



# EUROPE OF RIGHTS & LIBERTIES

## ENGLISH STYLE GUIDE

The *Europe of Rights and Liberties* welcomes the submission of articles for consideration by the Editors with a view to publication. An abstract of no more than 150 words and four to six keywords should be included in all submissions.

### 1. Structure

#### 1. Headings

A maximum of four levels of headings using the following scheme.

##### **The Title**

(bold, title case, centred)

##### Author name\*

(title case, centred, reference to author(s) position/affiliation in the asterisked footnote, qualifications are not included, an e-mail address is optional, acknowledgments should be placed at the end of the manuscript under the title 'ACKNOWLEDGMENTS')

##### **ABSTRACT**

(bold, all capitals, centred)

The abstract itself should NOT be bolded, use sentence case and limit to approximately 150 words.

**KEYWORDS:** (bold, all capitals, left aligned, followed by a colon) the keywords themselves should NOT be bold, should be in sentence case and each keyword separated by a comma)

##### **HEADING 1**

(numeral prefix, bold, all capitals, centred, no abbreviations)

##### **Heading 2**

(alphabetical prefix, bold, title case, centred, no abbreviations)

##### **Heading 3**

(Roman numerals in parenthesis, italics, sentence case, centred)

##### **Heading 4**

(italics, no prefix, sentence case, flush left)

No full stops (.) at the end of a heading.

### 2. Style and language

Authors may use either British or American English. Once a selection is made it must be used consistently throughout the manuscript.

#### 2.1 Quotations

- Quotations over three lines long should be given a new line from the text and indented from the main body of the text; NO quotation marks are needed.

- Square brackets only are to be used in the middle of a quotation in the following circumstances:
  - Where there is a mistake: [sic] should be inserted to indicate awareness of the error.
  - To distinguish commentary from the quotation, e.g. 'The specific cases of two detainees that are before our military tribunal, the British detainees [Feroz Abbasi and Moazzam Begg], is a difficult one.'
- Insert (...) i.e. (ellipses/three full stops), to indicate the omission of words in a quotation, the first full stop being preceded by a space. Four elipses/full stops are used to indicate a complete sentence. Where a quotation forms part of a longer sentence the closing quote precedes all punctuation except an exclamation mark, dash or parenthesis belonging only to the quotation.
 

e.g. The State Party had described the characteristics of its Parole Board as follows: 'independent, chaired by a High Court judge, follows a settles procedure, and has full powers to release prisoners'.
- Where the quotation contains grammatically complete sentences starting with a capital letter, the full stop precedes the closing quote.
 

e.g. 'We [the Government] have got strong reservations about military commissions and those reservations have been raised and will continue to be raised with the United States.'
- Quotation marks, whether used to indicate speech or the specialised use of a word, should always be in single quotes in the first instance. Double quotation marks should be used for quotations within quotations.
- Any change in emphasis to part of a quote should be indicated after the quotation by use of (emphasis added).

## 2.2 Italics

- The use of bold in the main text is not encouraged. When the authors want to strongly emphasise a certain point, they should underline this point and justify their choice to the coresponding footnotes.
- Italics are used:
  - in case names;
  - for titles of books and journals;
  - for Latin words, except for common Latin abbreviations such as i.e., cf., ibid. i.e., etc.; and
  - to emphasis a word.

## 2.3 Use of numbers

- Numbers one up to and including nine are to be written out in full. Otherwise, arabic numbers are used.

### EXCEPT

- (1) in a list numerals and words should not be mixed, e.g. one, nine, 11, 34;
  - (2) use words for numbers that fall at the beginning of a sentence
  - (3) numbers in names and street names;
  - (4) in discursive contexts, e.g. 'a fourteen-year-old girl' rather than 'a girl of 14'.
- Numerals should NOT be used for centuries, e.g., nineteenth century NOT 19th century.
  - Large round numbers may be expressed in a mixture of numbers and words (6 million; 1.5 million) or entirely words (six million; one-and-a-half million).

- Pages span should elided, e.g. 30-1; 145-9; 1841-5.
- Do not elide numbers in, or ending with, the group 10 to 19, i.e. do not write 10-12; 15-19; 114-18; 310-11.

## 2.5 Dates

- Dates should be set out as 11 January 2010.
- Periods should be elided, e.g. 1998-99.

## 3. Abbreviations and acronyms

- Where a convention or organisation has an accepted abbreviation, on its first mention in the manuscript state the full name with the abbreviation in brackets; thereafter use the abbreviation.

For example:

- the European Union (EU)
- United Nations (UN)

- Where there is no recognised abbreviation, but a shortened version of a title is used for convenience, on its first mention, within the manuscript state the name in full with the name to be used in brackets enclosed by single quotation marks.

For example:

United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances ('Drug Trafficking Convention')

## 4. References and footnotes

### 4.1 General guidance

- The accuracy of references is the responsibility of the author.
- When referencing a particular page/paragraph use 'at xx/ at para xx' (Note there is NO ellipsis/full stop after 'para' or other abbreviations).

### 4.2 Footnotes

- Footnotes NOT endnotes are to be used.
- Footnote cues should appear after the punctuation mark.
- Footnotes should be as brief as possible.
- Each footnote should end with a full stop. If a footnote refers to several sources, a semi-colon should separate the references.

### 4.3 Cross References

- Use 'supra/ infra n xx' **NOT** 'see note xx above/below'. Do not italicise supra/infra.  
e.g. Harris, supra n 12 at 24.
- 'Ibid.' should be used when there are two or more consecutive references to the same work (note the full stop that is used after *ibid*). Do not italicise *ibid*. 'Id.' is not to be used.

- For cross references to parts of the text use ‘see above/below at section XX’.

#### 4.4 Legislation

- Domestic Law

There is not a fixed international standard for citing domestic law but style must be consistent throughout the article.

#### 4.5 Treaties, Conventions, Protocols

- The relevant UNTS/ETS/OAS etc number should be provided when referring to any treaty. If no such reference is available then reference should be made to an unofficial reference such as International Legal Materials (ILM) or International Human Rights Reports (IHRR) references. The citation should be preceded by the year of adoption except for EU treaties, see ‘EU Documents’ below.

e.g. Article 7 International Covenant on Civil and Political Rights 1966, 999 UNTS 171.

e.g. Article 8 Inter-American Convention on Forced Disappearance of Persons 1994, (1994) 33 ILM 1529.

e.g. Universal Declaration of Human Rights 1948, GA Res 217A (III), A/810 at 71 (1948).

- Use ‘Article’ in both the main body of the text and footnotes, **NOT** Art., art. or article, EXCEPT where the abbreviated form is part of the title to a document, e.g. in the title to general comments of the Human Rights Committee.

#### 4.6 Case law

- There should be no stop after ‘v’
- Case names should be *italicised*

##### ***European Court of Human Rights***

e.g. *Lautsi and Others v Italy* Application No 30814/06, Admissibility/Strike Out/Merits/Just Satisfaction, 18 March 2011 [Grand Chamber], at para 81.

##### ***European Union***

- All EU documents are to be referenced using the correct Official Journal citation.  
e.g. Directive 2012/13/EU on the right to information in criminal proceedings [2012] OJ L 142/1.

For Court of Justice of the European Union, use the official reports citation where available.

e.g. C-459/99 *Mrax v Belgium* [2002] ECR I-6591, at para 65.

Where there is no official official reports citation available:

e.g. C-617/10 *Aklagaren v Hans Akerberg Fransson* 26 February 2013, at paras 21-22.

##### ***United Nations Treaty Body Communications***

e.g. Human Rights Committee

*Michelle Lamagna v Australia* (737/97), Admissibility Decision, 30 April 1999, CCPR/C/65/D/737/1997.

e.g. Committee on the Elimination of Racial Discrimination  
*Hagan v Australia* (26/2002), 20 March 2003, A/58/18, at 139.

