

JUST-AI Jean Monnet Centre of Excellence
Editorial Guidelines for the JUST-AI Jean Monnet Research
Papers Series
April 2024

To ensure prompt publication in the [JUST-AI Jean Monnet Research Paper Series](#), all submissions should comply with the following guidelines.

I. Abstract

Each submission should include a short abstract which outlines the papers main arguments. Authors are advised to use short and clear sentences and refrain from using acronyms without defining them first (*e.g.*, do not use EDPB without specifying it refers to the European Data Protection Board). Regarding acronyms, please do not include any full points (*e.g.*, write EDPB and not E.D.P.B.). If appropriate, include a list of abbreviation at the beginning of your paper.

The abstract should be **between 150 and 250 words**.

II. Keywords

Please provide at least **ten different keywords** describing your work.

If possible, please do not mention keywords that include more than three words.

If one of your keywords is better known as an abbreviation, please provide it alongside that keyword. For instance, write: generative artificial intelligence (GenAI).

I. Length of Submissions

Submissions should be no longer than **10'000 words, including footnotes**. Submissions exceeding this word-limit will not be excluded, but the review process may be longer.

II. Structure

Consistency in the organizational logic of your sections is paramount. Please be consistent when organizing your manuscript into sections. If you choose to organize your sections into sub-section, please write a paragraph introducing each of these subsections to help the reader understand the sub-structure. If possible, please **do not go beyond three levels of titles within one section**. These should be numbered as follows: **first level (1, 2, 3...); second level (1.1., 2.1., 3.1...), third level (A, B, C...)**.

Use descriptive title instead of mere numbering.

Steer clear of long blocks of uninterrupted text, lengthy headings, and overly intricate tables and figures that risk losing the readers' attention.

III. Language and number

When drafting your research paper, please **maintain clarity and conciseness** in the text by **minimizing unnecessary repetition**. The arguments should be presented in a **clear and logical manner**.

Please **avoid parochial references** such as “our legal system”. Instead, specify people, places, institutions, and other entities in full to ensure clarity for international readers.

Ensure that **no language or expression** in your writing could be interpreted as **racist, sexist, derogatory toward any religion or creed, or otherwise offensive to readers**.

Please **avoid the use of gender-specific pronouns** (such as “he”, “his”, “him”, etc.) when referring to individuals of both genders by, e.g., pluralizing the references, repeating the noun, using the passive voice, or occasionally using both pronoun forms.

Please **spell out numbers** up to and including ninety-nine and use figures from 100. Note that compound numbers should be hyphenated.

Please **separate using commas in numbers of four digits** or more (e.g., 1,000).

Please always **use figure for units of measurements** (e.g., 30 kilometers), **dates** (4 July), **ages** (40 years old).

Please **spell out approximate number**, even if higher than ninety-nine (e.g., at least a hundred), at the beginning of a sentence (e.g., two thousand people maybe more).

Please **round numbers of a million or more**.

IV. Spelling and Hyphenation, British or US Style, Quotation

You are free to **choose to follow the British or US style**, as well as how you spell and hyphenate words. In case of doubt, please consult a dictionary.

Please ensure consistency with your choice throughout the text.

If you choose **US style**, please use **double quotation marks** first (“...”). If the excerpt you plan to quote contains a quotation, use double quotation marks first and then single quotation marks (“...‘...’...”).

If you choose **British style**, please use **single quotation marks** first (‘...’). If the excerpt you plan to quote contains a quotation, use single quotation marks first and then double quotation marks (‘...“...”...’).

If you choose **US style**, please formulate dates as: month, day, year, and include a comma before and after the year (e.g., July 4, 2024).

If you choose **British style**, please formulate dates as day, month, year (e.g., 4 July 2024).

V. Capitalization

Please limit the use of capitalized letters. Reserve capitalization for proper nouns and the initial letters of the full formal names of institutions, organizations, buildings, and similar entities. Do not use capital letters for common nouns (e.g., the Louvre Museum, but a museum in Paris).

VI. Use of italics, Roman, and Bold text

Use **italics** for foreign words and for books, papers, works of art, decisions (either administrative or judicial), etc. Do not use italics for the names of places and institutions, even if written in a non-English language (e.g., write “the Belgian Cour de cassation” and not “the Belgian *Cour de cassation*”).

You can also use **italics to emphasize, support or underline a passage of text.**

Please *do not* use **bold text to do so.**

VII. Reference

Please make sure that all references are complete and consistently follow the **OSCOLA reference style.**

VIII. Table and figures

Each **table or figure must be labelled in the text** (e.g., see table 1.1.).

Ensure that your **tables and figures are numbered consistently**, so that they reflect the appropriate section of your manuscript (e.g., the first figure in the second section should be numbered figure 2.1).

IX. Copyright

It is your responsibility to ensure that any third-party material you intend to reproduce has been cleared for copyright permissions, or to obtain permission to reuse copyrighted material in your work.

X. Review

Each submission will undergo a **rigorous, double-blind review process.** Authors will receive the reviews **within 15 working dates following the date of submission.** If the reviewers recommend changes to the first draft, authors will be expected to submit a second draft, including the recommended changes, **within 15 working days following the date when the review was communicated.**
