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

§1.01 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.

§1.02 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](http://authors.wolterskluwerblogs.com/#guide)
Chapter 2. PUNCTUATION

§2.01 COLON

[A] 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.

[B] 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

[C] SUBTITLES

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

Examples

The Arab-Israeli Accords: Legal Perspectives

§2.02 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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>the 1980s</td>
</tr>
</tbody>
</table>

§2.03 COMMA

[A] 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.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>apples, oranges, and bananas</td>
<td>The comma between last two items is preferred but not required.</td>
</tr>
<tr>
<td>apples, oranges and bananas</td>
<td></td>
</tr>
<tr>
<td>tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts</td>
<td>There are sub-lists within the main list, so the main list items are separated with a semicolon.</td>
</tr>
</tbody>
</table>

[B] NUMERALS

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

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,582</td>
</tr>
</tbody>
</table>

*Exception:*

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>p. 1582</td>
</tr>
<tr>
<td>pp. 1582 et seq.</td>
</tr>
<tr>
<td>pp. 1582–1586 [No-elision style]</td>
</tr>
</tbody>
</table>

[C] ABBREVIATIONS I.E. AND E.G.

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

§2.04 DASHES

[A] INTERRUPTIONS

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

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>There was a time – and indeed not very long ago – when things were much different.</td>
</tr>
</tbody>
</table>
[B] NUMBER RANGES
Use a non-spaced en-dash to indicate number ranges.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>2–4</td>
</tr>
<tr>
<td>204–209 [No-elision style]</td>
</tr>
</tbody>
</table>

§2.05 ELLIPSIS
Use an ellipsis i.e., ‘…’ with a space before and after to indicate deleted material from a quotation.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘This decision … only seems to allow a negative conclusion.’</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original text:</td>
</tr>
</tbody>
</table>

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’.

§2.06 PERIOD
[A] ABBREVIATIONS WITH A PERIOD
Use a period at the end of an abbreviation if the abbreviation is made by truncating the word.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 7</td>
<td>Art. 7</td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Ch. 10</td>
</tr>
<tr>
<td>editor</td>
<td>ed.</td>
</tr>
<tr>
<td>et cetera</td>
<td>etc.</td>
</tr>
<tr>
<td>et sequens</td>
<td>et seq.</td>
</tr>
<tr>
<td>note</td>
<td>n.</td>
</tr>
<tr>
<td>notes</td>
<td>nn.</td>
</tr>
<tr>
<td>number</td>
<td>no.</td>
</tr>
<tr>
<td>Order 34</td>
<td>Ord. 34</td>
</tr>
<tr>
<td>paragraph 5</td>
<td>para. 5</td>
</tr>
<tr>
<td>Professor</td>
<td>Prof.</td>
</tr>
<tr>
<td>Rule 83</td>
<td>R. 83</td>
</tr>
<tr>
<td>section 26</td>
<td>s. 26</td>
</tr>
<tr>
<td>Schedule 5</td>
<td>Sch. 5</td>
</tr>
<tr>
<td>versus</td>
<td>v. (in case titles)</td>
</tr>
</tbody>
</table>
§2.07 QUOTATION MARKS (AND OTHER PUNCTUATION)

[A] SINGLE QUOTATION MARKS

Use single (curly) 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’.

[B] DOUBLE QUOTATION MARKS

Use double (curly) 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’;
[C] 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.

[D] 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’;

[E] 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.

[F] SQUARE BRACKETS
If a content is placed in square brackets inside a quotation, this content will be copy edited.

Examples

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’.

§2.08 FOOTNOTE CUES

[A] SUPERSCRIPT FOOTNOTE NUMBER
Always set the superscript footnote number after the punctuation mark.

Footnotes are numbered chapter-wise.

[B] 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.
Chapter 3. MECHANICS

§3.01 ABBREVIATIONS

The term ‘Abbreviation’ is used in common for acronyms, initialisms, short references, contractions and shortened forms.

An abbreviation is used to avoid repeating a term or phrase throughout a text and to make the text more concise, especially in the footnote area.

To introduce an acronym, initialism, or short reference, use the entire phrase (expansion) followed by the abbreviation in parentheses the first time the phrase is used.

