
HOUSE STYLE GUIDE



CONTENTS

1. Introduction	4
Copyediting Manuscripts	4
Online Access to Kluwer Author Portal	4
2. Punctuation	5
Colon	5
<i>Blockquote</i>	5
<i>Lists</i>	5
<i>Subtitles</i>	5
Apostrophe	5
Comma	6
<i>Inline Lists</i>	6
<i>Numerals</i>	6
Dashes	6
<i>Interruptions</i>	6
<i>Number Ranges</i>	6
Ellipsis	7
Period	7
<i>Abbreviations with a Period</i>	7
<i>Abbreviations without a Period</i>	8
Quotation Marks and Other Punctuation	8
<i>Single Quotation Marks</i>	8
<i>Double Quotation Marks</i>	9
<i>Block Quotes</i>	9
<i>Commas, Colons, and Semicolons</i>	9
<i>Periods, Question Marks, and Exclamation Marks</i>	9
<i>Square Brackets</i>	9
Typographical Devices (*), (**), (***)	9
3. Mechanics	10
Abbreviations	10
<i>Currency Codes</i>	10
<i>Country Codes</i>	10
<i>Latin Abbreviations</i>	10
<i>Short References</i>	11
Capitalization	11
<i>Proper Nouns</i>	11
<i>Titles and Headings</i>	11
<i>Hyphenated Words in Titles and Headings</i>	12
Internal Cross-References	12
<i>Internal Cross-References in General</i>	12
<i>Internal Cross-References in IELs</i>	13
<i>Ibid.</i>	13

<i>Id.</i>	13
<i>Op. Cit. and Loc. Cit.</i>	13
Italics	13
Lists	14
<i>Block List</i>	14
<i>Inline List</i>	15
Numbers	15
<i>Numerals</i>	16
<i>Ordinal Numbers</i>	16
<i>Spelled Numbers</i>	16
Spelling	16
<i>Oxford-z Spelling (origin Greek –izein)</i>	16
<i>Proper Nouns</i>	17
<i>Foreign Language Text</i>	17
<i>Quotations</i>	17
4. Citations	18
Books	18
Periodicals	19
Electronic Sources	19
US Case Law	20
US Legislation	20
International Case Law and Legislation	20
Short Citations	20
5. Formatting	21
Dates	21
Figures	21
Tables	21
Headings	22

1. INTRODUCTION

This document defines the editorial style used to present content for Kluwer Law International publications. Authors, editors, Kluwer Law International departments dealing with content, and editorial services and project management vendors should consult this document for questions regarding Kluwer Law International editorial style.

COPYEDITING MANUSCRIPTS

Unless other agreements are made, manuscripts will be copyedited as follows:

- **Main Text in Manuscript**
KLI House Style will be applied
- **Text surrounding Citations in Footnotes**
KLI House Style will be applied
- **Citations in Footnotes**
ALWD Guide to Legal Citation Manual rules will be applied. (See [s. 4 Citation Style below](#)).
- **Foreign Text**
Will not be copyedited, but left 'as is'.

The following sections included in the present House Style Guide outline the rules for presenting English text:

- punctuation;
- mechanics;
- citations;
- formatting.

The sections on punctuation and mechanics explain when to use certain grammatical elements, like when to use a period with an abbreviation or when to use an ellipsis. These sections focus on unique features of Kluwer Law International House Style, not basic grammar rules. The citations section explains how to cite references. The formatting section explains how to format the manuscript.

ONLINE ACCESS TO KLUWER AUTHOR PORTAL

Kluwer author portal includes links to the present House Style Guide and to Author Guidelines.
Access here: <http://authors.wolterskluwerblogs.com/>

2. PUNCTUATION

COLON

BLOCKQUOTE

Use a colon before a block quote.

Example:

Article 5(2) states:

Authorised officers entering premises under a warrant may take with them such equipment as they deem necessary. This will include equipment that can be used to enter the premises using reasonable force (for example, equipment that can be used to break locks) as well as equipment that can be used to facilitate the search (for example, computer equipment).

LISTS

Use a colon before a list.

Example:

In particular, these include the relationships in the following spheres:

- organization and management of labour;
 - arrangement of employment at a particular employer (as concerns entering into employment relationship);
 - professional training, retraining and professional development of employees directly with the given employer.
-

SUBTITLES

Use a colon (not a dash) between a title and subtitle.

