

As you write your book or chapter - Legal Tabling for Authors

*These are only required for **law practitioner titles** and **law textbooks**, and not for research focused books.

If you wish to include legal tables, please inform us when you submit your manuscript. Please also check your contract to find out who is responsible for preparing the tables. If it is you, then please submit the list together with your final manuscript. You will be required to insert the correct page numbers once the manuscript has been typeset.

How to present your legal tables

Your legal tables should consist of headings and, where appropriate, sub-headings. All legal tables entries should be in alphabetical order with page references in strict numerical order. Sub-headings should also be in strict alphabetical order, excluding prepositions, indefinite and definite articles, each one starting on a fresh line and indented with a **tab space** (→ |) from the left margin. A level 1 sub head would need one tab space, a level two would need two, etc. There should be a **single line space** between each alphabetical section. Please do not alter the Word document's page margins and instead rely only on tab indents to denote these sub-entries. Please make **sub-headings bold**, so typesetters have an easier time coding the tabling.

Tip: you can turn on **formatting marks** in Word to check your tables before submission . The symbol is under 'Home'. This will show you any unwanted spaces and visualise the tabs.

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Thirteenth Council Directive 86/560/EEC of 17 November 1986 on the harmonisation of the laws of the Member States relating to turnover taxes - Arrangements for the refund of value added tax to taxable persons not established in Community territory, OJ 1986/L 326/40 **20, 120-30**

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