



Style Guide

Maastricht Journal of European and
Comparative Law

1. Article opening material

1.1. Article title.

Please format with an initial capital only and remaining words in lower case, unless proper names. Italics can be included where necessary. Run on sub-title after colon.

1.2. Headings

1. Headings should have an initial capital with everything else lowercase, unless proper names.
2. Italics can be included in A heads (H1) if needed, e.g. mathematical symbol or genus name.
3. Headings are numbered and formatted as below.

A head (H1) (numbered, bold with initial cap, all the rest lowercase)

3. The independence of the ECtHR and its judges

B head (H2) (consecutive letter, italic with initial cap, all the rest lowercase)

C. The registry of the ECtHR

C head (H3) (numbered, set as first line of paragraph, full out; italic with initial cap, all the rest lowercase. Following text should not run on but should be on its own line)

2. The requirement to give reasons

In a broad sense, accountability requires that authorities give reasons for the exercise of power...

Headings for Abstract, Keywords, Funding, Acknowledgements, Conflict of interest (in that order), References, Appendices are same as A head but smaller font size

Acknowledgements

We thank Dr van Lookeren Campagne (Genentech) for providing blocking mAb against CR1g (clone 14G8) and isotype control mAb (anti-ragweed).

1.3. Author names, affiliations, and corresponding address

Authors

List authors in the order that they appear on the manuscript. Authors' first name should be in full, middle names should be initials *with* full stops (e.g. Simon P.S. Sharma) No series comma before the 'and' before the final author name. The names of the authors should be followed by an asterisk.

Affiliations

Should be placed after an asterisk immediately below the keywords. Please follow what the author has given in the article. The corresponding author information should also appear but don't repeat information unnecessarily: ie the full address and email details need only appear in the corresponding author information.

Corresponding author

The affiliations and corresponding author information is positioned as follows:

Bottom of the right column on the first page of each paper, separated from the text with a horizontal rule (some exceptions apply for specific journals).

Corresponding author:

John Smith, Department of Social Studies, South Bank University, 4 Sample Road, London SE17 9OP, UK

1.4. Abstract and keywords (for articles only)

Abstract

should appear in bold without a colon, text should start on the next line, with no indent. Abstracts should be max. 200 words in length.

Keywords

The first keyword should have an initial cap. There should be 5 to 7 keywords.

Abstract

Anaphylaxis related to drug therapy with 5-HT₃ antagonists, in particular, palonosetron has not been reported frequently in the literature. Here a case is presented where the patient possibly had an anaphylactic reaction to palonosetron. In this case report, a 40-year-old female with ovarian cancer developed shortness of breath and hypotension after receiving her palonosetron as part of her premedication for chemotherapy. The patient recovered successfully with fluids and supportive care. This case demonstrates that even after successful treatment in the past with palonosetron a patient may later develop a hypersensitivity to the agent.

Keywords

Palonosetron, anaphylaxis, hypersensitivity, 5-HT₃ receptor antagonist

2. General style and layout

2.1. Figures

1. Figure permissions: any figures reproduced from publication need permission.
2. Source: in cases where permission is required and has been obtained, this should appear below the caption.
3. Any abbreviations needing to be spelled out should be listed after the caption, starting on the next line, in the following format: IC: internal combustion; PID: proportional–integral–derivative).
4. Captions are positioned below the figures and left aligned.
5. Captions should start, for example, **Figure 1.** (with a full point also in bold) and have a full point at the end. Where the text runs onto multiple lines, the captions need not be justified but should be aligned left.
6. Where figures have multiple parts, these should be labelled as (a), (b), (c), etc. (not A, B, C). Captions should contain subheadings for all parts if not present in the figure itself.
7. All figures should be numbered consecutively and cited in the text as Figure 1, Figure 2 etc. (Figure should be spelled out in full, not abbreviated).
8. Text citations: figures should be referenced in the text as follows: Figure 1, or Figures 1 and 2, or Figures 2 to 4, or Figure 1(a) and (b), or Figure 2(a) to (c). Where the figure citation is not part of the sentence it should be placed in parentheses.

Examples:

Please see Figure 2 for an illustration of the model used

The model used was an X3G standard type, exported from Germany (Figure 2 or see Figure 2).

2.2. Tables

1. Tables do not need to be a full column width or page width, but should be the appropriate width for the content. They will be laid out by the TS so no work is required by CEs on table layout, only on content.
2. Table headings should be left aligned, even when they relate to multiple columns, unless this creates confusion.

