

## **Publishing instructions for authors**

### **I. General publishing information**

#### **1. Manuscripts and letters:**

It is a prerequisite for submitting a manuscript to the editorial office that the work must not have been published before or submitted for publication elsewhere. It is up to the editors to decide whether to accept the manuscripts. The author bears exclusive academic responsibility for the content of the individual articles.

To ensure high quality, the articles are subject to a peer review process before publication in the Journal for Public Law (ZÖR).

#### **2. Submitting manuscripts:**

Manuscripts for all areas of the journal must be submitted in an up-to-date word-processing format and sent to the editors by email (Univ.-Prof. Dr. András Jakab and Univ.-Prof. Dr. Sebastian Schmid at the editorial address: <[zoer@plus.ac.at](mailto:zoer@plus.ac.at)>). The topic must be chosen in consultation with the editors.

#### **3. Address for correspondence:**

Please include the following at the end of your article:

*Text sample: Correspondence:* Title *First name, surname*, any titles, postal address, country, <email address>.

ORCID: <https://orcid.org/0000-0002-0294-2910>.

#### **4. Galley proofs:**

Our typesetters will email these to you directly as a PDF file after you have forwarded your manuscript; please print out the file, correct it legibly and return it to the Production department at Verlag Österreich within five working days after receipt (Ms Petra NASCHENWENG, email: [p.naschenweng@verlagoesterreich.at](mailto:p.naschenweng@verlagoesterreich.at)). Please limit your corrections to the strict minimum (typos, etc.) and avoid making any costly reformulations, additions, deletions, etc.

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#### **6. Complimentary copies/print runs:**

The authors shall be sent by post one complimentary copy of the corresponding journal as well as 30 production run copies of their work after publication by Verlag Österreich. The point of contact is Ms Barbara Öckhl-Veronik, tel.: +43 (0)1 610 77-407, email: [b.ockhl-veronik@verlagoesterreich.at](mailto:b.ockhl-veronik@verlagoesterreich.at).

#### **7. Master data sheet:**

In order to send the complimentary copies, we require you to provide us with some personal data. Please fill in the master data sheet including the "Copyright Transfer Statement" (Literar-Mechana, transfer of rights to use the work and granting of rights) and send it to Verlag Österreich (Ms Petra NASCHENWENG, email: [p.naschenweng@verlagoesterreich.at](mailto:p.naschenweng@verlagoesterreich.at)).

## **II. Formatting requirements and citation guidelines**

### **1. Design and citation guidelines:**

ZöR articles must be laid out according to the design and citation guidelines of our [Style Guide](#) or the [MS Word style sheet](#) for articles. You can download this from the ZöR journal area on the Verlag Österreich website ([www.verlagoesterreich.at](http://www.verlagoesterreich.at)).