



Bulletin Droit & Banque
PRESENTATION GUIDELINES FOR AUTHORS

1. ARTICLE HEADING AND PRESENTATION OF AUTHORS

Heading of the article: centered and bold

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

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

Employer/Law Firm: centered, italics, lower case

2. TABLE OF CONTENTS

It is recommended for feature articles (*articles de fond*) and columns that contain many titles and sub-titles. Shorter contributions (*éclairages*) or case-law notes do not need a table of contents.

3. EXECUTIVE SUMMARY

It is recommended that an executive summary be provided for longer contributions (mainly for feature articles).

4. « ECLAIRAGES »

This category is intended to present synthetic analyses and comments on a current regulatory issue. Your contribution should not exceed 8 pages.

5. CASE-LAW

Case law decisions commented on by the authors should be anonymised and redacted for publication in relevant extracts only.

6. TEXT

The overarching principle is the homogeneity and consistency of the presentation: once the author chooses 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 can no longer write: (article X of the Civil Code) 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. FOOTNOTES 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-etrangeres/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 :

Please submit the final version of your contribution at the latest:

- 1 April for the June issue,
- 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 more corrections of content and form.

10. KEYWORDS

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

* * *

Looking forward to reading your contribution!

The Editorial Committee