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# KLUWER LAW INTERNATIONAL

## AUTHOR GUIDELINES FOR IELS

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Available from:

**Ms. Margot Leysen**

Administrative Coordinator

General Editor's Office – International Encyclopaedia of Laws

University of Leuven

Blijde Inkomststraat 17 – P.O. Box 3423 | 3000 Leuven | Belgium

Tel: +32 (0)16 37 75 13

Email: [iel@kuleuven.be](mailto:iel@kuleuven.be)

Website: [www.IELaws.com](http://www.IELaws.com)

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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 <https://ielaws.com/index.php/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](mailto: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.

## 2.6 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.

## 2.7 Index

The index is printed at the end of the monograph (see Annex). 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 a 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.

For an overview of the preferred matters of style (spelling, quotations, lists, tables and figures) please see the [KLI House Style Guide](#).

Some additional matters that are specific to the IELs:

### 3.1 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.

### 3.2 Headings

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

### 3.3 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.

### 3.4. Citations

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

## 4. Submitting the Manuscript

### 4.1 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.

### 4.2 Electronic Submission

Manuscripts must be submitted in electronic format.

#### 4.2.1 File Names

Please submit your manuscript in one file if possible. The file name should be: [series title] [underscore] [manuscript title] CivilProcedure\_Germany.doc

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

### 4.3 Submission Checklist

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

In general, the function of our volume editors is to check whether the general content seems logical, and the function of the copy-editors is to check for compliance to house style. Neither will be checking the text line by line for textual errors or mistakes pertaining to specific 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 [KLI House Style Guide](#), 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, where necessary.

The documents should be submitted by email to Ms. Margot Leysen at [iel@kuleuven.be](mailto:iel@kuleuven.be).

#### 4.4 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. You will also be asked to sign a contract for the publication of the monograph.



## 5. 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.

### 5.1 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](mailto:iel@kuleuven.be). The publisher will then send a standard IEL contract to the author via AdobeSign. The contract must be electronically signed within two weeks of receipt, it will be countersigned by the publisher. We cannot publish your monograph without a signed contract.

### 5.2 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.

#### 5.2.1 Translation

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

### 5.3 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.

### 5.4 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 discuss a new proof schedule.

### 5.5 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 published for the *Encyclopaedias* on [KluwerLawOnline.com/AllEncyclopedias](http://KluwerLawOnline.com/AllEncyclopedias).

## 6. Updating Your Monograph

In order to have a reliable and accurate reference work, annual updates are necessary. As a primarily online publication (and looseleaf in print), 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.

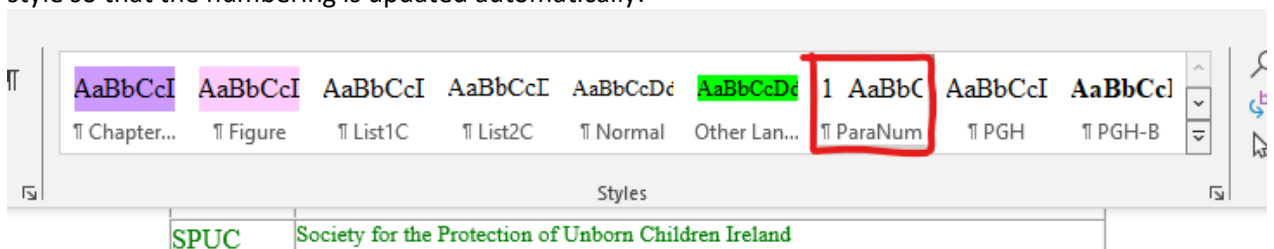
If the monograph is still current and no additional information is required, the Author should notify the Series Editor or IEL Secretariat at [iel@kuleuven.be](mailto:iel@kuleuven.be) that the monograph is still up-to-date. Such a notification should occur once every month. In such a case the title page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

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

**For each update, even one to note that no changes are necessary, you always receive a minimum payment of 100 EUR.**

### 6.1 Steps to follow when updating your monograph

- **Request the correct word-file:** When you want to start working on an update please request the file from the IEL Secretariat 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 the “ParaNum” style so that the numbering is updated automatically:



- Update the keywords in the index where necessary, the numbers will be updated after the copy-editing and typesetting is finalized.
- Submit the update following the submission guidelines.

## **7. Payment**

After the finalization of your monograph, you will receive an email regarding your payment. You will be paid for your work in accordance with the terms of your contract

## 8. Annex: Sample Index

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