<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Updates</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Nov. 2018</td>
<td><strong>Introduction</strong>&lt;br&gt;Copyediting manuscripts</td>
<td>M. Fellows</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Latin Abbreviations</strong>&lt;br&gt;Abbreviation i.e., is used to introduce an explanation of a word or phrase.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Numbers</strong>&lt;br&gt;– Numbers occurring within a paragraph or a series of paragraphs should keep consistency in the immediate context.&lt;br&gt;– In the same sentence or paragraph, items in one category may be given as numerals, and items in another (category) can be spelled out.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Abbreviations with a Period</strong>&lt;br&gt;– note / notes, number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Abbreviations without a period</strong>&lt;br&gt;– numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Internal cross-references</strong>&lt;br&gt;n. / nn.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Citation Style</strong>&lt;br&gt;Citation Style - components &amp; examples:&lt;br&gt;– Books&lt;br&gt;– Periodicals&lt;br&gt;– Electronic Sources</td>
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</tr>
</tbody>
</table>

**Release**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Recipients</th>
<th>Distributed on</th>
</tr>
</thead>
</table>

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to Claire.Chouzenoux@wolterskluwer.com
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1. **INTRODUCTION**

This document defines editorial styles (rules) used to present content for Wolters Kluwer publications. Authors, editors, Wolters Kluwer departments dealing with content (manuscripts, proofs, XML), and editorial service and project management vendors should consult this document for questions regarding Wolters Kluwer editorial style.

**COPYEDITING MANUSCRIPTS**

In general, (unless other agreements are made) manuscripts will copyedited as follows:

- **Main Text in Manuscript**
  - KLI House Style will be applied

- **All text surrounding Citations in Footnotes**
  - KLI House Style will be applied

- **Citations in Footnotes**
  - ALWD Citation Manual rules will be applied. (See s.4 Citation Style).

- **Foreign Text in Manuscript**
  - Will not be copyedited, but left ‘as is’.

The following sections included in our Style guidelines outline the rules for presenting English text:

- punctuation;
- mechanics;
- citations;
- formatting

The sections on punctuation and mechanics explain when to use certain grammatical elements, like when to use a period with an abbreviation or when to use an ellipsis. These sections focus on unique features of Wolters Kluwer House Style, not basic grammar rules. The citations section explains how to cite references. The formatting section explains how to format the manuscript.

**ONLINE ACCESS TO KLUWER AUTHOR PORTAL (INCL. KLUWER HOUSE STYLE GUIDE AND AUTHOR GUIDELINES).**

Access here: [http://authors.wolterskluwerblogs.com/](http://authors.wolterskluwerblogs.com/)
2. **Punctuation**

**Colon**

**Blockquote**
Use a colon before a blockquote.

*Example:*

Article 5(2) states:

Authorised officers entering premises under a warrant may take with them such equipment as they deem necessary. This will include equipment that can be used to enter the premises using reasonable force (for example, equipment that can be used to break locks) as well as equipment that can be used to facilitate the search (for example, computer equipment).\(^1\)

**List Format**
Use a colon before a list.

Use en-dashes (–) for unnumbered lists (not bullets)

*Example:*

In particular, LC lists include the relationships in the following spheres:

– organization and management of labour;
– arrangement of employment at a particular employer (as concerns entering into employment relationship);
– professional training, retraining and professional development of employees directly with the given employer.

Use numbers (or letters) between parentheses for ‘run-in’ lists; items are separated by commas.

*Example:*

The lecturers will cover (a) competition tax law, (b) copyright law, and (c) labour law.

Compose three sentences showing the use of (1) quotations, (2) en dashes, and (3) colons

**Subtitles**
Use a colon (not a dash) between a title and subtitle. This is especially if the TOC is included.

*Example:*

The Arab-Israeli Accords: Legal Perspectives
APOSTROPHE

Use ’s (apostrophe s) to indicate possession for words that do not end with the letter s. Use only the apostrophe if the word ends with the letter s.

**Example:**
- Bill’s book
- Iris’ book

**Exception:**
- US’s

Apostrophes are not used to make a date plural.

**Example:**
- the 1980s

COMMA

LISTS

Use a comma between items in a list. Using a comma between the last two items in a list is optional, unless omitting the comma results in ambiguity or a misreading. If a list includes internal punctuation, a semicolon can be used instead of a comma.

**Example:**
<table>
<thead>
<tr>
<th>apples, oranges, and bananas</th>
<th>The comma between last two items is preferred but not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts</td>
<td>There are sub-lists within the main list, so the main list items are separated with a semicolon.</td>
</tr>
</tbody>
</table>

NUMERALS

Use commas in numerals greater than 999, but not in page, paragraph, or section numbers.

**Example:**
- 1,582
- page 1582

DASHES

INTERRUPTIONS

Use a spaced en-dash to indicate an interruption in a text.

