

KLUWER LAW INTERNATIONAL  
HOUSE STYLE GUIDE

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to [Claire.Chouzenoux@wolterskluwer.com](mailto:Claire.Chouzenoux@wolterskluwer.com)

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# 1. INTRODUCTION

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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. It defines features specific to Kluwer Law International House Style, and does not cover basic grammatical rules.

## 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 [4. Citations below](#)).
- Foreign Text  
Kluwer Law International does not undertake copyediting of foreign language text. Any foreign language text will be left ‘as is’, including footnote citations.

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

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

## 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/#guide>

## 2. PUNCTUATION

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### COLON

#### BLOCK QUOTATIONS

Use a colon before a block quotation.

#### **Examples**

In the words of the court in *Re Eve*:

The grave intrusion on a person's rights and the certain physical damage that ensues from non-therapeutic sterilization without consent, when compared to the highly questionable advantages that can result from it, have persuaded me that it can never safely be determined that such a procedure is for the benefit of that person.

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#### Lists

Use a colon before a list.

#### **Examples**

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.

#### **Examples**

The Arab-Israeli Accords: Legal Perspectives

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### 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*.

#### **Examples**

Bill's book

Iris' book

#### **Exception:**

US's

---

Apostrophes are not used to make a decade plural.

### Examples

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.

Examples	Explanation
apples, oranges, and bananas 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.

### NUMERALS

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

### Examples

1,582

#### Exception:

p. 1582

pp. 1582 et seq.

pp. 1582–1586 [No-elision style]

### ABBREVIATIONS I.E. AND E.G.

Always use a comma after abbreviations i.e. and e.g.

## DASHES

### INTERRUPTIONS

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

### Examples

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.

#### Examples

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.

#### Examples

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

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

Using an ellipsis at the end of a quotation can be allowed depending on the context.

The omission of the ellipsis applies for both block and in-line quotations.

#### Examples

##### 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:

This 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.

<i>Word</i>	<i>Abbreviation</i>
Article 7	Art. 7
Chapter 10	Ch. 10
editor	ed.
et cetera	etc.
et sequens	et seq.
note	n.
notes	nn.
number	no.
Order 34	Ord. 34
paragraph 5	para. 5
Professor	Prof.
Rule 83	R. 83
section 26	s. 26
Schedule 5	Sch. 5
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.

<i>Word</i>	<i>Abbreviation</i>
Articles 10–12	Arts 10–12
Chapters 3 and 5	Chs 3 and 5
Doctor	Dr
Doctorate of Philosophy	PhD
Editors	eds
Mister	Mr
Mistress	Mrs/Ms
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.

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

**QUOTATION MARKS (AND OTHER PUNCTUATION)**
**SINGLE QUOTATION MARKS**

Use single quotation marks to indicate quotations.

***Examples***

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 quotations within quotations.

***Examples***

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 QUOTATIONS

In principle, quotations that are more than 315 characters should be formatted as a separate block quote.

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

### COMMAS, COLONS, AND SEMICOLONS

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

#### *Examples*

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

If a content is placed in square brackets inside a quotation, this content will be copy edited.

#### *Examples*

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

If Latin word 'sic' is available in a quotation (to indicate an error in source content), it will appear within square brackets.

#### *Examples*

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

## FOOTNOTE CUES

### SUPERSCRIPT FOOTNOTE NUMBER

Always set punctuation before the superscript footnote number.

### 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 (numbered) footnotes.

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

### 3. MECHANICS

#### ABBREVIATIONS

##### ABBREVIATIONS IN FOOTNOTES

Abbreviations other than short references should not be used in the body of a text but may be used in footnotes.

##### *General Abbreviations*

<b>Term</b>	<b>Abbreviation in Footnote</b>
Article 1	Art. 1
Articles 4 and 5	Arts 4 and 5
Chapter 9	Ch. 9
Chapters 18–21	Chs 18–21
note	n.
notes	nn.
number 1	no. 1
numbers 1–3	nos 1–3
Order	Ord.
paragraph 5	para. 5
paragraphs 28–31	paras 28–31
Rule 83	R. 83
section 2	s. 2
sections 2 and 9	ss 2 and 9
Schedule 8	Sch. 8
subsection (3)	subs. (3)
subsections (3)–(5)	subss (3)–(5)
22 December 2018	22 Dec. 2018

See also section PUNCTUATION / PERIOD for a complete list of abbreviations with and without a period.

##### *Abbreviations of Months*

Months are abbreviated when appearing along with day and year in a date.

Jan.	Feb.	Mar.	Apr.	May	Jun.
Jul.	Aug.	Sep.	Oct.	Nov.	Dec.

