

STYLE GUIDE

I. Layout

All articles for submission should be formatted as set out herein below.

A4 paper size, normal margins, Garamond 12 point, line spacing 1.15 (notes and footnotes, Garamond 10 point, line spacing 1.0), automatic addition of space after each paragraph (go to “Paragraph” then choose “Add space after paragraph”). One space between paragraphs and subtitles/titles except in fourth-level sections. All paragraphs, notes and footnotes should be justified but not indented.

The first page should begin with the title of the article in bold (capital and lowercase letters, not all caps) and in the center. Your name (not bold and not all caps) should be added under the title of the article. A footnote indicated by an asterisk (*) should be appended to your name, supplying your present affiliation, your email (optional) and including any acknowledgments that you wish to make. Add a short abstract in italic of the full submission (approximately 150-300 words).

All sentences should be separated by a single space and double spaces should not be used.

The following section heading levels should be used (including for an introduction and conclusion):

1. First-Level Heading

1.1. Second-level Subheading

1.1.1. Third-level subheading

(a) Fourth-level subheading

Numbered lists should not be intended and the following format should be used:

- (i)
- (ii)

II. Quotations

Quotations of fewer than three lines should be set in double quotation marks within the main text. Use single quotation marks for titles or subtitles.

Longer quotations should begin on a new line, without quotation marks, and should be indented.

All quotations should not be italicized.

Altered parts of quotations should be immediately followed by: [emphasis added] if the quotation has been italicized, bolded or underlined; [...] if the text of the quotation has been omitted.

III. Numbers

The Intergovernmental Organisations In-house Counsel Journal

Numerals one to nine should be written out (except when used for references to Articles, Sections etc., e.g. Article 1); 10 and above should be given in figures. This is the same with ordinals. Spell out for first to “ninth” but “10th” onward, without superscript.

Ranges of numbers are written in full and with a hyphen (not an EM dash). For example, 283-285 or 1988-1989.

IV. Punctuation

The Oxford comma (i.e., the one before “and” in “peace, war, and defense”) should not be used unless essential to clarity. Words omitted from quotations should be indicated by three full stops in square brackets.

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.

Dashes used as parenthesis should be the long EM dash ‘-’. Dashes used to elide words and figures should be the short EN dash ‘-’. No spaces should be used before or after the dash.

V. Spelling

Spelling should follow the [Oxford English Dictionary](#) or the [Concise Oxford Dictionary](#).

VI. Abbreviations and Defined Terms

Terms should be spelled out upon first appearance, with the abbreviation to be used thereafter placed in brackets without quotation marks. Abbreviations do not take full stops, except for Latin abbreviations (such as etc. and i.e.); European Bank for Reconstruction and Development (EBRD), not (“E.B.R.D.”).

Defined terms should be placed in brackets and quotation marks, e.g.: Environmental and Social Policy (the “Policy”).

VII. Citations

Short Form Footnotes

Citations in each article should be footnoted to include, in the following order, (1) the author’s last name, (2) the title in italics, (3) date of publication in parenthesis, and (4), followed by a comma and “at”, any pinpointing, such as a page number or page number range, followed by a period. For example: Smith, *The Theory of Everything* (2018), at 5-6.

In all other regards, including for cases, follow the [Oxford University Standard for the Citation of Legal Authorities](#).

Cross References in Footnotes

The Intergovernmental Organisations In-house Counsel Journal

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

Smith, *supra* note 31, at 12.

If that particular note contains two references by Smith, a shortened version of the title in italics should be given:

Smith, *The Theory (2018)*, *supra* note 31, at 12.

‘Op. cit.’ should be avoided. ‘Ibid.’ should be used where there are two or more consecutive references to the same work. For example: *Ibid.*, at 12.