



## Style Sheet for the European Law Institute (ELI) Young Lawyers Award

All papers submitted by candidates for the ELI Young Lawyers Award should follow the directions in this style sheet regarding structure, form, style, reference formats and citations.

### 1. General structure

All papers submitted should have the following main elements:

#### 1.1. A cover sheet

The cover sheet must contain the following information: the full name, telephone number, e-mail and postal address of the applicant, the title of the paper and the topic of the paper (see below).

#### 1.2. A standardised second sheet

The second page shall clearly state that the paper is submitted by the applicant for consideration for the ELI Young Lawyers Award, contain general information on the Law Institute (ELI) and the applicants' signed permission for the ELI to publish and disseminate the paper (see example 2 at the end of this style sheet).

#### 1.3. An executive summary

The executive summary shall be a concise and accurate summary of the main conclusions of the paper. It shall be a maximum of 300 words.

#### 1.4. The main body of the paper

The paper itself can be a maximum of 2,500 words excluding footnotes and bibliography. It shall at least contain the following information and elements:

- An introduction;
- Identification of a problem or a possibility for improvement in the indicated field of law in Europe;
- Analysis of one or more possible solution(s); and
- Concluding remarks.

#### 1.5. A bibliography, table of authorities and, if appropriate, a list of referenced legislative instruments and judgments.

### 2. Style

#### 2.1. Fonts

All text in the paper shall be in Times New Roman, Palantino Linotype or a similar, simple and elegant, easily readable, serif font. Ideally, the chosen font should have high-contrast italics.

#### 2.2. Font size and line spacing

The following applies to the font size and line spacing in the paper:

- General, main body text shall be in size 12 and have a line spacing of 1,5 lines.
- Indented text in the main body of the paper (such as longer direct quotations) shall be in size 11 and have single line spacing.
- The bibliography and any other tables shall be in size 12 and have single line spacing.

#### 2.3. Headings

The following applies to the font size, numbering and layout of headings.

- First level headings (H1): shall be size 14, in bold, centred, in a title case and numbered 1, 2, 3, etc. Headings shall not be followed by a period, but if the heading contains a question, it should end with a question mark.
- Second level headings (H2): shall be size 12, in bold and numbered 1.1, 1.2, etc.
- Third level headings (H3): shall be size 12, in italics and numbered 1.1.1, 1.1.2, etc.
- Refrain from using more sub-chapter levels than three.

#### **2.4. Margins**

The margins of the papers shall be 2,5 cm from both sides and from the bottom and top of the page (normal page setting).

#### **2.5. Indents**

The first paragraph following a heading shall not be indented. All subsequent paragraphs shall have an indent of 0,63 cm on the left.

#### **2.6. Length of the paper**

The paper's main body, excluding the executive summary, footnotes, bibliography and any other tables, shall be a maximum of 2,500 words.

#### **2.7. Page numbers**

All pages, except the front page, shall be numbered in the centre of the page footer. The page numbers shall be size 10.

#### **2.8. Footnotes**

All footnotes shall be in size 10.

### **3. Citations**

It is essential that all sources and authorities be cited. All use of sources must be accurate and respectful to the original text and correctly convey and reflect its message and meaning.

Shorter, direct citations in the main body of the paper shall be identified with quotation marks. Longer, direct quotations in the body of the paper shall have a 1 cm indent on the left, be justified and preceded and followed by a line space. Indented quotations do not need to be framed in by quotation marks.

Citations should strictly follow the most recent version of the Oxford University Standard for the Citation of Legal Authorities (OSCOLA). The current version is 4<sup>th</sup> edition, published in 2012: [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)

In cases where there is no guidance to be found in OSCOLA on how to cite a particular source, the applicant should use a method that best corresponds to the guide, keeping in mind the main purpose that cited publications can be identified and the use of sources verified.

### **4. Writing style**

Applicants are free to apply whatever style of writing they choose. They are however encouraged to keep in mind that the aim of the paper is to identify a problem or possibility of improvement, and will therefore tend to be critical in nature. The ELI always sets forth criticism in a constructive and respectful manner and with due respect to the legal system, courts and institutions.