##### ABBREVIATIONS ACCEPTABLE IN TEXT AND FOOTNOTES

##### Latin Abbreviations

Most Latin abbreviations have become anglicized and are not italicized. A few examples:

<b>Latin Abbreviation</b>	<b>Latin Word</b>	<b>English Equivalent</b>
cf.	confer	compare
e.g.	exempli gratia	for example
et al.	et alii	and others
etc.	et cetera	and so forth
et seq.	et sequens	and following
i.e.	id est	that is
N.B.	nota bene	note well

## CAPITAL LETTER ABBREVIATIONS

### 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](#)

#### Examples

USD 50

EUR 100

### COUNTRY CODES

Use the two-letters ISO country code abbreviations.

Visit the Online Browsing Platform (OBP) ([iso.org](http://iso.org))

#### Examples

Netherlands: NL

United States of America: US

### US STATES CODES

Use the two-letter abbreviation standardized by the USPS.

Visit the USPS website for a current list of US State codes <https://pe.usps.com/text/pub28/28apb.htm>

#### Examples

Montana: MT

New York: NY

Texas: TX

## SHORT REFERENCES

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

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

<b>Term</b>	<b>Short Reference</b>	<b>Introduction of Short Reference</b>
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')

## USAGE OF ABBREVIATIONS AT THE STARTING OF A SENTENCE

In principle, abbreviations other than short references are not used at the starting of a sentence. The full version of the term or phrase is used.

Exceptions are as follows:

- Prof.
- Dr
- Mr / Mrs / Ms
- Cf.

These abbreviations are used even at the starting of a sentence.

## CAPITALIZATION

### PROPER NOUNS

Capitalize proper nouns that are specific names for people, organizations, places, or things. ('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 note, number, paragraph, section, subsection, and page do not become proper nouns when followed by a number. These words will be capitalized only if they begin a sentence.

<i>General Noun</i>	<i>Proper Noun with a Number</i>	<i>General Noun with a Number</i>
article	Article 20	
case	Case No. C-33/90	
chapter	Chapter 9	
schedule	Schedule 5	
order	Order 5	
rule	Rule 83	
paragraph		paragraph 20(1)
note		note 23
number		number 1
section		section 20
subsection		subsection 6
page		page 692

### TITLES AND HEADINGS

Capitalize:

- the first and last words of titles and headings;
- 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.).

If a title or heading contains an expression such as 'Before and After' or 'With and Without' both prepositions are capitalized for harmony even though one has less than 5 letters.

If the title or heading contains a hyphenated word, apply the following:

**COMPOUND WORDS:** All initial letters are capitalized (Cross-Border).

**PREFIX WORDS:** Only the initial letter is capitalized (Pre-existing).

## 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  
*See, e.g.,* Supreme Court case KKO 2010:88

### INTERNAL CROSS-REFERENCES TO PARAGRAPH NUMBERS

Additionally, in *International Encyclopaedia of Laws* and in any content with paragraph numbers, 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

<sup>57</sup>. *See infra* para. 82.  
<sup>43</sup>. *See supra* n. 34.  
OR  
<sup>57</sup>. *See* para. 82 below.  
<sup>43</sup>. *See* n. 34 above.

## INTERNAL CROSS-REFERENCES SIGNALS

### PREFERRED SIGNALS

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

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

### *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.*

### Examples

- 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 words are anglicized and should *not* be italicized in legal writing. Consult *Black’s Law Dictionary* to check if a word is anglicized.

### Examples

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.		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 semicolon.**

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.

#### Examples

##### **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.
- (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.

<b>Examples</b>	<b>Explanation</b>
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 within parentheses.

### **Examples**

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.

### **Examples**

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 (8:30 am, 75 miles an hour);
- dates;
- numbers greater than ninety-nine (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).

Change ‘percent’ and ‘per cent’ to ‘%’ along with the number

### **ORDINAL NUMBERS**

For rankings and edition numbers, use numerals. Do not use superscript (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>).

For other cases, ordinal numbers can be spelled out (first, second, third).

### **SPELLED NUMBERS**

Spell out the following numbers:

- general contexts: numbers from zero to ninety-nine (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 (two hundred; twenty-eight thousand; one million).

## SPELLING

Kluwer's preferred spelling is Oxford spelling, i.e., UK **-ize** spelling.

Note: Use 'judgment' and not 'judgement'.

Use 'article', 'chapter' or 'monograph' as appropriate and not 'paper'.

### OXFORD SPELLING

Refer to Oxford Dictionary; *see also* Oxford Dictionaries online (<https://www.lexico.com/>).

