

JUSLETTER –CONTRIBUTIONS/ARTICLES GUIDELINES

Hints for preparing Jusletter contributions/articles

Please invest a few minutes of your time to read these guidelines for preparing contributions. By adhering to them you will greatly facilitate the correct and efficient preparation of your article.

1. Jusletter workflow

- Upon receipt of the article, we pass it on to the specialist editors for assessment and await their positive decision. Subsequently, we import the document and carry out the necessary formatting. As an author, you receive a confidential link from us to allow you to check the text. We would be pleased to receive your requests for changes by e-mail or fax.

2. Structure of a Jusletter text

- Title (mandatory) and subtitle (voluntary)
- Qualifications/Titles and name of author (mandatory)
- Lead (mandatory)
- Table of contents (is generated automatically by Weblaw)
- Text (mandatory)
- Information about the author (mandatory) and bibliography (voluntary)
- Footnotes (voluntary)

3. Lead

- Short summary of the article (approx. 2 to 5 sentences, 650 characters incl. spaces at most; for technical reasons it must not contain footnotes or hyperlinks). The lead appears at the beginning of every article in the Jusletter e-mail and on-line on the home page of the active edition of the Jusletter.
- If possible, you may provide a German and French version as well. Otherwise, the lead will be translated into the respective languages by Weblaw.

4. Links

- We are grateful for any links to additional information that is available on line.

5. Literature references

- Quoted authors can be set in SMALL CAPS or *italicised letters*.

6. Information about the author

- Prof. / Dr. plus name, placed between the title of the article and the lead (see 2.).
- Additional information (add. titles, current work, etc.) as a comment before the footnotes.
- Special comments (e.g. thanks), also before the footnotes.
- If you appeared for a party or have other interests concerning the legal question discussed in your article, please disclose this to the readers.

7. Length of text

- In accordance with the medium used, no length is defined; or as agreed with the editor of Jusletter.

8. Format and formatting

- PC-compatible Microsoft Word format.
- Use the Word Footnote function for any footnotes.
- No automatic numbering or bulleting, macros or Field functions.

9. Abbreviations

We also aim at a uniform application of abbreviations. To this effect, we distinguish 3 categories:

- **Abbreviations introduced by the author:** Abbreviations that have been introduced by the author are to be used consistently. Spelling out said words is not desirable.
- **Common compulsory abbreviations:** i.e., e.g., p.a., viz, cf, q.v., VAT, Ltd, PLC, ECtHR, ECHR, EU, UK, USA etc.
- **Common optional abbreviations:** c., p., s., ed., fig., op.cit., resp., incl. etc.

10. Quotations

- For the quotation of decisions of the Federal Appeal Court, see Jurius, [Zitierweise für die Urteile des Bundesgerichts](#), in: Jusletter 17 January 2005.

11. Delivery

- Send your article as an attachment to simone.kaiser@weblaw.ch.

12. Pictures

- If your article contains any pictures, please send them separately.

13. Template with additional information

- Under the link www.weblaw.ch/jusletter/content/template.doc you will find a Word document that provides you with additional information about the formatting of the article.

14. Copyrights

- The editor has the following non-exclusive utilization rights: the author transfers to the editor the right to publish his works online in Jusletter and to make them accessible in paying databases. The editor has the right to make summaries of the contributions and to publish them; to set up automatic registers (indexes, law registers, registers with decisions of the Federal Court that have been quoted, table of abbreviations etc.) and to publish them; and the right to link the work, through technical means, to the quoted original sources (in particular decisions of the Federal Court, VPB, Federal Gazette, AS, SR, etc.).
- The editor has the obligation to mention the date of first publication, the name of the author and his quality as such.
- The author remains in principle free to use his work. He keeps his author's rights and may also publish his contributions in other media. The author quotes the (first) publication in Jusletter.
- The re-publication of a collection of multiple Jusletter articles needs to be approved by the publisher.