<table>
<thead>
<tr>
<th>Types of Abbreviation</th>
<th>Expansion</th>
<th>Abbreviation</th>
<th>Introducing an abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialism</td>
<td>Collective Labour Agreement</td>
<td>CLA</td>
<td>Collective Labour Agreement (CLA)</td>
</tr>
<tr>
<td>Contraction</td>
<td>Doctor</td>
<td>Dr</td>
<td>NA</td>
</tr>
<tr>
<td>Shortened Form</td>
<td><em>Ibidem</em></td>
<td><em>Ibid.</em></td>
<td>NA</td>
</tr>
</tbody>
</table>

[A] ABBREVIATIONS AT THE STARTING OF A SENTENCE

In principle, contractions and shortened forms 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.

[B] ABBREVIATIONS IN FOOTNOTES

Contractions and shortened forms should not be used in the body text but may be used in footnotes.

See examples below.

[1] General Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation in Footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1</td>
<td>Art. 1</td>
</tr>
<tr>
<td>Articles 4 and 5</td>
<td>Arts 4 and 5</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Ch. 9</td>
</tr>
<tr>
<td>Chapters 18–21</td>
<td>Chs 18–21</td>
</tr>
<tr>
<td>note</td>
<td>n.</td>
</tr>
<tr>
<td>notes</td>
<td>nn.</td>
</tr>
<tr>
<td>number 1</td>
<td>no. 1</td>
</tr>
<tr>
<td>numbers 1–3</td>
<td>nos 1–3</td>
</tr>
<tr>
<td>Order</td>
<td>Ord.</td>
</tr>
</tbody>
</table>
See also section §2.06 for a complete list of abbreviations with and without a period.

[2] Abbreviations of Months

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

|------|------|------|------|-----|------|

[C] Abbreviations Acceptable in Body Text and Footnotes

Acronyms, initialisms and short references are acceptable both in body text and in footnotes.

[1] Latin Abbreviations

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

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

[2] 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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD 50</td>
</tr>
<tr>
<td>EUR 100</td>
</tr>
</tbody>
</table>
[3] **Country Codes**

Use the two-letters ISO country code abbreviations.

Visit the Online Browsing Platform (OBP) (iso.org)

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netherlands: NL</td>
</tr>
<tr>
<td>United States of America: US</td>
</tr>
</tbody>
</table>


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](https://pe.usps.com/text/pub28/28apb.htm)

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana: MT</td>
</tr>
<tr>
<td>New York: NY</td>
</tr>
<tr>
<td>Texas: TX</td>
</tr>
</tbody>
</table>

§3.02 **CAPITALIZATION**

[A] **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.

<table>
<thead>
<tr>
<th>General Noun</th>
<th>Proper Noun with a Number</th>
<th>General Noun with a Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>article</td>
<td>Article 20</td>
<td>paragraph 20(1)</td>
</tr>
<tr>
<td>case</td>
<td>Case No. C-33/90</td>
<td>note 23</td>
</tr>
<tr>
<td>chapter</td>
<td>Chapter 9</td>
<td>number 1</td>
</tr>
<tr>
<td>schedule</td>
<td>Schedule 5</td>
<td>section 20</td>
</tr>
<tr>
<td>order</td>
<td>Order 5</td>
<td>subsection 6</td>
</tr>
<tr>
<td>rule</td>
<td>Rule 83</td>
<td>page 692</td>
</tr>
<tr>
<td>paragraph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>note</td>
<td></td>
<td></td>
</tr>
<tr>
<td>number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>subsection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>page</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
[B] **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).

§3.03 **INTERNAL CROSS-REFERENCES**

[A] **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

1 See also s. 1.1.1 *supra.*
OR
1 See also n. 32 above.

[B] **INTERNAL CROSS-REFERENCES TO PARAGRAPH NUMBERS**

Additionally, in *International Encyclopaedia of Laws* (IELs) and in any content with paragraph numbers, internal cross-references can refer to paragraph numbers.

*See also* [https://ielaws.com/authors](https://ielaws.com/authors) for general information regarding IELs.

### Examples in main text

(see paragraphs 57–60, *infra*)
(See *supra* paragraph 60.)
OR
(see paragraphs 57–60 below)
(See paragraph 60 above.)
§3.04 INTERNAL CROSS-REFERENCES SIGNALS

[A] 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).

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

[B] 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

2 Ibid., 115.

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

§3.05 ITALICS

Italicize the following:

– words the author chooses to emphasize;
– case names, including the v. (Wode 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
amicus curiae
certiorari
cf.
de facto
de jure
de novo
dicta, dictum
e.g.
en banc
et al.
et seq.
etc.
habeas corpus
i.e.
in personam
in rem
N.B.
ne bis in idem
passim
prima facie
quantum meruit
quid pro quo
res gestae
res ipsa loquitur
res judicata
§3.06 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.

