

Instructions for authors in the Meijers Series

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1. INTRODUCTION

This document provides instructions for authors in the Meijers Series. The Meijers Series is the responsibility of the Meijers Research Institute and Graduate School at Leiden Law School, Leiden University.

This document gives practical instructions for submitting a text document, tables and illustrations and instructions for writing text, annotations and a list of cited literature. In addition, these instructions contain information about the publishing process once the final manuscript has been completed.

If you have any questions or remarks after reading these instructions, please contact Esmé ten Donkelaar at the Meijers Research Institute and Graduate School (Tel: 00 31 (0)71 52 75 200).

Explanatory notes specially for PhD candidates

We strongly recommend that you bear in mind these instructions from the moment you first put pen to paper.

- a) Bold and underlined text is not used in the Meijers layout. You may use it during the preliminary writing phase, but be aware that all bold and/or underlined text will eventually be printed in italics.
- b) Structure the text clearly using indented text to indicate a new paragraph (not a blank line). Paragraphs, after all, are the building blocks of a line of reasoning.

The literature list should always be placed at the back of a doctoral thesis. Therefore please refer briefly in footnotes (see below).

And finally: a register is an effective way to ensure that a doctoral thesis can be consulted and cited. This can be produced by referring to paragraph numbers (provided the paragraphs are not too long) (advantage: the register can be started early on) or by referring to page numbers (disadvantage: the register can only be made once the book has been finalized by the layout editor).

NB In principle the doctoral thesis should not exceed 100,000 words (including footnotes, but excluding the non-scientific part). On behalf of the Doctorate Board, the Dean may allow this limit to be exceeded following a written request by the PhD supervisor.

2. AUTHOR'S LAYOUT IN WHICH THE MANUSCRIPT IS SUBMITTED

Text

Main rule: do not try to copy the layout of a book already published in the Meijers Series. This only leads to extra work, because all codes (see above) have to be deleted by the layout editor.

Specifically: use one font (main text Palatino 10), citations (Palatino 9), footnotes (Palatino 8), one line width, do not justify, do not use headers and footers, do not use columns and do not break off words at the end of sentences with hyphens.

- Submit the text in Word file format (.doc or .docx).
- In the case of a compilation: include the title and function of the author in a separate section "about the authors" and list alphabetically. At a later stage, this list is included at the back of the book.
- Chapters of doctoral theses and other monographs are numbered, starting with the introduction and ending with the conclusion. Number using Arabic numbers i.e. chapter 1, paragraph 1.1, subparagraph 1.1.1. and subparagraph 1.1.1.1. Avoid other levels as far as possible: if not: italicize but do not number. The editorial staff decide on the numbering in compilations.
- Paragraph levels:
 - 1: **SMALL CAPITAL**; 2 white lines above, 1 below
 - 2: 'standard' text; 2 white lines above, 1 below
 - 3: *italics*; 1 white line above and below
 - 4: *unnumbered; italics*, directly adjacent to the text.

Place a tab between the paragraph number and the text of the paragraph heading.

- Do not use abbreviations in the text, except for example WTO, ECHR. The first reference should be written in full with the abbreviation in parenthesis afterwards. For example: World Trade Organisation (WTO).
- In references: use initials only and no first names.
- Do not use underline or bold in the text.
- Always use the TAB key to make indents, never the space bar.
- Do not enter automatic cross references using an automatic function in Word, but type these manually.
- Start every chapter with a new footnote number.

Lists, paragraphs and citations

When making lists, turn off the automatic numbering. Instruction for Word 2010: 1. Click the *File* tab; 2. Under *Help*, click *Options*; 3. Click *Proofing*; 4. Under *AutoCorrect Options*, click *AutoCorrect Options*; 5. Click the *AutoFormat As You Type* tab. 6. Under *Apply as you type*, clear the check boxes for the options *Automatic bulleted lists* and *Automatic numbered lists*.