3. All tables should be numbered consecutively and cited in the text as Table 1, Table 2 etc. (Table should be spelled out in full, not abbreviated).
4. Table permissions: any tables reproduced from publication need permission. In cases where those publishers listed on the STM permission Guidelines page (<http://www.stm-assoc.org/permissions-guidelines/>), permission is not required and only the reference number need be present in the caption. Some publishers ask for certain text, e.g. Elsevier.
5. Source: in cases where permission is required and has been obtained, this should appear below the table.
6. Captions should start, for example, **Table 1.** (with a full point also in bold) and have a full point at the end. Where the text runs onto multiple lines, the captions need not be justified but aligned left.
7. Dates in Tables can be shortened to, for example, 4 Dec 10, if space is lacking. Do not use the form 04/12/10, as this could be confused as 12 April in US.
8. Normal text in columns should always be left aligned. Data in tables should be aligned on units if all the data in that column take the same units. Otherwise, the data should be left aligned. Units in table headings should be enclosed by parentheses, not square brackets (if any brackets are required at all).

2.3. Lists

1. For lists where items are not full sentences, use (i), (ii), (iii), (iv), etc. or bullet points (whichever is more appropriate) and separate items with semi-colons. Start list with a preceding colon and end list with a full stop.
2. For lists where items are full sentences or multiple sentences, use (i), (ii), (iii), (iv), etc. Start list with a preceding full stop or semi-colon (whichever is more appropriate), and end list with a full stop.
3. List numbering/bullets should be full out and left aligned, with text indented and aligned. Lists should be separated from preceding/following text with a line space.
4. Where list items include headings, that heading should be italic, same size as text and end in a full stop. The following text should run on.

General note: text following Figures, Tables, and equations does not need to be full out with no indent. If the next block of text after any of these items is a new paragraph, then this may be indented.

2.4. Appendices

1. Numbering of figures/tables/equations in Appendices should follow on from the numbering in the text.
2. All tables/figures should have captions.
3. All appendices should be cited in the text, e.g. (see Appendix 1). If they are not cited, authors need to be queried for a citation position.

2.5. Notes

Authors' biographical notes

These should appear at the end of the paper with the heading **Author biography** (or **biographies**), in same font size as References/Funding etc. heading. Follow journal style.

3. Spelling, punctuation and formatting

3.1 Author style/voice

We will endeavour to keep the author's voice as much as possible:

1. Some authors write in the first person. We will *not* be taking articles out of the first person into the third person. Please keep the style chosen by the author but check that the voice is used consistently throughout the text.

3.2 General spelling rules

Spelling should follow the *Oxford English Dictionary* (OED) or the *Concise Oxford English Dictionary*. American spelling should be avoided. This is known as ‘Oxford spelling’, which is used by Oxford University Press, and British dictionaries Cassell, Collins and Longman. It is also used in publications across the EU, and international organizations such as the ISO and WHO. This means that words that end with the suffix –ize and –ization are preferred to –ise and –isation. This does not affect the spelling of words that end with –yse, for example:

<i>Samples</i>							
advertise	arise	devise	enfranchise	expertise	merchandise	promise	surmise
advise	chastise	disenfranchise	enterprise	franchise	misadvise	reprise	surprise
affranchise	circumcise	disguise	exercise	improvise	premise	revise	televise
apprise	comprise	emprise	excise	incise	prise	supervise	treatise

Note also: analyse (for UK), catalyse, dialyse, paralyse.

<i>Do not mix English and US spellings. Some common US variations in spelling:</i>							
analyze	color	favor	fulfill	labor	license (noun)	program	traveler/traveling
behavior	counseling	fetus	gray	mold	pediatrics	practice (verb)	willful

Follow author style regarding use of the possessive’s for proper names ending in s. However, ’s is not used for classical names, e.g. Socrates’ philosophy.

Following the style of the EU courts, ‘judgement’ should be spelt as ‘judgment’, unless it refers to the ordinary meaning of the word, and not to a court ruling.

Please note that a double consonant is required for words with a short vowel which is followed by an ‘l’ when the word is added to ‘-ing’ or ‘-ed’ or ‘er’.

In the main text, the phrases ‘e.g.’, ‘i.e.’ should be avoided and replaced by ‘for example,’ and ‘that is,’ or ‘namely’. ‘e.g.’ and ‘i.e.’ are permissible for the footnotes.

‘Cf.’ should always be avoided and should be replaced by ‘compare’.

‘etc.’ should always be avoided and should be replaced by ‘and so on’.

3.3 Punctuation and formatting

Commas

- Follow author style but make consistent
- Oxford or series comma are not generally used; only use an Oxford/series comma if essential for clarity

Parentheses

These can be used throughout. Double sets of parentheses are acceptable, e.g. (see Figure 2(a)). Do not use square brackets in the text, except in the following circumstances.

