Verfassung und Recht in Übersee:

Style guide for manuscripts

1. Main text
Font: 12 point, Times New Roman
Line space: 1.5
Refrain from using bold type or underlining in the text, also use italics only sparingly.
Full-line spacing between paragraphs

Contributions must be saved in a simple format, i.e. without automatic hyphenation, with a consistent font, and NO activated hyperlinks or other macros.

Suggested headings:
▪ First level - A., B., C., D., etc.
▪ Second level - I., II., III., IV., etc.
▪ Third level - 1., 2., 3., 4., etc.
▪ Fourth level - a), b), c), d), etc.

2. General requirements
Please add a first footnote (*) that provide information the status of the author and his / her email-address.
Please also provide a brief (300 words) English abstract of your contribution.

3. Footnotes
Font 10 point, Times New Roman
Line space: single
All footnotes end with a full stop.

Books:

<Author’s full name> (in italics), <title>, <place and year of publication>, <page number> (do not cite the publishing company).

Subsequent quotation:
<Author> (last name only), <note #>, <page number>.
Example: Koskenniemi, note 12, p. 74.

Journal articles:

<Author’s full name> (in italics), <title of the article>, <name of journal> <volume> <(year)>, <page number> (of the specific page referring to, not of the article as such).
Subsequent quotation:
<Author> (last name only), <note #>, <page number>.
Example: Hartmann, note 13, p. 417.

**Articles in a collection:**

<Author’s full name> (in italics), <title of the article>, <in: > <name of editor or editors (ed./eds.).>, <title of collection>, <place and year of publication>, <page number> (do not cite the publishing company).


Susquent quotation:
<Author> (last name only), <note #>, <page number>.

Example: Correa González, note 18, p. 55.

**Websites:**

<Author’s full name> (in italics) OR <institution>, <title>, <http:// address> - (last accessed on <date>)


Titles of works cited in languages using non-latin script should be given in an established transliteration and a translation of the title should follow in [ ].

4. **Book reviews**

Book reviews should contain a head-line citing
- Author(s)
- full title of book (in bold font)
- Publishing company, Place and year of publication, Page numbers and price, ISBN number

Example:
Roger Southall / Henning Melber (eds.)
Legacies of Power
Leadership Change and former Presidents in African Politics