### RULE FOR -IZE SUFFIX

Oxford spelling takes British spelling of words in combination with the suffix **-ize** in place of **-ise** (origin Greek *-izein*)

<i>Suffix Forming Verbs Meaning</i>	<i>Oxford-z Spelling Examples</i>
to make or become cause to resemble to treat in a specified way to perform or subject (someone) to a specified practice	privatize Americanize carbonize 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** and never with **-ize**.

Here are the most common ones:

<i>Examples</i>	
Advertise Compromise Advise Despise Apprise Chastise Disguise Prise (meaning 'open') Comprise Excise	Promise Televise Exercise Revise Improvise Supervise Incise Surmise Surprise

**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', including footnote citations.

**QUOTATIONS**

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

## 4. CITATIONS

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

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

### BOOKS

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

#### Single Author

##### Examples

Martha C. Nussbaum, *Sex and Social Justice* 265–266 (1999).

Or

Martha C. Nussbaum, *Sex and Social Justice* 265–266 (Hart Publishing 2d ed. 1999).

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#### Two Authors

##### Examples

Mark Herrmann & David B. Alden, *Drug and Device Product Liability Litigation Strategy* 262–263 (2012).

Or

Mark Herrmann & David B. Alden, *Drug and Device Product Liability Litigation Strategy* 262–263 (Kluwer Law International 2012).

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#### Multi-volume treatise with multiple authors

##### Examples

7A Charles Alan Wright et al., *Federal Practice and Procedure* § 1758, 114–115 (3d ed. 2005).

Or

7A Charles Alan Wright, Arthur R. Miller & Mary Kay Kane, *Federal Practice and Procedure* § 1758, 114–115 (3d ed. Sweet & Maxwell 2005).

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#### Editor, but no listed author

##### Examples

*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).

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#### Author and editor

##### Examples

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).

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## Collected words of one author

### Examples

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).

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See ALWD section 20 for more details.

## PERIODICALS

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

### Article in consecutively paginated periodical

#### Examples

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

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### Article in nonconsecutively paginated periodical

#### Examples

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).

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## Newsletter

### Examples

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

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See ALWD section 21 for more details.

Journal titles are abbreviated according to the list in ALWD Appendix 5.

For journal titles that are not included in this list, each term of the journal title is abbreviated separately. (‘Bulletin for International Taxation’ is abbreviated into ‘Bull. Int’l Tax’n’).

## ELECTRONIC SOURCES

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

### Owner identified in website title, specific date

#### Examples

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

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#### Author, title, website, specific date and time

##### Examples

Ben Brumfield, *U.S. Military Jettisons Bombs Near Australia's Great Barrier Reef*, CNN (21 July 2013, 12:02 PM EDT), [http://www.cnn.com/2013/07/21/world/asia/australia-reef-u-s-bombs/index.html?hpt=hp\\_t2](http://www.cnn.com/2013/07/21/world/asia/australia-reef-u-s-bombs/index.html?hpt=hp_t2).

#### Blog

##### Examples

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

Jeffrey Passel & Mark Hugo Lopez, *Up to 1.7 Million Unauthorized Immigrant Youth May Benefit from New Deportation Rules*, PEW RES. HISP. CTR. (14 Aug. 2012), <http://www.pewhispanic.org/>.

See ALWD section 31 for more details.

## US CASE LAW AND LEGISLATION

### US Case Law

For citations to US Case Law, author consistency will be followed. Cases should be compiled in a reference table.

#### Examples of US Case Law Citations:

- United States Supreme Court: *Citizens United v. Fed. Election Comm'n*, 558 U.S. 310, 365-66 (2010).
- United States Court of Appeals: *United States v. Mahin*, 668 F.3d 119, 123 (4th Cir. 2012).
- United States District Court: *Woollard v. Sheridan*, 863 F. Supp. 2d 462, 469 (D. Md. 2012).
- State Supreme Court: *Firstland Vill. Assocs. v. Lawyer's Title Ins. Co.*, 284 S.E. 2d 582, 584 (S.C. 1981).

See ALWD section 12 for more details.

### US Legislation

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

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

#### Examples of US Legislation Citations:

- House Bill: H.R. 6, 109th Cong. § 142 (2005).
- Senate simple resolution: S. Res. 262, 103d Cong. (1994).
- House concurrent resolution: H.R. Con. Res. 133, 112th Cong. (2012).
- House joint resolution: H.R.J. Res. 2, 113th Cong. (2013).

See ALWD section 15 for more details.

## INTERNATIONAL CASE LAW AND LEGISLATION

For citations to international 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, etc.

### Examples of European Case Law

*Court of Justice of the European Union (CJEU):*

Case T-224/95, *Tremblay and Others v. Commission* [1997] E.C.R. II-2215.

