

## Author's guidelines Compliance, Ethics & Sustainability

Thank you for choosing to submit your manuscript to Compliance, Ethics & Sustainability! Our Editorial Board is looking forward to obtaining and reviewing your draft.

Below you will find our standard guidelines for authors. For consistency purposes and to reduce the amendments that may be required at a later stage, an adherence to these instructions would be much appreciated.

In case you require any clarification, please do not hesitate to reach out to your contact person at the Editorial Board.

### Writing guidelines

1. General
  - a. **Length:** Manuscripts should average between 4,000 words and 6,000 words in length (including notes).
  - b. **Language and editing:** Manuscripts must be written in either Dutch or English (UK spelling). If you are not writing in your first language, we recommend that you have your manuscript professionally proofread prior to submission.
2. Title and author
  - a. The first page contains the full title of the manuscript and a subtitle, if relevant. It is preferred that both titles are short.
  - b. The title should be followed by the name of the authors. Footnote 1 will be placed at the end of the author list and will contain each author's full name. Within this footnote, the authors' position and professional affiliation may be included, as may their email address. Further, this footnote may also include any reservations or caveats that the authors feel are necessary to add – such as: "this article only reflects my own views and is not representing the views of my employer / organisation".
  - c. The footnote should be structured as follows, full name, professional affiliation, email address. In case the article has multiple authors, all authors should be displayed on a new line, followed by organization details, separated by commas. A brief autobiographical note may be included. The name and address of the author to whom correspondence may be sent should be indicated, including an e-mail address that may be displayed publicly.  
As a guide for the titles, the main title should consist of eight words or less. Subtitles must be short and clear. Only the first word of each subtitle should be capitalised (i.e. 'Sentence case').
3. Abstract

Under the author's name, the manuscript should include a short summary of the paper and its main takeaways (100 - 200 words).
4. Format
  - a. The manuscript should be submitted in a Microsoft Word format.
  - b. Footnotes can be used for reference and clarification purposes. Please use the footnote function provided by Microsoft Word. Footnotes are to be placed at the end of sentences, after a full stop.
  - c. Preferably, the manuscript should use Microsoft paragraph headings and sub-paragraph headings consistently. Additionally, the headings should be numbered using: 1., 2., 3. and subheadings should be numbered using: a., b., c.
  - d. Quoted text should be placed between quotation marks "...".

- e. Emphasised text should be in bold or underscored.
- f. Figures such as tables and graphs should be placed in the part of the paper where they are referred to. Each figure should be titled and numbered.

#### The steps from manuscript to article

1. Send your draft article to your contact person in the editorial team before the date stated in the email you just received. The editorial secretary or coordinating editor will review your article and give relevant suggestions for improvement. Please include the full names and email addresses of all authors.
2. As soon as the suggestions have been processed and the article is finalised, it will be submitted for approval to the coordinating editor. Following its approval, the coordinator will send it to the publisher.
3. You will then receive an automatic invitation to approve your author's profile (please note: the name at the top of the article is taken from the name of your profile). This invitation will also allow you to check your article on the author's platform. It is also still possible to make minor changes to your article in the platform. Using the preview button, you can preview what the article looks like in its formatted form (PDF).
4. Once you approve of the article, you should enter three key words (at the top of the editor screen).
5. Following this, click on the green "Ready for publication" button at the bottom right hand of the screen. Your article will then be once again sent to the designated editor for a final check, after which the article will be published.

#### 5. References

- a. **Annex: Guidance for including references to books, journals, websites, and case law.**
- b. Books are referenced as follows: initials and surname of author(s), *title of the book in italics* (possibly name and number of series), place of publisher: publisher and year, pages.
- c. J.H. Spoor, D.W.F. Verkade & D.J.G. Visser, *Auteursrecht, naburige rechten en databankenrecht* (Copyright,
- d. *Neighbouring Rights and Database Law*) (Recht en Praktijk, vol. 42), Deventer: Kluwer 2011, pp. 135-137.
- e. Journals are referred to as follows: initials and surname of author(s), title with single quotation marks,
- f. *Title of the journal in italics* and year, edition and possibly issue number, pages.
- g. J.M. de Meij, 'Side by side liability: when does a director lose his corporate protection?', *Vennootschap &*
- h. *Onderneming* 2013, afl. 1, p. 1-4.
- i. Websites are referred to as follows: initials and name of author(s), title with single quotation marks,
- j. name of publication in italics; date; website.
- k. R. Boswijk & R. van Dieren, 'Last attempt to move undeclared savers', *Het Financieele Dagblad* 7 May 2013, Akd.nl.jurisprudentie.
- l. Police track down hooligans with SMS', *Webwereld* 31 August 2005, *Webwereld.nl*.
- m. If the electronic source is publicly accessible via the Internet and the source is difficult to find with a search engine, add the web address after the comma after the reference.
- n. Case law is referred to as follows: judicial authority + date of judgment, ECLI, *journal* [in italics] year and edition and possibly issue number, m.nt. [possibly] initials and surname annotator (judgment) [in italics and in parentheses].
- o. HR 29 January 2016, ECLI:NL:HR:2016:162, *NJ* 2016/173, m.nt. T. Hartlief (*McDonald-van Biezen/McDonald and Delta Lloyd*).