



Style Manual for Contributors to Publications in the Torkel Opsahl Academic EPublisher

1. Citations

All citations should be made in footnotes to the chapter text, not endnotes. At the first occurrence of a citation to a specific source in a chapter, the footnote should include full information on the source. If reference is made to the same source later in the same chapter, please use the abbreviated citation form (see below), and insert a *supra* cross-reference to the footnote where complete citation of the source occurs. Note that the publication will not include a bibliography. Please find below the formats for different types of referenced sources.

1.1. Monographs

[Author name (First name Last name)], [Publication title (*italic font*)], [Publisher], [City of the publication (if available)], [Year], p. or pp. [page number].

Abbreviated form: [Author last name], [Year], pp. or p. [page number], *supra* note [footnote number for first occurrence of reference].

Example: Cedric Ryngaert, *Jurisdiction in International Law*, Oxford University Press, 2008, pp. 85-133.

Abbreviated form: Ryngaert, 2008, p. 97, see *supra* note 1.

1.2. Chapters in anthologies

[Author name], “[Chapter title]”, in [Editor name(s)] (ed.)/(eds.), [Anthology title (*italic font*)], [Publisher], [City of the publication (if available)], [Year], p. or pp. [page number].

Abbreviated form: [Author last name], [Year], pp. or p. [page number], *supra* note [footnote number for first occurrence of reference].

Example: Dapo Akande, “Active Personality Principle”, in Antonio Cassese (ed.), *The Oxford Companion to International Criminal Justice*, Oxford University Press, Oxford, 2009, p. 229.

Abbreviated form: Akande, 2009, p. 233.

1.3. Journal articles

[Author name], “[Article title]”, in [Journal title (*italic font*)], [Year], vol. [volume number], no. [issue no.], p. [page number].

Short form: [Author last name], [Year], p. [page number], see *supra* note [footnote number for first occurrence of reference].

Example: Roger O’Keefe, “Universal Jurisdiction: Clarifying the Basic Concept”, in *Journal of International Criminal Justice*, 2004, vol. 2, no. 3, p. 736.

Abbreviated form: O’Keefe, 2004, p. 743, see *supra* note 3.

1.4. Decisions and judgements

Permanent Court of International Justice, *The Case of the S.S. "Lotus" (France v. Turkey)*, Judgment, 7 September 1927, Series A, No. 10, p. 20.

Supreme Court of Israel, *Adolf Eichmann v. The Attorney General*, Criminal Appeal No. 336/61, Judgment, 29 May 1962, paras. 5, 7, 13.

1.5. Legislation

[Full title of the legislative instrument in the original language (if not English, French or German, please add a translation in parenthesis)], [full date of ratification], if possible a source where the text is accessible. For multiple references to the same legislative instrument, you may assign a "short name" in the first reference.

Example: Loi du 16 juin 1993 relative à la répression 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, 5 August 1993, Moniteur Belge, 5 August 1993, p. 17751 ("Act of 1993").

Abbreviated form: Act of 1993, see *supra* note 5.

1.6. News and media sources

[Article title (if applicable)], [Name of medium], [full date of publication/broadcast], [page number (if applicable)].

Example: BBC News, 26 May 2008.

1.7. Source material available through the Internet

[Author name (if applicable)], "[Title of page/document]", available at [URL], last accessed at [date].

Example: Case Matrix Network, "Network Services", available at <http://www.casematrixnetwork.org/services/>, last accessed at 22 December 2010.

Abbreviated form: Case Matrix Network, "Network Services", see *supra* note 6.

2. Illustrations and tables

The contents area on a TOAEP book page is 12.1 (width) x 19.4 (height) centimetres, or 4.76 x 7.63 inches. Consequently, this is also the maximum size of illustrations and tables. If a table or illustration is between 12.1 cm and 19.4 cm in width, it may be placed in an appendix to the chapter text on a page in landscape orientation.

All illustrations and tables must be numbered, and caption text should be included.

2.1. Illustrations

In order to keep the retail price of the book as low as possible, we strongly prefer to publish the books in grey scale, rather than colour print. In order to ensure that the illustrations are suitable for print, please print the illustration on a printer in grey scale and examine the result. If you are submitting graphs, *please submit them in a format that is possible to edit* using the Microsoft Office suite or Adobe Creative Suite, so that they may be resized etc. in order to obtain the best possible results.

2.2. Tables

Tables may not be submitted as picture files. *They must be submitted in a Microsoft Word document so that the text in the table may be edited.*

3. General Remarks

The date format used is DD Month YYYY, for example, 12 December 2010.

Please avoid using the "&" character.

Please insert the footnote marker to the right of the punctuation or other mark, rather than to the left.

Please use en dash (–) for ranges of values (for example 1–10) and to mark off nested clauses and phrases and parenthetical expressions in a sentence.

Please insert only one space character after punctuation marks and commas.

Quotations that run over more than three text lines will be placed in an indented paragraph.

Please use inverted commas (‘ ’) to indicate terms and typographer quotation marks (“ ”) to indicate quotations. Please do not use any of the following symbols to indicate quotations (« »), ("").

Contributors may contact the Senior Editorial Assistant Mr. Alf Butenschøn Skre at e-mail info@fichl.org or telephone +47 932 91 809, should there be any questions regarding the format of the Torkel Opsahl Academic EPublisher.