

Instructions for Authors

Introduction

InDret kindly requires to all authors to adjust their originals to the following publication guidelines. In any case, papers must be submitted in Word format, in order to facilitate the final editing of the papers by the editorial board in case they are finally accepted to publication.

The following link may help you fulfil the guidelines: <https://indret.com/libro-de-estilo/>

Present guidelines will apply as of the issue 4/2021.

1. Title Page

Please make sure your title page contains the following information:

- Title (PT Serif 14 normal and bold) and if applicable Subtitle (PT Serif 12 normal and bold),
- InDret's volume (left column, above), Open Sans 9.
- Author's name (name and surname, affiliation – institution –), left column Open Sans 8.
- Abstract (PT Serif 9 italics, 250 words) in Spanish, English (additionally, in the Criminal Law Section also in German).
- Title in English (and in the Criminal Law Section, also in German) PT Serif 9 italics.
- *keywords* in Spanish, English (and in the Criminal Law Section also in German: *Stichwörter*), PT Serif 9; italics for English and German.

2. Table of Contents

Page two should contain a Table of Contents, as well as the submission and admission date.

Table of Contents:

- first level: PT Serif 9 italics and bold; level 2 and f.: PT Serif normal
- InDret prefers manuscripts to have no more than three levels.

Submission date and admission date in Open Sans 8 bold, and located in the left column will be added by InDret's editorial board.

3. Text

PT Serif 10 normal, line spacing 1,1.

Following expressions should be written in italics:

- Title of books, articles and textbooks.
- Foreign words, unless they are usual expressions (*iuris tantum*, *non bis in idem*)
- Expressions or terms you want to emphasize

Paragraphs should be separated by a single space.

For text indentations, use PT Serif 9 normal, line spacing 1,1, left indentation 1.

Authors should be quoted only by the surname, unless the name is necessary for a proper identification. Use small caps for surname.

Concerning abbreviations, see 7.

Case law citations will be made according to the CENDOJ database, and referenced either by their ECLI or Roj codes, both available at the official database of the Cendoj. In the event that one referenced decision does not appear in the ECLI database, all data necessary to identify the decision.

The case law of the CJEU should be cited according to the method recommended by the Court: https://curia.europa.eu/jcms/jcms/P_126035/es/

Decisions rendered by other jurisdictions shall be referenced according to the usual citation standards in the relevant jurisdiction shall be followed.

4. Titles and Subtitles

The main headings (level 1) should be indicated with Arabic numerals, using Open Sans 11 bold typeface.

A footnote referred to by an asterisk must contain information on research projects, if any, as well as acknowledgements, conflict of interest disclosures and other clarifications, if any.

The subheadings will follow the numbering 1.1., 1.2, etc. in bold PT Serif 10 font.

Subsequent subheadings will be indicated by a., b., etc. in PT Serif 10 italics.

5. Header and footnotes

The heading of all the pages of the paper will contain, aligned to the right, the author's full name written in Open Sans 8 bold typeface and, aligned to the left, the InDret volume (Open Sans 8 bold typeface).

Footnotes should be written in PT Serif 8.5 normal font, single-spaced, 3 point leading spacing.

Page numbering is the responsibility of the InDret's editing board.

6. Bibliography

At the end of each article there must be a list of bibliography with all the works cited in the footnotes in PT Serif 10 normal and 1-point multiple spacing.

Bibliographical references must respect the following rules:

6.1. General rules

Generally, abbreviations should not be used (neither for journals, nor for manuals, etc.).

If you wish to indicate the city of publication, this should be done in the original.

In the case of three or more authors or editors, the expression et al. may be used:

FIRST SURNAME SECOND SURNAME (if applicable), Name et al.

In the case of several works by the same author, these should be listed in chronological order, starting with the most recent.

6.2. Monographs

The author's full name (surnames should be in small caps; first names should be in plain text), the full title of the work (in italics), the edition (from the second edition onwards), publisher, city and year of publication. These elements should be separated by commas.

FIRST SURNAME SECOND SURNAME (if applicable), Name, *Full title of the monograph*, edition (from the second edition onwards), publisher, (if applicable, city), year.

