

## **BULLETIN DROIT & BANQUE**

### **GUIDELINES FOR AUTHORS**

The Bulletin Droit & Banque is an academic publication which, since its first semi-annual issue in 1982, targets a public specialised in Luxembourg and European banking and financial law. The Bulletin's contributions take the form of insights (*éclairages*), feature articles (*articles de fond*), case-law commentaries or chronicles. These contributions are reviewed and commented by the below listed editorial board, whose members can be contacted in case of questions:

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The purpose of these guidelines is to provide some general (A) and formatting (B) advice to the authors of the Bulletin.

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#### **A. GENERAL GUIDELINES**

Before submitting a draft contribution, author(s) are advised to contact the editorial board, which may ask the author(s) to provide an outline highlighting the main points of their contribution.

Contributions can be submitted in French, English and German. If the author(s) write in a language other than their mother tongue, they are invited to have their contribution proofread by a native speaker before submitting it to the editorial board.

The texts sent to the editorial board must have been carefully proofread by the author(s). A text that is seriously deficient in form (spelling, syntax, vocabulary) will not be further examined by the editorial board.

Contributions submitted must be original (not yet published, in print or online). The author(s) shall not have offered their contribution to another journal and undertake not to do so during the period of review by the editorial board. If their contribution is accepted, the author(s) also undertake not to submit it to another journal during the period between acceptance and publication.

The author(s) will wait for the publication of their contribution in the Bulletin before possibly publishing it on another medium (including on the website of their institution/firm or on social networks). If, after publication in the Bulletin, the author(s) wish to publish the contribution on another medium than the Bulletin, the author(s) will inform the editorial board of this other publication. The publication on this other medium must mention the previous publication in the Bulletin.

Submitted contributions, especially the feature articles, must be precise and structured analyses of the relevant issues or legal regimes. Quotations from national or international (especially European) texts, parliamentary works or other reports must be limited to what is strictly necessary to support the argumentation. The author(s) will ensure to rely on the most recent or relevant documentary resources or bibliographical references. The reproduction of opinions or arguments from third-party authors must be appropriately referenced in a footnote and be obtained in compliance with the applicable copyright provisions.

Any potential conflict of interest (e.g. a lawyer representing a party in a litigation whose decision he/she wishes to comment on) must be disclosed to the editorial board.

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## **B. FORMATTING GUIDELINES**

### **1. ARTICLE HEADING AND PRESENTATION OF AUTHORS**

Article title: centered and bold

Name(s) of the author(s): centered, bold, italic, first name + last name in lower case

Title/function of the author: centered, italic, lower case

Employer/law firm (if applicable): centered, italic, lower case

### **2. TABLE OF CONTENTS**

Including a table of contents is recommended for feature articles and chronicles that contain many titles and subtitles. Shorter contributions or case-law notes do not need a table of contents.

### **3. EXECUTIVE SUMMARY / ABSTRACT**

It is recommended to provide an executive summary for longer contributions (i.e. mainly for feature articles).

### **4. THE « ECLAIRAGES » ARTICLES**

This section is intended to present synthetic analyses and comments on a current regulatory issue. Your contribution should not exceed eight (8) A4 pages.

### **5. CASE-LAW**

Case-law decisions commented on by the authors must be anonymised and redacted for publication in relevant excerpts only. The authors of the comments are in principle responsible for formatting the decisions they intend to comment on.

## 6. THE TEXT

The overarching principle is the homogeneity and consistency of the presentation: once the authors choose one option between several possibilities of presentation, his or her choice excludes the others going forward. Thus, for example, if one writes: (art. X, C. civ.), one cannot, afterwards, write: (article X of the Code civil) or (C. civ., art. X).

Other rules include the following:

- UK English should be used (-ise spelling preferred).
- Enclose quotations between double quotation marks and use single quotation marks for quotations within quotations. Quotations of several lines may be displayed/indented (left).
- Dates in the text should be given as follows: 2 September 2011.
- Ellipses: all omissions from quotations should be indicated by an ellipsis of three dots in square brackets.
- Foreign words should be italicised.

## 7. FOOTNOTE AND CITATIONS

### a) General information

Citations are indicated in footnotes, not in the body of the text or at the end of the book. Footnote cues should consistently be placed **after** punctuation marks.

