
International Encyclopaedia of Laws

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1 INTRODUCTION

The International Encyclopaedia of Laws (IEL) is a series of twenty five individual Encyclopaedias, each of which is devoted to a major field of law. Each Encyclopaedia contains monographs from countries all over the world, as well as from some of the world's leading international organizations. The Encyclopaedia's aim is to provide students, scholars, lecturers, teachers and other professionals who deal with international or comparative law with insight and background information. The Encyclopaedia facilitates a comparative study by quick and easy (cross-)reference. Its aim is to respond to the growing need for the harmonization of legal standards in the international community and to assist national and international organizations in their research.

These guidelines provide details about the general IEL outline, preparing your manuscript for submission, the electronic submission process, the proof correction process, and updating a published manuscript. When these guidelines are followed, we can ensure a rapid and problem-free production of your monograph, and we will be able to publish your contribution based on an outstanding manuscript.

2 THE OUTLINE OF THE *ENCYCLOPAEDIA*

All of the individual *Encyclopaedias* follow the same structure outlined below. Each monograph contains (historical) background information of the country it addresses, an introduction to the legal framework of that particular country, and detailed analyses of the relevant legislation. A detailed outline has been designed for each *Encyclopaedia*, which should be used while preparing the manuscript. These are available via www.IELaws.com/outlines.

The *Encyclopaedias* are designed as a comparative tool for academic research to facilitate a comparison between jurisdictions. Therefore, following the outline as closely as possible is essential. The Parts and main chapters should be followed. If the subject is not relevant in your jurisdiction, please add 'Not applicable in this jurisdiction' and if possible please follow up with a short explanation. If you feel that certain topics are important and missing in the outline, they can be added as sub-chapters or additional chapters at the end.

2.1 TITLE PAGE

The title page of each monograph begins with the IEL series name and the name of the relevant country or organization. Below the name of the country your name is mentioned with your title(s) and professional occupation. To make it immediately obvious to the reader how recently your monograph has been updated, place a sentence below your name stating:

This monograph is up-to-date as of [Month Year].

2.2 THE AUTHOR

The title page is followed by a page containing a photo and biographical description of the author(s). The short biography is written in the third person singular and contains the date and place of birth, place of study, date and place of graduation, past major professional occupations, and current occupation.

Submit a high-resolution digital photo along with your manuscript that will be printed next to your biography. The file should be a .jpg or .tif with a resolution of at least 600 dpi. Use your full name as the filename for the digital photo. Photos that you copy from the internet are unacceptable because the resolution is too low for print.

2.3 TABLE OF CONTENTS

The table of contents is placed directly after the page containing the author's biographical description. In order to present the subject matter clearly and to show the relative weight of the different topics, it is critical that the table of contents is identical to the detailed outline, representing verbatim all of the headings used in the text of the monograph.

If a certain subject does not apply to your country, do not delete the heading(s), but clarify the situation in one sentence or paragraph.

2.4 LIST OF ABBREVIATIONS

The table of contents is followed by a list of abbreviations. This list should contain the abbreviations that are most commonly used in the main text. There is no need to insert generally accepted or known

abbreviations. Abbreviations are to be listed in alphabetical order without the use of full stops, for example:

EU	European Union
US	United States

2.5 MAIN TEXT

The text of the monograph follows the detailed outline. The outline consists of chapters, sections, and subsections. The paragraphs within these divisions are numbered consecutively throughout the monograph. Proper numbering of paragraphs is important because the index refers to paragraph numbers instead of page numbers.

The following system is used for numbering the headings:

- Level 1: General Introduction, Part I, Part II, etc.
- Level 2: Chapter 1, Chapter 2, etc.
- Level 3: §1, §2, §3, etc.
- Level 4: I, II, III, etc.
- Level 5: A, B, C, etc.
- Level 6: 1, 2, 3, etc.
- Level 7: a, b, c, etc.