In the case of several authors, the surnames should be separated by (/) and without spaces between the slash and the corresponding surnames:

FIRST SURNAME SECOND SURNAME (if applicable), First Name/ FIRST SURNAME SECOND SURNAME (if applicable), First Name

6.3. Journal articles

The author's full name (surname and first name, in small caps), the full title of the article (in inverted commas), the full name of the journal (in italics), the number and year of the journal and the pages (pp. *** ff.). The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME (if applicable), Name, "Full title of the article", *Name of the journal*, issue, year, pp. ** ff.

6.4. Chapters of collective publications or textbooks

The full name of the author (surname and first name, in small caps), the full title of the chapter (between arrows), surname and name of the editor or director or coordinator of the collective publication or textbook (in small caps; in the case of more than one, separated by /; indicating at the end in brackets: ed, eds., dir., dirs., coord. or coords.), the full name of the collective publication or textbook (in italics), volume (if there is more than one), edition (from the second edition onwards), publisher, where appropriate the city, year and pages (pp. ** ff.). The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME (if applicable), name, "Full title of chapter", in SURNAME, FIRST NAME (ed.), *Full title of the collective publication of textbook*, volume (using the abbreviation "t." or "v."; if more than one), edition (from the second edition onwards), publisher, (where appropriate, the city), year, pp. ** ff.

7. Acronyms and abbreviations

Except in the case of commonly used acronyms (e.g. CC, CP, TS, TC, UCC, CISG) the acronyms should be used the first time in brackets, after the full reference to the expression to which they refer. Example: Contracts Rights of Third Parties Act 1999 (hereinafter referred to as CRTA).

The use of full stops in the formation of acronyms should be avoided, unless this is common way for using them.

Abbreviations should be closed with a full stop (e.g.: art. or sec.)

In footnotes, abbreviations that are customary in the relevant scientific field may be used, as well as abbreviations referring to journals or commentaries cited in full in the bibliography.

8. Specific rules for case law commentaries and reviews

Case law commentaries and reviews must follow the rules of citation and editing, but must not contain any of the following elements: summary, abstracts, keywords, table of contents and bibliography.

9. Citation rules

Citations to bibliographies and other sources should always be made in the footnotes.

The first citation of a work should be complete, while subsequent citations should be abbreviated.

9. 1. Citations of monographs in the footnotes.

a. Full citation

The author's surname (not the first name; surnames in small caps), the full title of the publication (in italics), the edition (from the second edition onwards) and the year of publication should be given.

FIRST SURNAME SECOND SURNAME, *Full title of the monograph*, edition (from the second edition onwards), year.

b. Abbreviated citation

The author's surname (not the first name; in small caps), the title of the publication (in italics; the subtitle may be omitted if it has one), the edition (from the second edition onwards), year of publication, reference pages (p. or, where appropriate, pp. ** ff.) should be given.

FIRST SURNAME SECOND SURNAME, *Title of the monograph (without subtitle)*, p. * or pp. ** ff.

Specifications:

- When citing a single page "p." should be used; when citing multiple pages "pp. ** s." or "pp. ** ff."; "and f." or "and ff." should not be used; when citing a range of pages, the following should be used: "pp. **-***".
- In the case of several authors, the surnames should be separated by (/) and without spaces between the slash and the corresponding surnames: FIRST SURNAME SECOND SURNAME / FIRST SURNAME SECOND SURNAME
- When several works by the same author are quoted in the same footnote, the following should be used from the second reference onwards: the same (in plain text).
- When the title of the monograph contains a title and subtitle, the latter may be omitted in the abbreviated citation.

9.2. Journal's articles

a. Full citation

The author's surname (in small caps), the full title of the article (between arrows), the full name of the journal (in italics), the number and year of the journal and the pages (pp. ** ff.). The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME, "Full title of the article", *Name of the journal*, volume (if applicable), issue number, year, pp. ** ff.

b. Abbreviated citation

The author's surname (in capitals), the name of the journal (in italics; if there is a common abbreviation, it should be used), the number and year of the journal and the pages (pp. *** ff.) should be mentioned. The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME, *Journal name* (abbreviated, where appropriate), volume (if applicable), issue number, year, pp. ** ff.

