

ICLQ Style Guide

1. Layout

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

The first page should include the title of the article (in capitals), your name and a short abstract. A footnote indicated by an asterisk (*) should be appended to your name, supplying your present affiliation and including any acknowledgements that you wish to make. Your email address should be included in this footnote.

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. Quotations in foreign languages should not be translated.

2. Points of Style

Abbreviations

- Abbreviations that are in common use (UN, EU, NATO, etc) need not be given in full on first use. Other 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

- 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 not 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, 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.

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:
 Al Qaeda/al-Qaeda/al-Qaida
 case law/case-law
 cold war/Cold War
 co-operation, etc. or cooperation etc.
 decision-making/decision making
 focused, focuses/focussed, focusses
 Gaddafi, Muammar al-/Qaddafi
 multinational/multi-national
 nonetheless/none the less
 policy-maker/policy maker
 post-colonial/postcolonial
 post-modern/postmodern
 Sharia/sharia/shariah
 socio-economic/socioeconomic
 socio-political/sociopolitical
 soft-law (adjectival)
 south-east/southeast
 transnational/trans-national
 World War II/Second World War

Titles

- The Rt Hon Lord... – do not insert ‘the’ after ‘Hon’.
- ‘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](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 http://www.law.ox.ac.uk/published/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 §.
- 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. 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.

Edited books C Smith, 'Human Rights in Europe' in JES Bloggs, *The Application of the European Convention on Human Rights* (3rd edn, Butterworths 1987) vol 2, 68-70.

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) <<http://www.nakedlaw.com/2009/05/index.html>>.

Websites should only have an accessed date where needed. If so, it should come after the website address: eg '<<http://www.nakedlaw.com/2009/05/index.html>> accessed 16 March 2010'.

Working Papers Jason D Bloggs, 'European Law' (2010) Oxford Legal Studies Research Paper 1/2010, 8 <<http://ssrn.com/abstract=652721>>.

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