Authors often ask how many pages to include in a monograph. There is no precise page requirement because the length of a monograph depends on the subject and on the relevant country. The average monograph length should yield between **100 and 250 pages** (approx. 400 words per page). If the monograph manuscript is more than 250 pages, please contact the General Editor at iel@kuleuven.be. Please note that the contract specifies that payment will be made for a maximum of 250 pages.

2.5.1 General Introduction

The main text of a national monograph always begins with a General Introduction. The General Background is one part of this introduction in which some general information is given about the country, its population and geography, and its legal system.

2.5.2 Other Main Headings

2.6 SELECTED BIBLIOGRAPHY

A Selected Bibliography is printed at the end of the monograph before the Index. This bibliography should contain the most relevant books and articles that are important for further reading. It should be a selected bibliography, not an exhaustive list of all works available in the field of law. The preferred bibliography is one in which all entries are divided in books and articles and, if necessary, subdivided by publication language. Please bear in mind that the monograph is for the international audience, and as such, should mainly contain bibliographic information in English. The entries follow KLI House Style and are arranged alphabetically by the primary author's last name. See section 4.3.

2.7 INDEX

The index is printed at the end of the monograph (see Annex III). The index always refers to paragraph numbers and not to page numbers. Capital letters should only be used for the initial letter of the first

entries, and elsewhere where demanded by common sense (e.g., Bank of England, Bill of Rights, etc.). Subheadings do not use an initial capital (unless common sense dictates otherwise). Entries must be in alphabetical order by keyword, followed by a comma and the rest of the entry. Paragraph reference numbers should be preceded by a colon (:) and divided by commas; two or more consecutive paragraph numbers should be linked by a hyphen (-). Cross-references to other main headings should appear at the beginning of the entry preceded by the word 'see', or at the very end of the entry preceded by the words 'see also', in italics.

3 PREPARING THE MANUSCRIPT

When preparing a manuscript for the *International Encyclopaedia of Laws*, the contribution of individual authors is only one element of a whole set, for which special rules and conventions apply. **Special care should be given with regard to consistency and uniformity in order to ensure that the reader has easy access and reference to the information presented in the *Encyclopaedia*.** If each monograph in the *International Encyclopaedia of Laws* has the same format and the same treatment of such details as punctuation, citations, footnote placement, cross-references, and so forth, the reader knows what to expect and can easily find needed information. Thus, the author is expected to submit the manuscript according to the guidelines explained here.

3.1 SOME MATTERS OF STYLE

3.1.1 Spelling

The *International Encyclopaedia of Laws* prefers British spelling, for which the *Oxford English Dictionary* is the standard. This means, for example, that you should use 'harbour' instead of 'harbor', 'labour' instead of 'labor', 'travelling' instead of 'traveling', 'colour' instead of 'color', 'programme' instead of 'program', 'centre' instead of 'center', etc. The *Oxford English Dictionary* prefers 'z-spelling' for words ending in '-ize', as this is more customarily used in English newspapers, i.e., 'authorize' instead of 'authorise', 'minimize' instead of 'minimise'.

However, if you have a strong preference, American spelling may be used, as long as this is done consistently and you reiterate your choice of spelling at the time of your manuscript submission.

3.1.2 Quotations

Quotations must be verbatim from the original source – do not change the spelling of words in quotations, even if the spelling deviates from the spelling used elsewhere in the manuscript. Use single quotation marks for quotations that take three or fewer manuscript lines and embed the quotation in the paragraph. Double quotation marks are used for a quote within a quote. If a quotation is longer than three lines, use blockquote formatting. Blockquotes do not use initial quotation marks; quotes within blockquotes take single quotation marks.

If necessary, it is the responsibility of the author to obtain written permission for quotations from unpublished material and for all quotations in excess of 250 words in one extract, or 500 words in total, from any work still in copyright.

3.1.3 Numbered Paragraphs

All major paragraphs must be numbered with consecutive Arabic numerals. Separate paragraphs from one another with either a blank line or an indented paragraph.

