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C. Main Text

I. General Information

Keep in Mind: If the paper in question is a Bachelor or Master's Thesis, please take into account the additional requirement formalities of the Examinations Office of the Faculty of Arts and Humanities (Prüfungsamt der Philosophischen Fakultät). Exam information can be found on their website (<https://phil-fak.uni-koeln.de/studium/bachelor/bachelorarbeit>, <https://phil-fak.uni-koeln.de/studium/master/masterarbeit>, only in German).

1. Formalities

- o Use a consistent font (e.g. Times New Roman).
- o Italics should only be used for special emphatic purposes.
- o Text pages (not including cover page and table of contents) must be numbered.
- o All abbreviations must be explained upon their first use in the text. Only a limited amount of abbreviations should be used.

Example: Supreme People's Court (cited below as: SPC)

- o Date specifications must be consistent.

Example: October 1, 2015 *or* 1 October 2015

2. Citing Articles of Laws and Regulations

If you mention a law or regulation (with its respective articles and sections/paragraphs) in the main text **for the first time**, the complete title of the law must be included in the main text, followed by the article in question. The law or regulation is to be cited in the same language as the main text. Further information corresponding to the citation of laws and regulations should be included **in the footnotes** (see CII 4. a), as well as how the law will be cited later in the paper.

Citation in the main text: Name of law + relevant article and section (x) clause (Cl.) number (No.)

Example of first entry: Art. 2 Labour Contract Law of the People's Republic of China

Example of further entries: Arts. 4 (2), (6) LCL

3. Using Footnotes

Every footnote ends on a **full stop**. Footnotes are placed after the respective punctuation of the sentence or section.

4. Usage of Chinese Terms in the Main Text

When using and/or explaining Chinese terms in the main text, use Chinese characters followed by a translation in English. Do not use Pinyin transcriptions.



There are two possible citation methods for using Chinese terms:

Example of term use in a footnote: The term sunshine judiciary¹ characterizes ... in the PRC ...

1 Chinese: 阳光司法.

Example of term use in the main text: ... When explaining legal norms the terms system (制度) or principle (原则) are often used ...

II. Citations

1. General information:

- o The following is applicable to books, journal articles, newspaper articles, legal norms, and court decisions: If a **printed version** of the work exists, this should be cited. If no printed version of the work is at hand, a reference to an internet location must be given if possible.
- o **Indicate** the page number and/or **the source** which you are referencing **as precisely as possible**.
- o If you cite a Chinese title, a personal translation of the title into the language in which the paper is written must be included. Existing English translations should only be adopted after thorough assessment.

2. Literature

a) Books

Citation in the bibliography

Author's name(s) (in italics, non-Chinese names: Given name and surname, Chinese names: Surname and given name; separate multiple author names with commas), title, edition, place of publication, year.

Example: *Björn Ahl*, Chinese Courts and Criminal Procedure: Post-2013 Reforms, Cambridge, 2021.

Example of Chinese title: *Cheng Xiao* (程啸), Tort Law (侵权责任法), Beijing, 2011.

Citation in footnotes

Author's surname (italics) year, page number (from–to, if applicable).

Example: *Cheng* 2011, 293.

b) Journal Articles



Keep in mind: Do not abbreviate journal or periodical titles. Always use the full name.

Example: Hong Kong Law Journal (not: HKLJ)

Citation in the bibliography

Author's name(s) (in italics, non-Chinese names: given name and surname, Chinese names: surname and given name; separate multiple author names with commas), title, in: name of journal, volume (Vol.), number (No.), year, page number (from–to).

Example: *Björn Ahl*, Retaining Judicial Professionalism: The New Case Guiding Mechanism of the Supreme People's Court, in: *The China Quarterly*, Vol. 217, 2014, 121–139.

Example of Chinese title: *Zhou Wei* (周伟), Interpretation of Law through Cases (通过案例解释法律), in: *Contemporary Legal Science* (当代法学) 2009, No. 2, 139–146.

Note: Chinese journals often use issue numbers during the same publication year, which are relevant for page numbering, thus it is imperative to quote these.

Citation in footnotes

Author's surname(s) (in italics; separate multiple author names with commas), year, page number (from–to, if applicable).

Example: *Zhou* 2009, 142.

c) Chapters in edited volumes

Citation in the bibliography

Author's name(s) (in italics, non-Chinese names: Given name and surname, Chinese names: Surname and given name; separate multiple author names with commas), Title, in: Name of Publisher (italics) Publisher identification (ed(s).), Title, (Edition), Place of Publication, Year, Page number (from–to).

Example: *Randall Peerenboom*, Between Global Norms and Domestic Realities. Judicial Reform in China, in: *John S. Gillespie, Penelope Nicholson* (eds.), *Law and Development and the Global Discourses of Legal Transfers*, Cambridge, 2012, 181–201.

Example of Chinese title: *Shen Weixing* (申卫星), Amendments and Transfers of Contracts (合同的变更与转让), in: *Cui Jianyuan* (崔建远) (ed.), *Contract Law* (合同法), 2nd Edition, Beijing, 2000, 125–126.

Citation in footnotes

Author's surname(s) (in italics; separate multiple author names with commas), Year, Page number (from–to).



Example: *Peerenboom* 2012, 200–201.

d) Law Commentaries

Citation in the bibliography

Publishers name(s) (in italics, separate multiple author names with commas) (Editor: Name (italics)), Title of the Commentary, Edition, Place of Publication, Year.

Example: *Ulrich Battis, Michael Krautzberger, Rolf-Peter Löhr* (Commentator: *Michael Krautzberger*), Building Code Commentary, 11th Edition, Munich, 2009.

Additional footnote citations

Surname(s) of Publishers - (Hyphen) Year edited, commented article, margin number, if relevant.

Example: Battis/Krautzberger/Löhr-Krautzberger 2009, Art. 35, margin number 37.

3. Newspaper Articles

Keep in Mind: Newspaper articles that include the author's name are cited in the same way as journal articles. Newspaper articles without the author's name must be fully detailed in the footnote, but not in the bibliography.

First citation of newspaper articles without author's name in a footnote

Title (when citing sources that are not in German or English, include the German/English translation first with the original title following in parentheses), Name of newspaper (German/English translation first, include the name in pinyin transcription instead of a translation if applicable, original title in parentheses), publishing date, page number if available, link to electronic source if available, and date the source was accessed.

Example: The „Abnormal“ Teenager from Chongqing (重庆“不正常”青年), Nanfang Zhoumo (南方周末), 18 October 2012, <http://www.infzm.com/content/81990>, accessed on 28 January 2013.

Further citation of newspaper articles without author names in footnotes

Name of newspaper (German/English translation first, include the name in pinyin transcription instead of a translation if applicable, original title in parentheses), publishing date, page number if available.

Example: Nanfang Zhoumo 18 October 2012.

4. Websites



Keep in Mind: Contributions from websites including author's names are cited in the same format as journal articles. Contributions from websites that do not include the author's name must be fully detailed in the footnote, but not in the bibliography.

Citing websites without author name in footnotes

Title (when citing sources that are not in German or English, include the German/English translation first with the original title following in parentheses), document type (e.g. speech, video, etc.), publishing date, link to electronic source if available, date the source was accessed.

Example: Conflict of Laws: Reference Materials, 2014, <http://cgc.law.stanford.edu/english-law-summaries/conflict-of-laws-list/>, accessed on 5 June 2015.

5. Laws, administrative regulations, local regulations and judicial interpretations of the Supreme People's Court

Keep in Mind:

Legal norms that belong to neither German nor Chinese law are cited in their appropriate legal standard. This standard can, for example, be located on the page of the respective legislating body.

a) Laws

Name of law (when citing Chinese legal norms, include the German/English translation first with the original title following in parentheses), day on which the law was adopted, source (should be an official source if possible), location of German/English translation if available (Specify citation of further entries in parentheses where relevant).

Example: Contract Law of the People's Republic of China (中华人民共和国合同法) 15 March 1999, http://www.npc.gov.cn/wxzl/wxzl/2000-12/06/content_4732.htm, accessed on 2 May 2014 (cited below as: CL).

b) Administrative and local regulations

Keep in mind:

Administrative regulations refer to regulations on all administrative levels.

Name of regulation (when citing Chinese legal norms, include the German/English translation first with the original title following in parentheses), day on which the regulation was adopted, issuing authority (in the event it is not evident in the name of the norm), source (should be an official source if possible), German/English translation if available (Note citation type of further entries in parentheses where relevant).



Example: Regulations on Procedures for the Formulation of Rules (规章制度程序条例), 16 November 2001, issued by the State Council of the PRC (中华人民共和国国务院), Beida Fabao.

c) Judicial Interpretations of the Supreme People's Court

Name of judicial interpretation (include the German/English translation first with the original title following in parentheses), day on which the interpretation was adopted, Supreme People's Court (if not evident by the name of the interpretation), source (should be an official source if possible), location of German/English translation if available (citation of further entries in parentheses where relevant).

Example: Provisions of the Supreme People's Court regarding the Publication of Decisions by the People's Courts on the Internet (最高人民法院关于人民法院在互联网公布裁判文书的规定), 13 November 2013, <http://www.chinacourt.org/law/detail/2013/11/id/147242.shtml>, accessed on 23 April 2014 (cited below as Publication Provisions).

d) Public International Law

Signing contracting party (in the event of a bilateral contract), name of contract (include the German/English translation first with the original title following in parentheses), date of signing, document number (if existent), source (citation of further entries in parentheses where relevant).

Example of a bilateral contract: Hong Kong, China - New Zealand, Hong Kong, China - New Zealand Closer Economic Partnership Agreement, 1 January 2011, http://www.tid.gov.hk/english/trade_relations/hknzcep/text_agreement.html, accessed on 10 December 2013 (Economic Partnership Agreement).

e) Conventions and other Documents (e.g. documents issued by the United Nations)

Name of UN committee, Name of session from which the document originated, day of signing/occurrence, document number (if available (Note citation type of further entries in parentheses where relevant).

Example of a convention: Committee on the Rights of Persons with Disabilities, Third Session, Convention on the Rights of Persons with Disabilities, 13 August 2010, CRPD/C/4/2, <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>, accessed on 4 May 2014.

Example of other documents: UN Human Rights Council, Eleventh Session, Report of the Human Rights Council on Its Eleventh Session, 29 June 2009, UN Doc A/HRC/11/37.



6. Court Judgments

Keep in Mind: If you cite the contents of court decisions, you must always cite the original. Secondary sources should not be used to cite court cases.

a) Chinese and German Court Judgments

Court name (original name of Chinese courts in parentheses), case name (if existent, original name of Chinese cases in parentheses), date of ruling, source (should be an official source if possible), page number (from-to) if existent (citation of further entries in parentheses where relevant).

Example of a German Court Judgment: Federal Constitutional Court 3.7.2007, BVerfGE 188, 244.

Example of a Chinese Court Judgment: Intermediate Court of Xiamen (厦门市中级人民法院), Chaorui Technologie LLC Xiamen vs. Liao Yanyan (Labour Dispute) (厦门超锐科技有限公司诉廖燕燕劳动争议案(劳动争议案)) 21.12.2009, Beida Fabao (cited below as: Chaorui vs. Liao Yanyan).

b) Judgments by International Courts

Court name, case name and phase of procedure, case number, date of ruling or date of the respective phase of procedure that the document originated from, document number (if existent), source.

Example: International Tribunal for the Law of the Sea, Southern Bluefin Tuna Cases (New Zealand v. Japan; Australia v. Japan), Joint declaration of Vice-President Wolfrum and Judges Caminos, Marotta Rangel, Yankov, Anderson and Eiriksson, Case No. 3 & 4, 29 August 1999, [https://www.itlos.org/fileadmin/itlos/documents/cases/case_no_3_4/Joint_Declaration.27.08.99 E.pdf](https://www.itlos.org/fileadmin/itlos/documents/cases/case_no_3_4/Joint_Declaration.27.08.99_E.pdf), accessed on 4 May 2014.

c) Common Law Judgments

For the citation of common law system verdicts, please refer to: "The Bluebook: A Uniform System of Citation", current edition: 21rst.

D. Bibliography

- The bibliography succeeds the main text and includes all literature used to prepare it.
- Neither laws, court cases, nor newspaper articles that do not state the author's name are to be included in the bibliography.
- Literature used must be listed in alphabetical order according to the authors' surnames.



E. Translations

I. General Information

If you decide to prepare your own translation of texts (e.g. laws or court decisions), these translations are to be included as an appendix.

Keep in Mind: It is by no means compulsory to translate a complete collection of laws for a written paper. Translation is encouraged for those who enjoy it, and if they deem it necessary/appropriate for their work.

II. Presentation of Translations

- o **Title:** The translation begins with the title of the translation.
- o **Text in two columns:** Original Chinese text in the left column, German/English translation in the right column
- o When translating **legal norms** (laws, regulations, etc.), it is important to include by which committee they were issued, when they were announced, and when they were implemented.
- o When translating **court decisions**, include the name of the court, the name of the case (if existent), and the date of the decision.
- o The **name of the translator** must be included subsequent to the translation.

Example (by: Rogier Creemers): Planning Outline for the Construction of a Social Credit System (2014-2020) (Translation), in: China Copyright and Media, 2015, <https://chinacopyrightandmedia.wordpress.com/2014/06/14/planning-outline-for-the-construction-of-a-social-credit-system-2014-2020/>, accessed on 5 November.24.

Planning Outline for the Construction of a Social Credit System (2014–2020)

社会信用体系建设规划纲要 (2014—2020年)	Planning Outline for the Construction of a Social Credit System (2014-2020)
社会信用体系是社会主义市场经济体制和社会治理体制的重要组成部分。它以法律、法规、标准和契约为依据，以健全覆盖社会成员的信用记录和信用基础设施网络为基础，以信用信息合规应用和信用服务体系为支撑，以树立诚信文化理念、弘扬诚信传统美德为内在要求，以守信激励和失信约束为奖惩机制，目的是提高全社会的诚信意识和信用水平。	A social credit system is an important component part of the Socialist market economy system and the social governance system. It is founded on laws, regulations, standards and charters, it is based on a complete network covering the credit records of members of society and credit infrastructure, it is supported by the lawful application of credit information and a credit services system, its inherent requirements are establishing the idea of an sincerity culture, and carrying forward sincerity and traditional virtues, it uses encouragement to keep trust and constraints against breaking trust as incentive mechanisms, and its objective is raising the honest mentality and credit levels of the entire society.

Translation: Rogier Creemers