Guidelines for Authors

**Important note:** All manuscripts are submitted to an anonymous peer review process. The editorial team can therefore not guarantee publication of any submissions, be they solicited or spontaneous. Once the editorial team conducts its evaluation of a manuscript and takes into account the comments of the peer reviews, a notification of the acceptance, rejection or need for revision of the manuscript is given.

I. Preparation of Manuscripts

Manuscripts should be submitted in Word format in 12 pt Times New Roman font with 1.5 line spacing (including for the footnotes).

- **Length:** Manuscripts submitted to the *Review* should be approximately 10,000 words, footnotes included.

- **Abstract:** All manuscripts should be accompanied by a short abstract (less than 100 words) summarizing the main content/argument of the article.

- **Keywords:** A few keywords should be identified for easy web search and referencing

- **CV:** All manuscripts should be accompanied by a short biography (one or two sentences per author) describing the current function/affiliation of the author. You may want to add your email contact if you wish it to appear in the *Review*. This information will appear following the affiliation of the author, below the title of the article in the *Review*.

- **Highlighting:** No highlighting (bold, italics, underlined) should be used within the text body, except for italics for foreign language terms: e.g. *a limine*. Foreign organisations should not be set in italics.

- **Headings:** Please do not use more than 3 different levels of headings
  - Title Level 1
  - Title Level 2
  - Title Level 3
II. Style

- **Spelling:**
  - Please use British English spelling (*labour*, not *labor*; *judgement*, not *judgment*) (except in the case of legal judgments); but note -ize, not -ise).
  - Please use the spellings found at www.oxforddictionaries.com (use the main spelling rather than any spelling listed as ‘alternative’).

- **Punctuation:**
  - Punctuation points should be followed by a single space.
  - Double inverted commas should be used throughout. Single inverted commas should be reserved for quotations within quotations.
  - If the quotation forms a full sentence, the closing full stop should be inside the quotation mark.
  - Quoted passages of more than about forty words should be indented, without quotation marks.
  - Ellipses “…” should be used to indicate an omission of words within a quotation.
  - The first word after a colon should always be lower case, except for subtitles in references.
  - Centuries should be referred to as follows: twentieth century. When used adjectivally they should be hyphenated (e.g. twentieth-century phenomenon).
  - Please do not use Oxford commas, unless it actually helps clarify the list of items.

- **Capitals:** Capitals should be used when
  - A specific reference is intended (e.g. the Parliament)
  - Please note:
    - “States” is always written with a capital S.
    - “States party to + name of the treaty”, but “States Parties”.
    - Occupying Power, Detaining Power, Protecting Power

- **Abbreviations:**
  - Abbreviations should be used as rarely as possible in the article, and only when indispensable (e.g. too frequent occurrence of otherwise complex expressions)
  - Abbreviations are generally followed by a full stop (Doc., Vol., No., Q.C.), except in the cases of acronyms (EU, USA, ECHR, UN) and after functions or titles (Mr and Dr, not Mr. and Dr.)
  - Abbreviations within footnotes and parentheses are permissible (e.g., etc., i.e., *ibid.*). Abbreviations of the Geneva Conventions and Protocols are also permissible after having spelt them out on first use (GC I/ GC II/etc./ AP I …).
  - Please use (ed.) but (eds)
• **Dates:** Use the following style: 1 February 1989.

• **Numerals:** Numerals below 100 should be spelt out, except for ages, which should always been given in digits. Please note: 10,000, not 10.000. Percentages should always be given in figures (e.g. 7%).

• **Italics:** Case names and Latin expressions and abbreviations should be italicized (*habeas corpus, mens rea, prima facie, ultra vires, de facto, ibid.*).

• **Tables, graphs, and maps:** should all have a brief descriptive title and a source.

• **Translations and emphasis:** Please indicate in a footnote, between brackets, when the translation is yours “(our translation)” or when you add an emphasis in a citation “(emphasis added)”.

• **Internet References:**
  - For references available on the internet please indicate “available at:” followed by the full website link.
  - The first internet reference should indicate the date of the last visit for all subsequent references.
  - Example: …, available at: [www.icrc.org/eng/resources/international-review/index.jsp](http://www.icrc.org/eng/resources/international-review/index.jsp) (all internet references were accessed in March 2014).

