Council of Europe
Conseil de l'Europe ✦ ✦ ✦

EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

(VENICE COMMISSION)

Sending Bulletin contributions (précis) and full-texts of decisions by E-mail

1.   Sending of E-mail messages

If you wish to send your contributions to the Bulletin (précis) and other texts (full texts of decisions, descriptions, etc.) to the Secretariat in Strasbourg by E-mail you should use the following address:

michelle.remords@coe.fr

This is the address of Ms Remords, who will then distribute the texts within the Secretariat.

Please indicate clearly in the message what you are sending, especially if you send several items in one e-mail (e.g. how many précis, full texts, court descriptions, leading cases, updating of constitutions or laws on the constitutional court, you have sent). This enables us to check whether we have extracted all the information from the e-mail. If you send the same texts on diskette or on paper, please announce this in the e-mail as well. Please do indicate your country in the subject area of the E-mail. This greatly facilitates handling all the e-mails we receive. A subject line could be "**MDA Bul 1998/2 3 precis + 3 full texts**" meaning that this is the contribution from Moldova to Bulletin 1998/2 containing 3 précis as well as 3 full texts.

We will send you a reply message as soon as we have received your e-mail.

2.   Presentation of contributions

Contributions to the Bulletin on Constitutional Case-law should, preferably, be keyed in using the input mask in order to avoid a long cleaning process of the files for the final presentation of the Bulletin. As a matter of fact, this is done by macros which can only function correctly if the files do not contain any formatting codes.

3.   Encoding of files

Most e-mail software nowadays automatically ensures that all texts are transmitted correctly. Should you use older e-mail software, please consider the following (check with the computer expert for your system): please note that only plain text in English characters (ASCII) can be sent via Internet E-mail without further treatment in the body of the message or as an attachment. Any other text which contains non-ASCII characters of the ANSI character-set (e.g. French accents or German Umlaute) have to be encoded prior to sending by E-mail. The same holds true if you wish to send a word-processing file (e.g. a WordPerfect or MS-Word document). These files equally contain non-ASCII characters which have to be encoded for transmission as an attachment even if the text of the document were to consist only of characters of the English alphabet.

There are mainly three methods of encoding for Internet: MIME/base 64, UUENCODE/UUDECODE and BINHEX. The computer system of the Council of Europe is capable of automatically decoding messages which arrive in the MIME/base 64 and UUENCODE standard. On the other hand, BINHEX has to be decoded manually. Thus, whenever possible you should use the MIME/base 64 or UUENCODE standards

4.   Compression of files

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