

# Manual and Style Guide for Authors

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**T**hank you for choosing to publish your work with Ex Tuto Publishing. Should you have any questions, comments, or suggestions, feel free to contact me or your assigned editor. This manual is to be used for manuscript in both English and Danish—differences are spelled out in the document. The purpose is to assist you in preparing your manuscript for typesetting—i.e. before you submit your manuscript to us.

*Jan Trzaskowski, Editor*

## 1. A quick guide for writing

Here are some short and important principles for formatting your manuscript:

- Make sure that you submit your final version for typesetting; changes hereafter are costly.
- Avoid long sentences and many (very) short paragraphs. Preferably one argument per paragraph.
- Use short (up to 7 words/50 characters), numbered, and informative headings (e.g. not ‘1. Introduction’). Please keep chapter and section titles short as well.
- Don’t change attributes such as font and size. Use italics for emphasis and only combine italics with quotation marks for emphasis.
- Be elaborate and consistent with regard to references. Use footnotes; not endnotes.
- Mark editorial comments by adding # (CTRL+3) before and after #the comment#.

## 2. The publishing process

By adhering to the following procedure, we can ensure expedient publishing of your work:

- **Copy-editing.** This is the phase in which you check your work in accordance with these guidelines—in particular with a view to ensuring that the text (‘copy’) and the outline (chapter/heading structure) are in place. Your manuscript should be submitted in an editable format such as Open Document Format (.odf) or Word format (.doc/.docx)—not in PDF format. You should also submit text for the cover (full title, author name(s), description/appetizer and a brief biography), and a preface (‘forord’) where you set out the purpose, scope, and contents of your book.
- **Typesetting.** The typesetter will usually *within one week* transfer the work to our template and ensure consistency in the layout.
- **First proof.** You will receive a provisional proof (PDF format) in which you should check that the text and headings are correctly formatted. At this stage you may also make adjustments to the copy. As this version is not yet paginated, you should disregard the page layout, including references in the table of contents and in indexes. You will also receive a proof of the cover.

- **Your comments** may be typed into the PDF document or written on a print that can be submitted by e-mail or traditional mail—preferably *within one week*.
- **Index entries.** If your book should have an index ('stikordsregister'), you should mark entries on a print by highlighting the words (adding index text if it differs from the highlighted text).
- **Correction.** In this phase, the typesetter will implement your comments and paginate the document. This is usually done *within a few working days*. Hereafter, the document is proofread, which may take a couple of weeks.
- **Final proof checking.** This should be the last step in which you check the final proof. At this stage we are unable to accept major amendments, and only editorial type amendments will be processed. When you have accepted the final proof—*within a few working days*—the manuscript will be sent to the printer. At this time it is not possible to amend the text.
- **Printing and binding.** You should receive your copies of the printed book *within 3 weeks* after accepting the final proof.

### 3. Preparing the manuscript for typesetting

The guides below introduces essential elements of our template and house style. Further guides are available for typesetters. Usually, consistency is more important than the applied style! Generally, the typesetter will follow the *New Oxford Style Manual* for texts in English and *Dansk Sprog­nævn* (dsn.dk) and *Håndbog i nudansk* (Politikens forlag) for texts in Danish.

#### 3.1. Technical matters

##### 3.1.1. Add comments

During the writing process you may want to add comments to yourself or to the typesetter. In that case, you should use hashtags ('#') to mark #your comments#. This allows you and the typesetter to search for, react to, and delete the comments during preparation of the manuscript.

##### 3.1.2. Use styles for formatting

As the manuscript will be transferred to our template, you should avoid formatting the text by changing fonts and font sizes—feel free to apply attributes such as *italic* (preferred means of emphasis). If you are not familiar with styles, you may mark styles in the text body with e.g. #indent# and heading numbers by applying numbers; e.g. '2.1. The main rule' and '2.1.1. Exceptions to the main rule'.

Generally, we use *only normal text and indented text* (with an optional boxed text for summaries and tests etc.) for the text body and up to five levels of headings. All headings should be numbered with Arabic numbers, i.e. 1., 1.1., 1.1.1., and 1.1.1.1.—avoid using other marks for levels (such as letters and Roman numbers).

#### 3.2. Use headings to structure the manuscript

Headings are important to organize your work and to guide the reader through it—hence you should be careful to check that the structure is well reflected through the headings. All headings should be numbered and they should provide a brief and meaningful description of the following contents. Headings must be kept short—preferably not more than 7 words/50 characters. Avoid using more than four levels of headings, unless your work is very extensive or complex; in that case you may also consider to divide your work into 'parts'.

