

CONSOLIDATED INTERNAL STYLE GUIDE¹
May 2010
for authors preparing texts for the book on ‘Treaty Bodies’

A. Headings

We would ask authors to use only three grades of headings. The following hierarchy should be used:

1. Section

1.1 Subsection

1.1.1. Title

B. Spelling

Spelling should follow the *Oxford English Dictionary* or *Concise Oxford Dictionary*. Where there is a choice we prefer the endings **-ise** and **-isation** as opposed to -ize or -ization. Use case load (not caseload), case law (not case-law).

C. Abbreviations

1. Render the following with no full points: NATO, USA, EU, UNTS etc.
2. Use the words Committee and Court if it is clear which treaty body or court is meant in the context.
3. In order to cut down on jargon, do not use abbreviations that are not commonly known, e.g. ESR (examination of state report), TB (treaty body), or OP (Optional Protocol).
4. Please find at the end of this document a list of common and acceptable abbreviations for use. Any additional abbreviations used in your article, which are not listed at the end of this document, should be brought to our attention by being included in an appendix to your text (Word document).

D. Abbreviations for Journals in Footnotes

1. Use standard abbreviations.
2. Journals that are not among the most commonly known, such as ZaöRV, spell out fully, e.g. Zeitschrift für öffentliches Recht und Völkerrecht.

E. Brackets

Use square brackets for editorial interpolations within quoted matter, round brackets for nested brackets (brackets within brackets).

¹ This style guide has been consolidated with CUP’s requirements.

F. Use of Capital Letters

Use capital letters sparingly, e.g. states rather than States, contracting parties, rather than Contracting Parties. However, use capital letters if the word is a *terminus technicus*, e.g. Views, General Comment, Concluding Observations and Communication.

G. Case Law

1. When citing legal cases, use *italics* for the parties involved; a Roman ‘v’, followed by a full point; and a full point after abbreviations such as ‘Co.’ – e.g., ‘*Trendtex Trading Corp. v. Central Bank of Nigeria*’.
2. Court judgments or formal legal rulings should be spelt ‘judgment’, even if ‘judgement’ is used elsewhere. The citation style should be similar to the one that the Court or Tribunal uses when citing its own jurisprudence.
3. Cite always the printed version of a decision (e.g. not HUDOC, but where the case is reprinted).
4. When citing a judgment by the first parties’ name, the following manner should be used: the *Aksoy* Judgment.

International Court of Justice

Case Concerning Oil Platforms (Islamic Republic of Iran v. United States of America)
ICJ Reports (2003) 161, para. 10.

UN Treaty Bodies

When citing decisions of international institutions, such as UN treaty bodies, you should provide all the details regarding the date of publication, the document number, the name of the source, and the page number.

CERD Committee, Concluding Observations: United Arab Emirates, UN Doc. CERD/C/ARE/CO/17, 21 September 2009, para. 16.

CRC Committee, General Comment No. 5, 3 October 2003, UN Doc. CRC/GC/2003/5, para. 2.

CRC Committee, State Party Report: India, 16 July 2003, UN Doc. CRC/C/93/Add.5.

HRC, *Hertzberg et. al v. Finland*, Communication No. 61/1979, 2 April 1982, UN Doc. CCPR/C/OP/1 at 124 (1985), para 10.3.

ECtHR

When citing the Court's Judgments and decisions, the European Human Rights Reports (E.H.R.R.) source should not be used. Instead, authors should resort to the official collection of the ECtHR, namely the Reports of Judgments and Decisions. The final date of the Judgment should be omitted. When a Judgment has not yet been published, the following should be mentioned in the footnote: (not reported). The abbreviations "Appl. No." and "No." should be capitalized. Also, hyphens (-) should be used in the citation of official reports (Reports 1996-II).

The Court changed its method of citation several times. We cite like the Court uses its own references:

Feldbrugge v. the Netherlands (Appl. No. 8562/79), Judgment (Plenary), 29 May 1986, **Series A, Vol. 99**. (until 1995)

Aksoy v. Turkey (Appl. No. 21987/93), Judgment (Chamber), 18 December 1996, **Reports 1996-VI, 2260**, para. 53. (from 1996 until 1 November 1998)

Tashin Acar v. Turkey (Appl. No. 26307/95), Judgment (**Grand Chamber**), 6 May 2003, ECHR 2003-VI, 1. (since 1 November 1998 until now)

Memis v. Turkey (Appl. No. 42593/98), Judgment (Second Section), 21 February 2006, **not reported**.

European Commission of Human Rights

Gussenbauer v. Austria (Appl. Nos 4897/71; 5219/71), Decision (Commission), 14 July 1972, Y.B. 15, 448.

