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## **Authors' Manual**

**Torkel Opsahl Academic EPublisher\***

This Manual offers some basic editorial guidelines for your contribution, which you or your assistants are kindly asked to follow. It is written as concisely as possible, and the more minute details will be handled by the TOAEP Team. Nevertheless, please feel free to contact us in case of doubts or suggestions.<sup>1</sup> Below, general principles are stated in Section 1., while citation styles are detailed in Section 2.

### **1. General Principles**

Where not covered by the specific points and house rules below, you may fall back on the *UN Editorial Manual Online*.<sup>2</sup>

#### **1.1. Abbreviations**

For the sake of readability, abbreviations (including acronyms) should be used sparingly, and mainly for well-known institutional names and not as contractions for general concepts like 'international criminal law', which should be written out in full. Shorthand must be first declared by parentheses and single quotation marks (for example, 'ICC'). For

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<sup>1</sup> Authors may contact TOAEP at [info@toaep.org](mailto:info@toaep.org) for any question and comment.

<sup>2</sup> Available at <http://www.dgacm.org/editorialmanual/>.

monographs, they may be declared in the “Abbreviations” section and used directly in the text without further declaration.<sup>3</sup> Note:

- ‘TOAEP’, ‘US’ and so on (not ‘U.S.’);
- ‘Mr.’, ‘Ms.’ and so on (not ‘Ms’ or ‘Dr’); and
- ‘H.L.A. Hart’ (not ‘H. L. A. Hart’ or ‘HLA Hart’).

## 1.2. Biographical Note

Please provide a concise biographical note for the author(s) of the text as a single *asterisked* footnote, as shown above.<sup>4</sup> This should state your current function, and also include your *main* past professional positions and academic qualifications. It should be written in the third person in paragraph form (“**M. Cherif Bassiouni** is the godfather of international criminal law [...]”).

## 1.3. Capitalization

Specific names may be capitalized (for example, ‘the Court’ when referring to the ICC, if aforementioned), but not general concepts such as ‘international criminal law’.<sup>5</sup> Note:

- Headings are always capitalized save for articles, short prepositions and suchlike;<sup>6</sup>
- ‘State’ should be capitalized when referring to a political entity; and
- These capitalization rules only apply to English words.

## 1.4. Illustrations and Tables

- The contents area on a TOAEP book page (inside margins) is 121 mm by 194 mm, which is also the maximum size of illustrations and tables;
- All illustrations and tables must be numbered and captioned;

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<sup>3</sup> For example, see “Abbreviations”, in Terje Einarsen and Joseph Rikhof (eds.), *A Theory of Punishable Participation in Universal Crimes*, Torkel Opsahl Academic EPublisher, Brussels, 2018, p. xv (<http://www.toaep.org/ps-pdf/37-einarsen-rikhof>).

<sup>4</sup> Please consult the TOAEP Team if you are unsure how to do so.

<sup>5</sup> If you are using a word differently than its ordinary meaning (say, you are coining a new term out of a common word) throughout your manuscript (so using single quotation marks is not viable), you *may* capitalize it.

<sup>6</sup> Longer prepositions such as ‘against’, ‘beyond’ and so on are capitalized.

- In order to keep the retail price of the book as low as possible, please provide graphs, tables and images in grey scale, rather than colour; and
- Graphs and tables should be submitted in a format editable by Microsoft Office or Adobe Creative Suite (not as pictures).

### 1.5. Names

Foreign names not in the Latin alphabet should be transliterated and adhere to the order in the original language. So, for instance, the ‘first’ names come after the surnames for some East Asian languages. Chinese and Korean surnames, in particular, should be in upper case.

### 1.6. Numbers and Dates

- Cardinal numbers under 10 are generally spelt out in full, except where they start a sentence (“Twenty years ago [...]”);<sup>7</sup>
- Except years, cardinal numbers should be punctuated with thousand marks (‘1,000’);
- Ordinal numbers (first, second and so on) are always spelt out in full; and
- The international date format is used (‘17 July 1998’).