Example:

The Arab-Israeli Accords: Legal Perspectives

APOSTROPHE

Use 's (apostrophe s) to indicate possession for words that do not end with the letter s. Use only the apostrophe if the word ends with the letter s.

Example:

Bill's book

Iris' book

Exception:

US's

Apostrophes are not used to make a decade plural.

Example:

the 1980s

COMMA

INLINE LISTS

Use a comma between items in an inline list.

Using a comma between the last two items in a list is optional, unless omitting the comma results in ambiguity or a misreading.

If an inline list includes internal punctuation, a semicolon can be used instead of a comma to separate the main items.

Example:

apples, oranges, and bananas

Explanation

The comma between last two items is preferred but not required.

tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts

There are sub-lists within the main list, so the main list items are separated with a semicolon.

NUMERALS

Use commas in numerals greater than 999, but not in page, paragraph, or section numbers.

Example:

1,582

Exception:

p. 1582 or pp. 1582 et seq. or pp. 1582–1586 [No-elision style]

DASHES

INTERRUPTIONS

Use a spaced en-dash to indicate an interruption in a text.

Example:

There was a time – and indeed not very long ago – when things were much different.

NUMBER RANGES

Use a non-spaced en-dash to indicate number ranges.

Example:

2–4

204–209 [No-elision style]

ELLIPSIS

Use an ellipsis i.e. '...' with a space before and after to indicate deleted material from a quotation.

Example:

'This decision ... only seems to allow a negative conclusion.'

Do not use an ellipsis at the beginning of a quotation.

Do not use an ellipsis at the end of a quotation unless the final words of the quotation are deleted.

Example:

Original text:

A provision of this Part which is expressed to apply to, or in relation to, an agreement is to be read as applying equally to, or in relation to, a decision by an association of undertakings or a concerted practice (but with any necessary modifications).

Quotation in manuscript:

A provision for section 2(5) on agreements preventing competition applies to 'a decision by an association of undertakings or a concerted practice ...'.

PERIOD

ABBREVIATIONS WITH A PERIOD

Use a period at the end of an abbreviation if the abbreviation is made by truncating the word.

Word	Abbreviation
Article	Art.
Chapter	Ch.
et cetera	etc.
note	n.
notes	nn.
number	no.
Order	Ord.
paragraph	para.
Professor	Prof.
section	s.
Schedule	Sch.
versus	v. (in case titles)

ABBREVIATIONS WITHOUT A PERIOD

Do not use a period at the end of an abbreviation if the abbreviation includes the last letter of the abbreviated word.

Word	Abbreviation
Articles	Arts
Chapters	Chs
Doctor	Dr
Doctorate of Philosophy	PhD
Mister	Mr
numbers	nos
paragraphs	paras
sections	ss
subsections	subss

Do not use periods in capital letter abbreviations, including country codes, US states, organization names, and currency codes.

Word	Abbreviation
Country Codes	
United States of America	US
United Kingdom	UK
European Union	EU
US States	
Montana	MT
New York	NY
Texas	TX
Organization Names	
North Atlantic Treaty Organization	NATO
North American Free Trade Agreement	NAFTA
Currency Codes	
United States Dollar	USD
Euro	EUR

QUOTATION MARKS AND OTHER PUNCTUATION

SINGLE QUOTATION MARKS

Use single quotation marks to indicate quotations roughly four lines long or less.

Example:

Non-business premises are defined as, 'any premises to which a decision of the Commission ordering the Article 21 inspection relates'.

DOUBLE QUOTATION MARKS

Use double quotation marks for quotes within quotes.

Example:

Section 2(7) of the Competition Act states, 'In this section "the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part';

BLOCK QUOTES

Quotations that are more than four lines long should be formatted as a separate block quote.

Do not use quotation marks for block quotes. If a block quote contains a quote, use single quotation marks.

COMMAS, COLONS, AND SEMICOLONS

Commas, colons, and semicolons are placed outside the end-quotation mark.