49. Unemployment is a vital problem of contemporary Russian labour market. It appeared in 1990 as a consequence of processes of privatization of big soviet enterprises and as a result of mass collective redundancies.

50. According to the Goskomstat data, the total number of unemployed reached 8.7 million, or 11% of the economically active population by the end of December 1999 (13.3% in 1998).

Figure 3.1.3. Example of numbered paragraphs

3.1.4 Headings

Follow the heading numbers listed in the detailed outline of the *Encyclopaedia*. Headings should be clearly recognizable as such in your manuscript.

3.1.5 Lists

You may use numbers, letters, or en-dashes for lists. Lists should be visibly identifiable as lists in your manuscript – preferably using the list function in your word processing program – and separated from the text with a blank line above and below the list.

3.1.6 Tables and Figures

Tables and figures should be submitted as separate files along with the manuscript. Each table or figure must be numbered and referenced in the text. Title and caption for figures and tables are optional. The title denotes the subject of the table or figure. A caption is reserved for additional information such as a copyright line. Table and Figure footnotes appear in the caption rather than at the foot of the page.

Tables and figure should be submitted as print-quality in grayscale. You may be asked to submit figures as separate files (.tif or .jpg files with a resolution of at least 600 dpi) and indicate the insertion point in the manuscript as:

<insert Figure 1>

Please note that, if necessary, the copyeditor may edit your tables to permit more compact typesetting.

It is the responsibility of the author to obtain written permission for reprinting of tables or illustrations from unpublished or copyrighted material.

3.1.7 Footnotes

It is the author's responsibility to make sure all footnote cross-references are correct.

Use the Footnote function in Word to make footnotes using Arabic numerals. Footnote numbers should be placed outside all punctuation marks. Follow KLI House Style for citing books, articles and other reference material.

KLI's preferred citation manual is **ALWD Citation Manual: A Professional System of Citation, 4th Edition**. Citations in the footnotes of your manuscript will be edited according to this style.

In particular, see Section 22, 'Books, Treatises and Other Nonperiodic Materials', Section 23, 'Legal and Other Periodicals'.

Example of a book citation within a footnote following ALWD style:
--

P. Sharma, <i>Financial Services Law</i> , 369 (M. Blair QC & G. Walker eds., Oxford U. Press 2006).
--

3.2 CITATIONS SPECIFIC TO A COUNTRY'S LEGISLATION (INCLUDING EU MEMBER STATES)

KLI's uses **Guide to Foreign and International Legal Citations, 2nd Edition** as the guide for international legal citations not covered in ALWD.

If a number of different countries' legislation is referred to within a chapter/article, each 'country legislation' reference will be consistently edited for that country, as per the above Guide. See table below for examples.

Examples of different foreign countries' citation styles:
Japanese legal citation: Minpo [Civil Code], Law No. 9 of 21 June 1899, art. 1, para. 1, as last amended by Law No. 78 of 21 June 2006. Keiho [Penal Code], Law No. 45 of 24 Apr. 1907, art 197, para. 2, as last amended by Law No. 54 of 23 May 2007.
Nigerian legal citation: The State v. Ado (unreported) delivered on 9th day of April 1999, Lagos State High Court (Civil Division).

4 FOREIGN LANGUAGE COPYEDITING

Please note that KLI copyedits only in the English language and does not undertake foreign language copyediting. All foreign language text (including foreign language text contained in footnotes) will be left as is by the author.

Please bear in mind that the monograph is for the international audience, and as such, should mainly contain references in English.

4.1.1 Citations

The author is responsible for the content and correct format of all citations in the manuscript.

4.2 FILE NAMES

Please submit your manuscript in one file if possible. The file name should be:

[series title] [underscore] [manuscript title] CivilProcedure_Germany.doc

Filenames should not contain spaces; they should only use letters (a-z, A-Z), numbers (0-9), hyphens (-), and the underscore (_).

