



Guide for Authors

The following guidelines should be followed by authors preparing to submit article to the edited collection of the MTA-PTE Labour Law Research Group. The group intends to publish the articles in an edited book. Therefore the submission of a manuscript implies that the work described has not been published before and it is not under consideration for publication elsewhere. Language of the articles is English.

Deadline

Each article must be submitted until 1st of September 2012. Authors are expected to submit their manuscripts electronically in Microsoft Word format to the following e-mail address: [pecs.labour.law\(at\)gmail.com](mailto:pecs.labour.law(at)gmail.com).

Spellings

Use British or American spellings of your choice consequently throughout in the article.

Abstract

Articles should have an abstract, separate from the main text, of approximately 1000 characters, which does not have references and does not contain numbers or abbreviations unless essential. The abstract should concisely describe the topic and summarize the important conclusions.

Length

Article length should be 50.000 to 60.000 characters, including spaces and footnotes, but excluding the abstract.

Format

Use Times New Roman font exclusively. The manuscript should be 12 point throughout.

Type text with single spaced.

Do not use any emphasis, bold or italics apart from the headings (see below).



New paragraphs should be indented.

Title and headings

Title is printed in bold in 14 point, headings and subheadings are printed in 12 point.

The text should be divided into sections, each with a separate heading and numbered consecutively. Section and subsection headings should be typed on separate lines using the following format:

I. Primary heading (bold, ranged left, followed by one line space)

I.1. Secondary heading (italics, ranged left, followed by one line space)

I.1.1. Tertiary heading (ranged left, followed by one line space)

A maximum of three levels of heads may be used, with subsections numbered I., I.1.; I.1.1., and so on. A section should contain at least two subsections or none.

Use capital only for the first letter of the first word of the title, headings and subheadings. Other than at the beginning of a sentence or in a title, only proper nouns should generally be capitalised.

References

Please use footnotes and not endnotes.

The term 'Ibid.' should be used to refer to a source, if it is the only source cited in the immediately preceding footnote.

1. References to books:

First reference:

References should include in the following order:

- author(s)' or editor(s)' full name (name and surname)
- full title of the book (in italics)
- edition or volume
- publisher
- place of publication
- year of publication
- the page number(s) referred to



In cases of multiple authorship, give the names of all authors, unless there are more than three, in which case, list the first three authors followed by 'et al.' The same applies to lists of editors of a document.

Example:

- Jean-Michel Servais, *International Labour Law*, 2nd ed., Kluwer Law International BV, The Netherlands, 2009. p. 38.
- Maximilian Fuchs–Franz Marhold, *Europäisches Arbeitsrecht*, 3. Aufl. Springer, Wien, 2010. pp. 81–87.

Subsequent references:

author's surname, page: *Fuchs–Marhold*, p. 45.

When more than one work by the same author is cited, then with each subsequent reference, the name and the year should be used, e.g. *Servais*, 2009. p. 45.

2. References to contributions in edited collections:

First reference:

References should include in the following order:

- author(s)' or editor(s)' name(s)
- full title of the contribution
- name(s) of the editor(s) of the collection, followed by 'ed.,' or 'eds.,'
- full title of the collection (in italics)
- publisher
- place of publication
- the year of publication
- starting page of the contribution, followed by the page referred to.

Example:

Jeff Kenner, Economic and Social Rights in the EU Legal Order: The Mirage of Indivisibility, In: Tamara K. Hervey–Jeff Kenner (eds.), *Economic and Social Rights under the EU Charter of Fundamental Rights–A Legal Perspective*, Hart Publishing, Oxford–Portland Oregon, 2003. p. 10., 12.

Subsequent references:

Kenner, 2003. p. 13.



3. References to an article in a periodical

First reference:

- author(s)' full name (name and surname)
- title of the article
- title of the journal (in italics; in full)
- volume number
- issue number
- year
- starting page of the contribution, followed by the page referred to.

Please, spell out the names of journals in full (do not abbreviate them).

Example:

Stein Evju, Cross-border services, posting of workers, and jurisdictional alternation, *European Labour Law Journal*, Volume 1. Issue 1. 2010. p. 92.

4. References to directives of the European Union

Example:

Directive 2008/104/EC of the European Parliament and of the Council of 19 November 2008 on temporary agency work.

5. Judgments of the European Union

- ECJ
- name of the parties
- number of the judgment
- number of the paragraph referred to

Example:

ECJ, International Transport Workers' Federation, Finnish Seamen's Union, v Viking Line ABP, OÜ Viking Line Eesti, C-438/05. para. 23.



6. Web page citation

- authors full name
- title of the document
- number of the document (if there is any)
- publisher, place of publishing, year of publishing (if there is also a printed version of the document)
- page number
- available at:
- last visited: date

Example:

International Labour Organization, Report of the Committee of Experts on the Application of Conventions and Recommendations, Report III (Part 1A), ILC. 100/III/1A, International Labour Office, Geneva, 2011. p. 57. Available at: http://www.ilo.org/wcmsp5/groups/public/--ed_norm/---relconf/documents/meetingdocument/wcms_151556.pdf (last visited: 18. Oct. 2011.).

Pécs, 18. January 2012.

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