 1 and 2, see appendix.

II. Footnotes

1. General instructions

- Each footnote starts with a capital letter and ends with a full stop.
- Footnote reference marks shall generally be placed after the first punctuation mark following the information, unless there is information based upon different sources.
- Sources cited within the same footnote shall be separated with a semicolon.
- Page number and “f(f)” are to be separated by a blank space.
- Literature shall generally be cited in its most recent edition. This doesn’t apply, of course, if only an older edition contains the information referred to.
- Information has to be taken from primary sources only. The additional usage of secondary sources is always allowed. The sole usage of secondary sources is only and exceptionally allowed if the primary source cannot be found.
- If the information referred to can be found on the first page of an essay or a court decision, the footnote only contains the first page in addition to name of the journal and year of publication (e.g.: x, NJW 2010, 1055).
- If an author is cited more than once within the same footnote he/she shall be listed as id. (=idem) following the first source (e.g.: Müller, NJW 1973, 231; id. JA 1981, 256 (259)).
- If several authors working together are cited within the same footnote, list them as ead. (=eadem) following the first source (e.g.: Müller/Maier NJW 1982, 422 (427); ead. JA 1990, 321).

- If a source is based upon the work of four or more authors, only the first one is to be listed by name within the footnote (e.g.: Müller et. al., Musterbuch).
- Regarding their order of appearance, the sources have to be listed consistently:
- The listed sources shall be categorized in the following order:
 - monographs; essays in commemorative publications (“Festschrift”); journals cited per volume; journals; textbooks, handbooks and legal commentaries.
- Within those categories sources are to be listed either in alphabetical or in chronological order.
- The aforementioned order shall only be ignored if either the cited information is explained especially well by one source or if it is directly based upon said source.
- Court decisions shall be listed in rising chronological order (from older to newer decisions) to illustrate trends in the jurisdiction. The different courts shall generally be listed in the following order: International courts before European courts, European courts before national courts. Foreign courts shall generally be listed in a reasonable and consistent order.
- The aforementioned order shall only be ignored if either the cited information is explained especially well by one source or if it is based directly upon said source.
- “c.f.” shall only be used within the footnote if the information is not given in the exact same way, but only in a similar fashion by the cited source. Additionally, the discrepancy between the cited source and information given by the author has to be (shortly) explained within the footnote,
- It is not allowed to refer within a footnote to a source “*with further references*”.

2. Footnote references

a. Court decisions

If possible, when citing a court decision, cite the respective paragraph. Otherwise the respective page of the source has to be cited in addition to the first page of the source, using brackets. This does not apply if the respective page is the first page itself.

Example:

- BGH NJW 2012, 3505 para. 8.
- LG München I ZIP 2014, 570 (573).
- OLG Köln NJW-RR 2012, 174.

If possible, court decisions shall be cited by making reference to official collections. Additionally (if possible), these court decisions shall be documented by a parallel source.

Example:

- BGHZ 103, 184 (190) = NJW 1988, 1579 (1582).

If a footnote contains references to an official collection, the references usually consists of the volume in which a court decision can be found, as well as the decisions starting page and the exact page on which the information referred to can be found. If several editions of the same official collection are referenced, the collection only has to be named once. Different references to court decisions within the same official collection are to be separated by a semicolon.

Example:

- BVerfGE 7, 198 (209); 28, 282 (292).

If a court decision is not published within an official collection, a publication within a commonly known journal shall be cited instead. It shall be cited as follows: name of the court, name of journal, first page of the court decision, respective page number (in brackets, only if necessary).

Example:

- LG München I ZIP 2014, 570 (573).

Court decision neither published in official collections nor in journals shall be cited as follows: name of the respective court, type of court decision (verdict or ruling), date of the decision (in brackets), file number, exact source of information by paragraph, respective source.

Example:

- BGH, ruling (27.11.2018) – file no.: 2 StR 481/17, para. 7 – openJur.
- VG Bayreuth, verdict (9.5.2006) – file no: 1 B 1 K 05.768, para. 49 – juris.

When citing a court decision by an international court employ the commonly used way of citation. Typically, official collections or the homepage of the court suggest how to cite a decision.

Example:

- *Campbell v. Ireland*, no. 45678/98, § 24, ECHR 1999-II.
- ECJ, judgement of 31.5.1995 - C-400/93, Specialarbejderforbundet i Danmark / Dansk Industri, para. 15.

Non-domestic court decisions shall be cited according to the customs in their country of origin.

Example:

- *The Village of Skokie v. The National Socialist Party of America*, 373 N.E. 2d 21.
- *New York Times Co. v. Sullivan*, 376 U.S. 254 (273).

b. Explanatory notes to statutes

Example:

- BT-Drucks. 15/4832, p. 1.
- Explanatory Notes to the Charities Act 2006, para. 15.
- Council Directive 2002/60/EC of 27.06.2002 laying down specific provisions for the control of African swine fever and amending Directive 92/119/EEC as regards Teschen disease and African swine fever, OJ L192, p. 27.

c. Journals

An essay published in a journal has to be cited as follows: *author/s*, name of journal, year of publication, first page of essay (without p.), exact source of information (in brackets). When citing commonly known journals the abbreviation of its name suffices.