4.3 KLI HOUSE STYLE GUIDE

The Kluwer Law International House Style Guide can be found [here](#), and should be consulted for additional information about language mechanics, citation styles, and manuscript formatting.

4.4 DUE DATE

As a general rule, the author receives one year to write a monograph. This period may be extended for a maximum of twelve months in exceptional and justified cases.

A first reminder will be sent around the monograph's deadline. If you need more time to complete the monograph, inform us as soon as possible and propose a new, reasonable deadline. After three unanswered reminders, *the editors will look for a new author*. Exceptions will be made on a case-by-case basis, with the agreement of the relevant editor.

If you are no longer able to write the monograph, tell us and, if possible, suggest someone who can take over.

4.5 IF YOU HAVE QUESTIONS

If you have any questions regarding the publication of your monograph, you may contact the IEL Secretariat at iel@kuleuven.be.

5 SUBMITTING THE MANUSCRIPT

5.1 ELECTRONIC SUBMISSION

Manuscripts must be submitted in electronic format.

5.1.1 Submission Checklist

Before submission, the manuscript should be checked in detail for errors, both typographical and substantive.

In general, the function of our editors is to check for compliance to house style, and they will not be checking the text line by line for textual errors or mistakes pertaining to content. It is the author's responsibility to check that the content of the manuscript is factually and grammatically correct before delivering or approving the final version.

The below checklist helps to ensure that you cover all relevant areas when checking your manuscript before final submission to the IEL Secretariat. *KLI must have your signed contract on file before you submit your manuscript.* It is critical that you deliver your manuscript in the best possible condition to avoid publication delays.

Check your manuscript in detail for any typos or substantive errors. This should be done by carefully reading a printout of your manuscript; some errors may go unnoticed when reading the text on-screen. If possible, ask a second person to read the text as well.

- Spell-check your manuscript before submitting it, making sure to follow the Oxford-z spelling rules.
- Check that the TOC is consistent with the detailed outline for the series.
- Make sure that the text is absolutely consistent in terms of the style points in the IEL Author Guidelines, including numbered paragraphs and footnotes.
- Make sure that the manuscript file is the *final version*, containing all changes made in the process of writing and revision. Please keep a personal back-up copy of this final version.
- Check that all elements of the manuscript are present:
 - title page;
 - author bio;
 - author photo;
 - table of contents;
 - list of abbreviations;
 - main text; and
 - index.
- Send email address for the proofs.
- List of any special fonts, if any, used in the manuscript.
- Submit written permission to use copyrighted material along with your manuscript.

The documents should be submitted by email to Ms. Margot Leysen at iel@kuleuven.be.

5.2 COPYRIGHT

The copyright for your monograph will be established in the name of Kluwer Law International (unless otherwise agreed). Submission of a manuscript implies that the copyright will move from the author to the publisher.

6 FROM SUBMISSION TO PUBLICATION

The manuscripts with your contributions for the *International Encyclopaedia of Laws* are requested and received with the understanding that they are final manuscripts and that they have been carefully checked and reviewed. They should not have been accepted or be under consideration for publication elsewhere (see contract, Article 8).

6.1 CONTRACT PHASE

The contract phase must be complete before you submit your manuscript. After accepting an invitation to write a monograph, please fill out the information sheet, which you receive from and return to the IEL Secretariat at iel@kuleuven.be. The IEL Secretariat will then send a standard IEL contract to the author. The contract must be signed and returned within two weeks of receipt. The contract will be countersigned by the publisher. We cannot publish your monograph without a signed contract.

6.2 MANUSCRIPT REVIEWED

After your manuscript is submitted to the IEL Secretariat, it will be reviewed by the Volume Editor for content and level of English. At this point, the editor may return your manuscript to you for revision or accept your manuscript. If your manuscript is returned, you will receive specific information about what to revise and when to resubmit the manuscript.

6.2.1 Translation

We only accept texts written in English. Texts in other languages will not be translated or published by the publisher.

