

## Style Sheet for the ELI European Young Lawyers Award

All papers submitted by candidates for the ELI European 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 example 1 at the end of this style sheet).

#### 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 European Young Lawyers Award, contain general information on the European Law Institute 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. It shall at least contain the following information and elements:

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

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

### 2. Style

#### 2.1. Fonts, font sizes, margins etc.

**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.

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

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

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

- a. 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
- b. Second level headings (H2): Shall be size 12, in bold and numbered 1.1, 1.2, etc.
- c. Third level headings (H3): Shall be size 12, in italics and numbered 1.1.1, 1.1.2, etc.
- d. Refrain from using more sub-chapter levels than three.

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

**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.

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

**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.

**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 equations do not need to be framed in by question 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.

EXAMPLE 1 – COVER SHEET

First name Last name of Author

tel.: 00 XX 123 123 123

mobile: 00 XX 456 456 456

e-mail: [applicant@serviceprovider.eu](mailto:applicant@serviceprovider.eu)

address: Street, House number, City, Post code, Country

Title of Paper

Topic of Paper

(if more details are required)

Submission for the ELI European Young Lawyers Award

This paper is submitted as an application for the ELI European Young Lawyers Award.

The European Law Institute (ELI) is an independent non-profit organisation established to initiate, conduct and facilitate research, make recommendations and provide practical guidance in the field of European legal development. Building on the wealth of diverse legal traditions, its mission is the quest for better law-making in Europe and the enhancement of European legal integration. By its endeavours, the ELI seeks to contribute to the formation of a more vigorous European legal community, integrating the achievements of the various legal cultures, endorsing the value of comparative knowledge, and taking a genuinely pan-European perspective. As such, its work covers all branches of the law: substantive and procedural; private and public.

The ELI launched the ELI European Young Lawyers Award in 2016, with the goal of providing the young European legal community with a mechanism to propose practical suggestions for the improvement of European law, and as a way to give voice to the future European legal experts and help the ELI in fulfilling its core mission of improving the quality of European law.

#### ASSIGNMENT

The applicant assigns the ELI the exclusive worldwide rights to reproduce, communicate or otherwise make available to the public, and distribute this paper, for example by including it on the ELI's website, during the full term of copyright and all renewals thereof. The assignment includes the right to make translations, prepare other versions, quote from or otherwise utilise the paper.

In confirmation of the above: \_\_\_\_\_

Name in print: \_\_\_\_\_

Date: \_\_\_\_\_