European Committee of Social Rights

ECSR, *International Federation of Human Rights Leagues (FIDH) v. France*, Decision on the Merits, Complaint No. 14/2003, paras. 26–29.

Inter-American Court of Human Rights

IACtHR, *Five Pensioners v. Peru*, Judgment, 28 Feb. 2003, Series C No. 98, para. 20.

Inter-American Commission on Human Rights

IACHR, *Ana Victoria Villalobos et al. v. Costa Rica*, Report (2004), No. 25/04, Case 12.361, OEA/Ser.L/V/II.122 Doc. 5 rev. 1 at 237, para. 70.

Domestic Decisions

There is no special manner for citing national decisions. Authors should, however, include as much information as possible (and available), namely the number of the claim, the name of the court, the date of the judgment, and the source where it was published. If available, the names of the parties can also be mentioned. The name of

highest Court in a given jurisdiction can be written in the domestic language and its translation needs to be provided only once.

H. Dates

Please use the following format: 1 January 2007.

I. Ellipses

Indicate ellipses with a series of three points (with no square brackets round them). Do not follow ellipses of three points at the end of a sentence with another, final full point. Do not use ellipses at the beginning and end of quoted matter unless necessary.

J. Hyphenation

non-state actor
law-making
non-governmental
non-compliance
non-judicial

However, use longer hyphen for paragraph, page and year ranges (e.g. 22–48).

K. Numbers

Years should be elided in the text (1924–5) but given in full in titles, subtitles and chapter titles (1924–1925). Write out numbers up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures. Precise measurements, ages, money etc. (£3.54, 7 stone, 23.4 mm, 39 years) should be in figures. In non-technical books, use a comma in numbers with four or more digits (2,000, 11,000). Spell out large, general numbers: ‘about a thousand years ago’.

L. Percentages

Percentages should be in figures, with the words ‘per cent’ spelt out (‘25 per cent’); exceptions to this are books containing technical discussions or a series of comparisons where a group of percentages would look better on the page with the ‘%’ sign.

M. Punctuation

1. Use single quotation marks, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have double quotation marks).

e.g. Stated differently, ‘when a process is qualified as “codification” or “development” in fact only the prevailing one is meant’.

2. Punctuation should follow closing quotation marks except for grammatically complete sentences beginning with a capital – e.g., He maintained: ‘The book under discussion breaks new ground.’

3. We prefer not to use the serial comma (i.e., the one before ‘and’ in ‘red, white, and blue’) in UK-style books.

e.g. The picnic basket contained sandwiches, salad, drinks and dessert.

4. The word following a colon should not be capitalised (unless, of course, it is a proper noun).

e.g. The project will succeed only if: (1) the aforementioned conditions are met; (2) a deadline is agreed upon; and (3) Chairperson Holbrooke is regularly in touch with all participants.

5. Spaced en-rules (–) should be used for parenthetical dashes.

e.g. The aforementioned requirements – efficiency and effectiveness – have been met.

N. Quotations

1. Follow the original text for capitalisation, italics, punctuation, and normally for spelling. Keep quotations within the text if short (fewer than about sixty words), unless you wish to set them off from the text because they are of particular importance or are the focus of your discussion.

2. Set off quotations should be indented on both sides by 0.50 centimetres. If such a quotation starts with an incomplete sentence, indent the first word to indicate its approximate position in the complete sentence.

O. Reference to another Chapter in our Volume

See Ulfstein, Individual Complaints, this volume, section 3.3.5.

We suggest the following short titles for the book chapters:

Keller and Ulfstein, Introduction

Rodley, Human Rights Council

Keller and Grover, General Comments

Kälin, State Reports

Ulfstein, Individual Complaints

Schlütter, Interpretation methods

Churchill and Khaliq, Economic, Social and Cultural Rights

Scheinin, From Consent to Constitution

Alebeek and Nollkaemper, Status in National Law

Keller and Ulfstein, Conclusions

P. References inside the Chapter

See section 2.2.4. *supra*.

Q. URLs

Make sure URLs are not underlined, are not preceded with 'http://' if they begin with 'www' or similar and are not within angled brackets. Try not to include very long URLs that, in practice, the reader is unlikely to key in, and if you include 'last visited' dates, do so consistently and make sure they are up-to-date to the same date for the whole chapter.