Here are some general rules that should be followed to ensure a sufficient degree of uniformity:

- **Names of authors** should be given as follows: J. FAWCETT, G. MCCORMACK (initials and surname, small caps, no space between initials, full stops after initials).
- **Book titles and names of journals** should always be italicised.
- **Page references for monographs or textbooks** should be given with 'p.' (single page) or 'pp.' (from two pages onwards) followed by the page number: 'p. 100', 'pp. 101-103'.
- '**ibid.**' should only be used if you are referring to the immediately preceding note, and where there is no possible cause for confusion as to the work cited.
- '**op. cit.**' should be used to refer to a non-immediately preceding note.

### b) Examples

#### Books

If available, the following information should be given: author, title, subtitle, edition, publisher, place of publication, year of publication. If the book is part of a collection, this information should be placed after the title.

- V. COLAERT, I. DE MEULENEERE, W. KUPERS and A.S. PIJCKE (eds), *MiFID II & MiFIR : Capita Selecta. Scope, Investor Protection, Market Regulation and Enforcement*, Coll. Cahiers AEDBF/EVBFR, Limal, Anthemis, 2018.
- J.-M. GOLLIER, *Responsabilité sociétale de l'entreprise. Le droit dans la transition*, Limal, Anthemis, 2018.

## Articles in journals

If available, the following information should be given: author, title, subtitle, name of journal, year, volume. When citing journal articles which have been published electronically, add the web address and indicate the date on which the article has most recently been accessed.

- S. PARSA, “To be or not to be... un GDPR aware?”, *DPO news*, 2018, no. 0, November 2018, p. 1.
- G. RUE, “Le recouvrement des dettes professionnelles non contestées applicable aux entreprises étrangères”, *B.J.S.*, no. 616, October 2018, p. 11, [www.jurisquare.be/fr/journal/bsj/2018-616/le-recouvrement-des-dettes-professionnelles-non-contestees-applicable-aux-entreprises-etrangees/index.html#page/11/search/](http://www.jurisquare.be/fr/journal/bsj/2018-616/le-recouvrement-des-dettes-professionnelles-non-contestees-applicable-aux-entreprises-etrangees/index.html#page/11/search/) (accessed 5 November 2018).

## Contributions in edited volumes

If available, the following information should be given: author, title, subtitle, editor, volume title, edition, publisher, place of publication, year of publication.

- H. WAGNER, “Transfer of loan portfolios in the context of international transactions”, in *Le banquier luxembourgeois et le droit international privé*, Coll. La vie du droit bancaire et financier, Limal, Anthemis, 2017, pp. 87-102.
- R. TAMAS, “The data processor’s new obligations under the GDPR: a restored balance or a shift of responsibilities?”, in N. RAGHENO (ed.), *Data protection & Privacy*, Limal, Anthemis, 2017, pp. 75-86.

## Decisions

The citation of judgments follows the style of the country of origin.

- Cass., 16 September 1993, *Rev. banq.*, 1994, p. 43; Brussels, 18 November 1999, *R.D.C.*, 2000, p. 680 and obs. J.-P. BUYLE and M. DELIERNEUX.
- *Payne v. Payne* [2001] 1 FLR 1052, 1053 (CA).
- BGH 25.2.1992, *NJW* 1992, 1556, 1557 – if available italicised case name.
- *Williams v. Nottawa* 104 U.S. 209, 210 (1881).

## Legislation and other official documents

Please use the citation style common in the country of origin.

## 8. SUBMISSION DEADLINE

We thank you for sending us the final version of your contribution by the latest:

- 1 April for the June edition,
- 1 October for the December edition.

## 9. PROOF VERSION

You will receive an initial layout proof for proofreading in which you can still make a few corrections of form (and of substance in case of legislative or jurisprudential changes since the submission of the contribution).

## 10. KEYWORDS

In order for your contribution to be retrievable by our search engine, we ask you to provide us with keywords (max 30) that will allow your contribution to be referenced in the database of our website. We would be grateful if you could communicate the keywords of your contribution when sending us your comments on the first proof.

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Looking forward to reading your contribution!

The Editorial Board

June 2023