

Style Guide

1. Layout

All articles should be submitted in 12-point font, single-spaced MS Word document with margins of at least 2.5 cm.

The first page should include the title of the article (in capitals), and a short abstract. Please do not include your name, affiliation or any acknowledgements on the submission, but enter it in the appropriate boxes on ScholarOne. New paragraphs should be indented, except for the first paragraph in a section. All sentences should be separated by a single space and double spaces should not be used.

The ICLQ uses the following heading levels:

I. FIRST-LEVEL SUBHEADING

A. Second-level Subheading

1. Third-level subheading

a) Fourth-level subheading

Lists

Numbered lists should use Arabic numerals. Bullet-point lists may also be used. Where list items are complete sentences, capitals and punctuation may be used. Otherwise, use lower case and a semi-colon to end each point, eg:

Activities of the Institute include:

projects;
events;
publications.
Quotations

Quotations of fewer than three lines should be set in single quotation marks within the main text, with double quotation marks reserved for quotations within quotations. Longer quotations should begin on a new line, without quotation marks, and should be indented.

Images

Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version. There is no charge for including colour figures in the online version of the Journal but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

2. Points of Style

Abbreviations

All abbreviations should be spelled out in first use with the abbreviation following in brackets, eg 'European Convention on Human Rights (ECHR)'.

Abbreviations and acronyms should not be followed or separated by a full stop, eg:
document – doc

number – no

paragraph – para

United Kingdom – UK

Use 'per cent' rather than the symbol '%'.
Capital letters

Capital letters

State is capitalized when it means a country, but not when it means an internal state, eg
the State breached its obligations under the treaty;

the state of Minnesota;

EU Member State.

Article should be capitalized, eg Article and Art.

Dates and Times

Dates should be written in the form 'day month year' (2 December 2003).

For a period of years use: 2000–03.

Times should be written using the 24-hour clock, not am or pm, eg: '09.30' and '18.15'.

Italics

Words that have become part of the English language should not be italicized (*ad hoc*, *ibid*, *de facto*, *ex officio*, *per se*, etc).

Phrases in other languages should be italicized.

Numbers

Numerals should be written out up to and including ten; 11 and above should be given in figures. Where a sentence includes numerals either side of ten, these should all be given as figures.

Ranges of numbers are elided to the shortest pronounceable form, so 283–5, rather than 283-285; but note 311–12.

Ordinal numbers (1st, 2nd, etc) should be written out in full (first, second, etc), particularly in the case of centuries ('the seventeenth century').

Punctuation

The serial comma (ie the one before 'and' in 'peace, war, and defence') should not be used. Words omitted from quotations should be indicated by three full stops:

the Court stated: 'There is no suggestion in the present case ... that the father is in any way unfit to have access.'

Where quotations do not comprise a full sentence the punctuation should be placed outside the closing quotation mark.

A single space rather than a double space should be used after full stops.

Split infinitives should not be used.

All footnotes should end with a full stop.

Spelling

Spelling should follow the Oxford English Dictionary or the Concise Oxford Dictionary.

For the '-ise' / '-ize' sound expressed as 'z', use z instead of s. For example:

organize, recognizing, emphasize, globalization, modernize, authorize

There are some exceptions, which always take s instead of z. If in doubt, check the Oxford English dictionary. Below are some examples:

paralyse, analysing, compromise, exercise, otherwise

Note the following miscellaneous spellings:

case law

Cold War

cooperation

decision-making

multinational

nonetheless

policy-maker

postcolonial

postmodern

Sharia

socio-economic

socio-political

soft-law (adjectival)

transnational

World War II

Titles

'Professor' should always be spelt in full, not abbreviated to 'Prof'.

Commas should not be used to separate names and gongs (ie The Hon Judge David Edward CBE QC MA).

3. Citations

ICLQ style is based on the Oxford Standard for the Citation of Legal Authorities (OSCOLA). This guide is to be followed in the first instance. For citations not covered here please see OSCOLA <http://www.law.ox.ac.uk/publications/oscola.php>. If the citations are international, please see the OSCOLA 2006 guide to citing international legal citations https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf.

Footnote style

Footnote cues should appear after the punctuation mark, eg:

This was stated by the Court in *Defrenne*.¹

Words such as 'article' or 'paragraph' should be written in full in the main text but should be abbreviated in footnotes.

article art

paragraph para

volume vol

Always write 'section' in full; do not use §.

With the exception of *ibid* (see below), avoid use of Latin in footnotes, ie *supra*, *infra*, *op.cit*.

Authors should be identified by their initials and surname, eg JES Bloggs.

In a subsequent citation of a source, briefly identify the source and provide a cross-citation in brackets to the footnote in which the full citation can be found, eg Smith (n 4) / Gasser (n 6).

If the subsequent citation is in the footnote immediately following the full citation and that citation is the only one in the preceding footnote, 'ibid' should be used instead.

Primary sources

Cases should appear in italics, including the *v*, which takes no full stop. Where there are multiple parties, only the first claimant and the first defendant are named.

Callaghan v The Queen (1952) 87 CLR 115 (HCA)

Unreported decisions should be reported by their neutral citation if they have one, otherwise in the following format: name of case (court, date of judgment) transcript page or paragraph number. Omit the word 'unreported'.

Thannhauser v Westpac Banking Corporation (Federal Court of Australia, 9 December 1991) [90].

Opuz v Turkey, Application No 33401/02, Judgment of 9 June 2009.

Secondary sources

Where there are more than three authors only the first author should be cited, eg:

RES Bloggs et al.

When citing articles or chapters in books, do not include the start page of the contribution, but merely the page referred to.

Citations should follow the following examples:

Books JES Bloggs, *The Application of the European Convention on Human Rights* (3rd edn, Butterworths 1987) vol 2, 17–68.

Articles JES Bloggs, 'The Future of Human Rights in Europe' (1989) 1 NQHR 6.

Articles in books JES Bloggs, 'Children and the European Convention on Human Rights' in F Matscher and H Petzold (eds), *Protecting Human Rights: The European Dimension* (Hart Publishing 1988) 73.

Websites D Smith, 'Virtual Friend Fires Employee' (*Naked Law*, 1 May 2009) . Websites should not have an accessed date.

Working Papers JD Bloggs, 'European Law' (2010) Oxford Legal Studies Research Paper 1/2010, 8 .

Conference Papers B McFarlane and D Nolan, 'Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law' (Obligations III conference, Brisbane, July 2006).

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