Example:

Section 2(7) of the Competition Act states, 'In this section "the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part';

PERIODS, QUESTION MARKS, AND EXCLAMATION MARKS

Periods, question marks, and exclamation marks are generally placed outside the end-quotation mark; however, if an entire sentence is quoted (including the initial capital letter), the period, question mark, or exclamation mark may be placed inside the end-quotation mark.

SQUARE BRACKETS

Square brackets should be used to insert words into a direct quotation.

Note: content inserted within square brackets will be copy-edited.

Example:

'The European Commission Report [on Article 81] explains ...'.

Latin word 'sic' in square brackets should be used to indicate an error in a quoted sentence which appears in the source material.

Example:

'The report on misdemeanours give [sic] an overview of the locus of crime around city centres'.

TYPOGRAPHICAL DEVICES (*), (**), (***)

An asterisk (*) or double asterisks (**), or triple asterisks (***) may be used to indicate author affiliation or other pieces of information that are not included in regular footnotes.

The order of these symbols is: *, **, *** and these should be placed before the first regular footnote.

3. MECHANICS

ABBREVIATIONS

Abbreviations other than short references should not be used in the body of a text, but may be used in footnotes. Some examples include:

Term	Abbreviation in Footnote
Article 1	Art. 1
Chapter 9	Ch. 9
paragraph 5	para. 5
section 2	s. 2
sections 2 and 9	ss 2 and 9
subsection (3)	subs. (3)
subsections (3)-(5)	subss (3)-(5)
Schedule 8	Sch. 8
Order 23	Ord. 23
22 December 2018	22 Dec. 2018

CURRENCY CODES

Use the ISO currency code abbreviations with a space between the abbreviation and numeral.

Visit the [ISO website for a current list of currency codes](#)

Example:

USD 50

EUR 100

COUNTRY CODES

Use the 2-letters ISO country code abbreviations.

Visit the [ISO website for a current list of country codes](#)

Example:

NL

US

LATIN ABBREVIATIONS

Latin abbreviations are appropriate in footnotes and bibliographies. Most Latin abbreviations have become anglicized and are not italicized.

Latin Abbreviation	Latin Word	English Equivalent
cf.	confer	Compare
e.g.	exempli gratia	for example
et al.	et alii	and others
etc.	et cetera	and so forth
i.e.	id est	that is
N.B.	nota bene	note well

SHORT REFERENCES

A short reference is used to avoid repeating a term throughout a text.

To introduce a short reference, use the entire term followed by the short reference in parentheses the first time the term is used.

Term	Short Reference	Introduction of Short Reference
Collective Labour Agreement	CLA	Collective Labour Agreement (CLA)
Green Paper on the Review of the Consumer Acquis	Green Paper	Green Paper on the Review of the Consumer Acquis (hereinafter 'Green Paper')

CAPITALIZATION

PROPER NOUNS

Capitalize proper nouns that are specific names for people, organizations, places, or things. E.g., 'the British State', 'Washington State', 'The White House' but 'state-sponsored acts'.

Always capitalize the phrase 'Member State(s)'.

There are no special rules for capitalizing the word 'state'. It should be capitalized when it begins a sentence, or when it is part of a proper noun.

When some general nouns are followed by a number, the term becomes a proper noun. However, the words *paragraph*, *section*, *subsection*, *page*, and *footnote* do not become proper nouns when followed by a number. These words will be capitalized only if they begin a sentence.

General Noun:	Proper Noun with a Number:	General Noun with a Number:
article	Article 20	
case	Case No. C-33/90	
chapter	Chapter 9	
order	Order 5	
paragraph		paragraph 20(1)
schedule	Schedule 5	
section		section 20

TITLES AND HEADINGS

Capitalize:

- all major words in titles and headings (nouns, pronouns, verbs, adjectives, adverbs);
- prepositions and conjunctions that are more than 5 letters (between, against, because, etc.);
- the first and last words of titles and headings.

If title or heading contains an expression such as 'Before and After' or 'With and Without' both words of the expression will be capitalized for harmony even though one word has less than 5 letters.

HYPHENATED WORDS IN TITLES AND HEADINGS

COMPOUND WORDS

All initial letters of a compound word are capitalized in titles and headings.

Example:

Cross-Border

PREFIX WORDS

Only the initial letter of a hyphenated word is capitalized in titles and headings.