### 1.7. Punctuations

- The Oxford comma (as in “war crimes, crimes against humanity, and genocide”) is optional, so long as consistently used;
- The use of ampersands (‘&’) and slashes (‘/’) instead of ‘and’ and ‘or’ must be avoided except ‘and/or’;
- Double quotation marks (“”) are used to indicate quotations as such, and the single ones (‘’) for everything else, such as emphasis, irony and abbreviation. Quotes inside quotes are no different. Non-English or straight quotation marks (such as ‘«»’ and ‘””’) should not be used;
- Punctuations lie *outside* quotation marks when incorporated as part of a sentence (“A quote should be like this”, for example); and
- En dashes (‘–’) should be used instead of hyphens (‘-’) for (i) ranges and (ii) nested clauses and phrases – like this one just now. Em dashes are not used.

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<sup>7</sup> Please see other exceptions in the *UN Editorial Manual*.

## 1.8. Spelling and Foreign Language

We use the *UN Editorial Manual* spelling, falling back on the *Oxford English Dictionary* where the *UN Editorial Manual* is silent, for consistency. A spellchecker must be used before the manuscript is submitted. Note:

- Pursuant to the *UN Editorial Manual* and the *Oxford Dictionary of English*, the ‘ize’ form should be used, except where this would do violence to the word’s origin (such as ‘analyse’ (from Latin *analysis*), ‘catalyse’ (from Latin *catalysis*) and so on); and
- The TOAEP exceptions to the UN spelling are ‘co-operate’, ‘co-ordinate’ and ‘sub-section’ (and variants thereof), which should be used.

To ensure readability, where there is an English equivalent, the use of foreign languages is discouraged – for example, use ‘for example,’ instead of ‘e.g.’ (always followed by a comma), ‘Vienna’ instead of ‘Wien’ – though terms of art like *travaux préparatoires* may remain to be used. Where they are used, they should be italicized, save where to do so would be inappropriate (for example, name of a legislation or a court). Diacritical marks are essential, including when citing ICTY case law.

## 1.9. Other Remarks

- Quotations that run over more than three text lines should be placed in an indented paragraph, without quotation marks;
- Do not use the Styles function in Microsoft Word; and
- Sections and sub-sections are numbered ‘1.’, ‘2.’, ‘2.1.’, ‘2.1.1.’ and so on.

## 2. Citations

Below are some general points on citations:

- All citations should be made in footnotes, not endnotes;
- Please insert a footnote to the *right* of a punctuation;
- At the first instance, the footnote should include full information on the source. Later references are abbreviated and cross-referenced to the initial footnote. The abbreviated forms for various sources are set out below, but you may declare your customary shorthand for the sake of economy or convenience. You are strongly encouraged to use

the 'Cross-reference' function in Word<sup>8</sup> instead of manually entering the numbers of preceding footnotes, to ensure correct numbering regardless of subsequent changes;

- Please use 'above' and 'below' instead of '*supra*' or '*infra*'. Common citation shorthand like 'cf.' and 'ff.' (instead of 'et seq.', and 'etc.')
- may remain to be used. 'Passim' is never used for want of certainty;
- No bibliography is included; and
- If international law sources or related documents are used, only persistent uniform resource locators ('PURLs') in the ICC Legal Tools Database ('LTD') (<http://legal-tools.org/>) are allowed.<sup>9</sup> Every document record in the LTD has a sub-heading called 'Persistent URL'. Please copy and paste this accurately into your footnote citations. This can be found in the metadata record of a document, see, for example:

The screenshot shows the LTD website interface. On the left is a navigation menu with options like 'ICC main menu', 'Search', 'Browse', 'PURL', and 'What are the ICC Legal Tools?'. The main content area shows the breadcrumb 'Home > Browse > Record' and the title 'Metadata of the document in the LTD:'. Below this, there are buttons for 'Download "Rome Statute of the International [...]" (623 K)' and 'Preview'. A table of metadata follows:

Database Record Number:	32
Persistent URL:	<a href="http://www.legal-tools.org/doc/7b9af9/">http://www.legal-tools.org/doc/7b9af9/</a>
Title:	Rome Statute of the International Criminal Court
Translated title (FR):	Statut de Rome
Content type:	International legal instrument
Source:	Judicial assemblies and administrations

**Image 1: Where you can find the PURL in a record's metadata in the LTD.**

Generally, a citation's metadata is arranged in decreasing order of importance, with (i) primary information such as authorship and title first, (ii) secondary information such as publisher and date next, and (iii) details needed to locate the specific source last.

