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Editorial Guidelines for Articles in Edited Collections (Law – Conference Volumes, Edited Volumes, Festschriften)

I. Title of the Article

The articles in an edited collection are headed by the title, subtitle if available, and under these the first and last names of the *authors* (without academic titles, see also IX.) . If desired, the first footnote (no asterisk*), placed beside the title of the article, may contain *Explanatory Notes*, (for example “This article is a revised version of the paper...” or “The author would like to thank...”).

II. Overview – Outline and Bibliography

The question of whether not the articles should be preceded by an *Outline Overview* should be clarified and applied to all the articles in a volume. This applies to literature reviews as well.

If a *Reference List* precedes or follows the articles, this should as a rule contain all the works cited in the article in alphabetical order, or alternatively a selection of the most important works. The overview follows the pattern: *surname, first name*, title of the work/article cited, ... (1) for monographs, textbooks:..., if applicable print run, place and date of publication; (2) for journals:..., name of the journal, issue, pages; (3) for edited collections:..., editor, title of the edited collection, place and year of publication, pages. Each work is to be cited in a separate paragraph; if there are several articles written by the same author, these should be arranged in ascending chronological order, the name is to be replaced by *idem*. Court decisions, wording of legal texts and legislative materials are not included. In the case of commentaries, as a rule only the complete work is to be cited and not the individual editors or contributors.

If the articles in a volume do not include their own literature review, the first quote should contain a detailed bibliography. Subsequent quotes may be abbreviated in accordance with the following example: *last name*, (footnote...), page.

III. Outline Numbering and Subheadings

The articles should be divided by numbered subheadings. These should be numbered conventionally, as required in the following order: Roman numerals I., II., etc. – Arabic numerals 1., 2. etc. – lowercase letters with round brackets a), b) etc. – Any further subdivision should be avoided.

IV. Text of the Article

Spelling according to the latest edition of the Duden, if applicable.

When using gender-sensitive language, please keep in mind that the text should be easily readable. It is important that the entire manuscript of your article is consistent in this respect.

Please avoid *manual hyphenations* and *page breaks* as well as *blank lines*.

Footnote markers are always placed after the punctuation mark.

Please avoid *double parentheses*; square brackets [] are to be used within round brackets.

German abbreviations should be made according to Kirchner, "Abkürzungsverzeichnis der Rechtssprache." As a matter of principle, abbreviations do not contain blanks, e.g. m.w.N., a.a.O., i.V.m., etc. This also applies to abbreviations that are written without dots, such as BVerfG, ZEuP, EMRK.

Marginal notes are abbreviated with "[margin] n." or "para.," footnotes with "fn." and editors(s) with "ed.,"/ "eds." To ensure consistency, this also applies to articles using sources in different languages.

V. Highlights

Highlights in the text should be *italicized* and should be used sparingly. Lengthy textual quotes in the text (more than 3 lines) should be in small print and be preceded and followed by a paragraph. Foreign words in the text are put into *italics*, unless they are very common or are used often. Authors in the footnotes are *italicized*, but courts and editors are not. This also applies for example to references in other languages, in order to obtain a uniform print image in the footnote apparatus.

VI. Internal References

Internal references should be avoided and in any case not refer to page numbers in the manuscript but rather, if possible, to outline numbers (or other footnotes).

VII. Footnotes

The footnotes for each article are to be numbered separately. The footnote texts begin with uppercase letters and end with a full stop.

VIII. Citation in the Footnotes

Authors and editors are only quoted with their first names if there is a possibility of confusion. If there are multiple authors or editors, their names are separated by "/" without a space. The year and page numbers are separated by a comma and there is no "pp." before the page numbers.

Monographs and edited collections are in general cited as follows: *last name*, title, year, page(s). If the articles contain a list of references, as a rule a short uniform citation is sufficient: last name, short title, page(s).

Articles in journals are quoted as follows: *last name*, journal title abbreviation year (without comma), page(s). As a rule the titles of the articles are not given. Foreign and non-legal journals are quoted following the same pattern, but the name of the journal should be written in full. If reference is made to a certain page or pages within the article, the first page should still be cited: e.g. *Heun/Thiele*, JZ 2012, 973 (978 f.); *Kube*, AöR 137 (2012), 205 (215 ff.). The exact page reference can be put into parentheses or separated by commas (e.g. *Kube* AöR 137 [2012], 205, 215 ff.); please ensure consistency in citation within the article.

For *articles in edited collections*, the editors and the title of the volume are to be named: e.g. *Lindner*, in: Hellwege/ Soniewicka (ed.), Die Einheit der Rechtsordnung. Annäherungen -

Bestandsaufnahmen - Reflexionen, 2020, 15 ff.. For Festschriften, this is done differently: e.g. *Schönberger*, in: FS für Martin Morlok, 2019, 191 ff.

For *commentaries*, for the main part suggestions made by the respective publishers for citations should be used. Subsequent citations may be abbreviated here as well: e.g. *MünchKomm-Seiler* (fn...), § 657 marginal note 3.

For German court decisions, the customary citation is accepted. The first page should always be cited, if applicable the reference page and, if available, marginal notes, e.g. BGHZ 105, 386; BVerfGE 123, 267 (340 marginal note 208). As an alternative, citations may be done using the date and the file number: BVerfG of 30 June 2009 – 2BvE – marginal note 2/08.

Decisions of the ECJ may be cited according to ECLI, but other versions are allowed. Examples: ECJ, judgment of 05 February 1963 – Case 26/62 (van Gend & Loos) [1963] ECR 1; with marginal note: ECJ, judgment of 16 June 2015 – Case C-62/14 (Gauweiler and others versus German Bundestag) – marginal note 41; short citation: ECJ, JZ 2015, 785,787. According to the rules for *Articles in Journals*, references to certain pages or marginal notes can either be put in parentheses or separated by commas.

When citing *documents from the internet*, please indicate the address (URL) and the date of the most recent access. Please do not highlight the URL in color or by underlining it.

IX. Index of Authors

Edited collections have a combined index of authors containing the name and surname of all contributors as well as the academic titles and the current place of work.