Example:

Pre-existing

INTERNAL CROSS-REFERENCES

INTERNAL CROSS-REFERENCES IN GENERAL

Cross-references refer the reader to other parts of the same publication and should refer to specific heading numbers or footnote numbers. *Cross-references should not refer to page numbers.*

Examples in main text:

... as outlined in Chapter 5 below.
It has been explained in §4.01 above
OR
... as outlined in Chapter 5 *infra*.
It has been explained in §4.01 *supra*

Examples in footnotes:

... as prescribed in Ch. 5 *infra*
See also s. 1.1.1 *supra*
OR
... as prescribed in Ch. 5 below
See also s. 1.1.1 above

Be consistent in the use of either '*supra*' and '*infra*' (italicized) or 'above' and 'below' (not italicized).

Signals '*See*' and '*See also*' should be italicized before any cross-references.

INTERNAL CROSS-REFERENCES IN IELs

Additionally, in *International Encyclopaedia of Laws*, internal cross-references can refer to paragraph numbers.

See also <https://ielaws.com/authors> for general information regarding IELs.

Examples in main text:

(see paragraphs 57–60, *infra*)
(See *supra* paragraph 60, note 56.)
OR
(see paragraphs 57–60 below)
(See paragraph 60, note 56 above.)

Examples in footnotes:

57. See *infra* para. 82.
43. See *supra* n. 34
OR
57. See para. 82 below.
43. See n. 34 above

IBID.

Ibid. (the abbreviation for *ibidem*) may be used in footnotes.

It is used to provide a citation to the same source cited in the immediately preceding footnote.

The first time a work is cited, provide a complete citation. Subsequent citations may use *ibid.*

Example:

¹ George Cumming, Brad Spitz & Ruth Janal, *Civil Procedure Used for Enforcement of EC Competition Law by the English, French and German Civil Courts* 12 (Alphen aan den Rijn: Kluwer Law International, 2007), 112.
² *Ibid.*, 115.

ID.

Id. (the abbreviation for *idem*) is acceptable but *ibid.* is preferred.

OP. CIT. AND LOC. CIT.

The terms *op. cit.* and *loc. cit.* should not be used. These terms should be replaced with '*supra*' and '*infra*' or 'above' and 'below'.

ITALICS

Italicize the following:

- words the author chooses to emphasize;
- case names, including the v. (*Wade v. Roe*);
- foreign words, except for words that have become anglicized.

The following list of words should *not* be italicized in legal writing. Consult *Black's Law Dictionary* for a complete list of anglicized legal terms.

Example:

ad hoc	en banc	N.B.
amicus curiae	et al.	ne bis in idem
certiorari	et seq.	passim
cf.	etc.	prima facie
de facto	habeas corpus	quantum meruit
de jure	i.e.	quid pro quo
de novo	in personam	res gestae
dicta, dictum	in rem	res ipsa loquitur
e.g.	mutatis mutandis	res judicata

LISTS

In all cases, lists must have at least two items. It is acceptable to use *and* or *or* between the penultimate and final list item.

BLOCK LIST

Use a colon before a block list.

Use en-dashes (–) (not bullets) for unnumbered lists, short lists and lists where numbering would suggest an unintended hierarchy.

Where numbering is appropriate, lists and sub-lists should preferably be numbered in the following way:

- level 1: (1), (2), (3) ...
- level 2: (a), (b), (c) ...
- level 3: (i), (ii), (iii) ...

List items should be punctuated:

- either as phrases (use a lower case letter to begin an item and a semicolon at the end of each line item, with a period after the last item);
- or as full sentences (use an initial capital letter to begin an item and a period at the end of each line item).

Examples:

Lower case lists include phrases ending with a semi-colon.

In particular, these include the relationships in the following spheres:

- organization and management of labour;
- arrangement of employment at a particular employer (as concerns entering into employment relationship);
- professional training, retraining and professional development of employees directly with the given employer.

Upper case lists include full sentences ending in a period.

The Antitrust Division has a formal leniency policy under which the first (but only the first) violator to come forward may avoid prosecution, if four criteria are met:

- (1) At the time the corporation comes forward, the Division has not received information about the illegal activity being reported from any other source.