Square brackets are used only to enclose an author’s comment within a quote, e.g. [sic], [emphasis added]. Square brackets are also used for equations and mathematical expressions within the text.

Quotes

Use single quotes, with double quotes within quoted material.

Hyphenation

The basic rule is to follow author style but be consistent.

Use of upper and lower case

Check the author's usage first, and make consistent. For specific titles use initial caps, for generic titles use lower case (useful pointers follow):

Institutions, movements, denominations, political parties:

- the Roman Catholic Church
- he has catholic tastes
- They were Bolsheviks
- bolshevism, communism

Titles, ranks:

- the President (referring to a particular one)
- the Spanish Foreign Minister
- a president
- several government ministers

Geographical names:

Capitalize politically defined or geographically named places, use lower case in all other instances.

- the West, the East
- western values, eastern culture
- South Africa
- the south of Scotland

Periods, events:

- Second World War
- rationing during the war

Article and book titles:

Follow the style used in the references.

Specific legal terms

Upper case should be used for specific legal terms. Therefore, terms such as President of the Council, Advocate General, European Parliament, European Council or European Commission, and so on should be capitalized. The terms 'directive' and 'regulation' should only be capitalized if a specific legal instrument is referred to, such as the Equality Framework Directive and subsequently when it is clear that it refers to a specific directive or regulation, e.g.: 'The Equality Framework Directive provides a legal basis for equality measures in the EU. The Directive aims at fostering equality at work.'

Please note that:

- The words 'draft' and 'proposal' are never capitalized, even in the titles of official documents, and nor is the word 'state'.
- 'Member State' is always capitalized. The word 'state' on its own should not be capitalized.
- Capitalization should not be used to emphasize.

Roman and italic usage

- Anglicized words should be roman with no accents (common examples follow):

<i>Samples</i>			
ad hoc	coup d'etat	laissez faire	post mortem
a priori	de facto	nouveau riche	raison d'etre
a propos	elite	op. cit.	sine qua non
avant-garde	en masse	per annum	status quo
bona fide	en route	per capita	vice versa
bourgeois/bourgeoisie	et al.	per se	vis-a-vis
cafe	in situ	post hoc	

- Words in other languages – follow author style and make consistent.
- Keep author's own emphasized words or phrases (in italic), unless excessive.

- General: usual italic rules applies, e.g. genus, species, relevant mathematical symbols, x-axis, y-axis, journal/book/magazine names, etc.

Quoted text

Spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, query with author or insert [sic].

Undisplayed quotes:

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full point (or other punctuation) follows the reference for the quote, e.g. '(...) is the most decisive and important' (Smith, 2003).

Displayed quotes:

Lengthy quotes (50 words or more) should be displayed and indented, with a line space above and below, separating it from the text – follow journal style. Font size will be smaller (TS to format). Here, no quotation marks should be included around the primary quote and quotes within a quote should be in single quotation marks (as opposed to double quotation marks).

Three points in parentheses should be added where a quote is not complete/a part or parts is/are omitted, i.e. '(...) following the decision by the CJEU (...)’.

Any additions to the quotes text within the quote should be in square brackets, e.g.: The Commission states that 'it [the Data Protection Directive] aims to create a level playing field in the EU’.

Money

For currency use the common symbol or abbreviation: £, US\$, AUD\$, €, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms, examples follow:

- The price of oil rose to US\$25 per barrel.
- The US dollar was at an all-time low.
- £150 million, *not* millions or mlns.

Units in the text

1. Where units are referred to in the text in general terms, they should be written out in full.
2. Where a specific quantity is used, the abbreviated form of the unit must be used; e.g. the nails were several centimetres long; the nails were each 2 cm in length.
3. Always use numerals with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.
4. Numeral and units should be separated by a thin non-breaking space, i.e. 100 km, not 100km (this does not need to be indicated by the CE, the TS will format, PR/PE to check). NOTE: exception to the thin space rule applies for percent and degree symbols, i.e. 90% and 35.7°
5. Abbreviations of units are the same for singular and plural (do not add an s); they do not take a full point. E.g. 25 min, 55 s
6. Use SI units wherever possible (see specific Journal webpages for more specific notes).

Numbers

1. Spell out numbers one to nine; for numbers 10 and over use numerals, except at the beginning of a sentence. Re-work the sentence if necessary.
2. Use numerals with percentages (use the % symbol, not per cent or percent), with units, in statistical passages, in tables, etc.
3. Spell out and hyphenate one-half, two-thirds, etc.
4. Do not use a comma in 4-digit numbers (thousands) but do use one in 5-digit numbers (tens of thousands) and above, e.g. 5643; 1298; 14,600; 342,885; 1,000,001. Do *not* use a thin space.
5. Do not contract number ranges, e.g. page ranges and dates; i.e. use pp. 24–29, 13–15 October, 1981–1999 etc.
6. Decimal points are never raised off the line.
7. Do not mix spelled-out numerals and units: 6 cm not six cm.