Joined Cases C-34/95, C-35/95 and C-36/95, *Konsumentombudsmannen v. De Agostini (Svenska) Forlag* [1997] E.C.R. I-3843.

Case C-419/13, *Art & Allposters International BV v. Stichting Pictoright*, 22.1.2015, ECLI:EU:C:2015:27.

*AG Opinions:*

Opinion of AG Cruz Villalon in Case C-435/12, *ACI Adam BV and Others v. Stichting de Thuiskopie and Stichting Onderhandeligen Thuiskopie vergoeding*, 9.1.2014, ECLI:EU:C:2014:1.

Opinion of AG Richard de la Tour in Case C-414/20, *PPU v. MM*, 9.12.2020, ECLI:EU:C:2020:1009.

*European Court of Human Rights (ECHR):*

*Brumarescu v. Romania* [GC], no. 28342/95, §§52-53, Eur. Ct. H.R. 1999-VII.

*Court of Justice of the European Free Trade Agreement (EFTA):*

Case E-8/97, *TV 1000 Sverige v. Norway* [1998] EFTA Ct. Rep. 68, at para. 26.

### Examples of EU Legislation

*Directives:*

Council Directive (EU) 2017/1852 of 10 October 2017 on tax dispute resolution mechanisms in the European Union, OJ L 265, 14.10.2017.

Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU, OJ L 188, 12.7.2019.

*Regulations:*

Regulation (EU) No. 377/2014 of the European Parliament and of the Council of 3 April 2014 establishing the Copernicus Programme and repealing Regulation (EU) No. 911/2010, OJ L 122, 24.4.2014.

Council Regulation (Euratom) 2018/1563 of 15 October 2018 on the Research and Training Programme of the European Atomic Energy Community (2019–2020) complementing the Horizon 2020 Framework Programme for Research and Innovation, and repealing Regulation (Euratom) No. 1314/2013, OJ L 262, 19.10.2018.

*Decisions:*

Commission Decision (EU) 2018/1276 of 22 February 2018 on SA.31149 (2012/C) – Germany – Alleged State aid to Ryanair (notified under document C(2018) 1034), OJ L 238, 21.9.2018.

Refer to the Guide to Foreign and International Legal Citations for more examples.

## 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:

### **Examples of Full and Corresponding Short Citation to Book and Periodical**

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

<sup>2</sup> 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).

<sup>3</sup> Wandler, *supra* n. 2.

<sup>4</sup> Pauwelyn, *supra* n. 1, at 258.

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

### **Examples 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

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### DATES

Use European-style dates.

#### Examples

Main Text – 1 January 2001

Footnote – 1 Jan. 2001

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### FIGURES

- Figures will only be printed in grey scale.
- Each figure will be numbered and referenced in the text.
- Cross-references to figures should not use the terms ‘above’ and ‘below’ or ‘*supra*’ and ‘*infra*’ when figures are numbered.
- Figure title should be placed above the figure. Figure title is mandatory for numbered figures.
- Figure footnotes appear at 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. Source information should be a complete reference.

Example:

Figure 1 Labels for Audiovisual Programmes



Source: Joost Pauwelyn, *Conflict of Norms in Public International Law: How WTO Law Relates to Other Rules of International Law* 264 (2003), <https://www.statistics.sk/>.

Note: The labels are used and shown in connection with television programmes, films, and audiovisual recordings.



## TABLES

- Each table will be numbered and referenced in the text.
- Cross-references to tables should not use the terms ‘above’ and ‘below’ or ‘*supra*’ and ‘*infra*’ when tables are numbered.
- Table title should be placed above the table. Table title is mandatory.
- Table footnotes appear at the bottom of the table rather than at the bottom of the page. It contains additional information such as copyright line / source information. Source information should be a complete reference.

*Example:*

*Table 1 Population of Slovakia*

<i>Year</i>	<i>Total Resident Population</i>	<i>Male</i>	<i>Female</i>	<i>Proportion of Women in %</i>
2013	5,415,949	2,639,060	2,776,889	51.3
2012	5,410,836	2,635,979	2,774,857	51.2
2011	5,397,036	2,627,772	2,769,264	51.3
2001	5,379,455	2,612,515	2,766,940	51.4
1991	5,274,335	2,574,061	2,700,274	51.2
1980	4,991,168	2,453,065	2,538,103	50.9

Source: Joost Pauwelyn, *Conflict of Norms in Public International Law: How WTO Law Relates to Other Rules of International Law* 264 (2003), <https://www.statistics.sk/>.

## 6. HEADINGS

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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:**

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