#### ***International Criminal Courts e.g. ICTY/ICTR/ICC***

e.g. *Prosecutor v Tadić* Appeal on Jurisdiction, IT-94-1-AR72 (1995).

#### ***International Court of Justice***

e.g. *Military and Paramilitary Activities in and against Nicaragua (Nicaragua v United States of America)* Merits, Judgment, ICJ Reports 1986, 14 at para 70 (OR if the paragraphs are not numbered: at XX)

#### ***National courts***

There is no set standard for citing domestic case law but consistency throughout the manuscript is required. Cases should be cited using the electronic citation and, where available, to the relevant report from the official law reports.

### **4.7 Books, articles, edited collections, reports and media**

#### ***Monographs/textbooks***

e.g. Lauterpacht, *The Function of Law in the International Community* (2011).

Where there are more than three authors use 'et al.' e.g. Harris et al., *Harris, O'Boyle and Warbrick: Law of the European Convention on Human Rights*, 4<sup>th</sup> edn (2017).

#### ***Unpublished Theses***

e.g. Brown, *International Human Rights Law* (PhD thesis, University of Strasbourg, 1999).

#### ***Edited books***

e.g. Keller and Stone-Sweet (eds), *A Europe of Rights: The Impact of the ECHR on National Legal Systems* (2008).

#### ***Book Chapters***

e.g. McCorquodale, 'Group rights' in Moeckli, Shah and Sivakumaran (eds), *International Human Rights Law*, 2<sup>nd</sup> edn (2014) 333 at 340-2.

#### ***Journal Articles***

e.g. Von Bodgandy, 'Pluralism, Direct Effect, and the Ultimate Say: On the Relationship Between International and Domestic Constitutional Law' (2008) 6 *International Journal of Constitutional Law* 397-413 at 402.

#### ***National, International and Non-governmental Organisation Reports***

Author (individual author(s) if named, organisation if author unnamed), *title*, Organisation (if not already mentioned as author), document number, date of publication, at [page/para number if a direct quote of paraphrase], available at : insert URL [last accessed date].

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e.g. Amnesty International, 2014 World Day Against the Death Penalty: Protecting people with mental and intellectual disabilities from the use of the death penalty, AI ACT 51/005/2014, 10 October 2014, available at: [amnesty.org/en/library/info/ACT51/005/2014/en](http://amnesty.org/en/library/info/ACT51/005/2014/en) [last accessed 20 October 2014].

### ***Blogposts***

Author, 'Title', *Blog : name and organisation*, date of posting, at [page/para number if a direct quote or paragraph], available at: insert URL [last accessed date].

e.g. Mead, 'The Right To Protest Contained By Strasbourg: An Analysis of Austin v. UK & The Constitutional Pluralist Issues it Throws Up', *Strasbourg Observers*, Blog commenting on developments in the case law of the European Court of Human Rights, 17 April 2012, available at: [strasbourqobservers.com/2012/04/17/the-right-to-protest-containedbystrasbourq-an-analysis-of-austin-v-uk-the-constitutional-pluralist-issuesitthrows-up/](http://strasbourqobservers.com/2012/04/17/the-right-to-protest-containedbystrasbourq-an-analysis-of-austin-v-uk-the-constitutional-pluralist-issuesitthrows-up/) [last accessed 7 January 2020].

Note: See below for citation of electronic sources.

### ***Newspapers***

Author(s) last name, 'Title', *The Guardian*, 10 January 2004, (page number) URLs are not to be included for newspaper references.

### ***Electronic Sources***

Websites should only be used where documentary sources are not available.

References to websites should include author, title, date, the location (URL) and the date the source was last accessed.

e.g. Cotler, 'Beyond Durban: The Conference against Racism that Became a Racist Conference against Jews', 17 June 2003, available at: [www.jafi.org.il/agenda/2001/english/wk3-22/6.asp](http://www.jafi.org.il/agenda/2001/english/wk3-22/6.asp) [last accessed 16 September 2009]. The URL may be preceded by 'see' if more appropriate. Note: http// are not to be included.