

RAOUL WALLENBERG INSTITUTE JOURNAL STYLE GUIDELINES

ELEMENTS OF STYLE

PUNCTUATION

FIGURES AND NUMERALS

FOREIGN AND LATIN WORDS

ITALICISING

MONETARY AMOUNTS

DATES AND TIME

HEADINGS

QUOTATIONS

CITATIONS

REFERENCES AND CROSS REFERENCES

REFERENCES – EXAMPLES

ELEMENTS OF STYLE

1. British English spelling should be used.
2. The preferred reference source is the Oxford English Dictionary.
3. The preferred font and size for text and footnotes are Times New Roman 12 pt and Times New Roman 10 pt, respectively.
4. Do not use bold or underline formats to emphasise a word or sentence. Words should only be emphasised using italics, sparingly.
5. When beginning a new section the first paragraph should not be indented, however, subsequent paragraphs should be indented.

PUNCTUATION

1. One space after each punctuation mark is sufficient. That is, after a full stop (.) there should only be one space.

FIGURES AND NUMERALS

1. Spell out the numbers from one to ten (except in pages, legislation, dates and other similar references); use numerals for numbers 11 and higher. Also use numerals throughout for dates and times.
2. For percentages spell out the word per cent. For example, eight per cent, not 8%.
3. Spell out fractions. For example, two-thirds or three-quarters.
4. Page ranges should be separated by an en dash. For example, pp. 26–46.

FOREIGN AND LATIN WORDS

1. Foreign and Latin words should be italicised.

ITALICISING

1. Italics are used for emphasis. Do not use bold or underline formatting for emphasis.
2. Italics should be used sparingly. If they are used too often the emphasis will be weakened.
3. Foreign and Latin words should be italicised.
4. All case names should be italicised, however, the word case and the v. should not be italicised. For example, *Hermes v. FHT Marketing* case.
5. All signals should be italicised in footnotes. Such signals include *see*, *see also*, *cf.*, *contra*, *but see*, *but cf.*, *see generally*, *et seq.*, and *e.g.*

MONETARY AMOUNTS

1. Do not use dollar signs, use USD (US dollars), SEK (Swedish Kronor), EUR (Euro), etc. This abbreviation should be placed directly before the amount it refers to. For example, EUR 100.

DATES AND TIME

1. For dates including day, month and year use the following format, 1 January 2003.
2. If only month and year is included use the following format, January 2003.
3. If only month and day is used use the following format, 1 January.
4. Years should be separated by an en dash. For example, 1980–1986.

HEADINGS

1. Authors are asked to use only three levels of headings, although four can be accommodated. They should be numbered consecutively and formatted as in the example. The first letter of all words should be *capitalised*, except prepositions and articles.

Example: 1. **Democracy within States**
 1.1. *Key Principles and Institutions*
 1.1.1. Civil and Political Rights

QUOTATIONS

1. *Direct* quotations should be enclosed in double quotation marks (“ ”) and run on in the text.
2. Single quotation marks (‘ ’) are used to distinguish words, concepts or short phrases under discussion.
3. For larger sections of quoted text (*i.e.*, anything over five lines) use block quotes: set these off from other text by adding a blank line above and below the section, and indent the block of text on the left and right by five points. Reduce type size to 10 pt. These larger sections, or ‘block quotes’, should be enclosed in quotation marks.
4. Quotation marks should come before all punctuation, except where the whole sentence is a quotation.
Example: He said “I agree with you”. “Don’t do it.”
5. Where the quoted material begins with a capital but is being placed in the middle of a sentence and the letter should grammatically be lower case, place the letter in square brackets and change to lower case.
Example: As explicitly stated in Article 20 “[a]ny propaganda for war shall be prohibited by law”.
6. Omission points
 - a. Use to designate that the quoted material has omitted information (usually only in a sentence).
 - b. Should be styled as three spaced points (full stops), with a space before the first point and a space after the last point.
 - c. When used within quotations, omit all punctuation (including full stops) immediately prior to the omission points.
 - d. It is *unnecessary* to include omission points at the beginning of a quote if the first letter of the quoted material is in lower case. The lower case letter denotes that the quote comes from the middle of a sentence.
Example: Article 6 also states that the right to life “shall be protected by law”.
Article 50 states that the “. . . Covenant shall extend to all parts of federal States without any limitations or exceptions”.