<sup>8</sup> This is found in the 'References' tab under the 'Captions' section. Please consult the TOAEP Team if you are not sure how to do so.

<sup>9</sup> If you cannot find your source in the Database, please send a PDF of the source alongside your text or insert the URL which you are using in the footnote, so that the document can be added to the ICC Legal Tools Database.

Cluster	<u>I</u>	<u>II</u>	<u>III</u>
<b>Information</b>	Names of authors or jurisdiction, the title of the source, the collection of which it is part, and so on.	Publisher and city, date, and so on.	Reference or case number, page number, PURL, shorthand, cross-reference and so on.
<b>Examples</b>	<p>Dapo Akande, “Active Personality Principle”, in Antonio Cassese (ed.), <i>The Oxford Companion to International Criminal Justice</i>, Oxford University Press, Oxford, 2009, p.229.</p> <p>International Criminal Tribunal for the former Yugoslavia, <i>Prosecutor v. Delalić et al.</i>, Appeals Chamber, Judgement, <u>20 February 2001</u>, IT-96-21-A, paras. 625–49 (‘Čelebići case’) ([PURL]).</p>		

**Table 1: Clusters of Citational Information.**

	Long Form	Example	Short Form	Example
<b>Books</b>	[Author name (First name Last name)], [ <i>Publication title</i> ], [Publisher], [City of the publication, if available], [Year], p. or pp. [Page number] ([PURL, if available]).	Cedric Ryngaert, <i>Jurisdiction in International Law</i> , Oxford University Press, Oxford, 2008, pp. 85–133.	[Author last name], [Year], p. or pp. [Page number], see above note [Footnote number for initial reference].	Ryngaert, 2008, p. 97, see above note 1.
<b>Book chapters</b>	[Author name], “[Chapter title]”, in [Editor name(s)] (ed.)/(eds.), [ <i>Anthology title</i> ], [Publisher], [City of the publication, if available], [Year], p. or pp. [Page number] ([PURL, if available]).	Dapo Akande, “Active Personality Principle”, in Antonio Cassese (ed.), <i>The Oxford Companion to International Criminal Justice</i> , Oxford University Press, Oxford, 2009, p. 229.	[Author last name], [Year], p. or pp. [Page number], see above note [Footnote number for initial reference].	Akande, 2009, p. 233, see above note 1.
<b>Articles</b>	[Author name], “[Article title]”, in [ <i>Journal title</i> ], [Year], vol. [Volume number], no. [Issue no.], p. or pp. [Page number].	Roger O’Keefe, “Universal Jurisdiction: Clarifying the Basic Concept”, in <i>Journal of International Criminal Justice</i> , 2004, vol. 2, no. 3, p. 736.	[Author last name], [Year], p. or pp. [Page number], see above note [Footnote number for initial reference].	O’Keefe, 2004, p. 743, see above note 3.
<b>FICHL Policy Brief Series</b>	[Author name], [“Policy Brief Series title”], FICHL Policy Brief Series No. [FICHL Policy	Philip Allott, “How to Make a Better World: Human Power and Human Weakness”, FICHL	[Author last name], [Year], p. or pp. [Page number], see	Allott, 2016, pp. 1–2, see above note 1.

	<b>Long Form</b>	<b>Example</b>	<b>Short Form</b>	<b>Example</b>
	Brief Series no.] ([Year]), Torkel Opsahl Academic EPublisher, [City of the publication], [Year], p. or pp. [Page number] ([PURL]).	Policy Brief Series No. 75 (2016), Torkel Opsahl Academic EPublisher, Brussels, 2016 ( <a href="http://www.toaep.org/pbs-pdf/75-allott">http://www.toaep.org/pbs-pdf/75-allott</a> ).	above note [Footnote number for initial reference].	
<b>International decisions, judgements and other court documents</b>	[Name of jurisdiction], [Name of situation, if applicable], [ <i>Name of case</i> ], [Chambers, if applicable], [Title of document], [Date], [Document reference no.], p. or pp. or para. or paras. [Location] ([PURL]).	Permanent Court of International Justice, <i>The Case of the S.S. "Lotus" (France v. Turkey)</i> , Judgment, 7 September 1927, Series A, No. 10, p. 20.  International Criminal Tribunal for the former Yugoslavia, <sup>10</sup> <i>Prosecutor v. Delalić et al.</i> , Appeals Chamber, Judgement, 20 February 2001, IT-96-21-A, paras. 625–49 ('Čelebići case') ( <a href="http://www.legal-tools.org/doc/051554/">http://www.legal-tools.org/doc/051554/</a> ).	Can be defined.	Čelebići case, see above note 1.

