



I. Submission

Spontaneous contributions are welcome and should be sent to Executive Editor Clara Hausin at estif@lexxion.eu.

II. Quality Statement, Editorial Review and General Terms of Publication

Responsibility of the factual accuracy of a paper rests entirely with the author. All publications must clearly distinguish themselves from the status quo of discussions – in particular through sufficiently broad footnoting and referencing – and provide an added value to those discussions. Contributions should not have been published, nor be pending publication elsewhere.

Articles must rely on pre-existing literature and jurisprudence, even if the positions expressed there are to be contradicted. Likewise, submissions relating to very recent developments require less footnoting and referencing than submissions relating to familiar topics. Publications not up to this quality standard will be rejected.

Submission of a manuscript does not imply claim for publication. Optionally before submitting a manuscript, the editor may be contacted regarding the suitability of a given topic for ESTIF.

The manuscript must also be complete and final in terms of formulation and factual information so that no major corrections – only of type-setting errors or the like – will be necessary after type-setting, when an edited version will be returned to the author. Subsequent requests for corrections cannot be processed.

The submission of all materials to ESTIF implies acceptance by the authors of Lexxion's general Terms and Conditions, Publication Ethics and Malpractice Statement and these Author Guidelines, in their integrity.

III. Peer Review

To ensure the high quality of the journal, all contributions to ESTIF will be subject to double blind peer review. Reviewers are chosen based on their topical specialities, work and publication history, and shall be objective, independent and free of conflicts of interest. The choice and assignment of reviewers is at the sole discretion of the Editorial Team; details thereof shall not be discussed or made public, and authors may not make any requests in this regard. The identities of both authors and reviewers shall be protected as much as possible from each other and from any other parties, with the exception of the Editorial Team.

Authors are obliged to take part in the review process by remaining available for any changes, modifications, improvements etc as may be required by reviewers or the Editorial Team. These shall be considered as mandatory conditions for publication; authors shall strive to adopt them to the widest possible extent. Clear and objective justification shall be given by authors if any request has not been met. The Editorial Team reserves the right to return any insufficiently modified contribution to authors for further work, or to reject its publication.

IV. Format and Style:

All contributions must comply with the minimum formatting requirements laid out hereunder. Contributions not respecting these formatting requirements can be returned to the author.

Format and length

Articles on Regulation & Policies and/or on Management, Implementation & Control of ESI Funds should be between 4000–6000 words (including footnotes) in length. They highlight a topic of particular interest relating to policy developments and/or its implementation in the EU and its Member States and present in-depth the changes and/or challenges. They provide readers with the facts, outcomes and/or suggest possible solutions.

Articles on Best Practices and Experiences of Member States & Beneficiaries should be between 3000-5000 words (including footnotes) in length. They highlight a topic of particular interest relating to development in the EU Member States at national or regional level. The articles provide readers with the experience, challenges, facts, as well as some critical comments.

All contributions (MS Word Format, in British English) use footnotes, but not a list of references. Longer articles are accepted on a case-by-case basis if more space is required by the topic. Each article is preceded by a short abstract (without heading) of five to six sentences (200 words).

Presentation

Title

Every word in the title should be capitalised except for conjunctions (Headline Capitalisation). The title's length should not exceed three lines after typeset (max. 150 characters including spaces).

Subtitles are allowed and should also not exceed the 3 lines rule (max. 200 characters including spaces).

Authors' details

Author(s) details should be included in a first asterisk footnote (*) inserted after the author's/authors name(s).

Example:

Article Title

*Christopher Bovis**

.....

* Prof. Christopher Bovis, H.K. Bevan Chair in Law, Law School, University of Hull; Managing Editor of the European Procurement and Public Private Partnership Law Review (EPPPL). For correspondence: <bovis@xyz.com>.

To do so: In the References ribbon tab, click the Footnotes launcher (lower right corner in the Footnotes section). There, place an asterisk into the Custom mark: box, then click Insert, and type your footnote text.

All further footnotes should be numbered sequentially in superscript in the text outside punctuation marks.

Tables and figures

Tables and figures should be submitted on extra pages. Every table should have a title. The relevant sources of the data presented or of the tables or figures themselves should be indicated. Within the text, the position at which a table is to be included should be marked by '[TABLE ...]', the tables (preferably in Word Format) and figures (black/white; 300dpi; png) being clearly numbered. Every table should be referred to.

To ease the typesetting process, please keep formatting within tables to a minimum (e.g. avoid merged cells or the use of vertical text for headings).

Abstract

Each article is preceded by a **short abstract** (without heading) in italics of five to six sentences, without footnotes (approx. 200 words)

Headings

Every word in a heading should be capitalised except for conjunctions (Headline Capitalisation). The headings should be structured as follows:

- H1: I. (starting with the introduction)
- H2: 1.
- H3: a.
- H4: i.

Style

% instead of per cent

\$, €, £ instead of Dollar, Euro, Pound, etc.

Round brackets () instead of square brackets [] (except in case of brackets inside brackets)

Words from Latin in italics: ex-ante, ex-post, de minimis

State aid

Member States

EU Funds, European Funds, ESI Funds

managing authority, certifying authority, audit authority

IV. Quotation and referencing:

All references should be included in the footnotes: no final bibliographies are allowed.

The reference style is OSCOLA. All contributions should be submitted in British English.

Full guide:

http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf

Quick guide:

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf