

Guidelines for Authors

1. Goals of the Journal

The Journal will serve following main goals:

- Popularization of the ADR forms;
- Facilitation and promotion of intensive scientific research by means of holding writing competitions on specific topics as well as other means to stimulate scholarship;
- Identification of the successful practitioners and scholars in the area of ADR and raising awareness among the general public about their activities;
- Acquainting Georgian legal community with the global tendencies in ADR. Provide translations of seminal events and articles;
- Carrying out research on the effectiveness of ADR and presenting the result to interested audience;
- Promoting active involvement of students in ADR related activities. Organizing writing competitions for students and publication of winning articles in the Journal.

2. Circle of Authors

NCADR Journal includes articles covering all branches of jurisprudence. The following persons are authorized to submit articles or other material:

- Georgian Higher Education Professors and Teachers;
 - University's all degree students and post-graduates
 - Scientists engaged in law sphere and lawyers in private practice
- Other authors to prepare publications on different matters on instructions of editorial board.

3. Research Spheres

Articles can be presented in the following spheres:

- Alternative Dispute Resolution Historical Tradition in Georgia
- Judicial Mediation in Georgia/
- Specialized Mediation in Different spheres (Bank, insurance, notary, medical, consumer's and so on) and their development perspectives in Georgia.
- Mediation Institution implementation problematic in Georgia.
- Arbitration practice in Georgia and abroad.

4. Procedure and Form of Submission

An author should present his/her article in *Microsoft Word* through e-mail and should include the following data:

- a) author's full name
- b) article name
- c) contact details and e-mail address
- d) date of submission

Georgian version of article should be in *AcadNusx-12*, foreign-language articles - *Times New Roman-12*, footnotes – same font size 10; spacing – 1; indent by one *Enter* instead of Tab; styles

should be equal and no hyphens are allowed. Right indent – 4 cm; pagination – each page, lower right corner.

Structure of article should be developed not only through numeration of chapters, but also subtitles of issues to be discussed. When dividing an article in chapters, subchapters and sub-subchapters Arabic numerals should be used, e.g. 1.; 1.1.; 1.1.1. etc., introduction and conclusions should be given separately.

Text mainly should be in third person; while express his/her own position, an author should try to avoid telling in first person.

Article should not have the references (sources are given as footnotes).

5. Citation and Footnote Technique

Footnotes should involve the sources of citation (quotation) and factual circumstances.

No abridgements of words, names and titles are allowed in text and in footnotes, except for the universally known ones (e.g. paragraph — §, for example – e.g., reference – ref.

Etc).

If an article includes abbreviation first should be given the full version of it, and then abbreviation in parentheses (e.g. German Civil Code (hereafter “GCC”); accordingly, frequently used names of conventions, laws etc. should be shortened using key words, i.e. first should be given the full version of it, and then key words in parentheses (e.g. EU Convention for Human Rights (hereafter “the Convention”).

- When using **legal act**, its full name and source it has been published should be given in footnote, as well as date and page.

- When using **literary sources**, the following data are required to be included in footnote:

1. for a **book** – author’s surname, first letter of first name, title of book (no quotation marks), number of part, section, volume (if necessary), place and year of publication, page number (without “p”).

2. for an **article from collection** – article author’s surname, first letter of first name, title of the article (no quotation marks), title of collection (no quotation marks), editor, number of part, section, volume (if necessary), place and year of publication, page number (without “p”).

3. for an **article in a journal (newspaper)** - — article author’s surname, first letter of first name, title of the article (no quotation marks), type of periodical in brief (magazine, newspaper) title (in quotation marks), number of copy, year (month, date), page number (without “p”).

All bibliographic elements of foreign sources should be in original language, or in language the author have read in (indicating appropriate official translation).

Literature in western European languages shall amount not less than four fifths of the total number of cited scientific sources, except the cases derived from the particularities of the topic.

Unified system should be maintained regarding footnotes: author and the work title should be emphasized (e.g. author – italic, other information – ordinary fonts, italic should be used also for all surnames used, e.g. editor), besides each units (except for surname and first name initial) should be separated by comma and at the end of footnote should be a point.

Materials obtained through Internet should have relevant webpage and date of updating; In case of an article, author’s surname, article title, webpage and date are required. E-address should be in <....> last updated in brackets [...].

4. For decisions of international court and foreign countries: Court of Justice

e.g. Case 16/62, Van Gend en Loos, [1963] ECR 95.

European Court of Human Rights

e.g. Kostovski v. The Netherlands, [1990] ECHR (Ser. A.), 221.

International Court of Justice

e.g. Maritime Delimitation and Territorial Questions Between Qatar and Bahrain, [1995] ICJ Reports, 6.

Names of cases and decisions on them should be used in Georgian (Italic). Full versions can be given in original language in text, or as a footnote with the following order: party vs. party, year, publisher, page, court.

e.g. for Great Britain courts: case *Argyll v. Argyll*, [1967] 1Ch 302,324, .332));

for US courts: case *Brown v. Board of Education*, 347 US 483 (1954)).

5. for decisions of **national courts** official national style should be maintained. In case of absence of equal national approach, the author should follow the following basic rule:

When using Georgian court decisions, the events should be emphasized - 1. Decision is published; 2. Available in official electronic source; 3. Accessible only in court archive – and unified approaches should be developed.

6. Documents of International Organizations

Official style of International Organizations should be used (see official sites).

7. Conventions and International Agreements

Conventions and International Agreements should be cited, e.g. 1985 Vienna Convention for the Protection of the Ozone Layer, International Legal Materials, 1985, 1520. Reference should be given when a quote is in quotation marks and footnote is in accordance with above mentioned rules. When citing source of paraphrasing or separate opinion, the word “see” or “compare” should be used. “Compare” is used when author wants to cite different opinion.

In basic text references to information or analysis necessary for the achievement of the goal or related to work title can be made. References to additional information can be made in footnote.

Foreign terms and expressions shall be included in footnote if the work does not aim to determine the origin of this term.

The following quotation marks are to be used: `~ in Georgian text, and ~.~ in foreign text.

Punctuation marks at the end of quotation, such as point, semicolon, colon or dash should be used only after quotation marks. Question mark and exclamation mark or dots - before quotation mark, if it belongs to the word or words included in quotation marks, and after quotation mark, if it belongs to entire sentence along with the word or words included in quotation marks.

When there are simultaneously several punctuation marks, quotation mark and footnote mark with word, the following order should be adhered to: 1. quotation mark, 2. punctuation mark, 3. footnote mark; and at the end of quotation (i.e. sentence): 1. quotation mark, 2. punctuation mark,

3. footnote mark. Two quotation marks should not be written together. In case of parentheses, the different forms of it can be used;

Dash and hyphen should be identified. Hyphen is short line with no intervals before or after it, while dash is longer line and intervals are required before and after it;

When indicating an author or work that has just been mentioned in the footnote, the following cases should be outlined:

a) “idem” – when indicating an author or work that has just been mentioned in above footnote. After “idem” (if necessary) the different data should be indicated (volume, year, page);

b) when indicating an author or work that has been mentioned in previous footnote, and not in the above one, the full name of source can be indicated with page, or number of that footnote, in which the source has been last mentioned with relevant page number (e.g. see footnote 15, 20).