

Rules for authors and translators

General rules

Please submit all texts in Word. Do not use special formats or styles: all lines must be aligned to the left, no “small caps,” no style that automatically inserts a line of space between paragraphs. Divide texts into sections: authors, if possible, please divide your texts into sections: each section with a number or, preferably, with a *title*. Do not indent the first paragraph of each section; all following paragraphs, however, *must be indented*. Leave one line of space at the end of a section, with *no other lines of space* in the text.

US-English spelling: even if the author or translator is British, US-English spelling is required. US-English punctuation is required: principally: periods and commas inside the quotation marks. E.g., “xxxxxx xxxxx xxxxxx,” and “xxxxxx xxxxxx xxxxxx.” For quotes within quotes: “xxxxxx xxxxx ‘xxxxxx xxxxxx xxxxxx.’” Use *double quotation marks*, with single quotation marks for quotes within quotes. Do not use any *foreign form of quotation mark*: nothing other than single and double English “inverted commas.” Capital letters in text and section titles: capitalize all words (including verbs such as “is” – “are” – “have” – “should” etc., and pronouns) except for articles, prepositions and possessives.

Authors: please put your name, email address, and the name of your university at the end of the text. Translators: we insist on publishing the translator’s name (and the language translated from). Please write abbreviations such as EU, USA, UN etc., without dots.

Footnotes

Please insert the footnotes using Word, do not list them separately. We do not publish a “Bibliography” or “References” at the end of a text; hence all references must be given in the footnotes. Standard usage: book or journal titles in italics, and chapter or article titles in quotes. E.g.: D. Garland, “Capital Punishment and American Culture,” *Punishment and Society*, 7 (2000), pp. 347–376.

Put only the initial of the author’s first name(s). Put *Ibid.* if the same text is quoted in the very next note. If quoted in a later note, put the author’s name without the initial and an abbreviated version of the title. E.g.:

¹ E. Cantarella, *Il ritorno della vendetta. Pena di morte: giustizia o assassinio?*, Milano: Biblioteca Universale Rizzoli, 2007, pp. 43–48. ² *Ibid.*, p. 63 ff. ³ xxxxxxx. ⁴ Cantarella, *Il ritorno della vendetta*, p. 73.

Please use *Ibid.* – not in italics, and not *Ibidem*. Please use *See* – not *cf.* Please do not use *op. cit.* (or *cit.*). Please state City: Publisher, year. Please use only arabic numerals for chapters, parts, etc. For “edited by” please put (ed.) or (eds.) after the editor’s name. E.g.: See my “The Rule of Law: A Critical Reappraisal,” in P. Costa and D. Zolo (eds.), *The Rule of Law: History, Theory and Criticism*, Dordrecht: Springer, 2007. Please note: the English abbreviation for “number” is – no. – not n. — no. 15.

Works in translation

We ask authors and translators to give the full reference for English translations (if they exist) of works cited in other languages (translator-s, city: publisher, year), precisely as follows: M. Foucault, *Surveiller et punir. Naissance de la prison*, Paris: Gallimard, 1975, p. 62; [*Discipline and Punish. The Birth of the Prison*, trans. A. Sheridan, New York: Vintage Books, 1995, p. 75].

How to write foreign words and their translation: 1) Unburdening (*Entlastung*). 2) *Entlastung* [unburdening].

Position of footnote numbers

Place footnote numbers immediately *after* punctuation marks (period, comma, semicolon, colon, quotation marks): xxxxx.¹ – xxxxx,² xxxx – xxxxx.³ – xxxxx,⁴ – xxxxx;⁵ – xxxxx”;⁶ The number can also come after words *within* a sentence: xxxxxx xxxxxx⁷ xxxxxxxx xxxxxx. – xxxxx xxxxxx,⁸ xxxxxxxx – xxxxx “xxxxxxx”⁹ xxxxxx.

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