

## Publisher's leaflet for authors

### I. General publication information

#### 1. Manuscripts and letters:

A prerequisite for submitting a manuscript to the editorial office is that the work has not yet been published or submitted elsewhere for publication. The editorial board decides on the acceptance of manuscripts. The author bears sole scientific responsibility for the content of the individual contributions.

To ensure quality, contributions are subjected to a peer review process before they are published in the JMG.

#### 2. Submission of manuscripts:

Manuscripts for all sections of the journal are to be submitted by e-mail in a standard word processing programme to the editorial office (Univ.-Prof. Mag. Dr. Michael GANNER, Mag. Dr. Thomas PIXNER LL.M.) at [redaktion-jmg@verlagoesterreich.at](mailto:redaktion-jmg@verlagoesterreich.at). The choice of topics is to be made in consultation with the editorial staff.

#### 3. Photograph and curriculum vitae:

*Information for the author's page (max. 350 characters):*

*Text example:* Dr. Max Mustermann, lawyer in Vienna, formerly assistant at the Institute for Commercial and Securities Law at the University of Vienna, specialist publications in particular EU state aid law and EU subsidies, [max.mustermann@kanzlei.at](mailto:max.mustermann@kanzlei.at).

*Electronic author photo:* JPG file with a minimum resolution of 300 dpi, if applicable with reference to the copyright holder.

*Short info for the contribution page:*

*Text Sample: Correspondence:* Dr. Max Mustermann, lawyer in Vienna, [max.mustermann@kanzlei.at](mailto:max.mustermann@kanzlei.at), ORCID: <https://orcid.org/0000-0002-0294-2910>.

Please send the information by e-mail to the responsible editor.

#### 4. Proofs:

You will receive these directly from our typesetter by e-mail (PDF file) after submitting your manuscript; please correct them legibly and return them to the production department of Verlag Österreich (Mr. Gerald MUTHER, E: [g.muther@verlagoesterreich.at](mailto:g.muther@verlagoesterreich.at)) within 5 working days of receipt. Please limit your corrections to what is absolutely necessary (errors, etc.) and avoid costly rewording, additions, deletions, etc.

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

We require some personal data from you for the dispatch of the free copies and the processing of the fee. Please complete the master data sheet including the "Copyright Transfer Statement" (assignment of rights of use and granting of rights to Literar-Mechana) and send it to Verlag Österreich (Gerald MUTHER, E: g.muther@verlagoesterreich.at).

## **II. Guidelines for essays and decisions**

### **1. Form requirements for essays**

- a) Title. Short and catchy title, subtitle if needed.
- b) Preface. 300-550 characters (incl. spaces) preface that draws the reader's attention to the problem and content. For the table of contents, in addition, a brief summary (1-2 sentences that arouse the reader's interest).
- c) Descriptors and standards. Up to 8 keywords relevant to the contribution (e.g. duty to inform, ELGA, data protection, etc.) and the legal passages dealt with by the decision (e.g. § 54 ÄrzteG, etc.).
- d) Author. First name and surname. (Title, function, place are described in more detail in the section "Authors". The author must provide the relevant information.
- e) Length. As a rule, the essay should have about 20,000 keystrokes including spaces (this corresponds to about 4 printed pages).

- f) Outline (intertitles). Heading structure: 1., 1.1., 1.1.1. The outline depth should not exceed three levels. The outline density should be such that a subheading appears on at least every second page.
- g) Highlighting in the text should be in italics or **bold**. Please use these only for individual words or parts of sentences; larger parts of the text are highlighted by indentation (e.g. quotation from legal text).
- h) Enumerations: are shown with - (dash).
- i) Tables and figures: Please indicate approximately where these should be placed in the text. Tables should be created with table headings in Excel and saved as separate numbered files. Illustrations are to be submitted in JPG or TIFF format with a resolution of at least 300 dpi.

## **2. Formal requirements for decision papers**

- a) Title
- b) Court, date, case number (OGH 23.3.2022, 1 Ob 42/22s)
- c) Descriptors:
- d) Norms: e.g. § 2 KAKuG, § 1298 ABGB, § 83 StGB
- e) Decision text
- f) Gloss
- g) Author: First name and surname.
- h) Practical tip “from the patient’s/health care point of view”: Each decision should be accompanied by a note in which the legal aspects and effects of the decision on Health care practice are elaborated.

## **3. Citation**

Contributions are to be written according to the principles of jurisprudential work. An international or national standard applies.