

## **SEE Law Journal** **General Guidelines for Authors**

### **I. ABOUT THE JOURNAL**

The *SEE Law Journal* invites submissions on any topic that is related to issues on the regional, European and international integration of South Eastern European (SEE) countries, issues of legal reform and approximation with the *acquis communautaire*, best practices in legal reform, unification of the legislation in the region of South East Europe and the EU. The legal education issues and developments in the legal field will be provided in the appendix of the Journal.

Our aim is to publish original scientific papers of high quality that will contribute to the knowledge transfer and exchange of best practices with regard to public and private law, EU law, legal education and the legal profession. The *SEE Law Journal* as regards its envisioned scope and content, will make available to a global audience a unique, namely South East European perspective on the vibrantly evolving regional systems, traditions and innovations of law in the region in the context of historical, economic and political-legal transformation. As such, the *SEE Law Journal* has the potential to provide for a highly valuable, transnational platform to bring together legal academics and practitioners to engage in thought exchange regarding the challenges and possibilities arising from the unique historical and geographical context across legal disciplines and geographical boundaries. Our main criteria for assessing submissions include originality, quality of analysis, potential impact, and relevance to contemporary debates.

Manuscripts are accepted for publication on the understanding that they have been submitted solely to the *SEE Law Journal* and that they have not been previously published either in whole or in part. Authors may not submit papers that are under consideration for publication elsewhere, and, if an author decides to offer a submitted paper to another journal, the paper must be withdrawn from the *SEE Law Journal* before the new submission is made.

### **II. ARTICLES**

#### **Article Types**

The *SEE Law Journal* publishes material in the form of *original scientific paper*, a *review paper* and a *professional paper*.

### **Article format**

Articles are expected to be in the range of 5,000 to 8,000 words. The Editors reserve the right to make literary corrections. When drafting your paper, please remember that the journal has an international and interdisciplinary readership. Write clearly and explain any technical terms.

### **III. MANUSCRIPT SUBMISSION**

Manuscripts must be submitted via e-mail to the [centre@seelawschool.org](mailto:centre@seelawschool.org). The authorship of manuscripts is restricted to maximum three co-authors per article.

The Editorial Board will make every effort to deal with submissions to the journal as quickly as possible. All papers will be acknowledged on receipt by email. All contributions will be reviewed by the editors as to their suitability for inclusion in the journal and be subject to anonymous double peer review.

Author(s) will normally be notified of acceptance, rejection, or need for revision within 4 weeks of submission. Contributors may be asked to revise their contributions before final acceptance and will have an opportunity to review proofs before publication. However, no major changes can be included at proof stage, and corrections must be limited to typographical errors only. Contributors will be provided with an electronic pdf proof via email and corrections must be returned within 48 hours.

### **Submission instructions**

Please adhere to the following instructions when submitting an article to the *SEE Law Journal*:

1. The **cover page of the article** should include the following information:
  - Article type (original scientific paper or a review paper).
  - Manuscript title.
  - Names and affiliations of all contributing author(s).
  - Full address for correspondence, including telephone and fax number and email address. If the manuscript is coauthored, then please provide the requested information for all of the authors.
  - One or two lines of biographical notes should be provided for each author (latest publications, previous and current posts, etc.).
  - Abstract: please provide a short summary of up to 300 words. The abstract should not contain any undefined abbreviations or unspecified references.
  - Key words: please provide a minimum of 4 and up to 6 key words in alphabetical order, suitable for indexing. Ideally these words will not have appeared in the title.

2. All manuscripts must be submitted via e-mail to the [centre@seelawschool.org](mailto:centre@seelawschool.org). Please DO NOT send a hard copy of your manuscript to the Editor.
3. Author names or affiliations should NOT appear anywhere on the manuscript pages, because our peer-review process is blinded.
4. ALL authors listed on the manuscript following acceptance of their paper MUST sign the Copyright Agreement. Articles cannot be accepted for publication if we do not have copyright transfer signed by all authors of a paper.
5. Manuscripts MUST be prepared according to the technical rules set in this Guideline.

#### **IV. MANUSCRIPT PREPARATION**

The journal's language is English. British English or American English spelling and terminology may be used, but either one should be followed consistently throughout the article. Spelling in references should follow the original. Articles must be word processed using Microsoft Word, Times New Roman font, 11 point font, and should be 1,5 line-spaced throughout allowing good (2,5 cm top, bottom, left, and right) margins. Pages should be numbered sequentially.

##### **Language Editing**

Particularly if English is not your first language, before submitting your manuscript you may wish to have it edited for language. This is not a mandatory step, but may help to ensure that the academic content of your paper is fully understood by journal editors and reviewers. Authors are liable for all costs associated with such services.

##### **Section headings**

Use up to three levels of heading. *Primary Level Heading* (first letters capitalised and followed by one hard return). *Secondary Level Heading* (first letters capitalised and followed by one hard return). *Third level heading*: with the text carrying along the same line, and followed by a full stop.

##### **Notes**

Footnotes, not endnotes are used. Footnotes should be used sparingly, and only for explanatory information and should be marked clearly in the text in numeric order after a point of punctuation

##### **Quotations**

A Chicago-Style Citation should be followed by the authors. The bibliography should only contain sources cited in the text. Authors are asked to pay particular attention to the accuracy and correct presentation of references. The following examples illustrate citations using the notes and bibliography system:

**Book**

One author

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

***Editor, translator, or compiler instead of author***

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

***Editor, translator, or compiler in addition to author***

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

***Chapter or other part of a book***

Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

***Chapter of an edited volume originally published elsewhere (as in primary sources)***

Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

***Preface, foreword, introduction, or similar part of a book***

Rieger, James. *Introduction to Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

***Book published electronically***

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

***Journal article***

Article in a print journal

Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439–58.

