

## Author Guidelines

### Submission Requirements

Before you compose your contribution, we kindly ask you to **use the template on our website**. If it is not possible for you to use this template for any reason, please keep the formatting as plain as possible.

Where there is more than one author clearly indicate who will handle correspondence at all stages in the refereeing and publication process, also post-publication. Make sure that telephone number (with country and area code) as well as email-address and postal address are provided.

There is no limit to the length of the contribution. However, the information provided should be concise and to the point. As a multilingual journal we put the emphasis on a clear and plain language in order for the contributions to be also accessible to foreign-language readers. **The necessary translations and language revision are the responsibility of the author**. Please make sure that grammar, punctuation and spelling are correct in the language used. Transliteration of Arabic words and phrases should be consistent throughout the manuscript and should adhere to common scholarly standards. Please note that accepted contributions will not be copy-edited until the formal requirements are complied with. Contributions that do not follow this guideline may be returned for revision.

### I. Manuscript Structure

The **title** should appear on the first page of the manuscript followed by the first name(s) and last name(s) of the author(s). After an asterisk footnote, add the academic title(s), and short information about the author(s) professional qualifications.

Example: \* Alexander Miller studied Law at the University of Zurich and London. He currently is a Ph.D. candidate at the University of Cambridge.

The contribution should start with a concise (no more than 200 words) and **factual abstract**, followed by the main text. The abstract should not contain reference citations.

### II. Stylistic Requirements

#### 1. Document Headings

There are **three levels of titles**, which should be short and concise. All major words (i.e. nouns, verbs, adjectives and adverbs) should begin with capital letters.

Example: Country X's People Vote for New President

Please apply the headings as follows:

- I. First level title
- 1. Second level title
- a) Third level title

Use this numbering also for internal cross-referencing.

Please do not use more than three levels of headings.

## 2. Main Text

Please choose the “Standard” formatting for the continuous text. As a general rule, we ask you to use as little formatting as possible.

Do not use bullets or numbering or other automatic functions to list items. Use non-automatic hyphens or Arabic numerals instead.

**Font:** Palatino 11 (Abstract: Palatino 10), line spacing 1 ½

**For emphasis**, use italics rather than underline or capital letters. The same applies to **foreign language expressions**.

**Abbreviations** are to be avoided and should, if used, be explained at first application. Abbreviations firmly established in the field may be eligible. Ensure consistency of abbreviations throughout your contribution.

**Quotations** should be marked with quotation marks (e.g. “rule”). A quotation within another quotation shall be marked by singly quotation marks (e.g. “rule ‘quote’ rule”)

**Omission of a word** or words is indicated by three periods between square brackets “[...]”.

**Numbers** up to and including 10 should be spelt out in full. However, for consistency’s sake, if numbers up to ten and numbers above ten are included within the same sentence, all should be written out. Use the form **day-month-year**, e.g. 15 June 2010 or equivalent, if in another language.

Use italics to mark **titles of books or journals in the text**. Articles and the like should be put in quotation marks.

Example: The publication of *Comparative Law* was...; Miller’s “Comments on Legal Developments in Algeria” was published in...

**Web references** should only be provided when the source is unavailable in a traditional printed format. As a minimum, the full URL should be given. Any further reference if known (e.g., DOI, author names, dates) should also be given. The URL should point readers directly to the source rather than to an intervening page of links. Please add the date of the last visit. Example: <<http://www.specimen.com>> (last accessed 15 June 2010).

### III. Bibliographical references

EJIMEL uses consecutively numbered **footnotes**, not endnotes. The footnotes refer either to a word or a sentence (or part of a sentence). They should be placed after punctuation marks, except when referring to single words. They always end in a full stop. Generally, each footnote should include a cited page number.

As there is no bibliography at the end of an article, **all bibliographical information should be given in these footnotes**. The provided information should be as complete as possible and enable a reasonable reader to identify and locate the cited authority in a publication of general circulation.

The first time you cite a source, give the **full citation**. After the first full citation, **cross-citation** should be used by indicating the footnote in which the full citation can be found: MALLAT, supra n. 3, at 5. In German, cite as follows: MALLAT, supra Fn. 3, 5. Please do not use op. cit., loc. cit. or ibid or equivalent in other languages.

#### **For full citation:**

State **last and first names** of authors in full (no initials). Use **small caps (NOT capitals)**.

List the authors names in the order in which they appear on the title page (last and first names of the authors), separated by a slash (X/Y/Z), when there are **two or three authors**.

Where there are **more than three authors**, only the first author should be named followed by et al.

**Subtitles** should be preceded by a colon.

In the English language, give the **page number** with preceding "at" and without "p.". In the German language, omit "S." for page reference.

Example monograph: MALLAT CHIBLI, Introduction to Middle Eastern Law, Oxford 2009, at x.

Example journal article: SCHOENBLUM JEFFREY, The Role of Legal Doctrine in the Decline of the Islamic Waqf: A Comparison with the Trust, Vanderbilt Journal of Transnational Law, Vol. 32 (1999), 1191-1227, at x.

Example edited volume: ROHE MATHIAS, Islamic Law and Justice, in: Poya Abbas (ed.), Sharia and Justice: An Ethical, Legal, Political, and Cross-Cultural Approach, Berlin/Boston 2018, 105-134, at x.

Apart from the previous rules, the journal does not require a particular style of referencing. **However, a chosen style must be maintained consistently throughout the contribution.** References should be clear and easily understandable for foreign language readers too. Otherwise we refer authors to the commonly used guidelines concerning citation, namely

The Bluebook: A Uniform System of Citation, 20th ed., Cambridge MA 2015, or similar works in other language jurisdictions. Please indicate which guideline you have adhered to in the correspondence accompanying your contribution.

#### **IV. Appendices**

If there is more than one appendix, they should be identified as A, B, etc.

#### **V. Language Editing/Publication**

Proofreading is solely the author's responsibility. Authors for whom English is a second language should have their manuscript corrected by a native English speaker prior to submission where necessary.

Prior to publication the author(s) of accepted contributions will have to sign and return to EJIMEL a "Publication and Copyright Agreement", which will be sent to the author designated as managing author as per section I. above.

#### **VI. Ethical and Legal Conditions**

Authors are encouraged to carefully study the content of EJIMEL's homepage and pay special attention to the sections "Editorial Policy" and "Open Access Philosophy" on our homepage prior to submission. Please take note of the fact that the EJIMEL is read by an international public.

Every contribution will carry the following statement: "This work is licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 Unported License (CC BY-NC-ND 3.0, <http://creativecommons.org/licenses/by-nc-nd/3.0/>)."

The republishing or translation of a contribution that originally appeared in the EJIMEL must mention its first publication in this journal in the republished text. The citation entails customary bibliographic citation, including author name(s), article title, as well as volume number and year of publication Electronic Journal of Islamic and Middle Eastern Law (EJIMEL), page Nos. and the URL <http://www.ejmel.uzh.ch>

Example: MILLER ELIZABETH, Business Laws of Mauretania, Electronic Journal of Islamic and Middle Eastern Law (EJIMEL), Vol 1. (2013), pp. 100-135, <http://www.ejmel.uzh.ch>.

Furthermore, it is the author's sole responsibility to obtain any permission necessary to publish the contribution in the EJIMEL as well as to clear for reuse any material used from other sources, including but not limited to passages quoted from copyrighted material and pictures/illustrations. Digital picture files must be supplied to EJIMEL in highest possible resolution (min. 300 dpi).

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