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<sup>10</sup> The word 'former' is not capitalized as per official usage.



	<b>Long Form</b>	<b>Example</b>	<b>Short Form</b>	<b>Example</b>
<b>Domestic cases</b>	[Name of jurisdiction], [ <i>Name of case</i> ], [Chambers, if applicable], [Title of document], [Year], p. or pp. or para. or paras. [Location].	Supreme Court of Israel, <i>Adolf Eichmann v. The Attorney General</i> , Judgment, 29 May 1962, Criminal Appeal No. 336/61, paras. 5, 7, 13 ( <i>'Eichmann'</i> ).	Can be defined.	<i>Eichmann</i> , para. 5, see above note 1.
<b>Domestic statutes</b>	[Name of jurisdiction], [Full title of the legislative instrument in the original language (Translation in parenthesis)], [Full date of ratification] ([PURL]).	France, 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 ( <i>'Act of 1993'</i> ).	Can be defined.	Act of 1993, see above note 5.
<b>Treaties, Statutes, and so on</b>	[Name of jurisdiction, if applicable], [Name of treaty or instrument], [Date of ratification, if applicable, otherwise latest amendment], [Article number, etc.] ([PURL]).	Rome Statute of the International Criminal Court, 17 July 1998, [Article [x], Part [x], Preamble, etc.] ( <i>'ICC Statute'</i> ) ( <a href="http://www.legal-tools.org/doc/7b9af9/">http://www.legal-tools.org/doc/7b9af9/</a> ).	Can be defined.	ICC Statute, Article 1, see above note 1.

	Long Form	Example	Short Form	Example
		ICC, Rules of Procedure and Evidence, 9 September 2002, [Rule [x], Section [x], Sub-section [x], etc.] ('ICC RPE') ( <a href="http://www.legal-tools.org/doc/8bcf6f">http://www.legal-tools.org/doc/8bcf6f</a> ).		
		ICC, Elements of Crimes, 11 June 2010, [Article, General introduction, para., Element, etc.] ( <a href="http://www.legal-tools.org/doc/3c0e2d">http://www.legal-tools.org/doc/3c0e2d</a> ).		
<b>UN Documents</b>	[Title], UN Doc. [UN document number or symbol], [Date of publication] ([PURL]).	Establishment of an International Law Commission, UN Doc. A/RES/174(II), 21 November 1947 ( <a href="http://www.legal-tools.org/doc/c2a5c3">http://www.legal-tools.org/doc/c2a5c3</a> ).	[Title], [Year], see above note [Footnote number for initial reference].	Establishment of an International Law Commission, 1947, see above note 1.

	<b>Long Form</b>	<b>Example</b>	<b>Short Form</b>	<b>Example</b>
<b>News, press releases and media sources</b>	[Name of author, if applicable, or institution], “[Article title]”, in [ <i>Name of medium</i> , no need if already provided], [Full date, not just year], [Document identifier, if applicable], [Page number, if applicable].	ICC ASP, “Assembly activates Court’s jurisdiction over crime of aggression”, 15 December 2017, ICC-ASP-20171214-PR1350.	[“Article title, if applicable” OR Name of medium], [Date], see above note [Footnote number for initial reference].	<i>BBC News</i> , 26 May 2008, see above note 1.
<b>Internet sources</b>	[Author name, if applicable], “[Title of page or document]”, in/on [ <i>Name of site</i> ], [Date, if applicable] (available on [Name of web site]’s web site).	Centre for International Law and Research (‘CILRAP’), “Network Services” (available on CILRAP’s web site).  James G Stewart, “The ICTY Loses Its Way on Complicity”, in <i>Opinio Juris</i> , 3 April 2013 (available on its web site).	[Author name], [Date OR, if inapplicable, title of page], see above note [Footnote number for initial reference].	Centre for International Law and Research, “Network Services”, see above note 6.

**Table 2: Commonly used citation styles.**