R. Literature and Reference Systems

1. The names of published complete works and all periodicals should be italicised.

e.g. H.L.A. Hart, *The Concept of Law*
European Journal of Human Rights

2. Chapter titles in edited books, journal articles, dissertations and papers should be within single inverted commas.

e.g. K. Wolfke, 'Can Codification of International Law be Harmful?', J. Makarczyk (ed.), *Essays in International Law in Honour of Judge Manfred Lachs* (The Hague: Martinus Nijhoff Publishers, 1984) 313–350, at 314.

3. All journal volume numbers should be Arabic and all book volume numbers Roman.

e.g. H. Krieger, 'A Conflict of Norms: The Relationship between Humanitarian Law and Human Rights Law in the ICRC Customary Law Study', *J. Conflict & Security L.* **11**:3 (2006) 265–300, at 270.

J.L. Brierly, 'The Future of Codification' *BYBIL* **XII** (1931) 1–50, at 3.

4. Do not use 'pp.' or 'p.'.

e.g. M. O'Flaherty, 'The Concluding Observations of the Human Rights Treaty Bodies', *Human Rights Law Review* 6:1 (2006), 27–52, at 30.

5. Use a 'maximum capital' style (all main words capitalised) in the titles of books, chapters and journal articles, no matter how the title appeared in the original work.

e.g. C. Harland, 'The Status of the International Covenant on Civil and Political Rights (ICCPR) in the Domestic Law of States Parties: An Initial Global Survey Through UN Human Rights Committee Documents', *Human Rights Quarterly* 22:1 (2000), 187–260, at 200.

6. Where there are more than three authors or editors, only the first author or editor should be cited.

e.g. K. Ambos, 'Nulla Poena Sine Lege in International Criminal Law', R. Haveman and O. Olusanya (eds.), *Sentencing and Sanctioning in Supranational Criminal Law* (Antwerp/Oxford: Intersentia, 2006) 17–35, at 25.

S. Lamb, 'Nullum Crimen, Nulla Poena Sine Lege in International Criminal Law', A. Cassese et al. (eds.), *The Rome Statute of the International Criminal Court: A Commentary*, Vol. I (Oxford University Press, 2002) 733–755, at 747.

Full References

Give details for each work in the following order:

Books

- author's/editor's initials;
- author's/editor's surname;
- complete title (including subtitle, if any);
- editor, compiler or translator, if any;
- series title, if any;
- edition, if not the original;
- number of volumes, if applicable;
- place of publication (note there is no need to give the location if this is implicit in the publisher's name; e.g., Cambridge University Press);
- publisher;
- year of publication;
- volume number (in Roman numerals);
- page numbers.

e.g., A. Ashworth, *Principles of Criminal Law*, 4th ed. (Cambridge University Press, 2003) at 10.

Chapters in edited books

- author's initials;
- author's surname;
- name of chapter;
- name(s) of volume editor(s);
- complete title or the series title (ev. the edition number or volume number);
- place of publication (note there is no need to give the location if this is implicit in the publisher's name; e.g., Cambridge University Press);
- publisher;
- year of publication;
- page numbers.

e.g., B. Broomhall, 'Article 22', O. Triffterer (ed.), *Commentary on the Rome Statute of the International Criminal Court* (Munich: C.H. Beck, 2008) 713–729, at 717.

Journal articles

- author's initials;
- author's surname;
- title of the article;
- name of the journal;
- volume number (in arabic numerals) plus the issue number;
- date of volume;
- page number(s) (without p. or pp.).

e.g., C. Droege, 'Elective Affinities? Human Rights and Humanitarian Law', *Int.'l Rev. of the Committee of the Red Cross* 90:871 (2008) 501-548, at 505

Unpublished material (including unpublished theses or dissertations)

- author's initials;
- author's surname;
- title of document;
- volume or batch number, where applicable;
- name of collection, if known;
- folio number, or call number, if known;
- depository and where located (or academic institution, with year, for PhD theses and dissertations);

e.g., A. R. Southam, 'The Theory of Precedents in the Common Law', unpublished PhD thesis, University of Cambridge (1984);

Short References and Cross References

1. We cite every source on first mention in each chapter in full and then refer to it in the footnote with a short reference indicating the footnote with the first full information and adding a short title.

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

Ulfstein, World Court, *supra* note 10, at 34. [without inverted commas for the short title]

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

Ibid. (where there is a single reference in the footnote above and the pinpoint is identical)

Ibid. at 34. (where there is a single reference in the footnote above and the pinpoint is different)

Ulfstein, *ibid.* at 34. (where there are multiple references in the footnote above)

3. Cross reference to chapter in our volume

See Ulfstein, Individual Complaints, this volume, section 3.3.5. [without inverted commas for the title]

The number in the footnote should be done by an automatic cross-reference in Word so that the number will be updated any time you change something in the numbering of the footnotes.