**Example:**
- There was a time – and indeed not very long ago – when things were much different.
NUMBER RANGES

Use a non-spaced en-dash to indicate number ranges.

**Example:**
- 2–4
- 204–209

ELLIPSIS [...]  

Use an ellipsis with a space before, and after to indicate that you have deleted material from a quotation.

**Example:**
- 'This decision [...] only seems to allow a negative conclusion.'

Do not use an ellipsis at the beginning of a quotation. Do not use an ellipsis at the end of a quotation unless you have deleted the final words of the quotation.

**Example:**

Original text:

A provision of this Part which is expressed to apply to, or in relation to, an agreement is to be read as applying equally to, or in relation to, a decision by an association of undertakings or a concerted practice (but with any necessary modifications).

Quotation in manuscript:

A provision for section 2(5) on agreements preventing competition applies to 'a decision by an association of undertakings or a concerted practice by [...]'.

PERIOD

ABBREVIATIONS WITH A PERIOD

Use a period at the end of an abbreviation if the abbreviation is made by truncating the word.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>number</td>
<td>no.</td>
</tr>
<tr>
<td>paragraph</td>
<td>para.</td>
</tr>
<tr>
<td>versus</td>
<td>v.</td>
</tr>
<tr>
<td>Article</td>
<td>Art.</td>
</tr>
<tr>
<td>Professor</td>
<td>Prof.</td>
</tr>
<tr>
<td>note</td>
<td>n.</td>
</tr>
<tr>
<td>notes</td>
<td>nn.</td>
</tr>
<tr>
<td>et cetera</td>
<td>etc.</td>
</tr>
</tbody>
</table>
**ABBREVIATIONS WITHOUT A PERIOD**

Do not use a period at the end of an abbreviation if the abbreviation includes the last letter of the abbreviated word.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>numbers</td>
<td>nos</td>
</tr>
<tr>
<td>paragraphs</td>
<td>paras</td>
</tr>
<tr>
<td>Articles</td>
<td>Arts</td>
</tr>
<tr>
<td>Mister</td>
<td>Mr</td>
</tr>
<tr>
<td>Doctor</td>
<td>Dr</td>
</tr>
<tr>
<td>Doctorate of Philosophy</td>
<td>PhD</td>
</tr>
</tbody>
</table>

Do not use periods in capital letter abbreviations, including country codes, US states, organization names, and currency abbreviations.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country Codes</strong></td>
<td></td>
</tr>
<tr>
<td>United States of America</td>
<td>US</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>UK</td>
</tr>
<tr>
<td>European Union</td>
<td>EU</td>
</tr>
<tr>
<td>European Community</td>
<td>EC</td>
</tr>
<tr>
<td><strong>US States</strong></td>
<td></td>
</tr>
<tr>
<td>Montana</td>
<td>MT</td>
</tr>
<tr>
<td>New York</td>
<td>NY</td>
</tr>
<tr>
<td>Texas</td>
<td>TX</td>
</tr>
<tr>
<td><strong>Organization Names</strong></td>
<td></td>
</tr>
<tr>
<td>North Atlantic Treaty Organization</td>
<td>NATO</td>
</tr>
<tr>
<td>North American Free Trade Agreement</td>
<td>NAFTA</td>
</tr>
<tr>
<td><strong>Currency Codes</strong></td>
<td></td>
</tr>
<tr>
<td>United States Dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Euro</td>
<td>EUR</td>
</tr>
</tbody>
</table>
QUOTATION MARKS AND OTHER PUNCTUATION

SINGLE QUOTATION MARKS
Use single quotation marks to indicate quotations roughly four lines long or less.

Example:
Non-business premises are defined as, ‘any premises to which a decision of the Commission ordering the Article 21 inspection relates’.

DOUBLE QUOTATION MARKS
Use double quotation marks for quotes within quotes.

Example:
Section 2(7) of the Competition Act states, 'In this section "the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part';

BLOCK QUOTES
Quotations that are more than four lines should be formatted as a separate block quote.

Block quotes do not use quotation marks. If a block quote contains a quote, use single quotation marks.

COMMAS, COLONS, AND SEMICOLONS
Commas, colons, and semicolons are placed outside the end-quotation mark.

Example:
Section 2(7) of the Competition Act states, 'In this section "the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part'; however, ...

PERIODS, QUESTION MARKS, AND EXCLAMATION MARKS
Periods, question marks, and exclamation marks are generally placed outside the end-quotation mark; however, if an entire sentence is quoted (including the initial capital letter), the period, question mark, or exclamation mark may be placed inside the end-quotation mark.

TYPOGRAPHICAL DEVICES (*), (†), (‡)
An asterisk (*) or dagger (†), or double-dagger (‡) may also be used (i.e., to indicate author affiliation, other pieces of information not a footnote number).

The order of these symbols in English is: *, †, ‡ and should be placed before the first footnote.(FN number 1)
**SQUARE BRACKETS**

Use square brackets when you insert words into a direct quotation.

