

# Authors' Guidelines

## European Yearbook of Constitutional Law (EYCL)

### 1. GENERAL

- The book to which you are a contributor will be published by T.M.C. Asser Press. For the production, marketing, sales and distribution of its English-language publications, T.M.C. Asser Press has a partnership with Springer-Verlag (Heidelberg/Dordrecht/New York). Via Springer you will benefit from having your chapter(s) sold both in the conventional hardcopy format and in an electronic format (as (a) chapter(s) of an e-book). This approach places certain demands upon the preparation and submission of your contribution, as a seamless transformation to the various formats, such as an e-book, requires special and consistent structures.
- Language: either British or American English can be used but be consistent within your contribution. For British spelling you should refer to the Oxford English Dictionary if possible and otherwise to Collins English Dictionary; for American spelling please consult Merriam-Webster's Collegiate Dictionary.
- **Please note** that the author is responsible for delivering his or her chapter in good, readable English. If needed, language editing (preferably by a native English speaker or a professional editing service) should be done before the chapter is sent to the editors of the book. Please incorporate their final corrections in your chapter before submitting the chapter.
- Check for consistent spelling of names, terms, and abbreviations, including the spelling contained in tables and figure captions. Remember to always perform a spelling check on your contribution.

### 2. CHAPTER STRUCTURE AND HEADINGS

- Your chapter should include:
  - A title.
  - Your full name on a separate line below the title, followed by an unnumbered footnote denoted by an asterisk.
  - In that footnote please include the following: your affiliation (format for academic affiliation: department, faculty, university, place name, country) and e-mail address. **Please note** that titles and/or positions cannot be included here.
  - An abstract of the article of 150 to 250 words (**N.B.:** no footnotes can be included in the abstract, but internal and external links can be).
  - A **minimum** of six keywords, alphabetically sorted.
  - Both an abstract and keywords are mandatory.
  - A reference list at the end of the chapter (see [4](#), below).
- You do not need to provide a separate table of contents in your contribution; Springer will generate one using the section headings in your chapter. However, you should be allocated a chapter number by the editors at the earliest possible stage so that you can employ the correct numbering with regard to, for instance, the numbering of heading levels and any internal links within your chapter.
- Use **uppercase (capital)** letters for the initial letters of **all major words** in the title of your chapter as well as in the section heading titles.
- Do not use more than four **heading levels** and use the decimal system:
  - Chapter (level 1)
    - Section (level 2)
      - Subsection (level 3)
        - Sub-subsection (level 4)
- All heading levels should start with the chapter number. So all heading levels within Chapter 2 should start with a 2 (2.1, 2.1.1., etc.).
- Only *three* levels (so up to and including level 3) will be included in the table of contents, so please bear this in mind when making internal cross-references.
- Only *four* levels (so up to and including level 4) will be included as sections in the chapters, so please bear this in mind when making internal cross-references. Any section numbered above level 4 in the

manuscript, will have the section number removed once it is taken into production by Springer and any internal cross-reference to such a section will be referenced by its full section title. Moreover, such a section title will not be provided with emphasis (so, for instance, no bold or italic type will be used).

- In cross-references to other parts of the chapter, please give the chapter or section number in the following way: for instance, see Sect. 3.5.1. Volume, Chapter, Section, Figure etc. are abbreviated as respectively Vol., Chap., Sect., Fig.; they are not abbreviated if they appear at the beginning of a sentence. This only applies to cross-references to other parts of the book/chapter(s); references to parts of external publications are not abbreviated.
- Refer to your chapter as 'chapter', not 'paper' or 'article'; refer to sections as 'sections', not 'parts' or 'chapters'.