CITATIONS

When citing the following general guidelines should be observed:

- When in doubt, provide all information – it is easier and faster to cut than to hunt down minutiae.
- If there is one footnote in a sentence the footnote should follow all punctuation. However, when there is more than one footnote the footnotes should be placed after the idea, quote, article, etc, *except* for the last footnote, which should follow all punctuation.
Examples: Article 6 can be said to predate the Covenant by many years.¹²
Both case law¹³ and customary practice illustrate this point.¹⁴
- Do not use endnotes; use footnotes (bottom of page).
- All footnotes should end with a full stop.
- Footnotes should be in Times New Roman 10 pt.
- Do not make reference within the text to other parts of the text using page numbers. Use section headings, numbers/letters, or a prose description of the part of the text you wish to refer to.
- The following abbreviations should be used:
 - pp. = pages
 - p. = page
 - para. = paragraph
 - paras. = paragraphsExample: pp. 25–27.
- *et seq.* is preferred to ff.
- All signals should be italicised in footnotes. Signals (for example: *see*, *see also*, *cf.*, *but see*, etc.) should not be separated from the rest of the citation by a comma, except for *e.g.*
Examples: *See Rispoli v. Italy*, 30 October 2003 . . .
E.g., J. Klabbbers, ‘*The Concept of Treaty* . . .

REFERENCES AND CROSS REFERENCES

1. When referring to a previously cited work use the following format: author's surname, *supra* note . . . and give the number of the footnote in which the work was first cited.
Example: Bogdan, *supra* note 8.
2. When referring to a previously cited case use the following format: case name, *supra* note . . . and give the number of the footnote in which the case was first cited. Note: long case names should be shortened appropriately.
Example: *Lockerbie* case, *supra* note 2.
3. When referring to a previously cited work or case but referring to a different page or paragraph than what was originally cited indicate the page or paragraph referred to.
Examples: Crawford, *supra* note 10, p. 25.
Rispoli v. Italy, *supra* note 6, para. 18.
4. When referring to a work cited *immediately above* the citation in question, and with the same page number, use the following: *Ibid.* Remember: use *ibid.* only for immediately preceding references, otherwise, use *supra* note.
5. In cases such as no. 4 above, but with a different page number indicate the page referred to.
Example: *Ibid.*, p. 4.

REFERENCES – EXAMPLES

References should adhere to the specifications below, in accordance with the publisher's requirements. Most importantly, our ability to furnish missing bibliographic information on sources is limited by time constraints. The guidelines below have been simplified greatly with respect to the publisher's guidebook in order to facilitate adherence.

1. *Website/Internet references*

For journal articles, books, case law, newspaper articles, and other documents accessed via the Internet simply cite as normal adding the URL (website address) in angle brackets (omitting http://) and the date the material was accessed *to the end of the citation*. For example:

Legality of the Threat or Use of Nuclear Weapons, 8 July 1996, ICJ, Advisory Opinion, paras. 61–63, <www.icj-cij.org/icjwww/icasess/iunan/iunanframe.htm>, visited on 29 October 2003.

If the material does not lend itself to the above mentioned citation format provide the following information in this order:

- a. The capitalised initial of the author's first name and middle name (if applicable), followed by the author's surname (If relevant) *and/or* issuing institution, group, etc. (if relevant)
- b. Title of document in italics.
- c. URL (website address) in angle brackets omitting http://.
- d. Date that the material was accessed.

2. *Articles in journals*

The following information should be contained in this order:

- a. The capitalised initial of the author's first name and middle name (if applicable), followed by the author's surname.
- b. The name of the article enclosed in single quotation marks.
- c. The volume number.
- d. The name of the journal in italics.
- e. The year in parentheses.
- f. Page(s)/paragraph(s) directly referred to or the page range of the article.

