



Full Time LL.M. Thesis 2016/2018 Referencing style:

1. General Information

Please use the **LL.M. thesis sample** and take into account this manual for your thesis.

If you do not know how to use the template, you can also use your own template. However, the following basic conditions should be complied:

- Font: Times New Roman
- Font size: Text 12pt, footnotes 10pt
- Line spacing: 1.5
- Border: use marginal formatting (left: 2.5cm, right: 2.5cm, top: 2.5cm, bottom: 2cm)
- Formatting: Justified
- characters 60'000 - 90'000 (including spaces and footnotes)

Please note: Should you intend to publish your thesis you **MUST** use the LL.M. template.

A comprehensive work of the legal scientific work can be found in the following work:

FORSTMOSER PETER / OGOREK REGINA / SCHINDLER BENJAMIN, Legal work: A guide for students, 5th edition, Zurich 2014.

2. Title / Structure

Title and structure shall be short and precise. The following numeration shall be used (see also LL.M. thesis sample):

- 1. Level:** I., II., III., ...
- 2. Level:** 1., 2., 3., ...
- 3. Level:** a), b), c), ...
- 4. Level:** aa), bb), cc), ...
- 5. Level:** aaa), bbb), ccc), ..

If possible please follow this 5 Levels structure

3. Highlights

To give emphasis to words and or phrases use *italics*. For names of authors/editors (both in the text and in the footnotes) always use SMALL CAPITALS (Ctrl+Shift+Q). Please avoid other graphic style if possible.



4. Abbreviations

Please use only a few and very common abbreviations such as "e.g.", "EU", "EFTA" etc. Unusual abbreviations shall be explained at first.

5. Citation

a) General

References to literature and case law must be listed in footnotes. Full citation (word-by-word quotes) shall be put in "quotation marks" followed by a footnote. Ordinary citations shall be made in the end of sentence or paragraph (footnote after the dot).

b) Literature and materials

Literature shall be placed in the beginning of the thesis. Additional / separate material / literature shall be added at the end of the thesis.

c) References in the text

References within the text shall refer to the relevant subtitles and not the page: See above, II.1.a) bb).

d) Monographs

Monographs mentioned first time in the text shall be made with full surname, first name, book title, edition, place and year of publication (SCHWEITZER MICHAEL/HUMMER WALDEMAR, Europarecht, 3. Aufl., Neuwied/Frankfurt 1990).

In subsequent citations, the short versions shall be given (with Bibliography in the beginning: SCHWEITZER/HUMMER, 56 ff.). However, it is important to ensure that the short version is uniform and distinctive.

Structure of the references in the footnotes:

Surname First name, year of publication, page number (s).

e) Collective works

Reference to collective works such as commentaries etc. shall be made with specification of the author (with surname and first name), article title, editor (without first name), main title, digest of articles title, place of publication, year of publication, and page number of the quoted text as well as total number of pages (MUSTER MAX, Soll der schweizerische Insiderartikel demnächst wirklich als hinkender exotischer Zwitter einbetoniert werden?, in: WALDBURGER/BAER/BERNET/NOBEL (Hrsg.), Wirtschaftsrecht zu Beginn des 21. Jahrhunderts, FS Peter Nobel, Bern 2005, 583 ff.)

Structure of the references in the footnotes:

Surname First name, year of publication, page number (s).

f) Journals

Reference to the Journals shall provide surname, name, title of the article, journal and year of publication, beginning page ff. (WEBER ROLF H., Eigentum als Rechtsinstitut, ZSR 1978 I, 161 ff.)

Structure of the references in the footnotes:

Surname First name, year of publication, page number (s).



g) Newspaper articles

Reference to the newspaper articles shall be made by the following way: STOFFEL WALTER A., Nennwertlose Aktien für die Schweiz?, NZZ vom 19. Mai 2001, Nr. 161, 29 f.

