

**Style Sheet**  
for authors preparing manuscripts for the  
*THEMIS ANNUAL JOURNAL*



**Table of Contents**

**I Layout of the Manuscript**

- A Headings and subheadings
- B Spelling
- C Use of italics
- D Abbreviations
- E Punctuation
- F Use of capital letters
- G Font, size and margins

**II References**

- A Books
- B Edited books
- C Journal articles
- D Chapters in books
- E Unpublished theses
- F Internet sources
- G Cross-references
- H Multiple authors

**III Citation of EU Documents and Texts**

- A Court of Justice of the European Union
- B Council, Commission and European Parliament Documents

**IV Citation of HR Documents and Texts**

- A European Convention on Human Rights
- B European Commission of Human Rights
- C European Court of Human Rights
- D Inter-American Court of Human Rights

**V Citation of International Criminal Tribunals Documents and Texts**

- A Statutes
- B Rules of procedure and evidence
- C Cases before the ICTY, ICTR, ICC and other mixed or internationalized courts

**VI Citation of UN and League of Nations Documents and Texts**

- A Charter
- B Resolutions
- C Documents
- D Cases
- E Treaties

**VII Citation of WTO, ICSID, NAFTA**

- A ICSID
- B WTO
- C NAFTA

**VIII Citation of Domestic Legislation and Case-law**

**IX Stylesheet for Book Reviews**

## 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 up to 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. *Use of 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.

*TAJ*  
*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, 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.

Therefore, 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.

### **G.     *Font, Size and Margins***

1. Articles should be submitted in 'Times New Roman', font 12, with 1.5 or double spaces between lines.

## **PART II: REFERENCES**

References should be cited in the following form:

### **A.     *Books***

[A. Author], [*title*], [vol. if from a series] ([edn, date]), [at exact page if a direct quote or paraphrase].

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

A. Cassese, *International Law* (2nd ed., 2005).

J.-M. Henckaerts and L. Doswald-Beck, *Customary International Humanitarian Law*, 2 Vols (2009).

### **B.     *Edited books***

[A. Editor (ed./eds)], [*title*], [vol. if from a series] ([edition, date]).

O. Ben-Naftali (ed.), *International Humanitarian Law and International Human Rights Law* (2011).

### C. *Journal articles*

[Author Surname], ['Article Title'], [Volume number] [*Periodical — full title (abbreviation), subsequently abbreviated*] [(date)] [first page of article], at [page number if a direct quote or paraphrase].

Van Boven, 'The Future of Human Rights in Europe', 1 *Netherlands Quarterly of Human Rights (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.

### D. *Chapters in books*

[Author], ['Chapter title'], in [Editor (ed./eds)], [*Book Title*] ([Date]) [first page of chapter in book], at [page number if direct quote or paraphrase].

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.

### E. *Unpublished theses*

[A. Author], [Thesis title] ([Date, if available]) (LLM/PhD thesis on file at [name of the University, place]/available at [insert full URL]).

J. Smith, 'German Reunification' (1998) (LLM thesis on file at the EUI, Florence)

### F. *Internet Sources*

[Author (individual author/s if named, organization if authors unnamed)], [*Title*], [date of publication (in parenthesis if year only)], available at [insert full URL], at [page number if a direct quote or paraphrase]).

UN Global Compact and UN Environment Programme, *Business and Climate Change Adaptation: Toward Resilient Companies and Communities* (2012), available at [http://www.unglobalcompact.org/docs/issues\\_doc/Environment/climate/Business\\_and\\_Climate\\_Change\\_Adaptation.pdf](http://www.unglobalcompact.org/docs/issues_doc/Environment/climate/Business_and_Climate_Change_Adaptation.pdf).

### G. *Cross-references*

Cross-references within 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.

*Ibid.*, at 12.

#### **H. Multiple authors**

When there are two authors, separate their names with ‘and’ rather than by an ampersand (&). Where there are three authors, separate the first and second with a comma, and the second and third with an ‘and’.

H.D. Lasswell and A. Kaplan, *Power and Society* (1950).