6.3 MANUSCRIPT COPYEDITED

If your manuscript is accepted, it will be sent to KLI for review. KLI will send your manuscript to a legal editing vendor to be copyedited according to KLI House Style

You will receive an email notification when the manuscript editor begins copyediting your manuscript. This email will also mention an initial proof schedule.

6.4 PROOF CREATED

After the manuscript has been copyedited, the manuscript editor will prepare it for typesetting and send it to the typesetter to create a proof. At this point, you will receive a second notification about the proof schedule. You will only have five working days to review the proof. If you think you will not be able to review the proof according to the schedule, please notify the manuscript editor immediately and negotiate a new proof schedule.

6.5 PROOF REVIEWED AND CORRECTED

At the appointed time the vendor (NewGen) will send the final copy-edited Word file (with track changes) to the Author. A Galley PDF will be provided together with the copyedited Word files. The Galley PDF is to give the Author a vision on the final print product.

You will be asked to confirm receipt of the proof and return proof corrections within five working days of receiving the proof. If you will not be able to meet the deadline, contact the manuscript editor immediately.

If you do not confirm receipt of the proof and do not return proof corrections within five working days, the manuscript editor will assume that the proof has been accepted and will proceed with the publication process.

The Author approves the final version of the manuscript by accepting or rejecting the changes in the Word file. This is the last opportunity for additions, deletions or corrections. The Galley PDF is not meant for marking corrections. Only the copy-edited Word files can be used to insert corrections.

The final Word file must be sent to the vendor (NewGen) within the time indicated in the production schedule. This final, approved manuscript will be typeset without any further editing.

If a second round is necessary, a revised Galley PDF will be provided to the Author with the updated/revised Word file.

Once you have returned the corrected proofs, your corrections will be reviewed for clarity and relevance (and, particularly, balanced in relation to costs). KLI reserves the right not to make all of the changes the author requests if the corrections are deemed unsubstantial. The manuscript editor will contact you if several corrections are rejected.

Once the proof is final, it will be sent to the printer to be printed and bound into looseleaf supplements for the *Encyclopaedias* and uploaded to < www.KluwerLawOnline.com >.

7 UPDATING YOUR MONOGRAPH

In order to have a reliable and accurate reference work, annual updates are necessary. As a looseleaf and online publication, the *Encyclopaedias* are ideally suited for updating. Extra pages can be created and additional material can be incorporated, although, as far as additions are concerned, this should be an exception rather than a rule. Updates to the *Encyclopaedias* should consist of revised material and not of additional new material except, of course, when common sense dictates otherwise or new information is requested by the Series Editor.

If the monograph is still current and no additional information is required, the Author should notify the Series Editor or IEL Secretariat at iel@kuleuven.be that the monograph is still up-to-date. Such a notification should occur before the month of June every year. In such a case the title page will be amended as follows:

This monograph has been reviewed by the Author and is up-to-date as of [Month Year]

Follow the following steps to update your monograph:

When you want to start working on an update please request the file from the publisher before beginning your revision. **DO NOT USE YOUR OWN ARCHIVED COPY OR A CONVERSION FROM A PDF FILE.**

The track-changes function will already be turned on in the Word file you receive. This means that all amendments will appear in a different colour as you type. Please do not accept the changes or turn off the track-changes function. This is necessary in order to identify all changes made to the monograph. **Files without track changes in the text will not be accepted for production.**

To insert new numbered paragraphs between existing numbered paragraphs, use dot numbering. For example, insert paragraphs 50.1 and 50.2 between paragraphs 50 and 51. This method reduces the time you will need to spend updating cross-references and the index.

Update the index.

Submit the update following the submission guidelines.

If you have questions about publishing your monograph update, contact the IEL Secretariat at iel@kuleuven.be.

8 PAYMENT

After the publication of your monograph, you will receive a payment form to be filled in with your bank details. You will be paid for your work in accordance with the terms of your contract.

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