Examples:

- (2) Upon the corporation's discovery of the conduct, the corporation took prompt and effective action to terminate its participation in the illegal activity.
- (3) The corporation reports the wrongdoing with candor and completeness and provides full, continuing and complete cooperation to the Division throughout the investigation.
- (4) The confession of wrongdoing is truly a corporate act, as opposed to isolated confessions of individual executives or officials.

INLINE LIST

Use a comma between items in an inline list.

Using a comma between the last two items in a list is optional, unless omitting the comma results in ambiguity or a misreading.

If an inline list includes internal punctuation, a semicolon can be used instead of a comma to separate the main items.

Example:	Explanation
apples, oranges, and bananas	The comma between last two items is preferred but not required.
tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts	There are sub-lists within the main list, so the main list items are separated with a semicolon.

Where numbering is appropriate, use numbers or letters between parentheses.

Example:

The lecturers will cover (a) competition tax law, (b) copyright law, and (c) labour law.
Or:

Compose three sentences showing the use of (1) quotations, (2) en dashes, and (3) colons.

NUMBERS

Numbers occurring within a paragraph or a series of paragraphs should keep consistency in the immediate context.

In the same sentence or paragraph, items in one category may be given as numerals, and items in another category be spelled out.

Example:

I read four books with more than 400 pages, sixty books with more than 100 pages, and a hundred articles with less than 4 pages.

NUMERALS

Use numerals for:

- units of time or any other measure (e.g., 8:30 am, 75 miles an hour);
- dates;
- numbers greater than ninety-nine (e.g., 120; 1,580);
- statistics (including decimals, percentages, ratios, ages of people, monetary figures);
- numbers in a series (50, 100, and 250 years);
- number spans (2–4; 204–209).

ORDINAL NUMBERS

For rankings and edition numbers, use numerals. Do not use superscript: 1st, 2nd, 3rd, etc.

For other cases, ordinal numbers can be spelled out: first, second, third, etc.

SPELLED NUMBERS

Spell out the following numbers:

- general contexts: numbers from zero to ninety-nine (e.g., three-year period);
- century numbers (nineteenth century);
- fractions (one-third);
- numbers that begin a sentence;
- whole numbers used with *hundred, thousand, hundred thousand, million, billion*, and beyond (e.g., *two hundred; twenty-eight thousand; three hundred thousand; one million*).

SPELLING

Set the language in Word to English (UK) unless US spelling should be used.

OXFORD-Z SPELLING (ORIGIN GREEK *-IZEIN*)

Refer to the Concise Oxford Dictionary; see also Oxford Dictionaries online (<http://oxforddictionaries.com>).

RULE FOR *-IZE* SUFFIX

Oxford spelling takes British spelling of words in combination with the suffix *-ize* in place of *-ise*.

Suffix forming verbs meaning:	Oxford-z spelling examples:
to make or become	privatize
cause to resemble	Americanize
to treat in a specified way	carbonize
to perform or subject (someone) to a specified practice	hospitalize

RULE FOR WORDS ENDING IN *-YSE*

Words ending in *-yse* are not changed by the above rule.

Examples:
analyse
paralyse
catalyse

OBLIGATORY -ISE SPELLING

There is a small group of verbs that must always be spelled with **-ise** at the end and never with **-ize**. Here are the most common ones:

Examples:	
Advertise	Promise
Compromise	Televis
Advise	Exercise
Despise	Revise
Apprise	Improvise
Chastise	supervise
Disguise	Incise
prise (meaning 'open')	Surmise
Comprise	Surprise
Excise	

PROPER NOUNS

Proper nouns, including the names of organizations, retain original spelling.

FOREIGN LANGUAGE TEXT

Kluwer Law International does not undertake copyediting of foreign language text. Any foreign language text will be left 'as is'.



QUOTATIONS

Quotations will be left 'as is' and will not be copy edited except dashes and quotations marks.

4. CITATIONS

Kluwer Law International has adopted the **ALWD Guide to Legal Citation** (ALWD) to ensure uniformity. Below are some examples of common citation.

Signals '*See*' and '*See also*' should be italicized before any citation.

BOOKS

See ALWD section 20 for more details.

The full citation to a treatise, book or other non-periodic work typically contains the below components:

Single Author

Example:

Martha C. Nussbaum, *Sex and Social Justice* 265–66 (1999).