### 3. FOOTNOTES, REFERENCES, FOOTNOTE NUMBERS

#### Footnotes

- Please use footnotes, do not use endnotes.
- References should be cited in footnotes. References to books, book chapters, online or journal articles should be given in a shortened form: author name(s), year (without brackets) and page number (or paragraph or margin number). Some examples:
  - o One author: Barnard 2008, p 341 or Miller 1991, para 30.
  - o Two authors: Sauter and Schepel 2009, p 179 or Miller and Smith 1991, para 30.
  - o Three authors or more: Miller et al 1991, p 17 or Miller et al 1991, para 30.
- In the case of two or more titles by the same author published in the same year, use a, b, c etc., for example: Barnard 2008b, p 34.
- To refer to one page, use 'p' (without full stop); to refer to multiple pages, use 'pp' (without full stop); do not use the abbreviation 'ff' but give precise page numbers.
- To refer to a paragraph, use 'para' (without full stop); to refer to multiple paragraphs, use 'paras' (without full stop).
- The complete bibliographical information regarding the citation should be provided in the reference list at the end of each chapter (see [4](#) below).
- A shortened footnote reference **must** have a full counterpart in the **reference list** at the **end** of the chapter; a shortened reference without such a counterpart or, vice versa, a full reference in the reference list without a shortened counterpart in the body of a text will have to be deleted.
- References to news articles, court decisions, laws, and regulations should remain in the footnotes in their full form; it is however possible to include lists of cases at the end of a chapter.
- When referring to court decisions, please use the following format: court, name of case (in italics), type of decision (judgment, order, etc.) 'of' date, case number (, para [paragraph number]). For example: European Court of Human Rights, *Stafford v. the United Kingdom*, judgment of 28 May 2002, ECLI:CE:ECHR:2002:0528JUD004629599, para 78.
- Footnotes to the text are numbered consecutively.
- Footnotes to figures/tables **should be indicated by superscript lower-case letters** and included directly underneath the figure table body as part of the body text (the text belonging to the chapter).

#### Footnote numbers

- Insert footnote numbers directly after the punctuation mark, so ,<sup>[footnote number (in superscript)]</sup>, :<sup>[footnote number (in superscript)]</sup>, etc.

### 4. REFERENCE LISTS

- Your chapter must end with a reference list with the heading **Articles, Books and Other Documents** (or a variation on this). Entries must be listed in alphabetical order according to the surname of the (first) author/editor. The rules for alphabetization are:
  - First, all works by the author/editor alone, ordered chronologically by year of publication.
  - Next, all works by the author/editor with a co-author/co-editor, ordered alphabetically by co-author/co-editor.
  - Finally, all works by the author/editor with several co-authors/co-editors, ordered chronologically by year of publication.

- Authors/editors whose surname starts with de or De should be listed in the relevant position under the D, authors/editors whose surname starts with a v or V should be listed under the V. Therefore, for example, van der Wilt does not belong under the W but under the V.
- Please ensure upper case letters (or lower case letters) are used where and when necessary, for instance where names of treaties, countries or persons are concerned.
- Use upper case letters for the initial letters of major words in the titles in the reference list unless you have ascertained that this was not the case in the original title (in English-language titles this mostly will apply).
- A reference list should only include **books, book chapters, (journal/newspaper) articles, online documents and UN documents.**
- Websites, cases and treaties should **not** be included in the reference list but should remain in the footnotes.
- If a book or article to be included in the reference list is not an English-language publication, provide a translation of the title between square brackets after the foreign-language title; this translation will preferably be the official one, or, if such a translation is not available, your own.
- **N.B.:** If you were to use Zotero, the following style comes very close to the Asser Press reference style: <https://www.zotero.org/styles/springer-basic-author-date-no-et-al-with-issue>. Using this style should mean the shortened footnotes (called citations within Zotero) correspond more or less to the way they are included in Asser Press/Springer books, while the full references (called bibliography in Zotero) also more or less meet the demands. Any corrections that then need to be made will be less extensive.
- Please note that only if the reference list is structured as set out in this section, references can be cross-linked with other sources. This is an important benefit of the e-book version. If the footnotes and references are not submitted according to the provided examples, they may not be included correctly in the book.
- Below are provided some examples of references together with an explanation:

### Book

- Example:  
Bogdanor V (2009) *The New British Constitution*. Hart Publishing, Oxford
- Explanation:  
Bogdanor V [no full stop(s) after initial(s)] (2009) [no comma or full stop after year of publication] *The New British Constitution*. [full stop after title of book] Hart Publishing, Oxford [name publisher, followed by a comma, followed by place name location publisher, no punctuation mark at the end of the reference]

### Book chapter

- Example:  
Daly P (2018) *Administrative Law: Characteristics, Legitimacy, Unity*. In: Elliott M, Varuhas J, Stark S (eds) *The Unity of Public Law? Doctrinal, Theoretical and Comparative Perspectives*. Hart Publishing, Oxford, pp 101-121
- Explanation:  
Daly P [no full stop(s) after initial(s)] (2018) [no comma or full stop after year of publication] *Administrative Law: Characteristics, Legitimacy, Unity*. [full stop after title of chapter] In: Elliott M, Varuhas J, Stark S (eds) [no full stop after 'eds' nor a comma after the closing [parenthesis] *The Unity of Public Law? Doctrinal, Theoretical and Comparative Perspectives*. [full stop after name of contributed volume] Hart Publishing, Oxford [name publisher, followed by a comma, followed by place name location publisher], pp 101-121 [no punctuation mark at the end of the reference]