##### 3.2.1. Capitalization

Chapters—but not headings—in English texts should be capitalized ('Mixed Capitalization') according to the following rules: (1) Capitalize the first and last word, (2) Capitalize all important words, includ-

ing verbs, nouns, pronouns, most adverbs, and adjectives, (3) Do not capitalize most short words: coordinating conjunctions (and, or, nor, for, but), articles (a, the), as, to, and most prepositions, and (4) Capitalize both words in hyphenated words and names starting with ‘the’ (e.g. ‘The Times’).

You may also use this short rule of thumb: ‘Capitalize all words, except a, an, the, at, by, for, in, of, on, to, up, and, as, but, it, or, and nor.’

In all headings, the first word must be capitalized (‘sentence capitalization’). Only parts are written in FULL CAPITALS.

### 3.3. Formatting the text

No matter whether your audience consists of students or experts, the reader of your work prefers a clear and comprehensible text in which you avoid sentences that are long (more than 50 words) and/or unnecessarily complex. As a rule of thumb, there should be only one argument per paragraph, and longer paragraphs (more than 500 words) should be avoided. Many short paragraphs should also be avoided.

British spelling is preferred for texts in English—You may consult Chapter 3 of the *New Oxford Style Manual* for further details. However, in case there are differences between British usage and EU usage, the latter may be preferred. In English, the ‘Oxford comma’ is preferred for lists of more than two items, e.g. ‘the numbers one, two, and three’.

#### 3.3.1. Consistent use of emphasis

Generally, only *italics* and ‘quotation marks’ should be used for emphasis. Only combine *Italics* and ‘quotation marks’ for emphasis in a quote. **Bold** may be used to highlight newly introduced terms. Bold and underlining may be used to enhance readability of lists and tables. Don’t use colours unless otherwise agreed.

#### 3.3.2. Insert lists, tables and figures

Lists may be numbered according to your preferences. Lists of full sentences should start with a capital letter and end with a punctuation mark. Other lists may follow a normal sentence structure with comma or semicolon at the end of each item. Remember to add ‘and’/‘or’ after the second last entry where applicable.

Tables and figures should be numbered and accompanied by a brief description (‘caption’). Tables should be typed into the document and figures provided in separate files. If your manuscript contains more than a few figures, you should discuss this in advance with your assigned editor.

#### 3.3.3. Formatting quotations

In English text ‘single quotation marks’ are preferred, whereas the “double quotation mark” is preferred in Danish. For quotes within quotes, the opposite quotation mark should be used, double and single, respectively.

*Italics* should always be used for emphasis in ‘quotations’ accompanied with e.g. ‘author’s emphasis’ either in [square brackets] after the emphasis, in (parenthesis) after the quote, or in the footnote—‘egen fremhævning’ or the like in Danish texts. Larger quotations should be formatted as indented text with or without (consistently) quotation marks. The source may (consistently) be placed in a footnote or in (parenthesis) after the quote.

Omissions within the quote are marked with an ellipsis in square brackets ‘[...]’, but it is not necessary in the beginning or at the end of the quote. [Square brackets] may be used moderately to adjust the grammatical structure of the quote. A first word capital in a quote may be changed to fit the quote into the surrounding sentence without square brackets.

Only when a grammatically complete sentence is quoted, the full point (., !, ?) is placed within the closing quotation mark, with no other mark outside the quotation mark.

### 3.3.4. Italicize text in foreign languages

Avoid the use of text in a foreign language (including Latin) without translation and/or explanation—with the exception of English which is usually understood by all our readers. Text in foreign languages should be *italicized*, with the optional exception of words/phrases that have become ‘naturalised’—here, consistency is more important than the rule.

### 3.3.5. Use of abbreviations

As a starting point abbreviations should be avoided to improve readability, in particular if the work is used as a reference. Abbreviations must always be applied consistently.

Abbreviations may be used for technical references such as legislative acts. In that case the full reference should be used when first applied (after the preface [‘forord’]) with the wording ‘hereafter’ (‘herefter’ in Danish) [...] in (parenthesis) and the abbreviation in ‘quotation marks’ within the parenthesis. When abbreviations are widely used, a list of abbreviations should be found in the beginning of the manuscript.

Common abbreviations in Danish: bl.a., dvs., fx, iht., jf., mv., mm., osv., and pga.

Common abbreviations in English: e.g., i.e., cf., et al., etc., f., ibid., inter alia, vs. and v.

### 3.3.6. Capitalization

Names and institutions are always capitalized, including ‘the European Union’, ‘the Internal Market’, and ‘the Court of Justice of the European Union’. In English—but not in Danish—particular articles, conventions, directives, and regulations are always capitalized, e.g. ‘An exception is found in Article 5(2) of the Unfair Commercial Practices Directive’.

Capitalization is more widely used in English than in Danish. In English—but not in Danish—the following are capitalized: Days (‘Monday’), months (‘August’), personal titles (‘Professor x’, but ‘an intelligent professor’), degrees (Ph.D. or PhD [‘ph.d.’ in Danish]), and languages (‘English and Danish’).

