

Helga Pedersen  
Moot Court Competition



# WRITTEN SUBMISSIONS GUIDELINES

HELGA PEDERSEN  
MOOT COURT COMPETITION

14<sup>th</sup> Edition | 2025 - 2026

**elsa**

The European Law Students' Association



## Written Submission Guidelines for Participants

*These guidelines shall assist the teams while preparing their Written Submissions. They form an integral part of the Rules and thus must be followed.*

### 1. Written Submissions

- 1.1 Please read Section 4 and Appendix 2 of the Rules for the general instructions.
- 1.2 The title of the Word and PDF documents shall include the Team number, the party represented (Applicant or Respondent) and the name of the Case, as follows:  
HPMCC\_Team001\_ComplainantWS\_20252026.doc
- 1.3 The scoring of the Written Submissions can be up to 40 points in total. The Bench has to consider the following points, each weighing equally:
  - i) identification of legal issues and relevant legal framework;
  - ii) knowledge of ECHR and relevant case law;
  - iii) quality of legal analysis and persuasiveness of arguments;
  - iv) and style.
- 1.4 The Teams shall refrain from signing the Written Submissions with the names of the Team members.

### 2. Form Requirements

- 2.1 Format your document according to the Form Requirements at the commencement.
- 2.2 The Written Submissions must comply with the following formatting and page-limit instructions (the cover page shall follow the template provided by ELSA International):
  1. Paper size: A4;
  2. Font style: Times New Roman;
  3. Font Size: headings–14pt, main body-12pt;
  4. Margins: 2.54cm;
  5. Line spacing: 1.5;
  6. Maximum pages: twenty, excluding the content listed below;
  7. Footnotes font style and size: Times New Roman 10pt; and
  8. Text colour: #000000
- 2.3 Either use *track changes* as this will help you keep a record of changes or use a draft document system (e.g. HPMCC\_ComplainantWSsubmission\_Draft #22).



### **Written Submission Guidelines for Participants**

- 2.4 Always create a minimum of two backup electronic copies of your work.
- 2.5 Double-check your Written Submissions before dispatch to ensure they comply with the Rules.
- 2.6 Each set of Written Submissions shall be saved and submitted as a single and separate Word and PDF document.
- 2.7 In the Written Submissions, the Case must be referred to as it is titled, i.e. “[Applicant] [Respondent]”.
- 2.8 Each set of Written Submissions shall be titled “Written Submissions [Party] - [Team number]”.
- 2.9 The “track changes” option must be disabled in each set of Written Submissions.

### **3. Contents of the Written Submissions**

- 3.1 The Written Submissions must include:
  - a) A cover page in accordance with the template uploaded to the Website (with the given Team number, the name of the Case and the type of document);
  - b) A one-page summary of the submissions (in bullet points);
  - c) A table of contents;
  - d) A list of references;
  - e) A list of any abbreviations used; and
  - f) The Substantive Part, not exceeding 20 pages.

### **4. Footnotes and referencing**

- 4.1 Pleading is allowed in the footnotes, but not advised. Footnotes shall primarily include references to books, articles et cetera, and shall not include explanations of the main text (sentences). Improper use of footnotes, including excessive or inappropriate pleading in the footnotes, will be penalised.
- 4.2 The style of referencing shall be unified and give a clear indication of the used source.



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4.3 Endnotes are not allowed.

4.4 Correct footnote:

Janis, Kay and Bradley (2008), p. 19.

4.5 Correct referencing:

Books:

Janis, Mark W./ Kay, Richard S./ Bradley, Anthony W., European Human Rights Law: Text and Materials, 3rd edition, Oxford University Press, 2008.

Articles:

Battjes, Hemme, The European Court of Human Rights and immigration: limits and possibilities, European journal of migration and law; vol. 11, nr. 3, 2009.

Case law:

Axel Springer AG v Germany, app. no. 39954/08

*We wish the best of luck to all participating teams,*

**Inês Ribeiro**

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Vice President in charge of Competitions

International Board of ELSA 2025/2026