### Journal article

- Example:  
Griffith J A G (1979) *The Political Constitution*. *Modern Law Review* 42:1-21
- Explanation:  
Griffith J A G [no full stop(s) after initial(s)] (1979) [no comma or full stop after year of publication] *The Political Constitution*. [full stop after title article] *Modern Law Review* [full name of journal] 42:1-21 [= volume number and page numbers] [no punctuation mark at the end of the reference]

## 5. ILLUSTRATIONS, TERMINOLOGY, UNITS, ABBREVIATIONS, NUMBERS, TEXT FORMATTING, SOURCES AND PERMISSIONS

### Illustrations

- **N.B.** Colour figures/illustrations will be included in colour in the e-book but will usually be included in the print version of the book in black and white (grey-scale). Please inform the lead editor when you submit your chapter which figures/illustrations should according to you absolutely be included in colour in all versions of the book but be selective. Because the number of colour figures/illustrations per publication is restricted to a maximum of 30% of the total number of figures/illustrations included in the book. Asser Press will have the final say on the inclusion in colour or black and white.
- For the best quality final product, please submit all figures/illustrations – photographs, line drawings, charts, tables etc. – to the editor as separate files in an electronic format and in as high a quality as possible. Preferably in a jpeg (300 dpi minimum) or tiff format (1200 dpi minimum).
- Figures and/or other illustrations should be numbered consecutively per chapter in Arabic numbering, for instance Figure 4.1, Figure 4.2, etc.
- Reference to the figures in the text should be in the same order in which the figures are included and the figure referred to in the text should be positioned as close as possible to the section of text in which it is first referred to. So if Figure 4.1 is referenced in the text, the figure itself should be positioned as closely as possible above or below that section of text.
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the contribution, **not** in the figure file itself.
- Each caption to a figure should be followed by the source in the following manner: [*Source* [name source (and year of publication if applicable)]]; sources are mandatory even if the source is the author. In that case it should read: *Source* The author(s)

### Terminology, Units, Abbreviations and Numbers

- Technical terms and abbreviations should be defined the first time they appear in the text.
- Please always use internationally accepted signs and symbols for units, so-called SI units. If used in connection with numbers, units are abbreviated, for instance 20 ml or 40 km.
- Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.
- Digits are used for all numbers larger than ten, the numbers 1-10 are written as words. When a number is used with a unit, the numeral is used and the unit is abbreviated (for instance 10 ml).

### Text formatting

- Italics should be used for emphasized words or phrases in the text, but do not format entire paragraphs in italics as this affects (online) readability.
- Do not set entire pages as boxes as this also affects online readability.
- Indent the first line of a paragraph; do not insert blank lines between paragraphs within a section.
- For citation, use double quotation marks; use single quotation marks only for quotes within a quote.

### Sources and permissions

If you copy long text passages, figures or tables from other works, you must obtain permission from the copyright holder (usually the original publisher) for both the print and the online format. The source must be acknowledged in the legend or table heading. If the reference to the source is not in English, please provide a translation in square brackets after the reference in the source language.

## 6. SUBMISSION OF YOUR CHAPTER

- Submissions should be in Microsoft Word format.
- Check for the consistent spelling of names, terms and abbreviations, including the text used in tables and figure captions. In addition, remember to **always** perform a thorough spell check on your text.
- Check the validity of all links just before submitting your chapter and after the URL state 'Accessed on [date (format: day month year, for example: 1 January 2023)]'; if the link refers to a specific page such as a news page that is no longer available, please add '(link no longer active)' after the link.

- Save each chapter or contribution, including the accompanying references, figure legends and tables as separate Microsoft Word files (\*.doc or \*.docx).
- Save any illustrations as separate files, preferably as jpegs to ensure the highest possible quality (see **5.** for more information) and name each file as follows: Figure/Table [Chapter number].[figure number], for example Figure-2-1.
- Ensure all third-party permissions have been obtained.
- Please enclose a list of all the files when submitting your contribution to the editor.
- Please ensure the text contained in your contribution is of the highest possible quality as corrections to be made in both the uncorrected and the revised proof stages will be restricted to those regarding typographical errors and serious errors of fact and any corrections should be as short as possible to prevent an increase in the number of pages of the total manuscript.