



## **Note from the Editorial Committee - Guidelines for authors**

The epi-Information is a regular publication sent to more than 11,000 Professional Representatives before the EPO. With the object of maintaining and improving quality of the epi-Information, the Editorial Committee has adopted following Guidelines for authors.

### **Introduction**

The *epi-Information* is a regular publication sent to nearly 12,000 potential readers. Nearly all of those – more than 11,000 – are the Professional Representatives before the EPO, which are members of the epi. It goes without saying that such a large audience has the right to a publication that meets the standards of quality that our Profession is proud to represent.

In view thereof, the Editorial Committee has adopted following Guidelines for authors. These Guidelines are intended for supporting authors in drafting papers and will be used by the Editorial Committee in reviewing draft papers. They are intended as the “Rules of Procedure of the Editorial Committee”.

### **Contents**

1. Contributions to the epi-information are addressed to Professional Representatives before the EPO. This applies to level of background knowledge, content and the international character of the audience.

2. Contributions to the epi-information may be news and information from the epi, articles, book reviews, letters and announcements. The articles and book reviews focus on European patent practice in its widest sense, including information on other jurisdictions deemed relevant for European patent practice.

3. Announcements include announcements from the European Patent Office, from other professional, non-commercial organisations in the field of intellectual property and from further third parties. Announcements from further third parties will be considered as advertisement, unless the Editorial Committee decides otherwise.

### **Format of contributions**

1. Articles may be submitted in English, French or German. Articles shall contribute to the permanent education of Professional Representatives.

2. Articles shall have a maximum length of 3000 words. The Editorial Committee may decide to allow longer articles if it is of the opinion that the article is highly relevant and the length is appropriate for the content.

3. Articles shall start with an abstract in English. A French and German translation of the abstract shall be published at the end of the article. Support may be provided for such translation.

4. Articles shall address a point of law, of procedural or material nature. Articles shall end with a conclusion or discussion section, providing a summary of the reasoning of the article.

5. Reference to Case Law of the Board of Appeal is highly preferred, where an article addresses a subject of European Patent Practice. When addressing Case Law, the article shall contain an analysis or summary of one or more relevant decisions, such that this decision can be followed by a Professional Representative without reading it in detail.

### **Format of other contributions**

1. Other contributions shall be in English.

2. Letters shall have a length of at most 500 words. Book reviews shall have a length of at most 1200 words (2 pages in the epi-information). Announcements shall have a length of at most 600 words (1 page in the epi-information). The Editorial Committee may decide to deviate from these maximum lengths, or to shorten a contribution.

3. Such contributions shall be informative, clear and not longer than appropriate in respect of their content.

### **Role of Editorial Committee**

1. The Editorial Committee is responsible for the content of the epi-information. It may invite epi-members and others to provide a contribution on a subject deemed relevant.

2. The Editorial Committee decides on publication of a contribution. A contribution will be (a) accepted as such (b) conditionally accepted if amended to meet the guidelines (c) likely accepted if rewritten (d) refused.

3. The Editorial Committee will inform authors of its decision. When conditionally accepting a contribution, the Editorial Committee may do amendment proposals. When requesting rewriting, the Editorial Committee shall provide a reasoned statement with suggestions. When refusing, the Editorial Committee shall provide a reason.

4. Refusal of a contribution is to be foreseen when the contribution would offend morality, is of a clearly commercial nature and/or is not relevant to European patent practice in its widest sense. Refusal shall also be foreseen for any contribution constituting a complaint to a decision of the EPO in relation to a specific case in which the author or his firm was involved as a representative. A contribution may furthermore be refused for editorial reasons, for instance if several contributions on a single subject are submitted.

5. When taking decisions, the Editorial Committee shall not merely address quality or brilliance, but also shall provide a forum for any opinion on European Patent Practice, particularly from the community of Professional Representatives.

6. Decisions of the Editorial Committee are not open to debate or discussion.