Or

Martha C. Nussbaum, *Sex and Social Justice* 265–66 (Hart Publishing 2d ed. 1999).

Two Authors

Example:

Mark Herrmann & David B. Alden, *Drug and Device Product Liability Litigation Strategy* 262–63 (2012).

Or

Mark Herrmann & David B. Alden, *Drug and Device Product Liability Litigation Strategy* 262–63 (Kluwer Law International 2012).

Multi-volume treatise with multiple authors

Example:

7A Charles Alan Wright et al., *Federal Practice and Procedure* § 1758, 114–15 (3d ed. 2005).

Or

7A Charles Alan Wright, Arthur R. Miller & Mary Kay Kane, *Federal Practice and Procedure* § 1758, 114–15 (3d ed. Sweet & Maxwell 2005).

Editor, but no listed author

Example:

International Family Law Desk Book ch. 8 (Ann Laquer Estin ed., 2012).

Or

International Family Law Desk Book ch. 8 (Ann Laquer Estin ed., Oxford Univ. Press 2012).

Author and editor

Example:

Arthur Linton Corbin, *Corbin on Contracts* § 4.14 (Joseph M. Perillo ed., rev. ed. 1993).

Or

Jeremy Bentham, *Of the Limits of the Penal Branch of Jurisprudence* § 4, 42–44 (Philip Schofield ed., Clarendon Press 2010).

Collected works of one author

Example:

Oliver Wendell Holmes, *Primitive Notions in Modern Law No. II*, in 3 *The Collected Works of Justice Holmes* 21, 30–31 (Sheldon M. Novick ed., 1995).

Or

Oliver Wendell Holmes, *Primitive Notions in Modern Law No. II*, in 3 *The Collected Works of Justice Holmes* 21, 30–31 (Sheldon M. Novick ed., Cambridge Univ. Press 1995).

PERIODICALS

See ALWD section 21 for more details.

Citations to articles in journals, law reviews, newspapers, newsletters, and other periodicals typically contain the below components:

Article in consecutively paginated periodical

Example:

Richard K. Neumann, Jr., *A Preliminary Inquiry into the Art of Critique*, 40 *Hastings L.J.* 725, 740 n. 49 (1989).

Article in nonconsecutively paginated periodical

Example:

Hillary Wandler, *Criminal Law—A Plea of Guilty—A Criminal Defendant’s Right to Withdraw a Guilty Plea Before Sentencing*, 79 *Tenn. L. Rev.* 20, 22 (2019).

Newsletter

Example:

Immigration Appeals Surge in Courts, Third Branch (Admin. Office of U.S. Courts, Washington, D.C.), Sept. 2003, at 5, 6.

ELECTRONIC SOURCES

See ALWD section 31 for more details.

A full citation to an internet site typically contains the below components:

Owner identified in website title, specific date

Example:

American Memory: A Century of Lawmaking for a New Nation, Library of Congress (May 1, 2003), <http://memory.loc.gov/ammem/amlaw/>.

Author, title, website, specific date and time

Example:

Ben Brumfield, *U.S. Military Jettisons Bombs near Australia’s Great Barrier Reef*, CNN (July 21, 2013, 12:02 PM EDT), http://www.cnn.com/2013/07/21/world/asia/australia-reef-u-s-bombs/index.html?hpt=hp_t2.

Blog

Example:

Kay Bauer, *Ten Practical Tips for Effectively Using Retained Expert Witnesses*, Lawyerist (July 5, 2013), <http://lawyerist.com/ten-practical-tipsfor-effectively-using-retained-expertwitnesses/>.

Web source cited in academic footnote

Example:

Jeffrey Passel & Mark Hugo Lopez, *Up to 1.7 Million Unauthorized Immigrant Youth May Benefit from New Deportation Rules*, PEW RES. HISP. CTR. (Aug. 14, 2012), <http://www.pewhispanic.org/2012/08/14/up-to-1-7-million-unauthorized-immigrant-youth-may-benefit-from-new-deportation-rules>.

US CASE LAW

See ALWD section 12 for more details.

For citations to US Case Law, author consistency will be followed.

Cases should be compiled in a reference table.

US LEGISLATION

See ALWD section 15 for more details.