9.3. Chapters in collective publications, textbooks and commentaries

a. Full citation

The author's surname (in small caps), the full title of the chapter (between arrows), the surname of the editor or director or coordinator of the collective publication or textbook (in small caps; in the case of more than one, separated by /; indicating at the end in brackets: ed, eds., dir., dirs., coord. or coords.), the full name of the collective publication or textbook (in italics), volume (if there is more than one, using the abbreviation t.), edition (from the second edition onwards), publisher, if applicable the city, the year and the pages (pp. ** ff.). The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME, "Full title of the chapter", in SURNAME (ed.), *Full title of the collective publication or textbook*, t. * (if more than one), edition (from the second edition onwards), publisher, (where appropriate, city), year, pp. ** ff.

b. Abbreviated citation

The author's surname (in small caps), the surname of the editor or director or coordinator of the collective publication or textbook (in small caps; in the case of more than one, separated by /; indicating at the end in brackets: ed, coord. or coords.), the name of the collective publication or textbook (in italics; the subtitle, if it has one, should be omitted), volume (if there is more than one, using the abbreviation t.), edition (only from the second edition onwards), year and pages (pp. ** ff.). The elements should be separated by commas.

FIRST SURNAME SECOND SURNAME, in *Title of the collective publication or textbook*, t. X (if more than one), pp. ** ff.

c. Specifications:

- In the case of commentaries, the reference to the publishers should be omitted and the abbreviation in use (BGB, StGB, etc.) may be used.
- If a work has marginal numbers and it is customary to cite it in this way, the marginal number should be cited instead of the page: nm ** or nm ** ff.
- Commonly used abbreviations can be used in the title of the work: LH (for homage book), FS (Festschrift), etc.

10. How to cite case law in the text and in the footnotes

Decisions rendered by Spanish courts shall be cited as follows:

a. Judgments of the Spanish Supreme Court (*Tribunal Supremo*): STS [number of judgment/year], [Chamber in letters: Civil, Criminal, Contentious-Administrative, Labor], [(Plenary), if applicable], [date], [(ECLI)].

Example: STS 123/2021, Civil (Plenary), of 14 May (ECLI:TS:xxx)

b. Judgments of High Courts of Justice (*Tribunales Superiores de Justicia*): STSJ [autonomy], [Chamber in letters], [date], [(ECLI)] Example: STSJ [autonomy], [Chamber in letters], [(ECLI)].

c. Judgments of Provincial Courts (*Audiencias Provinciales*): SAP [province], [Section], [date], [(ECLI)].

d. First instance Courts (*Juzgados de Primera Instancia*): SJPI [court number], of [city], [date], [(ECLI)].

e. Criminal Courts (*Juzgados de lo Penal*): SJP and the rest with the same format as the decisions rendered by First Instance courts.

Decisions rendered by the Spanish Constitutional Court shall we referred to as follows:

STC (Chamber or Plenary) [referene/year], [date], [(BOE, number and issuing date)]

Example: STC (Plenary) 68/2021, 18 March (BOE n. 97, 23 April 2021)

11. Other important issues and common mistakes to avoid

- It is required to check that there are no double or triple spacing.
- Authors' surnames are written in small caps, not in capitals or italics. In addition, only surnames should be written in small caps.
- Authors' first names should appear in the bibliography list; however, they should not appear in the text of the article and the notes, unless it is advisable to avoid ambiguity (in which case the first name should be in small caps).
- When a page and the following pages are cited, this should be done by simply adding "ff", not "ff".
- All works published in collective works or journals should be cited in Latin or angle quotes "----", not in inverted commas "---".
- When extracts from quoted texts are reproduced, they should be enclosed in Latin or angle inverted commas "----"; if further inverted commas are necessary (within a quoted text), the English inverted commas "---" should be used and, in the case of an additional level, the single inverted commas '---' should be used.
- Internal references to other parts of the text should be made, as far as possible, by indicating title and subtitle or by referring to a footnote accompanying the text, but never by referring to the page.
- The enumeration of the different publications, sentences, etc. cited in the footnotes should be made with a semicolon (;).
- The volume and (if applicable) number of the journal should be indicated only when the page cited and the year do not sufficiently identify the location of the contribution.