Guidelines for Authors

A. Submission
Please send your article as an Email appendix in a workable format (.doc, not .pdf) to: zlw-redaktion@uni-koeln.de.

B. Structure
Please structure your article clearly. Please keep in mind that the ZLW journal appears in a small format (DIN A 5). Titles and subtitles will give a better guidance to the reader. Recommendable is one title/subtitle every 100-200 words. The article should be structured as follows:

A., I., 1., a., aa.

The article should not exceed a volume of ca. 15 pages / 4500 words.

C. Content

I. Abstract
Please write an abstract/introduction of your article, which contains 100-200 words and faces the most important issues of your article. Your article should begin with the abstract/introduction.
II. Historical Review
Historical Reviews should only be part of your article if necessary and should be formulated in the required briefness.

III. Summary
Please conclude your article with a short Summary/Conclusion (100-200 words).

D. Formal Requirements
Please type your article in font size 12 p. and font Times New Roman. Use only the formats fat and italic. Especially do not use small caps, no automatic numbering, no page-, row-, or any other breaks and no bookmarks. Graphics cannot be displayed. Please use non-breaking space for quoting statutes, like “Art. 7 GG” or “§ 433 II BGB”. Therefore please press „cmd“ + „Shift“ + „space bar“ or „ctrl“ + „Shift“ + „space bar“.

I. Author
At the author’s name should be added an asterisk footnote „*“ that states the occupational title and field of the author.

II. Abbreviation in Continuous Text
In principle no abbreviations are used in the continuous text, except from:

- German Court Names (e.g. BVerfG, BGH, BVerwG etc.)

- Statutes, Regulations, Institutions or Reports, which are abbreviated in the everyday language (e.g. ARC Report, CFR for U.S. Code of Federal Regulation etc.)

- Common Abbreviations like etc., e.g. ...

III. Italic in Continuous Text
Latin Expressions (lex specialis, status quo etc.) as well as proper names of natural persons (James Smith etc.) should be formatted italic. Companies and legal persons are not italic (e.g. International Institute of Air and Space Law).
E. Footnotes
Footnotes should be inserted by using the tools „insert“-“footnote“, thus they will appear in the continuous text as superscripted as well as at the end of the page as footnote text. In the footnote text, please put a tab between each footnote sign and the following footnote text. Please note, that each footnote has to end with a full stop. If Court Decisions are published in ZLW, please quote the ZLW. It is also recommendable to quote other publications from the ZLW if thematically matching. Contents of the ZLW can be found at zlw.heymanns.com.

I. Court Decisions

German Judgments:
Name of the court (abbreviation), type of decision (Urteil / Beschluss), from date, file reference, journal of publication, year of publication, page.

Example:
VG Köln, Urteil vom 7.05.2014 – 20 K 3837/13, NJW 2014, 345.

US Judgments:
Name of the Case, official reporter volume number official reporter name (abbreviated) first page of that case in the official reporter; (if available) regional reporter volume number regional reporter name (abbreviated) first page of that case in the regional reporter, court, year.

Example:

II. Journals
Authors last name, title of the article, in: name of the journal year, page.

Example:
III. Textbooks
Authors last name, title of the book, page.

Example:
Miller, Air and Space Law, p. 384.

IV. Commentary
Authors last name, in: editors, title of the commentary, page.

Example:
Miller, in: McDonald/Cook/Wood (eds.), Commentary on Air and Space Law, 675.

Thank you very much for your cooperation!
Your ZLW editorial office

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