

## **Author's instruction Compliance, Ethics & Sustainability**

Thank you for choosing to submit your manuscript to the Journal of Compliance, Ethics and Sustainability.

Below we share with you our standard guidelines for authors.

### **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 will list the full title of the manuscript and sub-title, if relevant. Both titles will preferably be short. The title is a normal sentence, so not in capitals, bold or underlined.  
  
As a guideline for the title, the main title should be eight words or less. Subtitles should be short and clear. Only the first word of each subtitle may be capitalized.
- b. The title will be followed by the name of the authors. Footnote 1 will be placed at the end of the author list and will detail each author full name. Authors may include in that footnote also their position and professional affiliation, as well as their email address. That footnote may also include any reservations and caveats that the authors chooses to add – such as: “this article reflects my own views only and it is not representing the views of my employer / organisation” or that you (if that was the case) were involved as a lawyer for the claimant or defendant in this case.
- c. The footnote should be structured as follows: first and last name, organization details and, if desired, your email address. If the article has multiple authors, all authors should be listed in this footnote, followed by organizational information, separated by commas.

### **3. The essence**

We request that you indicate the essence of the article at the top of the article (100 - 200 words). The gist starts without a heading, and is automatically displayed in bold in the author platform preview. The essence is freely available on the internet.

### **4. Format**

- a. Please submit the manuscript in a general Microsoft Word format (not an adapted office template).
- b. Footnotes (no endnotes!) can be used for reference and clarification purposes. Please use the footnote function at the Microsoft Word processor. Footnotes are normally to be placed at the end of sentences, after a full stop.
- c. Please consistently use Microsoft paragraph headings and sub-paragraph headings, using: 1., 2., 3., for headings, and a., b., and c., for sub headings.
- d. Quoted text should be placed between quotation marks "...".
- e. Emphasised text will be bold or underscored.
- f. Figures such as tables and graphs must be placed at the relevant part of the paper where they are referred to. Each figure will be titled and numbered. The explanatory row at the top of the table should be qualified as a header under "driving characteristics".

### **5. The steps from copy to article**

- a. Please send your draft article to your contact person (coordinating editor) in the editorial office before the date stated in the email you just received. The coordinating editor will review the article and give you any suggestions for improvement. Include the full names and email addresses of all authors.
- b. Once any suggestions have been processed and the article is final, you may send it to the coordinating editor for approval who will then (if approved) send it to the publisher.
- c. You will then receive an automatic invitation to approve your author profile (note: your name at the top of the article is created from your profile!) and a request to check your article one last time on the author platform. You can still make minor changes to your article at this stage via the editor in the platform. Via the preview button in the program you can immediately see what the article looks like in formatted form (PDF).
- d. Finally, once you have approved the article, enter three keywords (at the top of the editor screen).
- e. Then click on the green "Ready to publish" button at the bottom right of the screen. Your article will be sent again to the coordinating editor for a final check, after which it will be published.

## 6. References

- a. Case law is referred to as follows: [court; date of ruling; the European Case Law Identifier Number (ECLI number), initials and name of annotator .HR 29 January 2016, ECLI:NL:HR:2016:162, NJ 2016/173, m.nt. T. Hartlief (McDonald-van Biezen/McDonald and Delta Lloyd).
- b. 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.

- c. 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.

- d. 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,

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.