
GUIDELINES FOR CONTRIBUTIONS

1 - MAXIMUM EXTENSION:

20 pages (43,000 characters approximately, spaces and footnotes included)

2 - GENERAL FORMAT:

- Margins:

- Top and bottom: **2,5 cm**

- Left and right: **3 cm**

- Paragraph spacing:

- Spacing before: **0 points**

- Spacing after: **8 points**

- Main text: **Times New Roman, size 12, with 1.5 line spacing, justified in both sides and hanging indent**

- Footnotes: **Times New Roman, size 10, with 1.5 line spacing, justified in both sides**

3 - BOLD TYPE AND ITALICS SHOULD NOT BE OVERUSED

4 - CONTENT AND SPECIFIC FORMAT:

- **Title:** capital letters, bold type and centred alignment

- **Name and Surname:** centred alignment

- **Centre/University:** centred alignment

In case the contribution is financed by any research project or contract, indicate it on a footnote using a star (*)

- **Abstract:** 150 words, justified in both sides

- **Key words:** 5 maximum

- **Summary:** in a single paragraph

- Example:

I. SENTENCING PRACTICES IN EUROPE. 1. The European Framework. 1.1. Understanding sentencing practices. 1.1.1. Approaches to sentencing. 1.1.2. Types of sentences. 1.2. Determinate and indeterminate sentences. 2. Sentencing laws in Spain. II. DEALING WITH INDETERMINACY

- **Complete contribution**

GUIDELINES FOR CONTRIBUTIONS

5 - STRUCTURE OF THE CONTRIBUTION:

The text of the contribution will be structured following the format below:

- In the first place, use **latin numerals in capital letters** (I, II, III...), followed by section title in **capital letters, bold type and size 12.**
- Secondly, use **numbers** to organise content within the category above (1, 2, 3...), followed by section title in **lower case, bold type and size 12.**
- Thirdly, use **composed numbers** to organise content within the category above (1.1., 1.2., 1.3...), followed by section title in **lower case, normal type and size 12.**
- If needed, use **more letters** to organise content within the category above (1.1.1, 1.1.2, 1.1.3... / 1.1.1.1, 1.1.1.2, 1.1.1.3 ...), followed by the subsection title in **lower case, italics and size 12.**

- Example:

I. SENTENCING PRACTICES IN EUROPE

1. The European Framework

1.1. Understanding sentencing practices

1.1.1. Approaches to sentencing

1.1.2. Types of sentences

1.2. Determinate and indeterminate sentences

2. Sentencing laws in Spain

II. DEALING WITH INDETERMINACY

GUIDELINES FOR CONTRIBUTIONS

BIBLIOGRAPHIC AND CASE LAW CITATIONS

Citations should be included throughout the text, using **footnotes**. **No final bibliography** should be added.

a) Reference to a book: indicate the author's name(s) initial letter only, followed by the surname(s) in round hand (not italics). Afterwards, write the complete title in italics. Then, if applicable, indicate volume and/or part in round hand. Then, specify edition number (only from 2nd onwards), publishing house, place and date of publication, followed by the specific page number/numbers if applicable (use p. or pp.).

- Example: T. Walker. *European Criminal Law*, Palgrave Macmillan, London, 2009, pp. 4-8.

b) Reference to a collective publication: the same format as in a), the specific title being enclosed in quotation marks and in round hand, followed by the "in" particle in round hand, plus the title of the general publication in italics.

- Example: R. Anderson. "The state of prisons in England and Wales", in *Punishment and Society*, Volume I, Oxford, 2015, pp. 345-367.

c) Reference to a journal article: the same format as in b), adding if necessary, journal number, volume, date and pages cited..

- Example: C. Rose. "RIP the IPP: a look back at the sentence of imprisonment for public protection", in *Journal of Criminal Law*, Number 4, Volume 76, 2012, pp. 303-313.

d) Reference to case law: indicate the court that gave judgement and, if needed, the concrete section in brackets. Then, write the type of decision, its reference number and the date of its adoption, adding the case name in brackets where appropriate.

- Example: ECHR (Grand Chamber). Judgement 9 July 2013 (Vinter and others v. the United Kingdom)

TS (Sala de lo Penal). Sentencia nº 215/2012 de 12 de febrero de 2012

The lectures and the selected contributions will be published by Tirant lo Blanch; that is why we recommend, where appropriate, the use of its case law database and the inclusion of the correspondent reference (TOL) when citing.

- In order to avoid repetition, the "*op. cit.*" expression should be used in italics when citing the same publication more than once

- Example: T. Walker. *op. cit.*, pp. 8-12.