

# Jean Monnet Chair

EU Constitutional Framework for International Dispute Settlement and Rule of Law



EUROPA-  
INSTITUT  
SAARLAND UNIVERSITY

## JEAN MONNET PAPERS



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– Submission Guidelines –

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## I. General guidelines

Manuscripts are to be submitted to **mueller@europainstitut.de**. They can be written in German or English.

There is no length restriction for the Jean Monnet Papers. They must contain an **abstract** at the beginning of the document, followed by a **table of contents** and a **bibliography** at the end. The abstract must not exceed 200 words. It should be an objective presentation of the article. Otherwise, there are no fixed guidelines for the structure of the paper; however, it is common to start with an introduction, then follow with the main body of the paper and end with a conclusion.

In addition, 5-10 **keywords** describing the topic of the paper must be submitted, as well as a **short biography** of the author.

## II. Format

Manuscripts are to be submitted as Word documents including footnotes. The footnotes should only refer to sources and not contain continuous text.

The format requirements of the Word document are:

Main text:                      Garamond 12 (font)  
   justification  
   spacing before 6 pt.  
   spacing after 0 pt.  
   multiple line spacing 1.15 pt.

Footnotes:                      Garamond 10 (font)  
   justification  
   spacing before 4 pt.  
   spacing after 0 pt.  
   single line spacing

Page margins:                      A4 (= 21 cm x 29,7 cm)  
   Top 2,5 cm  
   Bottom 2 cm  
   Left 2,5 cm  
   Right 2,5 cm  
   Header and footer 1,25 cm

### III. Guidelines for the main text

- The outline structure of the paper is as follows: **A.** – **I.** – **1.** – **a**). Exceptionally, lower levels can also be used, which are marked with (1) – (a) – (aa).
- Avoid abbreviations as much as possible. If abbreviations are used, they should be introduced beforehand.  
E.g.: Court of Justice of the European Union (ECJ)
- Use protected spaces to avoid separating combined words or numbers.
- Dates, numbers and amounts should be indicated as follows:  
5.8.2016 – S. 1200 – 2.500 kg – 5.000 EUR

### IV. Citation guidelines

- As the first footnote, provide detailed information about the author under \* (title, position, university/institution, e-mail address if desired).
- Abbreviations should be chosen as follows: Art. for article; p. for page; lit. for letter; No. for number; para./paras. for section(s)
- Authors' surnames should be printed in italics; editors' surnames are not printed in italics, but they are given the addition (ed.).
- Footnotes must end with a full stop.
- Citation of legislation:  
German legislation: § 5a Abs. 4 Nr. 1a S. 3 lit. a UWG; §§ 812 ff. BGB;  
Art. 2 Abs. 1 GG i.V.m. Art. 1 Abs. 1 GG  
European legal acts: Regulation (EU) 2015/1; Directive (EU) 2015/2

#### 1. Citation in the footnotes

Judgements: Court date – file number, European Case Law Identifier ECLI, (if applicable) *name of decision*.

E.g.:

CJEU 20.3.1997 – case C-24/95, ECLI:EU:C:1997:163 para. 8 – *Alcan*

BGH 17.11.2010 – XII ZB 478/10, NJW 2011, 455

EU-Institutions: *Author*, official name, file number, page.

E.g.:

*European Commission*, Communication to the Commission, Date, Information and Knowledge Management at the European Commission, COM(2016) 6626 final, p. 5

- International Organs: decisions, reports, off. documents, comments, ...  
*Author*, official name, paragraph.  
E.g.:  
 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.  
E.g.:  
 HRC, Communication Nr. 414/1990, *Mika Miha v. Equatorial Guinea*, UN Doc. CCPR/C/51/D/414/1990, 10/08/1994.
- Books: *Author*, page(s).  
 → If several works by the same author are mentioned in the paper, please add another keyword to identify them.  
E.g.:  
*Bungenberg*, S. 5
- Commentary: *Author*, in: Editor/s, Article, paragraph.  
E.g.:  
*Calliess*, in: Callies/Ruffert (eds.), Art. 12 AEUV, para. 12.
- Journal Article: *Author*, abbreviated journal name year/volume, page  
E.g.:  
*Giegerich*, ZEuS 2008/2, p. 35
- Collective Volume: *Author*, title, in: Collective volume (...), year, pages.  
E.g.:  
*Alber*, in: Meng/Ress/Stein (eds.), p. 20.
- Internet: *Author*, title, available at: URL (last access, date in DD.MM.YYYY)  
E.g.:  
*Giegerich*, Noch ist der Rechtsstaat nicht verloren, available at: [https://jean-monnet-saar.eu/?page\\_id=2222](https://jean-monnet-saar.eu/?page_id=2222) (19.11.2019)

## 2. Citation in the bibliography

- Each author cited in the article must be listed in the bibliography!
- The authors are listed in alphabetical order. If there are several publications by the same author, they are listed chronologically.
- If there is more than one author/editor, separate the names with a semicolon.
- **Font:** Author(s) in capital letters; title in italics; article always with page count.

### Detailed guidelines:

Book: SURNAME, FIRST NAME, *Title*, Issue, Place, Year

Commentary: SURNAME, FIRST NAME (authors), *title of the article*, in: SURNAME, FIRST NAME (editors), title, edition, place, year, pages of the article within the anthology

Essay: SURNAME, FIRST NAME, *title*, Name of the journal (complete), year, volume with number (if possible), pages of the article in the journal

Newspaper article: SURNAME, FIRST NAME, *Title*, newspaper, date (DD/MM/YYYY)

Internet: SURNAME, FIRST NAME, *Title*, year/date (DD/MM/YYYY), available at: URL [last access, date in DD/MM/YYYY]