

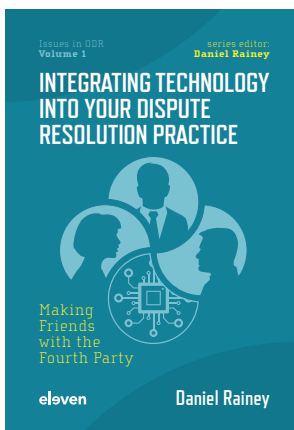
# Issues in ODR

Much like Eleven's journal, the International Journal of Online Dispute Resolution, this series, in the form of individual publications, aims to encourage discussion in the public debate regarding the implementation of online dispute resolution and systems that will harmoniously co-exist with current legal and alternative processes to increase access to justice and contribute to establishing an institutional framework of future cross-border ODR systems. Its goal is to form a platform where academics, practitioners and fieldworkers can exchange knowledge and experience, not only across professional groups but also across national borders. The series aims to publish theses, reports, academic research and practical writings in the area of ODR and to encourage discussion. Proposals for textbooks will also be considered.

## Instructions for Manuscript Submission

- Manuscripts and book proposals can be submitted as a Word document to the editor-in-chief [daniel@danielrainey.us](mailto:daniel@danielrainey.us) or the publisher, Eleven, [a.mcmahon@boom.nl](mailto:a.mcmahon@boom.nl) (commissioning editor). Please make sure that the submitted manuscript is the final version, not a draft, as it is not possible to make in-depth changes further along in the process.
- Please note that your manuscript should contain approximately 135,000 words, including any summary, keywords, footnotes and literature lists.
- Use as little formatting as possible for the text, and use only bold and italics to mark paragraph headers. All lay-out specifications are taken care of by the graphic designer.
- Use only one font and refrain from using hyphenation and headers or footers.

## Current Volumes



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## Style Guidelines

### General

The author is welcome to maintain his or her own editorial style and/or conventions, as long as these are applied consistently. The guidelines below can be used if the author wishes to follow the standard Eleven house style.

## Structure

- Please use up to a maximum of 4 paragraph levels (eg. 1, 1.1, 1.1.1, 1.1.1.1). If you need additional paragraph levels, you could use unnumbered paragraph levels. Please note: the table of contents is generated automatically and will not show paragraph levels beyond level four.
- The chapter numbering should be continuous, and you should not renumber per section.
- The chapter numbering should be in Arabic numerals (please do not use Roman numerals).
- Footnotes can either be numbered per chapter or be numbered consecutively. This should be clearly stated. Please keep internal references in mind.

## Tables

- The manuscript should not contain large or complicated tables.
- Footnotes cannot be included within tables.
- Tables must be created in the table function in Word.
- Do not use colour in tables.
- Tables should not be called 'figure'.
- We prefer to number the tables (eg. Table 1.1, 1.2, 2.1...) and to provide the tables with a caption.

## Figures

- Figures must be supplied separately from the manuscript in high resolution (eg. excel, pdf, powerpoint or jpeg).
- Please indicate in the manuscript where the figure should be placed, this can be done as follows: [figure 1.1]. Make sure the name matches the file name.
- Any surveys and special appendices must be supplied as a figure and cannot be formatted.
- Pictures are called figures. Image, graphics, photo, etc. is not possible.
- We prefer to number the figures (eg. Figure 1.1, 1.2, 2.1...) and to provide the figures with a caption.

## Miscellany

- Formulas cannot be included in the body of the text.
- Formulas can only be included as images.
- The use of a language with non-standard characters (Chinese, Greek, Arabic, etc.) should be avoided.

## Bibliography

- There are two options for including the bibliography. The options are: 1) shortened with the full reference below or 2) just the full reference.

## Index

- If you wish to have an index, please mark keywords in the manuscript using the marker in Word or insert them with the Word indexing tool. The typesetter automatically generates the index based on these highlights/items.
- Please note that if the index should refer to a particular keyword on multiple pages, this keyword needs to be marked on each page to be referenced.
- Make sure to mark only words that are explained or defined in the text. An index referring to irrelevant places in the text has no added value for the user. We advise a maximum of five keywords a page. Divide the index in two sublevels at the most.
- An instruction for creating an index is outlined below. If you have trouble creating an index, please contact the editor of your publication.

## Spelling

There is no preference regarding American/British English spelling, as long as one or the other is consistently used throughout the manuscript. For American spelling conventions, please use Merriam-Webster's Collegiate Dictionary; for British spelling, refer to the Compact Oxford English Dictionary of Current English. In case of edited volumes, either consistency per contribution is maintained, or the editor of the volume decides whether American or British spelling is to be used throughout the volume.

## References

### I. Books

*Author, Title, Edition, Place of publication, Publisher, Year, Page.*

**Example:** H. Fraser & R. Joyce, *The Federation House: Australia's Own Style*, 2nd ed., Sydney, Lansdowne Press, 1986, pp. 420-425.

### II. Articles

*Author, 'Title of article', Periodical, Volume, No., (Month and) year, Periodical pages.*

**Example:** R.A. Goldthwaite, 'The Florentine Palace as Domestic Architecture', *American Historical Review*, Vol. 77, No. 4, 1972, pp. 977-1012.

### III. Contributions in Compilations and Edited Volumes

*Author, 'Title of article', in Editor's name (Ed.), Title Volume, Place of publication, Publisher, Year, Page.*

**Example:** M. Akehurst, 'Humanitarian Intervention', in H. Bull (Ed.), *Intervention in World Politics*, Oxford, Oxford University Press, 1979, p. 99.

### IV. Newspaper Articles

*Author, 'Title of article', Paper, Date, Page.*

**Example:** A. Lewis, 'The War Crimes Tribunal Works', *International Herald Tribune*, 31 July 1995, p. 5.

V. Unpublished Theses etc.

**Example:** J. Smith, *German Reunification* (LLM theses on file at the EUI, Florence).

### VI. Repeat Citations

*Author last name, Year of publication, Page.*

**Example:** Baker, 2002, p. 420.

### VII. Case Law

#### A. EU Court of Justice

*First quote: full name of the parties, short form in brackets, ECLI (if available).*

**Example:** Judgment of 8 April 1976 in Case 43/75, *Gabrielle Defrenne v. Société anonyme belge de navigation aérienne SABENA (Defrenne II)*, [1976] ECR 455, at p. 465.

*Subsequent quotes:*

**Example:** Case 43/75, *Defrenne II*, in particular Rec. 14 of the judgment.

#### B. ECHR

**Examples:** *W. v. United Kingdom* (1983), DR 32, 190, 192.

*Ireland v. United Kingdom*, ECHR (1978) Series A, No. 25, at 90.

#### C. Other International Courts/Tribunals

**Examples:** UNCIO XV, 335; amendments by General Assembly Resolution in UNTS 557, 143/638, 308/892, 119. GA Res. 41/133, 4 December 1986.

SC Res. 181, 7 August 1963.

D. National Case Law

Follow the official national style as much as possible. If the result would be unclear, use the following basic rule: *Party v. Party*, volume reporter page (court date).

**Example:** *Smith v. Jones*, 32 JN 369 (Sup.Ct. 1867).