I. General Procedure

Please e-mail your manuscript in electronic form (word document) to one of the editors, who will forward it to the other editors, organize the further review process and serve as your contact. If the manuscript is accepted for publication, it will be editorially reviewed, revised if necessary and sent to the publisher. Following the typesetting, the publisher sends the proofs for checking to the author. The author sends the corrected proofs back to the publisher.

II. Name, headings and structure

Name. The author’s name(s) and surname(s) (without academic titles or qualifications) precede the title of the article. Information on degrees, academic titles, current position and research projects of the author can be indicated via an asterisk footnote (*) attached to the author’s name.

Title. The title and subtitle (if applicable) are to be formatted in boldface.

Structure. The article should be structured into several sections with headings and subheadings. Depth of structuring should not however exceed four levels. Headings and subheadings should be numbered as follows: A., I., 1., a).

Table of contents. If the article is longer than 15 pages, it should be preceded by a table of contents (after the abstract, see below III.). The table of contents includes all headings and subheadings with their respective numbers.

Bibliography. There is no separate section for references. Please make sure that all references are identifiable by their first citation in the footnotes (see below IV.)

III. Text

Template. If possible, please use the Word template file with the IPJ/ZGE specific format templates, which you can download here.

Abstract. A short abstract in the language of the paper must be added after the paper’s title(s) and before the table of contents (when there is one, see above). The abstract should be without a heading and should briefly summarize the research question and methodology used in the paper.

Summary. A short summary follows at the end of the article. In case of a paper written in English, the summary is written in German; in case of a paper written in German, the summary must be written in English.

Emphasis and names. Emphasis and names in the text should be in italics.

Verbatim Quotes. Direct citations which exceed three lines are to be set in a separate paragraph and in smaller font.

Referring within the manuscript. References within the manuscript are indicated in the footnotes via the number of the referenced section or footnote (not page number), e.g.: “cf. above fn. 12” or “see below B.II.2.a).

Abbreviations. Please abbreviate according to Kirchner/Böttcher (Abkürzungsverzeichnis der Rechtssprache) or the newest editions of equivalent English language manuals.
IV. Footnotes

General remarks. Footnote characters are placed after the punctuation marks, unless they refer to individual words or parts of sentences. Several sources in one footnote are listed separated by semicolons. Each footnote ends with a period (full stop).

Names. Names stand in italics. (The following comma or slash is not in italics!). Several people in the author's or editor's role are listed with /. First names or initials are only mentioned if there is a risk of confusion.

Citation style.

Book publications

- Monographies: Name, book title, edition (if applicable), year, page X
  e.g. Janal, Europäisches Zivilverfahrensrecht und Gewerblicher Rechtsschutz, 2015, p. 35


- Contributions in „Festschriften“: Name, paper title, in: FS Name of jubilee, year, page X
  e.g. Peifer, Roboter als Schöpfer, in: FS Walter, 2018, p. 222 (227 f.)

If a book publication is quoted repeatedly, a shorter citation form may be used from the second quotation onwards (e.g. name (fn. X), p. X); a short title can be added, especially if there is a risk of confusing the specific publication with another publication by the same author.

  e.g. Janal (Fn. 3), S. 44 or Janal, Zivilverfahrensrecht (Fn. 3), S. 44
  Peifer, in: FS Walter, p. 222 (227 f.)

Journal articles in German journals are cited as follows: Name, Journal (abbreviated), year, p. X; archive journals should be quoted by volume and year.

  e.g. Grünberger, ZUM 2020, 175 (183)
  Kuschel, AcP 220 (2020), 98 (101)

Non-German journal articles can be cited according to the citation style customary in the publishing country.

Court decisions must always be cited with the date (without a leading zero) and the case number. There is a dash between the date and the case number (dash, not the short hyphen). In addition, journal references (introduced with =) and ECLI (in brackets) can be named. If the decision is known by a name, the name should be mentioned (introduced with a dash). Concrete passages are quoted after paragraphs by their marginal numbers (abbreviate eg. with para. or mn.) or, in case the decision has no marginal numbers, reference is given to the specific page number.

German court decisions

  e.g. BGH, 16.4.2015 – I ZR 225/12 = GRUR 2015, 1189 nn. 22 – Goldrapper
  BVerfG, 23.1.1990 – 1 BvR 306/86 = NJW 1990, 2189 (2191)

European court decisions and opinions of the advocate general

  e.g. EuGH, 12.9.2019 – C-683/17 (ECLI:EU:C:2019:721) para. 28 – Cofemel
  EuGH, 22.1.2015 – C-419/13 = ZUM 2015, 241 – Allposters/Pictoright
  Medical v EUIPO
  EGMR (III. section), 24.6.2004 – App.No. 59320/00 – Caroline
  Schlussanträge GA Szpunar v. 2.5.2019 – C-683/17 (ECLI:EU:C:2019:363) – Cofemel
• Decisions from other states are cited according to the usual citation method in those states.

**Legal commentaries:** Common commentary designation/name of commentator, edition year, commented legal section (Art., § etc.) and abbreviated name of the law, marginal numbers.

<table>
<thead>
<tr>
<th>Example</th>
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<tbody>
<tr>
<td>Schricker/Loewenheim/Grünberger, 6th. ed. 2020, § 73 UrhG Rn. 1</td>
</tr>
<tr>
<td>MüKo-BGB/Bachmann, 8th. ed. 2019, § 241 Rn. 2</td>
</tr>
</tbody>
</table>

**Internet sources:** Author’s or institution’s name, website- or article name (platform name, publishing date or date of last changes) <URL>

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Indicate when the mentioned internet sources were last accessed. You may do this either by adding the sentence below after the first mentioned internet source or at the very beginning of the paper, in the asterisk footnote.

<table>
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<th>Example</th>
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<tr>
<td>All internet sources were last accessed on 26.3.2021.</td>
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There is freedom of citation in the absence of specific guidance in this style sheet. However, a common citation style (e.g. OSCOLA) should be adopted and a consistent approach must be followed.

**V. Book reviews**

Reviews do not contain footnotes.

The bibliographical data of the reviewed work should be given as follows:


Academic titles and names of reviewers should be right-aligned at the end of the review.

(Updated: April 2021)