

## Author's instruction Compliance, Ethics & Sustainability

### Writing guidelines

1. **Language:** write your article in Dutch or English (UK).
2. **Length** of article: approximately 5000 words.
3. Use **footnotes** of the Word system and place them after the full stop or comma.
4. Footnote 1 is the **author's footnote**. Enter your author details here: first name (in full) and surname and affiliation, job title and email address (optional).
5. Add a **title** and possibly a **subtitle** above your article (written as a regular sentence). Do not capitalize the entire (sub)title.
6. Start the article with its **essence** (without a header). The essence will appear bold in the preview. The final pdf will be freely available on the internet.
7. Write clear **paragraph headings and sub-paragraph headings** that are numbered. You may use the styles in Word for this.
8. Place **quotes between double quotes** ["..."]. The same applies to text you want to emphasise.
9. If you wish to include **"figures"** such as **tables and graphs**, place them in the document. Place a caption under the figure that clearly describes what the figure means.
10. **Readability:** Preferably write as directly as possible. Use short sentences whenever possible.
11. See the annex (below) for **how to refer to literature**.

### The steps from copy to article

1. Send your draft article to your contact person (coordinating editor) in the editorial team before the date mentioned in the email you just received. The coordinating editor will review the article and will provide you with suggestions for improvement. Please include the full names and e-mail addresses of all authors.
2. Once any suggestions have been incorporated and the article is final, it will be submitted for approval to the coordinating editor who will then send it to the publisher.
3. You will then receive an automatic invitation to approve your author profile (note: your name at the top of the article will be drafted from your profile!) and to check your article on the author's platform. You can still make minor changes to your article in the platform at this stage. Using the preview button in the programme, you can immediately see what the article looks like in formatted form (pdf).
4. Finally, once you have approved the article, enter three keywords (at the top of the editor screen).
5. Thereafter click on the green button "Ready for publication" at the bottom right of the screen. Your article will be sent to the coordinating editor again for a final check, after which it will be published.

**Annex: Guidance for including references to books, journals, websites and case law, according to *Leidraad voor juridische auteurs*, Deventer: Wolters Kluwer 2022.**

Books are referred to 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.

J.H. Spoor, D.W.F. Verkade & D.J.G. Visser, *Auteursrecht, naburige rechten en databankenrecht* (Copyright, Neighbouring Rights and Database Law) (Recht en Praktijk, vol. 42), Deventer: Kluwer 2011, pp. 135-137.

Journals are referred to as follows: initials and surname of author(s), title with single quotation marks, *Title of the journal in italics* and year, edition and possibly issue number, pages.

J.M. de Meij, 'Side by side liability: when does a director lose his corporate protection?', *Vennootschap & Onderneming* 2013, afl. 1, p. 1-4.

Websites are referred to as follows: initials and name of author(s), title with single quotation marks, name of publication in italics; date; website.

R. Boswijk & R. van Dieren, 'Last attempt to move undeclared savers', *Het Financieele Dagblad* 7 May 2013, Akd.nl.jurisprudentie.

Police track down hooligans with SMS', *Webwereld* 31 August 2005, Webwereld.nl.

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.

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].

HR 29 January 2016, ECLI:NL:HR:2016:162, *NJ* 2016/173, m.nt. T. Hartlief (*McDonald-van Biezen/McDonald and Delta Lloyd*).