For citations to US Legislation, author consistency will be followed.

Legislation should be compiled in a reference table, including: legislation, treaties, and conventions.

INTERNATIONAL CASE LAW AND LEGISLATION

Refer to the [Guide to Foreign and International Legal Citations](#).

For citations to foreign case Law and Legislation, author consistency will be followed.

Cases should be compiled in a reference table.

Legislation should be compiled in a reference table, including: legislation, treaties, conventions, regulations and directives.

SHORT CITATIONS

The first time a source is cited, use the full citation. Subsequent occurrences can be shortened. See examples below.

Short citations to Books and Periodicals should include the author name:

Example of Full and Corresponding Short Citation to Book and Periodical:

¹ Joost Pauwelyn, *Conflict of Norms in Public International Law: How WTO Law Relates to Other Rules of International Law* 264 (2003).

² Hillary Wandler, *Criminal Law—A Plea of Guilty—A Criminal Defendant's Right to Withdraw a Guilty Plea Before Sentencing*, 79 Tenn. L. Rev. 20, 22 (2019).

³ Wandler, *supra* n. 2.

⁴ Pauwelyn, *supra* n. 1, at 258.

Short citations to Case Law should always include the case name and number:

Example of Short Citation to Case Law:

Joined Cases T-443/08 and T-455/08, *Freistaat Sachsen*.

Case C-288/11 P, *Mitteldeutsche Flughafen and Flughafen Leipzig-Halle*.

If only short citations are used in footnotes, complete references should be included in a bibliography.

5. FORMATTING

DATES

Use European-style dates.

Example:

Main Text – 1 January 2001

Footnote – 1 Jan. 2001

FIGURES

- Figures will only be printed in grey scale.
- Each figure will be numbered and referenced in the text.
- Figure caption should be placed above the figure. Figure caption is mandatory. The caption denotes the subject of the figure.
- Figure footnotes appear in the bottom of the figure rather than at the bottom of the page. It contains additional information such as legend or copyright line / source information.

Place source information and notes directly under the Figure. Source information should be a complete reference (not just the author name / year).

Example:

Sources: R. Barnhorst & S. Barnhorst. *Employment Law and the Code* 114–115, 4th edn (Toronto: McGraw-Hill, 2004).

Note: The revenues correspond to the sales generated in the context of the license.

- Cross-references to figures should not use the terms ‘above’ and ‘below’ nor ‘supra’ and ‘infra’ when figures are numbered.

TABLES

- Each table will be numbered and referenced in the text.
- Table caption should be placed above the table. Table caption is mandatory. The caption denotes the subject of the table.
- Table footnotes appear in the bottom of the table rather than at the bottom of the page. It contains additional information such as legend or copyright line / source information.

Place source information and notes directly under the table. Source information should be a complete reference (not just the author name / year).

Example:

Sources: R. Barnhorst & S. Barnhorst. *Employment Law and the Code* 114–115, 4th edn (Toronto: McGraw-Hill, 2004).

Note: The revenues correspond to the sales generated in the context of the license.

- Cross-references to tables should not use the ‘above’ and ‘below’ nor ‘supra’ and ‘infra’ when tables are numbered.

HEADINGS

A maximum of five heading levels is recommended. Headings should use a logical outline format and follow title capitalization. More than five heading levels will be unnumbered.

Preferred heading style:

Example Chapter 1:

Level 1: §1.01, §1.02, etc.
Level 2: [A], [B], etc.
Level 3: [1], [2], etc.
Level 4: [a], [b], etc.
Level 5: [i], [ii], etc.

Example Chapter 2:

Level 1: §2.01, §2.02, etc.
Level 2: [A], [B], etc.
Level 3: [1], [2], etc.
Level 4: [a], [b], etc.
Level 5: [i], [ii], etc.

Preferred heading style for INFO Series and SSPO Series:

Example Chapter 1:

Level 1: 1.1
Level 2: 1.1.1
Level 3: 1.1.1.1
Level 4: 1.1.1.1.1
Level 5: 1.1.1.1.1.1

Example Chapter 2:

Level 1: 2.1
Level 2: 2.1.1
Level 3: 2.1.1.1
Level 4: 2.1.1.1.1
Level 5: 2.1.1.1.1.1

