

Guidelines for Authors

*The International Journal of
Comparative Labour Law and
Industrial Relations*

KLUWER LAW INTERNATIONAL

Guidelines for Authors

AIMS

The International Journal of Comparative Labour Law and Industrial Relations aims to provide commentary, documents and critical analysis from all over the world on a wide range of topics relating to labour law and industrial relations. The *Journal's* interdisciplinary approach analyses developments in legislation and case law on the one hand, while also taking into account economic, sociological, and other non-legal developments. The *Journal* is a valuable and regular source of information for people who wish to be kept up to date and have the opportunity to make comparisons through benchmarking, finding new ideas in this increasingly significant field.

SUBMITTING MANUSCRIPTS

All manuscripts should be submitted by e-mail to the Editorial Office of *The International Journal of Comparative Labour Law and Industrial Relations* at: CSMB@unimo.it. And to rymkevitch@unimo.it. Alternatively, material can be submitted on floppy disk by post. In this case these should be sent for the attention of: Olga Rymkevitch, Marlene Schmidt, Michele Tiraboschi, Managing Editors of *IJCLLIR*, c/o Centro Studi Internazionali e Comparati "Marco Biagi", Università di Modena & Reggio Emilia, Facoltà di Economia, Dip. to di Economia Aziendale, Viale Beregario 51, 41100 Modena, Italy.

Contributors will be informed of deadlines for the submission of material for publication.

Submitted manuscripts are understood to be final and not preliminary. Articles submitted for publication should not have been published and should not be under consideration for publication elsewhere.

The policy of the Journal is to carry out blind peer review without revealing the identity of the authors. For this reason authors are required to submit two copies of their work, one with their names included and one without. All the references in the text that may lead to the disclosure of the authors' identity should be replaced with XXX.

The Managing Editors reserve the right to make alterations as to style, punctuation, grammar etc. Proofreading will be the responsibility of the Editorial Office. Proofs are sent to authors for correction of typesetting errors only. Authors will be charged for any other corrections.

Lastly, manuscripts should be typed on IBM or Macintosh compatible computers with operating system Windows and word processing package WordPerfect or MS Word.

GUIDELINES FOR STYLE

▪ ABSTRACT

All material submitted for publication should include a short abstract, of between 7 and 10 lines, at the beginning of the article. This should be used to outline the article's key areas of discussion and place it within the context of wider debates etc., as well as to introduce any specific methodology where appropriate and outline the main conclusion(s) reached.

Abstracts should be below the title, and be headed in bold,

e.g. **Abstract:** This article looks at Italian Labour Law in a European context etc.

- **STATISTICAL TABLES**

Presentation of complex statistical tables should be avoided. Descriptive accounts of data in the main text are preferable.

- **SPELLING**

Manuscripts should be written in standard English and with consistent spelling. Spelling should be checked electronically using the English UK spell check function. In particular care should be taken not to confuse English and American spellings, for example ‘Organisation’ should be used rather than ‘Organization’.

In the main text dates should also be presented in English style, e.g. 27 January 1997.

- **CAPITALISATION**

In accordance with normal practice, all major words in a title of a work should be capitalised as well as proper nouns (names) and adjectives derived from proper nouns such as ‘*Italian*’. Letters in abbreviations such as EU should also be capitalised, as well as the first letter of words such as ‘State’ and terms such as ‘Member State’.

- **SUB-HEADINGS**

Articles may be divided into subsections using standard numbering rather than roman numerals. Sub-sections may be further sub-divided using decimal points, e.g. 1, 1.1, 1.2, 1.3...etc.

All initial sub-headings should be in font type ‘small caps’, e.g. 1. THE MEMBER STATES.

Subsequent section headings should be italics with only the initial letter capitalised, e.g. *1.1 Italy*.

After this, further division of sub-sections should be denoted in the following way:

1.1

1.1.1

1.1.2

1.1.3

- **ITALICS**

Authors should employ italics with care. These should only be used in cases where a foreign (i.e. not English) word or phrase is used i.e. *ipso facto* and *et al.*

▪ **LAYOUT AND SPACING**

All articles should be laid out as follows. The name of the contributor should appear left justified at the head of the first page. The title of the article should also be left justified and appear two lines below the name of the contributor. The abstract should be seven lines below this and be fully justified. All spaces should be font size 12.

All text should be in font size 12 except for the title of the article, which should be in size 18.

Two lines should be allowed between the end of each sub-section and the heading of the next, whereas only one line should be allowed between the subheading and the beginning of the sub-section itself. Where subsequent sub-division is employed, one line should be allowed between the end of one section, the title of the second sub-heading, and the beginning of the next sub-section:

E.g.

MARCO BIAGI, MICHELE TIRABOSCHI

Creating New Markets and New Jobs:
The Personal Services Sector. Problems and
Perspectives from an Italian Point of View

Abstract: It is known that labour market has undergone a rapid and continuous evolution....