Dates

1. Write out dates in text and refs as follows: 30 September 2003, except in Tables if space is short, then a shortened version may be used, e.g. 11 Sep 08 (do not use 11/9/08, as this could be confused in the US as 9th November).
2. Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
3. Use numerals for centuries (except in history journals where it is spelled out), e.g. a 21st-century dilemma.

3.4 Abbreviations

General

1. Do not use abbreviations in the title of a paper, in the abstract, or keywords, unless the full version is very long and clumsy or the abbreviation is better known than the full term (e.g. DNA). Abbreviations may be used in headings and subheadings if they have already been defined previously in the paper at first usage. If in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. For plural terms, use plural abbreviations, e.g. low-density lipoprotein, LDL; low-density lipoproteins, LDLs.
4. If you need to abbreviate months or days of the week (for example, in a crowded table), use the first three letters without a full-stop (Mon, Tue; Jan, Feb).
5. If abbreviations are used in a figure or table, they must all be defined in the caption or in a Table note/footnote even if they are also defined in the text.
6. Do not use abbreviations invented by the author of a paper for that paper – ideally, only conventional, generally accepted abbreviations should be used.
7. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below. (Two-letter engineering abbreviations are available in the IMechE Style Guide supplement).
8. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
9. Unfamiliar (but generally accepted) abbreviations should always be written out in full when first mentioned, with the abbreviated form following in parentheses, e.g. “The Confederación Española de Derechas Autónomas (CEDA) was formed”. Thereafter use the abbreviation.
10. Contractions do *not* take a full point, e.g. Mr, St, Ltd, edn, Dr, neither do contracting degrees (Dr, DPhil, PhD, MSc). The following abbreviations take full points: no., Co., p., pp., vol., ch. (but use vols and chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means ‘compare’ and not ‘see’), n.d.
11. No comma after e.g., i.e. or cf. Etc. has a full stop and is usually preceded by a comma in a list. They may be used in lists or figure or table legends, and within parentheses.
12. In reference lists, notes, footnotes, corresponding author address (if required) and authors’ biographical notes, please use the standard abbreviated form for American states (and Canadian/Australian territories). Please spell out in full in the text (see section 7.3 for full list of US state abbreviations).

4. Footnotes

4.1. General

The Maastricht Journal requires the use of footnotes. Footnotes should always be placed after a full stop, comma or semicolon, and so on (never *before* the full stop, comma or semicolon, and so on). It is necessary to close all footnotes with a full stop. If a footnote contains more than two references they must be separated with a semicolon.

Page numbers:

- When referring to several pages, use ‘p.’, not ‘pp.’.

- When margin notes are used, use 'margin note' and the number, i.e. 'margin note 56', instead of the page number.
- Multiple references in one footnote: should be separated by a semi-colon.
- Authors' initials: maximum three initials.
- Where there are two authors, they should be separated by an 'and'.
- Multiple authors: where there are more than three, only the first author should be cited:

Example: J. Wouter et al. (eds.), *European Constitutionalism beyond Lisbon* (Intersentia, 2009), p. 100.

- Ibid: 'Ibid.' is used where two or more consecutive references are made to the same work.
- 'Op.cit.' should be avoided.
- When referring to sources used in a previous footnote, do not refer to the footnote but use the short citation form of the source. An exception can be a longer footnote with identical sources.

4.2. Referencing Materials

References should be cited in the following manner:

Books:

M. Dixon, *Textbook on International Law* (6th edition, Oxford University Press, 2007), p. 143.

Subsequent references to the same book:

M. Dixon, *Textbook on International Law*, p. 141.

Articles:

M. Olaerts, 'Euro-Chinese Company Models: An Explanatory Journey into the Position of Directors, Shareholders and Stakeholders in Chinese and European Company Law', 16 *Maastricht Journal of European and Comparative Law* (2009), p. 171-196.

The volume number of the journal should precede the title of the journal. Abbreviations of journal titles such as MJ or CMLR should also be written in italics. Abbreviations can be used as well as the full journal name, however, use of either should be consistent throughout the text. Issue numbers are to be deleted where present.