Examples:

R. O'Keefe, 'The Admission to the United Nations of the Ex-Soviet and Ex-Yugoslav States', 1 *Baltic Yearbook of International Law* (2001) p. 170.

O. Spiermann, 'Humanitarian Intervention as a Necessity and the Threat or Use of *Jus Cogens*', 71:4 *Nordic Journal of International Law* (2002) pp. 530–534.

3. **Books**

The following information should be contained in this order:

- a. The capitalised initial of the author's first name and middle name (if applicable), followed by the author's surname. If an article has two authors their names should be separated by the word *and*. If an article has more than two authors, list only the first author, followed by *et al*.
- b. The title of the book in italics.
- c. The publisher, the place of publication and the year of publication in parentheses.
- d. Editor and editors should be specified as: (ed.) and (eds.) respectively.
- e. Page(s) or paragraph(s) referred to (if applicable).

Example:

L. Holmström (ed.), *Concluding Observations of the UN Committee on the Elimination of Racial Discrimination* (Kluwer Law International, The Hague, 2002) pp. 77–79.

4. **Chapters in books**

The page reference at which the cited chapter begins should always be specified *or* specify the specific page(s) referred to.

Example:

A. Eide, 'Cultural Rights and Minorities: Essay in Honour of Erica-Irene Daes', in G. Alfredsson and M. Stavropoulou (eds.), *Justice Pending: Indigenous Peoples and Other Good Causes* (Kluwer Law International, The Hague, 2002) p. 83.

5. **Case law:**

The following information should be contained in this order:

- a. Case name in italics, excluding 'v.' which should be in roman.
- b. Parties to the case if *not* included in case name, in parentheses.
- c. Date of judgement.
- d. Issuing court, this can be abbreviated if the court is well known internationally. For example, ECHR, ICJ, etc.
- e. In the absence of any indication to the contrary the cited case is a judgement on the merits. Any variation from that should be stated. For example, advisory opinion, a dissenting opinion, provisional measures or if it has some other unique characteristic.
- f. Reference or application number (if applicable).
- g. Source, however, if accessed by Internet cite appropriately, see above.
- h. Page(s) or paragraph(s) referred to (if applicable).

Examples:

International Court of Justice:

Arrest Warrant of 11 April 2000 (Democratic Republic of the Congo v. Belgium), 8 December 2000, ICJ, Provisional Measures, *I.C.J. Reports 2000*, p. 182.

Legality of the Threat or Use of Nuclear Weapons, 8 July 1996, ICJ, Advisory Opinion, paras. 61–63, <www.icj-cij.org/icjwww/icasess/iunan/iunanframe.htm>, visited on 29 October 2003.

European Court of Human Rights:

Rispoli v. Italy, 30 October 2003, ECHR, no. 00055388/00, para. 26, <hudoc.echr.coe.int/hudoc/ViewRoot.asp?Item=1&Action=Html&X=1030183728&Notice=0&NoticeMode=&RelatedMode=1>, visited on 29 October 2003.

Velikova v. Bulgaria, 18 May 2000, ECHR, no. 41488/98, *Reports of Judgments and Decisions 2000-VI*, para. 92.

Inter-American Court of Human Rights:

The Case of the Mayagna (Sumo) Awas Tingni Community v. Nicaragua, 31 August 2001, Inter-American Court of Human Rights, Series C No. 79, para. 164, <www.corteidh.or.cr/seriecing/serie_c_79_ing.doc>, visited on 29 October 2003.

6. *UN documents, publications, and resolutions*

The following information should be contained in this order:

- a. Author/agency/body (if necessary).
- b. Title in italics (if necessary).
- c. Document symbol or publication sales number in parentheses.
- d. Specific page(s) or paragraph(s) referred to (if applicable).

7. *Newspaper articles*

The following information should be contained in this order:

- a. The capitalised initial of the author's first name and middle name (if applicable), followed by the author's surname.
- b. Title of article.
- c. Newspaper.
- d. Date.
- e. Page or section.

Example:

S. Kishkovsky, 'The Most Dangerous Place in Europe for Journalists', *The International Herald Tribune*, 24 October 2003, p. 2.