

## STYLE GUIDELINES FOR CEJ

The following style guidelines are meant to help authors prepare works for submission to CEJ. More information can be found on our website ([www.cej-online.com](http://www.cej-online.com)) or any questions may be directed to [info@cej-online.com](mailto:info@cej-online.com).

### FORMAT

Each edition revolves around a common theme, with all articles presenting a unique viewpoint. Please check our website to find out what the theme will be for our next edition. Authors may choose to submit topic articles, white papers, case studies, reviews, or student works. A topic article is a longer work that provides in-depth analysis of an issue relevant to the overall theme of the edition. A white paper is shorter and presents facts surrounding an issue currently faced by the industry. Case studies examine recent innovations or solutions that have been found through actual practice. A review is a short report on recent conferences, symposia, or forthcoming or recently published books or articles about compliance or ethics.

### LANGUAGE

All works must be written in English. Standard American English is suggested so that each article appears in a uniform manner.

### AUTHORS

CEJ does not restrict who can or cannot be an author. We regularly publish articles from academics, business and legal professionals, and students.

### LENGTH

There is no minimum or maximum word count. Manuscripts can range from anywhere between 5 and 20 pages.

### AUTHOR BIOGRAPHY

At the very beginning of the article, the author should include a short biography, including any relevant work experience, publications, presentations, or other professional engagements. The author may choose to acknowledge any contributors who helped research, write, or edit the manuscript.

## ABSTRACT

For longer works, a brief abstract describing the piece should be included after the author biography. It should serve as an introduction to the ideas raised within the piece.

## TABLE OF CONTENTS

If the article is divided into sections, a table of contents should be placed after the author biography and abstract, but before the article begins. The general outline style is: Roman numerals (I, II, III), capital letters (A, B, C), Arabic numerals (1, 2, 3), lower case letters (a, b, c), lower case roman numerals (i, ii, iii).

## SUBMISSIONS PROCEDURE

The submissions deadline for each edition can be found on the CEJ website. An extension might be granted in certain cases if the request is made early enough. All final works must be sent before the submissions deadline in a Word document via email to Michele DeStefano and Dr. Hendrik Schneider. They can be reached at their personal email addresses or at [info@cej-online.com](mailto:info@cej-online.com).

## CITATIONS

It is the duty of the authors to avoid plagiarism by properly citing any text containing information obtained from outside sources. A citation is necessary if you are *directly* or *indirectly* referencing a source. CEJ has access to a plagiarism checking software that can highlight any sections of an author's work that were derived from other works. To avoid plagiarism, a footnote should be placed at the end of the sentence and the source should be given in the footnote. Even if you referenced a source once before in the article, any subsequent references to the same source must also be cited. Our preference is for all footnotes to adhere to the rules set forth in *The Bluebook: A Uniform System of Citation* (20th ed. 2015). We understand that not all authors are familiar with the Bluebook style and we will work with authors so that sources are properly cited. A simple word of caution: if you are in doubt about whether a footnote is necessary, play it safe and add one anyway.

## EXAMPLES OF CITATIONS

The following overview features the most common types of sources that are cited:

### Books:

- Author's first and last name (written in small caps), Title (written in small caps), exact page number cited and the following information in parentheses:

editors (if applicable), edition (if applicable), year published.

- Example: MICHAEL L. BENSON & SALLY S. SIMPSON, WHITE-COLLAR CRIME 5 (Chester Britt et al eds., 2009).
- Example of a chapter within a book: David Nelken, *White-Collar and Corporate Crime*, in *The Oxford Handbook of Criminology* 628 (Mike Maguire et al eds., 5th ed. 2012).

#### Journal Articles:

- Author, title of the article (in italics), volume, name of the journal (in small caps), first page that the article appears on, exact page that is being cited, year (written in parentheses).
- Example: John Hasnas, *A Context for Evaluating Department of Justice Policy on the Prosecution of Business Organizations: Is the Department of Justice Playing in the Right Ballpark?*, 51 AM. CRIM. L. REV. 7, 14 (2014).

#### Websites:

- Author, title of the article (in italics), main title page of the website, date and time it was published (enclosed within parentheses), and the URL. If there is no indication of the date and time the article was published, include the last date the website was visited in parentheses directly following the URL.
- Example: Chad Bray, *Compliance Shake-Up at R.B.S. as General Counsel and 3 Others Leave Bank*, New York Times (Jan. 15, 2015, 10:34 AM), <http://dealbook.nytimes.com/2015/01/15/r-b-s-compliance-shakeup-as-general-counsel-3-others-leave-bank>.

#### Cases and Statutes:

- We recognize that each jurisdiction has its own citation methods for cases and statutes. For this reason, please keep references to these items in their regular format.