S. Treaties and Statutes

1. When referring to an international law instrument, authors should mention the United Nations Treaty Series (UNTS) source.

e.g. *Vienna Convention on the Law of Treaties*, 1155 UNTS 331, entered into force 27 January 1980.

2. All the international human rights treaties that are in the list of abbreviations can be cited with the abbreviation without further details

3. When authors refer to a provision of a UN treaty, they can use the following form: “Article 19(3) ICCPR”. Protocols to UN treaties should be cited with the correct name: First Optional Protocol to the ICCPR.

4. All treaties by the Council of Europe should be cited with their ETS no.

e.g. *European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment*, ETS 126, entered into force 1 February 1989.

5. When citing a domestic statute or law for the first time, the author should include as much information as possible, including the year of entry into force and the publication source (usually the official gazette). If official translations of the title and text of the statute or law are provided, they should also be used. The title and quotation of the statute or law should be mentioned in English (e.g., the Swiss Code of Criminal Procedure), however they can – and sometimes they should – be followed by the original title or quotation (in parentheses) in the respective language. If the document is available on the internet, include a hyperlink.

e.g. *Albanian Criminal Code (Kodi Penal I Republikës së Shqipërisë)*, law no. 7895, dated 27.01.1995, amended version of 2002.

T. UN Documents

Security Council Resolutions

UN SC, Resolution 1441 (2002) concerning Iraq, 8 November 2002, UN Doc. S/RES/1441.

General Assembly Resolutions

UN GA, Resolution on the report of the Special Political and Decolonization Committee (Fourth Committee) (A/54/581) 54/85. Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples by the specialized agencies and the international institutions associated with the United Nations, 27 January 2000, UN Doc. A/RES/54/85.

General Assembly Official Records

UN GA, 52nd Session. *[Provisional Verbatim Record]*, 83rd Plenary Meeting, 27 April 1998, GAOR A/52/PV.83.

Other UN Bodies

ECOSOC, Commission on Human Rights, 52nd Session. *Further Promotion and Encouragement of Human Rights. Human Rights and Mass Exoduses: Report of the Secretary-General*, 8 February 1996, UN Doc. E/CN.4/1996/42.

U. Passages not Finalized in Text

All passages in the manuscript that are not yet final should be marked with a #. Please do not use ? or other signs.

Last updated: May 2010

List of Common Abbreviations

ACHPR	African Charter on Human and Peoples' Rights
ACtHPR	African Court on Human and Peoples' Rights
ACHR	American Convention on Human Rights
CAT	Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
CAT Committee	Committee against Torture
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women
CEDAW Committee	Committee on the Elimination of Discrimination against Women
CERD	Convention on the Elimination of All Forms of Racial Discrimination
CERD Committee	Committee on the Elimination of Racial Discrimination
CMW	International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families
CMW Committee	Committee on Migrant Workers
CoM	Committee of Ministers
CRC	Convention on the Rights of the Child
CRC Committee	Committee on the Rights of the Child
CPED	Convention on the Protection of All Persons from Enforced Disappearance
CRPD	Convention on the Rights of Persons with Disabilities
CRPD Committee	Committee on the Rights of Persons with Disabilities
EC	European Commission
ECHR	Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights (as amended))
ECtHR	European Court of Human Rights
ECommHR	European Commission of Human Rights
ECJ	European Court of Justice
ECOSOC	Economic and Social Council
ECSR	European Committee of Social Rights
ETS	European Treaty Series
HRC	Human Rights Committee
HRCouncil	Human Rights Council
IACtHR	Inter-American Court of Human Rights
IACHR	Inter-American Commission on Human Rights
ICC	International Criminal Court
ICCPR	International Covenant on Civil and Political Rights
ICESCR	International Covenant on Economic, Social and Cultural Rights
ICESCR Committee	Committee on Economic, Social and Cultural Rights
ICJ	International Court of Justice
ILA	International Law Association
ILC	International Law Commission
ILM	International Legal Materials
ILO	International Labour Organization
NGO	Non-governmental Organisation

OSCE	Organization for Security and Co-operation in Europe
OHCHR	Office of the High Commissioner for Human Rights
PCIJ	Permanent Court of International Justice
UDHR	Universal Declaration of Human Rights
UN	United Nations
UN Charter	Charter of the United Nations
UN GAOR	United Nations General Assembly Official Records
UN GA	United Nations General Assembly
UN SC	United Nations Security Council
UNTS	United Nations Treaty Series
UPR	Universal Periodic Review
VCLT	Vienna Convention on the Law of Treaties
WTO	World Trade Organization