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)
  - There is an abbreviation of a longer title/name, (e.g. the International Criminal Court (ICC))
  - Acronyms are used (ECHR)
  - 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
    - Capitals for official titles when followed with the person’s name (e.g.: “Minister of Health Joe Bloggs”) but otherwise lower case (e.g. “The ICRC president met with the minister of health”). But Ministry of Health with capitals.

• **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 be given in digits. Please note: 10,000, not 40,000. 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.
- Volume, edition (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
• Volume, edition (if applicable)
• Publisher, City (and initials of the US State if applicable), Year
• Page number and/or paragraph number (if applicable): Please indicate only the relevant page(s), or the first page of the chapter if you want to refer to the whole chapter.

Example:

Journal Articles:
• Names and surnames of all authors of the article
• Title between double inverted commas
• Name of the Journal in italics
• Volume, edition, date, page number and/or paragraph number (if applicable)

Examples:

Blog posts:
• Names and surnames of all authors of the blog post
• Title between double inverted commas
• Name of the blog
• 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 and City (if applicable)
• Date
• Page number and/or paragraph number (if applicable)

Example:
- Human Rights Watch, Keeping the Momentum: One Year in the Life of the UN Human Rights Council, 22 September 2011.

If the document can be attributed to a specific author:
• Names and surnames of all authors
• Title of the report in italics
2. Case law

International case law:
- Jurisdiction: please write the full name of the jurisdiction for its first mention, with an abbreviation between brackets.
- 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:
- International Criminal Tribunal for Rwanda (ICTR), The Prosecutor v. Jean-Paul Akayesu, Case No. ICTR-96-4-I, Judgment (Appeals Chamber), 1 June 2001, paras. 37–45.


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 to the Geneva Conventions of 12 August 1949, and Relating to the Protection of Victims of International Armed Conflicts, 8 June 1977, 1125 UNTS 3 (entered into force 7 December 1978), Art. 35(1).
  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:**
- UN GA Res. 2857 (XXVI), 20 December 1971
- UN SC 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.