

# Style Sheet

for authors preparing texts for the  
*Collected Courses of the Academy of European Law*  
and/or *European Journal of International Law*

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## PART I: LAYOUT OF THE MANUSCRIPT

### A. Headings and Subheadings

In order to clearly present these publications it is useful to use a consistent system of headings. We would ask authors to use only three grades of headings, although five can be accommodated. The following hierarchy should be used (please do not use CAPITALS in headings)

#### 1. Part One

##### A. *First Subheading*

##### 1. *Second Subheading*

##### (a) Third subheading

##### i) Fourth subheading

All nouns, verbs and adjectives on the first three levels should begin with Capital letters.

### B. Spelling

Spelling should follow the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. Where there is a choice we prefer the endings **-ize** and **-ization** as opposed to **-ise** or **-isation**. However, some words are always spelt with an 's', e.g. analyse, advertise

### C. Italics

Use *italics* for the following:

1. The names of **cases**, e.g.
  - Defrenne v. Sabena*
  - Watson & Belmann case*
  - Rutili judgment*
  - Golder case*
2. The titles of published books, e.g. Robertson's book *Human Rights in the World*.
3. The titles of periodicals, e.g. *European Journal of International Law*.
4. Short foreign phrases, names or individual words, e.g. *Cour de Cassation, sui generis*, but common Latin abbreviations or words commonly used in the the following should **not** be italicized, including cf., e.g., ad hoc, i.e., per se.
5. Words or phrases which the author wishes to emphasize. Emphasis added by the author in a quoted passage should be explained in the corresponding footnote, with (emphasis added).
6. Emphasizing by **use of Bold** is to be avoided as far as possible. Exceptions may apply for quoted passages where the original already contains certain emphasized passages in italics and the author wishes to add (other) emphasis. The corresponding footnote should then contain the explanation: (italic emphasis in the original, bold emphasis added).

7. An analogous rule applies for the opposite case. Where the author wishes to **omit an emphasis in a quoted passage**, this should be explained in the corresponding footnote: (emphasis omitted).

If these rules are followed it is normally not necessary to include the phrase ‘*emphasis in the original*’ in a corresponding footnote, if the author does not change the text of a quote. However, this may be done for clarification where necessary.

#### D. Abbreviations

1. Generally, abbreviations should be followed by a full stop e.g.

Applic.  
Doc.  
No.  
Cf.

2. However, acronyms do not have full stops, e.g.

EEC  
ECHR  
WHO  
UN  
SPUC

3. The abbreviated titles of periodicals should be *italicized*, e.g.

*EJIL*  
*AJIL*

4. However, abbreviated law reports are **not** italicized, e.g.

ECR  
WLR  
CMLR

5. Abbreviations for expressions or institutions may be used, but should be introduced when first appearing, e.g.

American Civil Liberties Union (ACLU)

or

Community Charter of the Fundamental Social Rights of Workers  
(hereinafter the ‘Social Charter’)

#### E. Punctuation

1. Quotations: single inverted commas should be used throughout, with double inverted commas being reserved for quotations within quotations. If the quotation forms a complete sentence, the closing full stop should be inside the closing quotation mark. If not, it should be outside it. Passages of more than five lines should be printed as a separate paragraph and indented without quotation marks. Style in quotations should be maintained. No changes should be made in order to bring them into line with our house style

2. Omission of words in quotations: three full stops should be used to indicate an omission of words in a quotation, with a space either side. For example, ‘There is no suggestion in the

present case ... that the father is in any way unfit to have access.’ However, where the sentence is complete the closing full stop is set close up followed by three full stops. For example, ‘We are only concerned here with the welfare of the child.... We uphold the appeal.’

3. Footnote numbers should be placed after the punctuation mark. E.g. This was stated by the Court in *Defrenne*.<sup>1</sup>

4. Hyphens joining composite words should be short and with no space before or after the hyphen. M-dashes (i.e. long dashes) should be used as a punctuation device, with a space either side. Note that when there is a choice we, along with the Oxford dictionary, prefer not to hyphenate words, e.g. coordination, intergovernmental.

5. Parentheses: generally, authors should use single (parentheses) for all remarks and explanations in the text and in footnotes. However, [brackets] should be used in the following cases:

- For the year of law reports, e.g.  
[1987] ECR 855
- For modifications and explanatory remarks within quoted passages, e.g.  
The Court continued by stating that: ‘... [t]here is no suggestion in the present case that he [the father] is in any way unfit...’

{Braces} should be avoided as far as possible. They may, however, be retained if included in quoted passages. The same applies for » «.

6. Numbers: Numbers below 10 should be spelt out in full, otherwise arabic numbers should be used, e.g. ‘There were 11 cases, but only three were heard.’ Numbers should not be elided, e.g. 126-129. This applies also to years, e.g. 1992-1997.

7. Dates should be written as follows: 23 December 1999.

## F. Use of Capital Letters

1. In headings:

A. **The Origins of the Draft Treaty**

2. In acronyms:

EFTA  
NATO

3. In quoted titles of books, articles and legal materials:

the **E**qual **T**reatment **D**irective

4. In other cases, when speaking of specified acts, organs etc.:

**D**irective 76/206  
**A**rticle 130r  
... in the **T**reaty of **R**ome ...  
.... the **C**ourt of **J**ustice went on ...  
... the **I**ndustrial **R**elations **T**ribunals,  
in its judgment of ... the **T**ribunal went on by saying ...

5. But, capital letters should not be used when the reference is not to a specific directive, article, tribunal, etc.. e.g.:

... as decided by **a tribunal** the year before ...