### III. Footnotes and Bibliographical References

1. **Doctrine**

**Books with one or multiple authors:**
- Names and surnames of all authors (use *et al.* only if there are more than three authors).
- Title in italics, using headline case (initial caps) on all significant words. The subtitle should be separated from the title by a colon.
- Edition, Volume number (if applicable)
- Publisher, city, year
- Page number and/or paragraph number (if applicable): use “p.” or “pp.” for page(s) and “para.” or “paras” for paragraph(s).
  - Page ranges should be indicated as follows: pp. 34–35
  - Separate page citations within the same work: pp. 4 and 86.
  - Please use ff. instead of *et seq.* (pp. 5 ff.)

**Examples:**

**Book chapters:**
- Names and surnames of all authors of the chapter
- Title between double inverted commas
- ‘in’
- Names and surnames of all authors of the collective book, followed by (ed.)/(eds)
- Title of the collective book in italics
- Edition, Volume number (if applicable)

**Journal Articles:**
- Names and surnames of all authors of the article
- Title between double inverted commas
- Name of the journal in italics
- Volume number, issue number, date, relevant page number and/or paragraph number (if applicable)
- When making a general citation to a whole essay or article rather than to any specific page, there is no need to include any page numbers in the citation; please do not include the full page range (ie. the first and last page numbers) of the essay, or the first page number only.

**Examples:**

**Blog posts:**
- Names and surnames of all authors of the blog post
- Title between double inverted commas
- Name of the blog in italics
- Date of the blog post
- “available at:”
- Full website link

**Example:**

**NGO and Think-Tank Reports:**
If the document cannot be attributed to a specific author:
- Name of the NGO
- Title of the report in italics
- Publisher (unless it is the same as the author) and city
- Date
- Page number and/or paragraph number (if applicable)

**Example:**

If the document can be attributed to a specific author:
- Names and surnames of all authors
- Title of the report in italics
- Type of document, publisher and city (if applicable)
- Date
- Page number and/or paragraph number (if applicable)

*Example:*

**Newspapers:**
- Names and surnames of all authors of the article
- Title between double inverted commas
- Name of the newspaper in italics
- Date of the article
- Page number (if applicable)

*Example:*

**Personally conducted interviews:**
- Interview with Peter Maurer, ICRC President, Geneva, March 2013.
- Anonymous interview with government official, Colombia, September 2013.

### 2. Case law

**International case law:**
- Jurisdiction
- Full name of the case in italics
- Case number
- Stage of procedure
- *ICJ Reports* if applicable
- Date
- Page and/or paragraph number (if applicable)

*Example:*

National case law:
Please follow as far as possible the format of the national tribunal in accordance with the following examples:

- Israel

- Germany
  BGH (Federal Court of Justice), NJW 1992, p. 1672.

3. International Legislation

International Conventions, Protocols:
- Protocol Additional (I) to the Geneva Conventions of 12 August 1949, and Relating to the Protection of Victims of International Armed Conflicts, 1125 UNTS 3, 8 June 1977 (entered into force 7 December 1978), Art. 35(1).
- Geneva Convention (I) for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field of 12 August 1949, 75 UNTS 31 (entered into force 21 October 1950), Art. 47.
  o “Article” in sentences but “Art.” or “Arts” in references.
  o “Article 3 common to the four Geneva Conventions” (subsequent references in the same text: “common Article 3”) in the body of the text; “common Art. 3 to the GC” in references.

Statutes:

4. Miscellaneous

UN or regional body Documents:

UN Resolutions:
- UNGA Res. 2857 (XXVI), 20 December 1971
- UNSC Res. 181, 7 August 1963

Commentaries:

ICRC Customary Law Study:
Cross References:
Where there are subsequent references to the same work, use the initial of the name of the author, followed by his/her surname and by “above note 1, p. 4” and not “supra note 1, p.4”.
Example:
- T. Meron, above note 1, p. 4

If more than one work of the same author have previously been cited in the same note, use a short form of the title work to indicate which one it is.
Example:

“Ibid.” is used where there are two or more consecutive references to the same work.

IV. How to treat editorial comments

Important note: Once the author receives his or her draft article from the Review team with editing notes and comments, it is important that the author goes through these edits and comments as soon as practicable to send the revised draft back to the Review staff, ideally within 2 to 3 weeks.

- Changes: It is important that all changes to the draft be implemented using the “track changes” function, to enable the Review staff working on the article to easily identify the differences from the previous version.

- Areas of disagreement: Should the author disagree with an edit or a comment and he or she does not wish to implement the change in the revised draft, the author should include a comment bubble giving, in one or two sentences, a brief reason for this disagreement and lack of implementation.