Article in an online journal

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

Article in a newspaper or popular magazine

1. Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.  
2. Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

***Book review***

David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

***Thesis or dissertation***

Choi, Mihwa. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

***Paper presented at a meeting or conference***

Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

***Website***

"Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

***E-mail or text message***

John Doe, e-mail message to author, February 28, 2010.

***Item in a commercial database***

Choi, Mihwa. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

### **Other matters**

- Spell out all acronyms on the first reference, except for those in general public uses (EU, UN) - thereafter use capitals.
- Numbers from one to nine should be written as words; higher numbers should be written as numerals.
- Dates should be written as follows: 01 January 2012; 2011-2012; or the 1990s.
- Acknowledgements should appear at the end of the article, and not in the footnotes.

### **Visuals & Graphics**

Because visual aids enhance reader understanding, authors should include tables, figures, lists, photographs, drawings, illustrations, etc., with their manuscript submissions whenever possible or appropriate. **All visuals must be submitted along with the manuscript as separate, high-resolution (at least 300 dpi) image files, such as .JPG, or .TIF files. We will not accept image files in formats such as Word, Excel, or PowerPoint.** Image files should be saved in separate files without their captions. Files should be named according to DOS conventions, e.g. 'figure1.tif'.

Each figure and table should be numbered and mentioned in the text. Figures and tables should be placed at the end of the manuscript following the Reference section. Each figure and table should be accompanied by an explanatory legend. The figure legends should be grouped and placed on a separate page. Figures that are to be printed in black-and-white should not be submitted in colour. Authors will be charged for reproducing figures in colour.

In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table.

### **V. PROOFS**

Proofs will be sent to the corresponding author via email as a pdf file. The corrected proof should be returned to the publisher within two days of receipt.

Proofs should be checked thoroughly for any possible layout or typographic errors. Significant alterations instigated at this stage by the contributor will be charged to the contributor.

It is the intention of the Editor to review, edit and publish your article as quickly possible. To achieve this it is important that all of your corrections are returned to the Technical Editor in one via e-mail. Subsequent additional corrections will not be possible, so please ensure that your first communication is complete.

## **VI. COPYRIGHT**

Contributors will retain the copyright in their work. It is however a condition of publication in the journal that authors grant an exclusive license to the Centre for SEELS as an Editor of the *SEE Law Journal* to publish their contribution in both paper and electronic form. This ensures that requests from third parties to reproduce articles are handled efficiently and consistently and will also allow the article to be as widely disseminated as possible. In granting this exclusive license, authors may use their own material in reworked form in other publications provided that the journal is acknowledged as the original place of publication, and the Centre for SEELS is notified in writing and in advance. Once the article is accepted to be published, the author will be sent a Copyright Agreement and will need to sign it and send it back to the Editor in 48 hours from the notification on accepting his/her article for publication.

By signing the Copyright Agreement, the author(s) declare that:

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- the paper has not been accepted for publication and will not be submitted for publication elsewhere;
- the author(s) is/are the copyright holder(s) and is/are informed of, and has fulfilled, any requirements regarding the rights of third parties;
- the Centre for SEELS has been granted permission to publish and distribute the paper in the form of SEE Law Journal.

## **VII. PERMISSIONS**

Authors will also be asked to confirm that any necessary permission has been obtained in writing from the copyright owners of any third party material included in the article.

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of figures, tables or poems for unpublished or copyrighted material.

If text material (over 250 words) is to be reproduced from published sources, written permission is required from both publisher and author. For shorter quotations, it is usually sufficient to add a bibliographic credit. If illustrations or figures are to be duplicated from previously published work, written permission must be obtained both from the publisher and the author, and a credit line giving the source added to the relevant Figure. The letters containing the permission for the reproduction of either text or illustrations must accompany the typescript. If you have been unable to obtain permission, please indicate this.

## VIII. DISCLAIMER

Opinions expressed in articles and reviews in the *SEE Law Journal* are the views of the authors and contributors, and neither the *SEE Law Journal* nor the Editors accept responsibility for them. Although every effort will be made to ensure the accuracy of all citations, the ultimate responsibility for all citations lies with the authors. Papers submitted to the *SEE Law Journal* receive careful and thorough review by editors, and all footnotes and relevant literature are checked. Papers suspected of plagiarism may be reported to author's institution.

## IX. PEER REVIEW

All submissions are subject to a double-blind external peer review. In that process, the author's submission is formatted so that all references to the author are eliminated from the document, including references to the author in footnotes throughout the article, for example when the author writes in the text "I have argued in previous work..." and then follows with a footnote. The reviewer receives the anonymized manuscript from the Technical Editor without being told by whom the manuscript was authored. Upon returning his/her comments on the manuscript, the name of the reviewer is never revealed to the author.

The peer-review process will involve two reviewers. These will be reviewers external to the Editorial Board of the *SEE Law Journal*, being an expert in the field.

The results from the double-blind external peer review will be in one of the following decisions: to reject; to accept; to accept with minor modification; or to revise and resubmit the paper. The authors of submissions will be notified by the Technical Editor by e-mail on one of these decisions made by the peer reviewers.