A. Cassese, P. Gaeta and J. Jones (eds), *The Rome Statute of the International Criminal Court: A Commentary* (2002)

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 EU DOCUMENTS AND TEXTS**

#### **A. Court of Justice of the European Union**

Case number, *case name*, (ECLI code), at para. number

Joined Cases C-188/10 and C-189/10, *Melki and Abdeli* (EU:C:2010:363), at para. 74.

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. It should be printed in italics.

The ECLI code should always be indicated.

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

##### **Commission Decisions:**

Commission Decision [number] of [date], OJ L issue/first page

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

##### **Other Documents:**

Legislation type | number |, OJ L issue/first page

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 L49/1

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 HR 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***

[*Name of the case*], [details of Decisions and Reports (DR) or Yearbook of the ECHR (YB)], [first page], [page number if direct quote or paraphrase]:

*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***

ECtHR, [*Name of the case*], [Appl. no.], [Court Action] of [Date], at [page/paragraph number if direct quote or paraphrase]:

ECtHR, *Ireland v. United Kingdom*, Appl. no. 5310/71, Judgment of 18 January 1978

When more than one ECtHR decision is cited in an article/chapter, the following sentence should be added in the footnote where an ECtHR decision is cited for the first time:

All ECtHR decisions are available at <http://hudoc.echr.coe.int/>

When only one decision is cited in the article /chapter, please add:

Decision available at <http://hudoc.echr.coe.int/>

**D. *Inter-American Court of Human Rights***

IACtHR, [Case name], [Court action], [date].

IACtHR, *Case of González et al. v. Mexico*, Judgment (Preliminary Objection, Merits, Reparations, and Costs), 16 November 2009.

When more than one IACtHR decision is cited in an article/chapter, the following sentence should be added in the footnote where an IACtHR decision is cited for the first time:

All IACtHR decisions are available at  
<http://www.corteidh.or.cr/index.php/en/jurisprudencia>

When only one decision is cited in the article /chapter, please add:

Decision available at <http://www.corteidh.or.cr/index.php/en/jurisprudencia>

**PART V: CITATION OF INTERNATIONAL CRIMINAL TRIBUNALS  
DOCUMENTS AND TEXTS**

**A. *Statutes***

[Article xy] [Name of the Tribunal] Statute (in text)

Article 21(4)(e) ICTY Statute ...

[Art. Xy] [Name of the tribunal]St. (in footnote)

Art. 21(4)(e) ICTYSt. ....

**B. *Rules of Procedure and Evidence***

[Rule xy] [Acronym of the Tribunal] RPE

Rule 12(1)(a) ICC RPE

**C. *Cases before the ICTY, ICTR, ICC and other mixed or internationalized Courts***

[Court Action], [*Name of case* (defendant/s)] [(Case No.)], [acting body], [date], [paragraph citation – use sign for section break]

Judgment, *Aleksovski* (IT-95-14/1-A), Appeals Chamber, 24 March 2000, § 63  
 Decision on Jurisdictional Appeals, *Karemera and others* (ICTR-98-44-AR72.5;  
 ICTR-98-44-AR72.6), Appeals Chamber, 12 April 2006, §§ 19-25  
 Separate and Partly Dissenting Opinion of Judge Anita Ušacka, Decision on the  
 Prosecutor's Application for a Warrant of Arrest Against Omar Hassan Al Bashir, *Al  
 Bashir* (ICC-02/05-01/09-3), Pre-Trial Chamber I, 4 March 2009, § 2(i)-(ii).

Judgment, *Fofana and Kondewa* ('CDF') (SCSL-04-14-T), Trial Chamber I, 2 August 2007, § 3(7)(1)

## **PART VI: 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

From 3rd session 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. Documents**

[Issuing body] [Document Title], [UN document number], [date], [paragraph citation].

ICTY, Ninth Annual Report of the International Tribunal for the Prosecution of Persons Responsible for Serious Violation of International Humanitarian Law Committed in the Territory of the Former Yugoslavia since 1991, UN Doc. A/57/379-S/2002/985, 4 September 2002, § 9, at 11.

### **D. Cases**

#### 1. International Court of Justice

[Case name], [Court action], [date] [ICJ Reports] ([year]) [first page].

*Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276 (1970)*, Advisory Opinion, 21 June 1971, ICJ Reports (1971) 12, at 14

References to unreported judgments should give the name of the judgment, and then the date of the judgment. the author may cite the internet link to the case as listed on the ICJ website:

*Case Concerning Maritime Delimitation in the Black Sea (Romania v. Ukraine)*, judgment of 3 February 2009, available at <http://www.icj-cij.org/docket/files/132/14987.pdf>.

References to separate/concurring/dissenting opinions should be made at the end of the citation:

*Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276 (1970)*, Advisory Opinion, 21 June 1971, ICJ Reports (1971) 12, Separate Opinion of Judge Dillard.

#### 2. Permanent Court of International Justice

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

### **E. Treaties**

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 ILM or IHRR references. The citation should be preceded by the year of adoption, e.g.:

Article 7, International Covenant on Civil and Political Rights 1966, 999 UNTS 171.  
Inter-American Convention on Forced Disappearance of Persons 1994, (1994) 33 ILM 1529.

## **PART VII: CITATION OF WTO, ICSID, NAFTA**

### **A. ICSID**

ICSID, *Suez, Sociedad General de Aguas de Barcelona, S.A. and Vivendi Universal, S.A. v. The Argentine Republic - Decision on Liability*, 31 July 2010, ICSID Case no. ARB/03/19.

### **B. WTO**

WTO, *United States - Import Prohibition of Certain Shrimp and Shrimp Products – Report of the Appellate Body*, 12 October 1998, WT/DS58/AB/R, paras 167-169.

### **C. NAFTA**

NAFTA (UNCITRAL), *S.D. Myers, Inc. v. Government of Canada*, Partial Award, 13 November 2000.

## **PART VIII: CITATION OF DOMESTIC LEGISLATION AND CASE-LAW**

While it is difficult to propose a standard citation style applicable over many different municipal jurisdictions, generally requests contributors to indicate the name of the Court delivering the verdict or the decision, with a translation (of the name of the Court) before the exact citation of the verdict/decision. If it can be applied, the Blue Book style is recommended; otherwise, the format most commonly used in the country in question is acceptable.

A few examples from the pages:

*Loi du 16 juin 1993 relative à la repression des infractions graves aux Conventions internationales de Genève du 12 août 1949 et aux Protocoles I et II du 8 juin 1977, additionnels à ces Conventions* (Law of 16 June 1993) [1993] Moniteur Belge 17751.

High Court of Justice (Israel) 1890/03, *City of Bethlehem v. The State of Israel—Ministry of Defence*, 59(4) PD 736, at para. 15

*Filartiga v. Pena-Irala*, 630 F.2d 876, at 885–888 (2nd Circ. 1980)

*R. v. Bow Street Stipendiary Magistrate and others, Ex parte Pinochet (No.3)* [1999]  
2 All ER 97

## PART IX: STYLESHEET FOR BOOK REVIEWS

- The title should be constructed as follows:

Author. ***Title***, Edition No (if relevant) publisher, place, year, number of introductory pages in roman numerals + number of pages/pp. Price. ISBN number (pb/ hb), e.g.,

Agnès Michelot (ed.). ***Équité et environnement. Quel(s) modèle(s) de justice environnementale?*** Brussels: Larcier, 2012. Pp. 480. €75. ISBN: 9782804451660.

- Details of the reviewer including position held (or programme of study if a student) and institutional affiliation should appear at the end of the review.
- References within the review to page numbers in the reviewed book are shown after the quotation in brackets. They are not footnoted, e.g.:

“... and declares the possibility of a ‘common understanding that ensures the *full* guarantee of human rights to *every* human being *everywhere*’ (at 2).”

- However, if a reference to the reviewed book is not related to a quotation this can be footnoted. An abbreviated reference is all that is required: the page number, or if the book contains contributions from different authors then the author’s name as well, e.g.

See also the introduction by Robert Wintemute, at 1-5.

- References to cases in the reviewed book should be footnoted using the style guide for articles.
- References to other publications, documents and cases should be cited following the style guide for articles