### 3.3.7. Numbers and dates

Consistency is more important than the following guidelines:

- Generally words (one, two, three...) are used for numbers under 10, and figures (10, 11, 12...) for numbers above nine. In English, use words in connection with about/some for approximations (e.g. ‘about a thousand’).
- Intervals are marked with an EM-rule (2–3) in English and the shorter EN-rule in Danish (2-3).
- In English ‘,’ is used as thousand separator and ‘.’ as comma separator—the opposite is true for Danish texts.
- Dates are written as ‘3 December 2011’ in English and as ‘3. december 2011’ in Danish. In English, decades are written as ‘1960s’ and ‘2000s’.
- ‘£’, ‘\$’, ‘€’, and DKK are used for currencies, e.g. € 400. However, in Danish text Danish kroner are written as ‘kr. 400’.

## 4. References and footnotes

Always use footnotes as opposed to endnotes. The footnote should be placed immediately after the word or phrase it refers to. The footnote should be placed after possible punctuation marks, including commas.

Official names and abbreviations are preferred—when in doubt, you may consult the organisation’s website. Use e.g. ‘Court of Justice of the European Union’ (‘Den Europæiske Unions Domstol’), European Commission (‘Europa-Kommissionen’), and European Parliament (‘Europa-Parlamentet’).

Usually, official references should be used, but they may be shortened to avoid too long references, e.g. ‘CJEU’ (‘EU-Domstolen’ in Danish).

Use ‘Ibid.’ (*ibidem*, ‘in the same place/work’) in cases of identical references in following notes or add page number for reference to a different page in the same work (e.g. ‘Ibid., p. 43’). Avoid the use of ‘Id.’ (*idem*, ‘the same person’) and ‘op. cit.’ (*opere citato*, ‘in the cited work’) etc.

The ampersand (‘&’) is used when there are more than one author (‘et al.’ is used when there is more than three authors). The edition is only mentioned when it is not the first edition and the publisher’s name may be mentioned only in a list of literature (bibliography). When in doubt, include as much needed information to enable the reader to find the source.

Below are examples of references.

#### 4.1.1. Acts and official documents

Directive 2005/29/EC of 11 May 2005 concerning unfair business-to-consumer commercial practices in the internal market, recital 22.

Proposal of 10 January 2017 for a regulation concerning the respect for private life and the protection of personal data in electronic communications and repealing Directive 2002/58/EC (Regulation on Privacy and Electronic Communications), COM(2017) 10 final, 2017/0003 (COD).

[Betænkning nr. 1450/2004 om administration af domænenavne i Danmark.]

[Lovforslag nr. L 16 af 28. november 2007 om ændring af straffeloven og forskellige andre love.]

[Lov nr. 490 af 17. juni 2008 om ændring af straffeloven og forskellige andre love.]

[Direktiv 2000/31/EF af 8. juni 2000 om visse retlige aspekter af informationssamfundstjenester, navnlig elektronisk handel, i det indre marked.]

#### 4.1.2. Judgments [use official case-names from EUR-Lex]

Case C-101/01, *Lindquist*, ECLI:EU:C:2003:596, paragraph 31. [Use official name.]

[UFR 2000.2359 Ø, *Tango Jalousie*.]

[Sag C-101/01, *Lindquist*, ECLI:EU:C:2003:596, præmis 31.]

#### 4.1.3. Journal articles

Estelle Derclaye, ‘The Court of Justice interprets the database sui generis right for the first time’, *European Law Review* 2005, pp. 420–428, p. 422.

[Peter Blume, “Eksport af persondata”, *Ugeskrift for Retsvæsen* 2005B, s. 145-150, s. 147 ff.]

#### 4.1.4. Books

Torsten Bettinger & Allegra Waddell (ed), *Domain Name law and Practice* (2nd Edition, Oxford University Press 2015).

Jan Trzaskowski et al., *Introduction to EU Internet Law* (Ex Tuto 2015).

[Henrik Udsen, *IT-ret* (4. udgave, Ex Tuto 2018).]

#### 4.1.5. Chapters in anthologies

Christophe Geiger, ‘Exploring the flexibilities of the TRIPS Agreement’s provisions on limitations and exceptions’ in Annette Kur & Vytautas Mizaras (ed), *The Structure of Intellectual Property Law – Can One Size Fit All?* (Edward Elgar 2011), pp. 287–307, p. 290.

[Thomas Riis, “Ophavsretlige selvhjælpsforanstaltninger” i Mads Bryde Andersen, Caroline Heide-Jørgensen & Jens Schovsbo (red.), *Festskrift til Mogens Koktvedgaard* (Jurist- og Økonomforbundets Forlag 2003), s. 425-466, s. 430.]