



## **AUTHOR GUIDELINES**

### **1. MANUSCRIPT EVALUATION**

All manuscripts (mainly articles and notes) received by the Revista General de Derecho Europeo (RGDE), whether requested by the journal or submitted by authors, undergo a double blind peer-review. *Articles* will be submitted to two reviewers, and a third opinion will be requested in case of discrepancy. *Notes* will be submitted to one reviewer.

The authors will be informed of the final result of the evaluation, including the referees' and/or editor's comments, stating the arguments in favour or against the submitted manuscript. If the evaluation is positive with objections, the author of the manuscript will be required to introduce the corresponding improvements within the period established by the journal's Editorial Board.

For greater review transparency, the journal will publish at the end of each year a list of the persons who have carried out manuscript evaluations. Likewise, the extended list of reviewers regularly used by the journal will be made public. However, notwithstanding the foregoing to ensure that manuscript evaluations are being made by those with the required qualification and expertise, depending on the specific subject matter of an article or note, such assessment might be referred to an expert outside of the aforementioned list.

In any case, the anonymity of the reports issued in each case will be fully guaranteed, and authors will not be allowed to suggest names of possible reviewers.

### **2. INSTRUCTIONS REGARDING MANUSCRIPT SUBMISSION**

Papers shall be submitted in Microsoft Word format.

Contributions may be sent by e-mail to Sara Iglesias, the RGDE Managing editor, via the following address [secretario\\_RGDE@iustel.com](mailto:secretario_RGDE@iustel.com)

In addition, the following address is also available: <http://www.iustel.com:Revistas@iustel.com> .

Files shall be named starting with the author's surname of the paper, followed by a period and the abbreviation of the corresponding section of the Journal. The abbreviations for each section are as follows:

- a) ed: Editorial



- b) est: Studies (Articles)
- c) not: Notes (Notes and Comments)
- e) obs.: Observatory of European current affairs
- f) bib.: Book reviews

### **3. MANUSCRIPT SPECIFICATIONS**

#### **Language policy**

The RGDE accepts papers written in Spanish or English. Exceptionally, papers written in French, Italian, German or Portuguese may be considered.

#### **Manuscript categories and length:**

The length of the papers will be (approximately) the following:

- Articles (est.): these are for papers that present an original doctrinal development of scientific relevance. They shall have an approximate length of 30 pages.
- Notes and case comments (not.): these are for papers that analyse legislative or case-law developments of legal interest or that provide reflections on legal developments of interest for European Law. They shall be approximately 10 to 20 pages long.
- Book Reviews (bib.): they analyse a relevant work in the field of European Law. They shall be approximately 2-3 pages long.

In case of non-compliance with any of these criteria, PORTALDERECHO S.A. is authorized to make the necessary editorial adaptations.

#### **Content:**

1. The title of the paper, in Spanish and English; The title shall be centred, in capital and bold letters.
2. Author's name and surname; The author's name and surname shall be in uppercase letters and his/her academic position or occupation in lowercase letters. Both should be in round letters, not bold, and centred.
3. Author's e-mail address; In the absence of an e-mail address PORTALDERECHO S.A. will include the following: [revistas@iustel.com](mailto:revistas@iustel.com)
5. Table of contents, in the language in which it is written and in Spanish or English depending on the language of the contribution;

6. Key words, in the language in which it is written, in Spanish and English;

7. Abstract (maximum 10 lines) in the language in which it is written, in Spanish and English;

- Each of the headings will be centred. The first headings should be presented in uppercase letters, Roman numerals, centred and bold; the first sub-headings should be presented in lowercase letters, Arabic numerals, centred and bold; thereafter, the following potential sub-headings should be presented in lowercase letters, Arabic numerals, centred and not bold in the following sequence: 1.1, 1.2, 1.3: 1.3.1, etc.

**Format & Style:** The font used shall be Arial 10 single-spaced for text and Arial 9 single-spaced for footnotes. The page format should be standard, with 2.5 cm on both top and bottom margins and left and right margins of 3 cm.

The text shall be justified and may contain hyperlinks to web pages.

#### **4. ETHICS POLICY**

The publication of a manuscript stemming from scientific research is a task that entails the adherence to strict obligations for all involved in it: the Advisory Board, the Editorial Board, the Journal Management, authors and reviewers.

The published works must respect the laws in force on copyright, plagiarism and defamation. Specifically, papers submitted to the RGDE for publication must be unpublished works, not previously submitted to other journals; they must follow the highest linguistic standards and follow the RGDE's rules and specifications.

Plagiarism will lead to immediate rejection of the submitted manuscript.

Each manuscript submitted to the RGDE will follow a blind peer review process. The Editorial Board and the Journal Management control the use of this procedure as a selection method of manuscript publication, guaranteeing the anonymity of both authors and reviewers. They also ensure independence in research and copyright compliance.

The Executive Director exercises the necessary controls to avoid the commission of any civil or criminal offenses and improper language from a gender equality perspective through its publication.

The reviewers are responsible for assisting the Editorial Board and the Board of Directors in the evaluation process of the manuscripts submitted to the RGDE for publication, respecting the deadline established for this purpose. The review process will be carried out objectively and its outcome will be based on clear and well-documented arguments. Manuscripts are treated as documents for reviewers' eyes only. They cannot be discussed or shown to anyone who has not been previously authorized by the Editorial Board.



The author guarantees the accuracy of the research data and the objectivity of its interpretation. The data in the manuscript will be accurately cited in such a way as to allow other potential authors to rely on them for the results of their research.

## **5. MANUSCRIPT PUBLICATION**

As regards copyright and related rights, authors may use their rights to publish their work in any other paper publication (not in electronic format). They must, however, communicate such intentions in advance to the Journal's Management and acknowledge the prior publication of such work in the RGDE, including the name and domain in the RGDE network (<http://www.iustel.com>).

The governing bodies of the corresponding iustel Journals require that all published works be original and, therefore, authors will refrain from submitting to the RGDE texts that have already been published in any other format. Nevertheless, and very exceptionally, the governing bodies of the Journal may consider the publication of an already-published work in another journal to be of interest due to the special relevance or contemporary nature of the subject.

If this is the case, the author may deposit the work in his/her corresponding institutional open access repository one year after its publication. The eventual open publication should indicate the publication data of the original work (name, year, number and pages).

PORTALDERECHO S.A. is authorized to publish the papers submitted by the authors in paper format.