All material should be single-spaced, fully justified, single-sided and in A4 format.

Lastly, the initial paragraph of any section should be left justified, whereas the first line of subsequent paragraphs should be indented.

▪ **CITATIONS AND FOOTNOTES**

The *International Journal of Comparative Labour Law and Industrial Relations* has adopted a style of citation that ensures uniformity, without imposing the method of citation used in any single country.

Citations should not appear in the text but in footnotes. Footnotes should be numbered consecutively and appear at the bottom of the page.

Articles in footnotes should be cited in the following way: initials and surname of author(s), title of article in single inverted commas, journal reference (title of journal abbreviated in italics, volume number, year of publication), page reference

e.g. T. Treu, 'A New Phase of European Social Policy: The EMU and beyond', *IJCLLIR*, vol. 17, 2001, p. 461.

Journal titles can be abbreviated according to the guidelines for abbreviations attached. If the journal, which the contributor wishes to cite, is not listed in these guidelines the editorial office invites he/she to propose a suitable abbreviation.

Books should be cited in the following way: initials and surname of the author/s, title of book in italics, edition, place of publication, publisher, year, and page reference,

e.g. E.F. Schumacher, *Small Is Beautiful*, New York, Harper Torchbooks, 1973, p. 68.

Individual contributions to (edited) collections of papers should be cited thus: initials and surname of author, title of contribution in single inverted commas, initials and surname of editor/s, title of book in italics, place of publication, publisher, year, page reference.

E.g. B. Brooks, 'De-regulating the Labour Market: Reflections on the New Zealand Experience', in C. Engels and M. Weiss (eds.), *Labour Law and Industrial Relations at the Turn of the Century – Liber Amicorum in Honour of Prof. Dr. Roger Blanpain*, The Hague, Kluwer, 1998, p. 134.

Citations to cases should follow the style of the country of origin, including the date of the case, except for cases from common law jurisdictions. The name of the jurisdictions and of the review or law report in which the case is published should be included in italics. The names of the parties in cases from common-law jurisdictions should be in italics. The abbreviation 'v.' (for *versus*) should be in roman typeface:

E.g. HR 14-4-1989, NJ 1989, 469
Lord Napier and Ettrick v. Hunter [1993] 2 *WLR* 42, [1993] 1 *Lloyd's Rep.* 197.

Cross-references should preferably not use 'above' and 'below' but rather '*supra*' and '*infra*'.

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FREE COPIES

Authors will receive 10 offprints of their contribution plus 1 free copy of the issue in which their contribution is published.

LIST OF ABBREVIATIONS FOR JOURNALS

<i>AJLL</i>	<i>Australian Journal of Labour Law</i>
<i>AL</i>	<i>Anàlisis Laboral</i>
<i>AR</i>	<i>Arbeitsrecht</i>
<i>AuA</i>	<i>Arbeit und Arbeitsrecht</i>
<i>AuR</i>	<i>Arbeit und Recht</i>
<i>BCLR</i>	<i>Bulletin of Comparative Labour Relations</i>
<i>CLLPJ</i>	<i>Comparative Labor Law and Policy Journal</i>
<i>CMLR</i>	<i>Common Market Law Review</i>
<i>DLRI</i>	<i>Giornale di diritto del lavoro e di relazioni industriali</i>
<i>DML</i>	<i>Il diritto del mercato del lavoro</i>
<i>DRI</i>	<i>Diritto delle relazione industriali</i>
<i>DS</i>	<i>Droit Social</i>
<i>EIRR</i>	<i>European Industrial Relations Review</i>
<i>EJIR</i>	<i>European Journal of Industrial Relations</i>
<i>ELR</i>	<i>European Labour Review</i>
<i>HRMJ</i>	<i>Human Resources Management Journal</i>
<i>ICR</i>	<i>Industrial Cases Report</i>
<i>IJCLLIR</i>	<i>The International Journal of Comparative Labour Law and Industrial Relations</i>
<i>IJHRM</i>	<i>International Journal of Human Resource Management</i>
<i>ILJ</i>	<i>Industrial Law Journal</i>
<i>ILRR</i>	<i>Industrial and Labor Relations Review</i>
<i>IR</i>	<i>Industrial Relations</i>
<i>IRJ</i>	<i>Industrial Relations Journal</i>
<i>IRLR</i>	<i>Industrial Relations Law Report</i>
<i>JLB</i>	<i>Japan Labor Bulletin</i>
<i>LD</i>	<i>Lavoro e Diritto</i>
<i>LSE</i>	<i>Liaisons Sociales Europe</i>
<i>MLR</i>	<i>Monthly Labor Review</i>
<i>Mod. Law Rev.</i>	<i>Modern Law Review</i>
<i>RL</i>	<i>Relaciones Laborales</i>
<i>SAILJ</i>	<i>South African Industrial Law Journal</i>
<i>WES</i>	<i>Work, Employment and Society</i>