[A] 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).

List items need not be punctuated:

- as short phrases (do not need punctuation except for the last 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.

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.
Examples

Short phrase lists include items ending only with a period for the last item.
Moreover, while counsel are not allowed to coach their witnesses, certain forms of witness familiarization are considered permissible:

1. Written witness statements
2. Presentation of oral testimony
3. Witness familiarization.

[B] 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.

Examples

<table>
<thead>
<tr>
<th>apples, oranges, and bananas</th>
<th>The comma between last two items is preferred but not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts</td>
<td>There are sub-lists within the main list, so the main list items are separated with a semicolon.</td>
</tr>
</tbody>
</table>

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.

§3.07 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.

[A] 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.

[B] ORDINAL NUMBERS

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

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

[C] 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).

§3.08 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’.

[A] OXFORD SPELLING

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

[1] Rule for -ize Suffix

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

<table>
<thead>
<tr>
<th>Suffix Forming Verbs Meaning</th>
<th>Oxford-ize Spelling Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>to make or become</td>
<td>privatize</td>
</tr>
<tr>
<td>cause to resemble</td>
<td>Americanize</td>
</tr>
<tr>
<td>to treat in a specified way</td>
<td>carbonize</td>
</tr>
<tr>
<td>to perform or subject (someone) to a specified</td>
<td>hospitalize</td>
</tr>
<tr>
<td>practice</td>
<td></td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>analyse</td>
</tr>
<tr>
<td>paralyse</td>
</tr>
<tr>
<td>catalyse</td>
</tr>
</tbody>
</table>

There is a small group of verbs that must always be spelled with -**ise** and never with -**ize**.

Here are the most common ones:

<table>
<thead>
<tr>
<th>Examples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise</td>
<td>Promise</td>
</tr>
<tr>
<td>Compromise</td>
<td>Televise</td>
</tr>
<tr>
<td>Advise</td>
<td>Exercise</td>
</tr>
<tr>
<td>Despise</td>
<td>Revise</td>
</tr>
<tr>
<td>Apprise</td>
<td>Improvise</td>
</tr>
<tr>
<td>Chastise</td>
<td>Supervise</td>
</tr>
<tr>
<td>Disguise</td>
<td>Incise</td>
</tr>
<tr>
<td>Prise (meaning ‘open’)</td>
<td>Surmise</td>
</tr>
<tr>
<td>Comprise</td>
<td>Surprise</td>
</tr>
<tr>
<td>Excise</td>
<td></td>
</tr>
</tbody>
</table>

[B] **Proper Nouns**

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

[C] **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.

[D] **Quotations**

Quotations will be left ‘as is’ and will not be copy edited except for dashes and quotations marks.
Chapter 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’, ‘See, e.g.,’ and ‘See also’ should be italicized before any citation.

§4.01 BOOKS

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

**Single Author**

**Examples**

Or

**Two Authors**

**Examples**

Or

**Multi-volume treatise with multiple authors**

**Examples**

Or

**Editor, but no listed author**

**Examples**

Or
Author and editor

**Examples**


Or


Collected works of one author

**Examples**


Or


See ALWD section 20 for more details.

§4.02 PERIODICALS

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

Article in consecutively paginated periodical

**Examples**


Article in nonconsecutively paginated periodical

**Examples**


Newsletter

**Examples**


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’).
§4.03 ELECTRONIC SOURCES

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

Owner identified in website title, specific date

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
</table>

Author, title, website, specific date and time

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
</table>

Blogs

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
</table>

See ALWD section 31 for more details.

§4.04 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:


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:


See ALWD section 15 for more details.

§4.05 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):


AG Opinions:


European Court of Human Rights (ECHR):


Examples of EU Legislation

Directives:


Regulations:


Decisions:


Refer to the Guide to Foreign and International Legal Citations for more examples.
§4.06 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

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:

Examples of Short Citation to Case Law


If only short citations are used in footnotes, complete references should be included in a bibliography.
Chapter 5. FORMATTING

§5.01 DATES

Use European-style dates.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Text – 1 January 2001</td>
</tr>
<tr>
<td>Footnote – 1 Jan. 2001</td>
</tr>
</tbody>
</table>

§5.02 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


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

§5.03 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.
### Table 1  Population of Slovakia

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

Chapter 6. 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:

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