- Do not indent lists and only use:
 - (preferably a bullet)
- or a), b)
- or 1-, 2-
- After bullet, a), or 1 one tab, then text.
- When using lists, leave a white line at the end of the list.
- It is best not to use different styles for lists (unless referring to subdivisions of sections of a law). Once you have chosen a style, type manually and do not use the options in Word for creating automatic lists.
- New paragraph: no white line, but use a hard return + tab
- Citations should be included in the text and indicated using single quotation marks. A citation within a citation should be indicated using double quotation marks. *For a citation which is longer than 3 lines, indent it and set between white lines.* Indicate shorter quotes
- in the main text using single quotations marks: this also applies to words used figuratively (but use these sparingly!). In short: only use double quotations marks within a citation.

Illustrations and diagrams

Contact the layout editor in good time to discuss illustrations and diagrams in order to avoid problems with how these are submitted and processed. If possible, keep to the standard width of the text for the book series (11.5 cm) and use a small letter: Times 8 with fine line borders and no bold text.

- Submit illustrations and diagrams preferably as separate files, and submit them in the file format of the programme in which they were made (e.g. Microsoft Excel, or Microsoft PowerPoint) or preferably as a pdf. Illustrations submitted in Word can be used, but sometimes they will have to be drawn again. Please check beforehand with the layout editor whether illustrations and diagrams can be used. If the illustrations have been entered in a word processing programme, they should be submitted in a separate file.
- Do not try to keep space free in the text document for illustrations, diagrams, tables etc. by using white lines or otherwise, but put a number or short description of the illustration in brackets (for example: [diagram 25], which of course corresponds to the file name, or with the number or the description in a separate pdf document).

Photos

- The resolution of photos taken from internet is **nearly always** too low to use for publishing and these are therefore not suitable.
- It is important to check before you submit any work that your illustrations (photos) are of sufficient quality to be used in a printed book. You should use at least 300 dpi for illustrations in the format to be used. To find out what the dpi is, you can use various online programmes such as Irfanview.
- Digital photos should be submitted as jpg or tiff files.

Illustrations

- Submit for each illustration (drawing) a clear sketch.
- The layout editor can only use illustrations made by yourself if they have been made in a drawing programme such as Adobe Illustrator, Corel Draw, Open Office Draw, PowerPoint or Excel. Do NOT save illustrations in a JPEG, BMP or other bitmap format.
- If you want to use a line drawing from a book, scan this at the setting 1200 dpi.
- A full colour illustration must be at least 300 dpi.

Keywords (index)

If you use a keyword index, referring to page numbers, this is only possible in the final layout of the book produced by the layout editor in pdf format. You can search manually in the pdf file of the final text using the search function for the pages where the index words appear. Provide the words and the corresponding page numbers in a Word document. The page numbers can only be added to the index in a checked and corrected proof, in which no further changes will be made.

Instructions for making a Keyword Index

- List the keywords followed by the page numbers or paragraph numbers separated by a comma. Indicate consecutive pages using a hyphen (444-447).
- Separate the keyword and paragraph or page number using a vertical line (or other sign).
- The subdivision of keywords can be done using a new line with a hyphen and tab. When referring to another keyword, enter in italics *see also* on a new line after the page numbers, when making a reference to another keyword before the page numbers have been inserted, enter in italics *see*, not on a new line. For example:

C

cancellation | 74, 123, 381 e.v., 397

civilian tradition see tradition

coordination

– between contract and tort | 444-446, 452

– between different lawyers and law | 100, 108, 271, 405, 478

see also common law

Italics

Italics (in the general text)

If you want to give words particular emphasis, you can use italics (not bold or underline).

Words or terms in a foreign language, not familiar in English, can also be put in italics.

Foreign words or terms that are completely familiar in English can be typed in roman characters.

If you use italics in a citation entered by you, place your initials in between brackets: [italics: your initials].

Quotation marks

If you indicate a concept or a word used figuratively with quotations marks, use single quotation marks as in the case of citations. But do this as sparingly as possible.

Notes (references)

- In the Meijers Series the footnote system is used and specifically the system of brief/abbreviated references. In special cases, such as compilations with many short articles, a different system could be used.
- Never use endnotes.
- The note number always comes after the punctuation, but before a closing bracket or dash.
- Abbreviations may be used in notes such as e.g., etc. but write these in full in the text.
- Start each chapter with a new footnote number.

List of cited literature

See [Oxford Standard for Citation of Legal Authorities](#).

