**Publication Guidelines for CLR Authors**

The Editorial Board of the Common Law Review ("**Review**") applies the following rules in relation to the drafting of articles for the Review.

1. **STYLE**

1.1 **Comprehensibility**

Short and clear sentences are not a sign of insufficient professional background but of good drafting skills of an author. The article should attract the attention of readers. The best way to do that is to use case law. This applies for both common law and Czech law.

1.2 **Structure**

Every article published in the Review has to be internally structured in terms of introduction, main part and conclusion. The introduction (two to three paragraphs, i.e. max. 350 words incl. footnotes) should outline the questions that the author will be dealing with. The main part focuses on the questions indicated in the introduction. The conclusion should briefly summarize the answers that the author has described in the main part. The conclusion is not a place for introducing new information or arguments and it should be confined to two to three paragraphs (with max. 350 words incl. footnotes). The golden rule applies for the introduction and conclusion: the conclusion contains the answers to the questions raised in the introduction. Both parts are logically connected: if there are three questions raised in the introduction, the conclusion should include an answer on each of them. Within the main text, the individual arguments should be separated in paragraphs (each not exceeding 10 lines).

2. **LENGTH AND FORMAT OF YOUR ARTICLE**

2.1 **Length**

Each article should be between 2.000 to 3.000 words long, including footnotes. Only in exceptional cases, the Editorial Board will accept shorter or longer articles.

2.2 **Format**

Each contribution should be sent to [CLR@society.cz](mailto:CLR@society.cz) in English, in a Word processor format (*.docx*,.*doc* or *.rtf*), using the Times New Roman font, size 12, spacing 1,5.

2.3 **Terms in Latin and other languages**

Authors should avoid using terms in Latin or other languages (except for legislation titles); they should rather use the English translation instead. If this is not possible and a foreign term is used, it is necessary to use the correct spelling for a foreign term (such as, for example, French accents, German Umlauts, etc.). The term in Latin should be written in italics (such as the term *ibid.* in the footnotes).

2.4 **Headings**

For an ease of reference, headings should be used in each article. If the headings are numbered, it should be ideally in the same way as these guidelines, with maximum two levels of headings.

2.5 **Footnotes**

The purpose of footnotes is generally to refer to the sources used for your article; they are not supposed to contain any substantive arguments. The footnotes are numbered by Arabic numerals.

2.6 **Referencing[[1]](#footnote-1)**

The main aim of referencing is to enable a reader to find the sources used for the article. As for references to books, articles, collections of papers, government or corporate body publications, and electronic documents, the Review applies a numeric system of referencing source materials (“numeric system”) according to the British interpretation of ISO 690. As for references to legislation and case law, it is necessary to follow the manner of referencing applied in the relevant jurisdiction. The following subsections (2.6.1 to 2.6.7) should give you some indications of the approach preferred by the Review.

2.6.1 **Books**

Craig, P. and de Búrca, G. (2015). *EU Law: Text, Cases, and Materials*. 6th Ed. Oxford: Oxford University Press, p. 45.

2.6.2 **Collection of Papers**

Dow, S. R. (2001). Energy Law in the United Kingdom. In: M. Roggenkamp, A. Renne (eds.), *Energy Law in Europe: National, EU and International Law and Institutions*. Oxford: Oxford University Press, pp. 902-903.

2.6.3 **Government or Corporate Body Publications**

World Meteorological Organization (1997), *The world's water: is there enough?* Geneva: World Meteorological Organization: Unesco, WMO no. 857, p. 25.

2.6.4 **Electronic publications**

Weiler, J.H.H. (2000). The Rule of Lawyers and the Ethos of Diplomats: Reflections on the Internal and External Legitimacy of WTO Dispute Settlement. *Harvard Jean Monnet Working Paper* [online] No. 9/00. Available at: jeanmonnetprogram.org/archive/papers/00/000901-01.html [Accessed 16 Jan. 2016].

2.6.5 **Journals**

The references to journals are similar to the books, although it is the name of the journal rather than the name of the article, which should be in italics. Some of the legal journals are using abbreviations for the referencing, which should be respected, such as Harv. L. Rev (Harvard Law Review), E.L.Rev. (European Law Review), RTD eur. (Revue trimestrielle du droit européen), JAP (Zeitschrift für Juristische Ausbildung und Praxisvorbereitung). The examples of references are as follows:

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| Rasmussen, H. (2000). Remedying the Crumbling EC Judicial System. 37 *C.M.L.Rev.* 1071. |
| Toner, H. (1997). Thinking the Unthinkable? State Liability for Judicial Acts after Factortame (III). 17 *Yearbook of European Law* 165. |

2.6.6 **Legislation**

As for references to the legislation, it is necessary to follow the manner of referencing applied in the relevant jurisdiction. The examples of references are as follows:

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| s. 6 of the Companies Act 1985. |
| s. 7 of Verwaltungsgerichtsordnung (VwGO) vom 21. Januar 1960 (BGBl. I, S. 17), zuletzt geändert durch Gesetz vom 31. August 1998 (BGBl. I, S. 2600). |
| s. 1 of Décret n° 2002-387 du 20 mars 2002 modifiant le décret n° 2001-1004 du 2 novembre 2001 relatif à l'attribution d'une prime de sujétions spéciales à certains personnels des services déconcentrés de l'administration pénitentiaire, J.O. n° 70 du 23 mars 2002 page 5170, Art. 1 of Commission Regulation (EC) No 622/2003 of 4 April 2003 laying down measures for the implementation of the common basic standards on aviation security [2003] O.J. L48/9. |
| s. 3 of Zákon č. 131/2002 Sb., o rozhodování některých kompetenčních sporů, ve znění pozdějších předpisů. |

2.6.7 **Case law**

As for references to case law, it is necessary to follow the manner of referencing applied in the relevant jurisdiction.[[2]](#footnote-2) If a case is divided into paragraphs/side letters (or pages) (which is generally not the case of Czech case law), it is also necessary to insert a reference to them!

