

## Authors Guide

The papers have to have the following format:

**Paper:** A4,

**Page layout:** bottom: 2 cm;

top: 2 cm;

left: 2.5 cm;

right: 2.5 cm.

**Font:** Times New Roman.

Paragraph to 1.25 cm

1 line space

**Title:** centred, in bold, capital letters, font size: 14 (e.g. **PRIVATE LAW**).

**Author's name:** Surnames' initials and name (e.g. **D. A. Alexandrescu**). Font size 12, bold, centred.

**Author's institutional affiliation:**

Surnames and name (font size 12, bold, left-right)

Faculty name, department name (font size 12, left-right)

University name, town, country (font size 12, left-right)

\*Correspondence: surname and name of the author, name of the institution, postal address (number, street name, town and country)

E-mail:

e.g.

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**Abstract:** 5 lines at most, in *italics* (the word “**Abstract**” will be in bold).

**Key words:** 5 words at most, in *italics* (the word “**Key words**” will be in bold).

**Introduction:** 5 to 10 lines, in *italics* (the word “**Introduction**” will be in bold).

**Subtitles:** in bold, font TNR 12. Before and after the subtitles you should not leave any space.

**Text:** 1 line spaces

**Footnotes:** throughout the whole article will be used footnotes numbered continuously from one page to another. The papers will have footnotes written as follows: for women authors, the full forename will be mentioned, the paper title (in the language the original paper was published in), in *italics*, publishing house, place, year of publication, page (p.) or pages (pp.), font size: 10.

**Conclusions:** 15 lines at most (the word “**Conclusion**” will be in bold).

**Bibliography:** in decreasing chronological order of the issue date of the papers. For women authors, the full forename will be mentioned, the title of the paper (it will be mentioned in the language the original paper was published in), in italics, publishing house (the name of the publishing will not be translated and it will be put inside quotation marks, followed by the words: Publishing House), place, year of publication.

E.g.

C. Bulai, B. Bulai, *Manual de drept penal. Partea generală*, “Universul Juridic” Publishing House, Bucharest, 2007;

Maria Ileana Muțiu, *Drept civil. Partea generală și persoanele*, “Imprimeria de Vest” Publishing House, Oradea, 2001.

### **Recommendations:**

- Authors should take into account during the writing of the article, that AIJJS magazine where will be published the article addresses to an international audience. Therefore it is necessary to mention that each time the name of the country whose law referred to. For example, it is not sufficient to use terms such as the Civil Code, Official Gazette; correctly is Romanian Civil Code, Official Gazette of Romania;
- The language and the rules used in the article are rules of American English;
- Translating names of the institutions must be done after consulting the name in English Language (if any) or of the official website of the institution. For example, the Official Gazette is translated: Official Gazette of Romania;
- It is not recommended to use abbreviations, except well-known acronyms of institutions (e.g. UNESCO, EU, ECHR etc.).
- can be used abbreviations or Latin words are generally accepted: op. cit., idem, ibidem, cf, apud, etc.;
- After punctuation (., :) always leave space! Do not leave space before punctuation (.,; ");
- Quotations will be placed in quotes (""). For quotations do not use italic characters. After completing quote, marked by quotation marks, footnote will be inserted and only then will put an end to. If the entire sentence / phrase is a paraphrase of a quotation, footnote may be made after the point.

The papers that do not meet the above requirements will not be admitted into the review process.