

Authors instructions Family & Law (F & L)

(Version October 2016)

About the forum

The Family & Law forum (www.familyandlaw.eu) aims to further the exchange of knowledge and debate between theory and practice in the areas of personal status, family and youth law in Belgium and the Netherlands. The forum meets a clear academic need to disseminate legal, comparative and multidisciplinary research freely through online publications.

Family & Law is double blind peer reviewed, and is the first open access platform in the area of family and law in Belgium and the Netherlands, as well as the first and only joint Belgian-Dutch family law platform. It is supported by national and international research centres in Belgium and the Netherlands, as well as mutual partnerships. The editors, the Board of Advice and the permanent reviewers include leading academics from the legal and social science disciplines in both countries. Through this, the quality of this new initiative is guaranteed.

Review Procedure

Articles which are placed on the Family & Law website (www.familyandlaw.eu) first undergo a double blind peer review procedure. For this purpose, the editors use an online peer review system, Editorial Manager. It is important that the author submits his article via the website (see the tab 'Submit an article').

The assessment of whether a contribution qualifies for publication passes through three stages. The first assessment is performed by two of the editors. If approved, the text is sent in anonymous form for assessment by two (in case of a (book) review: one) independent internal or external experts. The final decision is taken by the above mentioned editors. The author may be asked to alter the contribution before it is published on the website.

Submitting an article

Click on 'Submit article'. You will be automatically redirected to Editorial Manager. In order to submit your article, you have to follow a number of steps. The system will generally guide you through this process. The key steps are explained in detail below.

Registration

Before you can submit an article, you first have to create an account. In order to do this, you have to provide your personal information. **In the field 'degree', fill in your title, and leave the field 'title' empty. Fill in your name(s) in full.**

Categories

You can choose to submit four different types of articles:

1. Artikel (NL)
2. Article (ENG / FR)
3. (Boek)bespreking (NL)
4. (Book) Review (ENG / FR)

Manuscript

Contributions can be written in Dutch, English or French. **With a view to carrying out the peer review process, the article must be submitted without reference to author's name, position, own publications, research or workplace.** This information can be filled in later (after the review process is finished). In this regard, you should make your wishes known in the 'Enter comments' message box.

Summary

Please send a short summary of the manuscript. The summary should be written in the same language as the article, as well as in English (together a maximum of 600 words). Separate the two summaries with this symbol ---.

Author's information

In addition, we ask you to submit a short description of the position(s) and education of the author(s) in English.

Example: "Thalia Kruger is professor at the law faculty of the University of Antwerp, where she teaches and researches private international law, international civil procedure and international family law. She is also Honorary Research Associate at the University of Cape Town."

General instructions

Articles may be submitted in Dutch, (British) English or French. Please ensure that your contribution is written clearly and fluently in the language that you choose, and is grammatically correct. The style and references used in the article should remain consistent.

Subparagraphs and internal references

Ensure that your article follows a clear structure. With longer texts, use subparagraphs with (short) subheadings. **Please make sure that you use no more than three levels of subparagraphs.** Within the text, use the following type of reference: see paragraph (...).

Tables and figures

Tables and figures may be included in the word file. Photos and other images can be delivered separately via the review system. In this case, it must be made clear where the image will be placed in the contribution, for example by referring to the appropriate place in the manuscript: '[place image 1 here]'. Make tables using the table function in word.

Digital figures (preferably in jpg or eps format) must have a resolution of at least 300 dpi. Images from the internet are almost always unsuitable due to their low resolution.

Always obtain permission for the use of previously published material.

Lists and quotations

The components of a list should be signified by bullet points. This can be a dash, number or letter. Only use one system. A full stop should be placed after a letter or number. Long quotes should be indented, with blank lines above and below.

References

Footnotes

The subscripts for the footnotes should preferably be inserted after the punctuation mark (in Word: Insert/Reference/Footnote). Never use the same number twice. If you use the recommended feature in Word, this will not occur. Every footnote should start with a capital letter and end with a point.

References in footnotes should be set out as follows:

- ❖ **Book:** K. Boele-Woelki, *Unifying and Harmonizing Substantive Law and the Role of Conflict of Laws*, Leiden/Boston: Martinus Nijhoff Publishers 2010, p. 10.
- ❖ **Article:** N.V. Nikolina, ‘The Influence of International Law on the Issue of Co-Parenting: Emerging Trends in International and European Instruments’, *Utrecht Law Review* 2012 vol. 8, no. 1, pp. 122-144.
- ❖ **Contribution in a collective work:** F. Swennen and S. Eggermont, ‘Same-sex couples in central Europe: Hope, Step and Jump’, in: K. Boele-Woelki & A. Fuchs (eds.), *Legal recognition of same-sex relationships in Europe*, Antwerpen - Cambridge: Intersentia 2011, pp. 19-38.

If a reference has been listed for the second time, please use the following summarised manner: Boele-Woelki 2010, p.10.

Legal provisions

In referencing a legal provision, you should always use the official cited title or the official abbreviation set out in the legislation.

Examples:

Article 6(2) ECHR.

Requirements of Writing (Scotland) Act 1995, s 9(5)(a).

Case law

CJEU 15 January 2004, Case C-433-01, Jud. 2004, I-981.

ECHR 8 July 2003 (*Sahin v. Germany*), no. 30943/96.

Parliamentary publications

House of Lords, Select Committee on Adoption Legislation, *Adoption: Post-Legislative Scrutiny*, Second Report of Session 2012-2013, HL Paper 127.