3. PRODUCTION PROCESS MEIJERS SERIES

Your book will be published in the Meijers Series. How will this be done? What can you expect and what will you have to do?

After submitting the final text according to the above instructions, a professional layout office, assigned by the Meijers Institute and Graduate School, will start work on your text.

Layout process

The layout process is as follows:

- The Meijers Institute assigns a layout office and puts the layout editor in contact with the author.
- If the publisher of the book is Boom Juridische uitgevers, this should be mentioned to the layout office upfront.
- The layout editor sends a list of points about how to submit the text.
- The author/compilation editor and the layout office discuss
 - the time schedule
 - date first proof in the layout of the Series
 - second proof if necessary;
- The author chooses the colour for the cover of the book. The Pantone colour fan is available at the secretariat of the Meijers Institute. Some printers use a Full Colour Fan and colours can sometimes differ considerably.

NB The chosen colour combination must be unique, or at least not have been used in the last 30 publications.



The costs for the layout of the final cover will be paid by the Meijers Institute. The costs for any extra examples of covers will be paid by the author.

NB First names may not be written in full on the cover.

- The author needs to write a short and interesting back cover text (max. 200 words). The research programme under which the book was written should be mentioned on the back cover as well.
- The author always ensures that the text for the back cover of the book is sent first to the Head of the Meijers Research Institute via Promoties@law.leidenuniv.nl
- NB The number of words for the back cover text may not exceed 200.*
- The author sends the printer's proof of the cover to the layout editor/Meijers Institute first for approval;
- After receiving the approval of the author/compilation editor and the editorial staff of the Series, the layout company is asked to send the book to the printer.

The publisher

- The author/compilation editor decides which publisher will be approached for the book
 - (a list of publishers is provided in attachment 1).
- The author/compilation editor negotiates on the quantity/printing and publishing costs.
- Inform the publisher/printer of the correct format for the Meijers Series (158 x 242 mm.).
Most of the publishers in the list are aware of this, but please check.
- When in doubt or if there are any problems, get in touch with the contact person for the Meijers Series Esmé ten Donkelaar (e.m.e.tendonkelaar@law.leidenuniv.nl).
- The author informs the contact person for the Series (e.m.e.tendonkelaar@law.leidenuniv.nl) of the name of the contact person at the chosen publisher and informs the publisher of the fact that the book is to be published in the Meijers Series (i.e. with a specific layout and cover).
- Doctoral theses written within the research school *Rechten van de Mens*, are published in the series of this research school and will be included on the site of the Meijers Institute under ‘other publications’. In this case, it is important that you mention in the preface or in your CV that as a PhD candidate you were affiliated to the Meijers Institute.
- The author puts the publisher and the layout office in touch with each other so that the date and time of the delivery of the book in the layout of the Series can be settled. The layout office informs the publisher of the colours to be used.
- The printing/publishing process begins and will take six weeks on average.
- The publisher applies for the ISBN number and communicates this to the layout office.

Time schedule (applies only to doctoral theses)

It is best to count back from the time the book should appear. This is particularly important for doctoral candidates who already know the date of the doctoral thesis defence ceremony.

- Count six weeks for the printing/publishing process.
- Count three weeks for the layout process.
- Count three weeks for the Beadle, who registers the ceremony.

In other words: twelve weeks before the desired publication date (in the case of doctoral theses sixteen weeks before the date of the defence ceremony), the book should be submitted to the editorial staff of the Series according to the instructions.

4. LIST OF PUBLISHERS

Publisher	Website
Boom Juridische Uitgevers	www.boomuitgeversdenhaag.nl
Intersentia	www.intersentia.be
Maklu Garant	www.maklu.nl
Wolters Kluwer	www.wolterskluwer.nl
Sdu uitgevers	www.sdu.nl
Amsterdam University Press	www.nl.aup.nl

5. LIST OF PRINTING COMPANIES

Printer	Website	Contact person
Intersentia NV Belgie	www.intersentia.be	
Ipskamp Printing	www.proefschriften.net www.ipskampprinting.nl	Frank Fieseler frank@ipskampprinting.nl
Gildeprint	www.gildeprint.nl	
Ridderprint	www.ridderprint.nl	