Subsequent references to the same article should refer to the journal of publication:

Example:

M. Olaerts, 16 *MJECL* (2009), p. 171.

Or

M. Olaerts, 16 *Maastricht Journal of European and Comparative Law* (2009), p. 171.

Articles in books:

A. Ott, 'The Three Pillars of the European Union', in A. Ott and K. Inglis (eds.), *Handbook on European Enlargement* (TMC Asser Press, 2002), p. 29.

Subsequent reference to the same article in a book:

A. Ott, in A. Ott and K. Inglis (eds.), *Handbook on European Enlargement*, p. 29.

Electronic sources:

C. Staringer, 'Sitzverlegung in der EU nur mit neuer Rechtsform', *Die Presse* (2008), http://diepresse.com/home/recht/rechtswirtschaft/438133/index.do?_vl_backlink=/home/recht/index.do.

Working papers:

D. Geradin and N. Petit, 'The Development of Agencies at EU and National Levels: Conceptual Analysis and Proposals for Reform', *Jean Monnet Working Paper 1* (2004), www.jeanmonnetprogram.org/papers/04/040101.pdf, p. 39–40.

Subsequent references to the same working paper:

D. Geradin and N. Petit, *Jean Monnet Working Paper 1* (2004), p. 39-40.

N.B.: the Name of the working paper series is italicized whereas the number of the working paper is not italicized.

Reports:

Name of author, title, institution.

Newspaper Articles:

Financial Times, 'Weber Hits out at Brussels', 22 April 2009.

EU Sources

Referring to the Court:

When referring to the Court of Justice, the following distinction applies: the use of the term 'Court of Justice of the European Union' refers to the institution comprising the 'Court of Justice' *and* the 'General Court'.

Cases of the Court of Justice of the European Union:

Case C-112/00 *Schmidberger v. Austria*, EU:C:2003:333, para. 71. Please also use 'para.' when referring to several paragraphs.

Subsequent references to the same case:

Case C-112/00 *Schmidberger v. Austria*, para. 71.

N.B.: There is no comma after the case number and the case name.

Opinions of the Advocates General:

Opinion of Advocate General Poiares Maduro in Case C-210/06 *Cartesio*, EU:C:2008:294, para. 23.

Subsequent references to the same Opinion:

Opinion of Advocate General Poires Maduro in Case C-210/06 *Cartesio*, para. 23

N.B.: There is no comma after the case number and the case name.

EU State Aid cases:

UK – NN 41/2008.

Directives, Regulations and Decisions and similar documents:

Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States, [2004] OJ L 158/77.

Subsequent reference to the same directive:

Directive 2004/38/EC

The same applies to regulations, decisions, Treaties, and so on.

Commission White Paper on damages action for breach of EC antitrust rules, COM(2008) 165 final.

Europa Rapid Press Release, *Viviane Reding, Vice-President of the European Commission responsible for Justice, Fundamental Rights and Citizenship Statement on the latest developments on the Roma situation*, 14 September 2010, SPEECH/10/428.

5. International sources

Treaties:

In general, the citation should follow this scheme:

Name of the agreement, abbreviated names of the parties to the agreement (if three or fewer parties), subdivision cited, date of signature, one treaty source.

Specific examples:

Article 1(1) of the UN Charter.

United Nations Convention on the Rights of Persons with Disabilities, 13 December 2006, A/RES/61/106.

Agreement establishing the World Trade Organization, 15 April 1994, 33 ILM 1125 (1994).

North American Free Trade Agreement, U.S.-Can.-Mex., 17 December 1992, 32 ILM 289 (1993).

Case Law of the International Court of Justice:

Military and Paramilitary Activities (*Nicar. v. US.*), 1986 I.C.J. 14 (June 27).

N.B.: Italicize the shortened case name in parentheses.

Legality of the Threat or the Use of Nuclear Weapons, Advisory Opinion, 1996 I.C.J. 226 (July 8).

Case Law of the European Court of Human Rights:

ECtHR, *Marckx v. Belgium*, Judgment of 13 June 1979, Application No. 6833/74, para. 25-68.

ECtHR, *Sadik v. Greece*, Judgment of 15 November 1996, Application No. 18877/91, para. 30.

Subsequent references to the same case:

ECtHR, *Marckx v. Belgium*, para. 25-68.

6. National sources

As a general rule when quoting foreign materials, the author should follow the official national style of quotation. Please note that for case law of European national courts, use of the European Case Law Identifier (ECLI) is preferred, where the official national style of quotation has adopted it.

When citing national materials, the respective jurisdiction should be indicated unless it is already provided in the text itself.

If the language of the document is other than English, the full title in the original language should be followed by an English translation in brackets the first time the piece appears in the footnotes.

For reference to German law: use § instead of paragraph/para., and §§ when referring **to more than one paragraph**.