English case law – citation of case reports (Proprietary Citation)

|  |  |
| --- | --- |
| Civil cases: | Booth v Phillips [2004] 1 WLR 3292, at 10 |
| Criminal cases: | R v Dica [2004] QB 1257, at 5 |
| Judicial Review: | R (Williamson and others) v Secretary of State for Education and Employment [2005] 2 A C 246, at 6-10 |

English case law - medium neutral citation

(introduced by Practice Note of Lord Woolf CJ on 11 January 2001)

1. party names, 2. year, 3. abbreviation of the court, 4. number of the case, 5. abbreviation of

the division of the court (if not included before the number of the case).

Examples are as follows:

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| Aaron v Shelton [2004] EWHC 1162 (QB), at 5 |
| Eyeson v Milton Keynes CC [2005] EWHC 1160, at 7 |
| Marcic v Thames Water Utilities Ltd [2002] EWCA Civ 64, at 8 |
| R v Dietschmann [2003] UKHL 10, at 7 |

ECJ case law

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| --- | --- |
| Before 1990 | Case 113/80 *Commission* v *Ireland* [1981] ECLI:EU:C:1981:139,  paragraph 11 |
| After 1990 | Case T-504/93 *Tiercé Ladbroke v. Commission* [1997]  ECLI:EU:T:1997:84, paragraph 24 |
|  | Case C-2/90 *Commission* v *Belgium* [1992]  ECLI:EU:C:1992:310, paragraph 24 |
|  | Opinion of Advocate General Tesauro in Case C-120/95 *Decker* [1998] ECLI:EU:C:1997:399, point 13 |

US case law

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| Unocal Corp. v. Mesa Petroleum Co., 493 A.2d 946, 955 (Del. 1985) |
| Lowrance v. Patton, 710 P.2d 108, 111 (Okla. 1985) |
| Cede & Co. v. Technicolor Inc., 634 A.2d 345 (Del. 1993) |

Czech case law

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| Czech Supreme Court, dated 10 May 2005, Ref. No. 29 Odo 589/2004 |

German case law

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| BGH 8.12.1998, XI ZR 302/97, IPRax 2000, pg. 128-129 |

2.7 **In-Text Citations**

As to the citations in your article, you should only cite texts that are necessary for the arguments you use. The citation should not generally be longer than four lines. The beginning and the end of the citations should be marked by quotation marks and the citation should be in italics. Each citation is to be followed by a footnote with a reference to the source material. If a part of the original cited text is left out, it should be indicated by square brackets as follows: […].

Here comes an example:

Francois-Xavier Millet suggests that national identity “*can* […] *be seen as divisive in a European Union aiming at unity*” and that it “*appears to run against the very spirit of integration and of an ‘ever closer union’.*”[[3]](#footnote-3)

2.8 **Later references to sources previously cited in full:**

If the same source is referred to repeatedly in footnotes, the complete reference is made only once at the first footnote. The subsequent footnotes only refer to the previous one. For these purposes, two Latin abbreviations are used. Use *ibid*. when the later citation immediately follows the full citation. Use *op. cit.,* note *…* when the later citation does not immediately follow the full citation.

Examples:

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| 1 Olowofoyeku, A. (1993). *Suing Judges*. Oxford: Clarendon Press, p. 23. |
| 2 Craig, P. and de Búrca, G. (2015). *EU Law: Text, Cases, and Materials*. 6th Ed. Oxford: Oxford University Press, p. 45. |
| 3 Craig, P. and de Búrca G., *ibid.*, p. 45. |
| 4 Olowofoyeku, *op. cit.*, note 1, p. 25. |

2.9 **Bibliography**

The references to the source materials (i.e. bibliographic references) should be indicated continuously in the footnotes of the article. The Review does not reprint the list of bibliography at the end of an article.

1. There are various systems for referencing. One of the detailed guides is available at <http://www.reading.ac.uk/nmsruntime/saveasdialog.asp?lID=10342&sID=40236>; see also International Organization for Standardization. *Excerpts from International Standard ISO 690-2* [online]. Ottawa, Canada: National Library of Canada. Available at: <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm> [11 November 2007]. [↑](#footnote-ref-1)
2. See also <http://en.wikipedia.org/wiki/Case_citation>. [↑](#footnote-ref-2)
3. Millet, F.X. (2015). Book Review: National Identity in EU Law by Elke Cloots. 34 *Yearbook of European Law* 1, p. 357. [↑](#footnote-ref-3)