Structure of the references in the footnotes:

Surname First name, year of publication, page number (s).

h) Commentaries

Citation of the commentaries shall be made in short form:

BaK-BEARBEITER, Art. XX, N YY

BK-BEARBEITER, Art. XX, N YY

ZK-BEARBEITER, Art. XX, N YY

It is presumed that the latest edition of the commentary has been quoted. Thus the edition, place, and year of publication shall not be mentioned (BK-WEBER, Art. 97 OR, N 133).

i) Materials

EC acts shall be quoted as following:

- Richtlinie 98/59/EG zur Angleichung der Rechtsvorschriften der Mitgliedstaaten über Massenentlassungen, ABI L 225 vom 12. August 1998, 16.
- Verordnung (EG) Nr. 139/2004 des Rates vom 20. Januar 2004 über die Kontrolle von Unternehmenszusammenschlüssen, ABI L 24 vom 29. Januar 2004, 1.
- Mitteilung der Kommission über die Regeln für die Einsicht in Kommissionsakten in Fällen einer Anwendung der Artikel 81 und 82 EG-Vertrag, ABI C 325 vom 22. Dezember 2005, 7.

Structure of the references in the footnotes:

- Bundesblatt: BBl 2006, 1877 ff.
- Amtsblatt der Europäischen Union: ABI L 149 vom 11. Juni 2005, 22
- Mitteilungen/Vorschläge etc. der Kommission: KOM (2005) 204 endg. vom 24. Mai 2005.
- Art. 219 OR; Art. 54 EGV; Art. 17 Richtlinie 98/44/EG; Art. 10 Abs. 2 lit. a Verordnung (EG) Nr. 1891/2006; Art. 8 THG
- The Embassies of the Federal Council shall be listed in full at their first occurrence: Botschaft des Bundesrates vom 26. Juni 2002 über die Revision des Nationalbankengesetzes, BBl 2002, 6087 ff.

j) Legislation

- Decisions of the Swiss Federal Courts: BGE 123 II 122 ff. oder genaue Fundstelle des Urteils: BGE 123 II 122 E. 3a S. 130.
- Judgements of the European Tribunal: EuGH, Urteil vom 17. Oktober 1996 in der Rechtssache C-485/94.
- Judgements of the European Court of the First Instance: EuG, Urteil vom 22. Januar 2006 in der Rechtssache T-23/05.



- Journals: EuZW 2007, 23 oder NJW 1999, 45.

k) Internet sources

An organization's website should be cited as follows:

Federal Statistical Office, Country Portraits, European Countries: Retrieved from <<http://www.bfs.admin.ch/bfs/portal/de/index/international/laender.html>>.

We consider the specification of the expired date as irrelevant since deleted information would be no longer accessible for the reader

Blog articles are cited as follows:

VASELLA JUANA / JEKER KONRAD, legal blogs: room for new entrants, 23 January 2012. Retrieved from <<https://www.plaedoyer.ch/artikel/d/juristische-blogs-spielraum-fuer-neueinsteiger/>>.

In the case of the “Jusletter”, the author, the contribution title and the number (WEBER ROLF H., Medienrecht und Kommunikation, Jusletter, 30 October 2006, R 32) are sufficient; an indication of the Internet address in this case is superfluous.

6. Further instructions

- Please distinguish dash (–) from hyphen (-):
 - o He's won the election—granted, there was only a low turnout—but he's won! (dash)
 - o Art. 7-8 (hyphen)
- When specifying the data month shall be stated as a word (f.ex., 9th December 2006).
- In the footnote text a Tabulator shall be used after the footnote number. The footnote text must always begin with a capital letter and is completed with a dot.
 - o Exceptions: If the footnote begins with www, then it shall be www (not Www).
 - o If the footnote ends with an abbreviation, then there is no additional dot needed
- Illustrations (graphics etc.) shall be made in a graphic or excel program in (black / white or grayscale).
- The following rule shall be applied to the footnotes in the text: When there is a reference to the whole sentence in the footnote, the footnote paragraph shall be made after the final punctuation. If the footnote refers only to the particular word or phrase, the footnote paragraph shall be made before the final punctuation.
- If the quote refers to more than one page, it shall be f. or ff. respectively. Between a page number and f. or ff. shall be a distance (Art. 28 ff. ZGB)
- Articles of the legislation with numbers and letters: there is no distance between the number and letter (Art. 28a ZGB (not correct Art.28 a ZGB)).