Example:

- *Bürkle*, DB 2004, 2158 (2159).
- *Schmolke*, RIW 2012, 224 (226).

When citing a less known journal its full name as well as an abbreviation (in brackets) have to be given. When citing the journal again only the abbreviation has to be given.

Example:

- *Waytz/Dungan/Young*, *Journal of Experimental Social Psychology* 49 (2013) (JESP), 1027 (1028).

Always give the year of publication in full. When citing a journal cited per volume put the year of publication in brackets after the volume.

Example:

- *Martini*, JöR 59 (2011), 279 (282).

Comments on court decisions shall be cited such as essays published in journals.

Example:

- *Ulmer*, NJW 2015, 2145 (2150).

This does not apply if the information is directly taken from the commented court decision.

Example:

- BGH NJW 2015, 2145 commented by *Ulmer*.

d. Textbooks and monographs

When citing a textbook or a monograph in an article for the first time a full citation has to be given. It shall be cited as follows: *author/s*, title, edition, year of publication, exact source of information. The year of publication has to be given after the edition. Giving the exact source of information refer to paragraphs rather than pages if the paragraphs are numbered. Should the paragraphs begin anew with each chapter of the source enumerate the respective chapter (e.g. “§ 1” or “chapter 1”). The page number shall only be given in exceptional cases.

Example:

- *Dreher*, Die Versicherung als Rechtsprodukt, 1991, p. 125.
- *Rengier*, Strafrecht Besonderer Teil I, 18th ed. 2016, § 7 para. 8.

When citing the source again it shall be cited as follows: *author/s*, footnote of the first citation (in brackets), exact source of information.

Example:

- *Dreher* (Fn. XX), p. 144.
- *Rengier* (Fn. XX), § 7 para. 9.

e. Commemorative publications (“Festschrift”)

When citing an essay published in a “Festschrift” proceed as follows: *name of author/s*, in: FS (= festschrift) + name of jubilee, year of publication, first page (= p. X), exact source of information (in brackets, without “p.”).

Example:

- *Canaris*, in: FS Bydlinski, 2002, p. 47 (99).

f. Legal commentaries

When citing a legal commentary in an article for the first time a full citation has to be given.

It shall be cited as follows: *name of author/s*, in: name of founder respectively name of the commentary, edition, year of publication, exact source of information. The exact source of information shall be given by listing firstly the paragraph (= §) or article (= art.) of the statute and secondly the exact paragraph (= para.), annotation (= annot.) or side note.

Example:

- *Wendehorst*, in: MünchKomm-BGB, 8th ed. 2019, § 312 para. 31.
- *Calliess*, in: Calliess/Ruffert, EUV/AEUV, 5th ed. 2016, art. 50 EUV para. 16.

If citing a legal commentary for the first time, which is named after and commonly known under the name of its original editor, the commented statute doesn’t have to be specified in the footnote.

Example:

- *Schemmer*, in: Palandt, 78th ed. 2019, § 5 para. 5.

If a commentary consists of several volumes the respective volume has to be specified.

Example:

- *Dauner-Lieb*, in: KölnerKomm-AktG, vol. 1, 3rd ed. 2012, § 1 para. 33.

When citing a legal commentary that comments on different statutes the respective statute has to be specified. In case of international statutes the name used for it by the respective legal commentary has to be used.

Example:

- *Gerlemann*, in: Steindorf zum Waffenrecht, 10th ed. 2015, § 21 WaffG para. 5.
- *Calliess*, in: Calliess/Ruffert, EUV/AEUV, 5th ed. 2016, art. 50 EUV para. 16.

When citing the legal commentary again it shall be cited as follows: *author/s*, footnote of the first citation (in brackets), exact source of information.

Example:

- *Wendehorst* (fn. XX), § 312 para. 11.
- *Calliess* (fn. XX), art. 50 EUV para. 25.

g. Sources from the internet

Online content shall be cited as follows: *author/s*, title, URL and date of last access. The URL shall not be split up. Hyperlinks shall be removed (right click on the hyperlink, then select the command “*remove hyperlink*”).

Example:

- *Bussmann/Nestler/Salvenmoser*, Wirtschaftskriminalität und Unternehmenskultur 2013, <https://files.vogel.de/vogelonline/vogelonline/files/5947.pdf>, lastly accessed on 8.4.2019.

h. Newspaper articles

Newspaper articles shall be cited as follows: *author/s*, title, newspaper (with date of appearance)

Example:

- *Pfohlmann*, “Wie konnte ich das vergessen?”, Tagespiegel (14.6.2019).

In case of newspaper articles that were additionally or exclusively published online the URL has to be added.

Example:

- *Böff*, “Niemand hat moralisch eine weiße Weste”, FURIOS (15.12.2014), <https://furius-campus.de/2014/12/15/niemand-hat-moralisch-eine-weiße-veste>, lastly accessed on 19.03.2020.