6. The word 'state' is not capitalized, e.g. 'the state has a role to play'.

Otherwise, standard rules should be applied.

## PART II: REFERENCES

References should be cited in the following form:

**Books:** J. E. S. Fawcett, *The Application of the European Convention on Human Rights* (1987), at 17-68.

**Articles:** Van Boven, 'The Future of Human Rights in Europe', 1 *NQHR* (1989) 6, at 21.

(the volume number of the periodical should precede the title of the periodical). Articles should **not** cite the author's initials unless there are several authors of the same last name, e.g. M. and D. Waelbroeck.

**Articles in books:** Buquicchio-De Boer, 'Children and the European Convention on Human Rights', in F. Matscher and H. Petzold (eds), *Protecting Human Rights: The European Dimension* (1988) 73, at 84.

**Unpublished theses:** J. Smith, 'German Reunification' (LLM thesis on file at the EUI, Florence)

**Cross-references** to the same work should be made as follows:

Fawcett, *supra* note 31, at 12.

If that particular note contains two references by Fawcett, a short title should be given:

Fawcett, *Supranationality*, *supra* note 31, at 12.

'Op. cit.' should be avoided. '*Ibid.*' is used where there are two or more **consecutive** references to the same work.

**Multiple authors** Where there are more than three authors only the first author should be cited, e.g.

G. Cohen-Jonathan *et al.*, *Droits de l'homme en France* (1985).

## PART III: CITATION OF EC DOCUMENTS AND TEXTS

### A. Court of Justice

Case 43/75, *Defrenne II*, [1976] ECR 455.

or

..., Rec. 12 of judgment.

or

Case 43/75, *Gabrielle Defrenne v. Société anonyme belge de navigation aérienne SABENA*, [1976] ECR 455, at 465

or

Advocate General ... in Case ..., [1976] ECR 455, at 459.

The case name can either be the full name as published in the ECR or an abbreviated version of the full name if it is commonly used and unequivocal (indubitable, obvious, definite) It should be printed in italics. References to specific passages should be made by recital ('Rec.') for the judgment, by paragraph ('para.') for the AG opinion if it has numbered paragraphs and by page ('at ...') in all other cases.

ECJ judgments should never be quoted from other sources than the ECR, unless they have not yet been published in the ECR. In this exceptional case, sources such as CMLR may be quoted. In case of very recent judgments, authors may also refer themselves to the page numbers, recitals and paragraph numbers of the French version of ECR, which appears several months earlier than the English one. This information is usually identical for all language versions.

Examples for quotations of very recent judgments:

Case C-292/89, ..., judgment of 18 December 1992, not yet published.

or

Case ..., judgment of (date), [1992] 3 CMLR 1072 (not yet published in the ECR).

## **B. Council, Commission and European Parliament Documents**

Council Regulation 1612/68, OJ 1968 L 257/2

Commission Directive 76/207, OJ 1976 L 39/40

EP Resolution of 29 May 1990, OJ 1990 C 157/3

Council Declaration of 19 December 1991, OJ 1992 C 27/1

Commission Decision 85/381 of 8 July 1985, OJ 1985 L 217/25

Commission Recommendation of 27 November 1991, OJ 1992 L 49/1

All regulations, directives and decisions should be cited with their **number** and their **publication in the OJ**. The date of their adoption and their full or abbreviated title (if a commonly used abbreviation exists) may be added.

The date of their publication in the OJ should not be quoted unless it is of importance of its own.

## **PART IV: CITATION OF ECHR DOCUMENTS AND TEXTS**

### **A. European Convention on Human Rights**

Article 6(3)(a) ECHR

or, if the text makes clear that the reference is to the ECHR, simply  
Article 6(3)(a)

In footnotes ‘Article’ may be abbreviated as ‘Art.’.

### **B. European Commission of Human Rights**

*Application 5935/72 v. FRG*, DR 39, 46  
*W. v. United Kingdom* (1983), DR 32, 190, 192  
*Austria v. Italy*, YB 4, 116, 140

### **C. European Court of Human Rights**

*Ireland v. United Kingdom*, ECHR (1978) Series A, No. 25, 90

In cases where the applicant’s name is not disclosed (e.g. *X. v. United Kingdom*) it is indispensable that the application number or at least the year be quoted in all references.

## **PART V: CITATION OF UN AND LEAGUE OF NATIONS DOCUMENTS AND TEXTS**

### **A. Charter**

#### 1. Source

UNCIO XV, 335; amendments by General Assembly Resolution in  
UNTS 557, 143/638, 308/892, 119

#### 2. Form

Article 13(1)(a)

In footnotes, ‘Article’ may be abbreviated as ‘Art.’.

### **B. Resolutions**

#### 1. General Assembly

GA Res. 832 (IX), 18 December 1954

Since the 31st session the session number is cited in arabic numbers

GA Res. 41/133, 4 December 1986

#### 2. Security Council

SC Res. 181, 7 August 1963

or

SC Res. 181 (1963)

#### 3. ECOSOC

First and second session

ECOSOC Res. 1/8, 15 February 1946  
ECOSOC Res. 2/24

Afterwards until 1978 (63rd session)

ECOSOC Res. 801 (XXX), 21 December 1966

From 1978

ECOSOC Res. 3, 4 May 1981

or if no date is indicated

ECOSOC Res. 1981/3

### **C. Cases**

#### **1. International Court of Justice**

*Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276 (1970)*, ICJ Reports (1971) 12, at 14

#### **2. Permanent Court of International Justice**

*Mavrommatis Palestine Concessions*, 1924 PCIJ Series A, No. 2.