**Example:**

'The European Commission Report [on Article 81] explains...'.

Use the Latin word 'sic' in square brackets to indicate an error in a quoted sentence which appears in the source material.

**Example:**

'The report on misdemeanours give [sic] an overview of the locus of crime around city centres'.

3. MECHANICS

ABBREVIATIONS

Abbreviations, other than short references, should not be used in the body of a text, but may be used in footnotes. Some examples include:

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation in Footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1</td>
<td>Art. 1</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Ch. 9</td>
</tr>
<tr>
<td>section 2</td>
<td>s. 2</td>
</tr>
<tr>
<td>sections 2 and 9</td>
<td>ss 2 and 9</td>
</tr>
<tr>
<td>subsection (3)</td>
<td>subs. (3)</td>
</tr>
<tr>
<td>subsections (3)-(5)</td>
<td>subss (3)-(5)</td>
</tr>
<tr>
<td>Schedule 8</td>
<td>Sch. 8</td>
</tr>
<tr>
<td>Order 23</td>
<td>Ord. 23</td>
</tr>
<tr>
<td>December</td>
<td>Dec.</td>
</tr>
</tbody>
</table>

CURRENCY CODES

Use the ISO currency code abbreviations with a space between the abbreviation and numeral. An up-to-date list of ISO currency codes can be ordered from the ISO website.

Example:

USD 50
EUR 100

<table>
<thead>
<tr>
<th>Country</th>
<th>Abbreviation</th>
<th>Currency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>AUD</td>
<td>Australian Dollar</td>
</tr>
<tr>
<td>Austria</td>
<td>EUR, formerly ATS</td>
<td>Euro, formerly Shilling</td>
</tr>
<tr>
<td>Bahrain</td>
<td>BHD</td>
<td>Bahraini Dinar</td>
</tr>
<tr>
<td>Belgium</td>
<td>EUR, formerly BEF</td>
<td>Euro, formerly Belgian Franc</td>
</tr>
<tr>
<td>Canada</td>
<td>CAD</td>
<td>Canadian Dollar</td>
</tr>
<tr>
<td>China</td>
<td>CNY</td>
<td>Yuan Renmibi</td>
</tr>
<tr>
<td>Cyprus</td>
<td>EUR, formerly CYP</td>
<td>Euro, formerly Cypriot Pound</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>CZK</td>
<td>Czech Koruna</td>
</tr>
<tr>
<td>Denmark</td>
<td>DKK</td>
<td>Danish Krone</td>
</tr>
<tr>
<td>Egypt</td>
<td>EGP</td>
<td>Egyptian Pound</td>
</tr>
<tr>
<td>Estonia</td>
<td>EUR, formerly EEK</td>
<td>Euro, formerly Kroon</td>
</tr>
<tr>
<td>Finland</td>
<td>EUR, formerly FIM</td>
<td>Euro, formerly Markka</td>
</tr>
<tr>
<td>France</td>
<td>EUR, formerly FRF</td>
<td>Euro, formerly French Franc</td>
</tr>
<tr>
<td>Germany</td>
<td>EUR, formerly DEM</td>
<td>Euro, formerly Deutsche Mark</td>
</tr>
<tr>
<td>Greece</td>
<td>EUR, formerly GRD</td>
<td>Euro, formerly Greek Drachma</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>HKD</td>
<td>Hong Kong Dollar</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td><strong>Abbreviation</strong></td>
<td><strong>Currency Name</strong></td>
</tr>
<tr>
<td>---------------</td>
<td>------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Hungary</td>
<td>HUF</td>
<td>Forint</td>
</tr>
<tr>
<td>Iceland</td>
<td>ISK</td>
<td>Icelandic Króna</td>
</tr>
<tr>
<td>India</td>
<td>INR</td>
<td>Indian Rupee</td>
</tr>
<tr>
<td>Indonesia</td>
<td>IDR</td>
<td>Rupiah</td>
</tr>
<tr>
<td>Ireland</td>
<td>EUR, formerly IEP</td>
<td>Euro, formerly Punt</td>
</tr>
<tr>
<td>Italy</td>
<td>EUR, formerly ITL</td>
<td>Euro, formerly Italian Lira</td>
</tr>
<tr>
<td>Japan</td>
<td>JPY</td>
<td>Yen</td>
</tr>
<tr>
<td>Kenya</td>
<td>KES</td>
<td>Kenyan Shilling</td>
</tr>
<tr>
<td>Kuwait</td>
<td>KWD</td>
<td>Kuwaiti Dinar</td>
</tr>
<tr>
<td>Latvia</td>
<td>LVL</td>
<td>Lats</td>
</tr>
<tr>
<td>Lithuania</td>
<td>LTL</td>
<td>Litas</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>EUR, formerly LUF</td>
<td>Euro, formerly Luxembourg Franc</td>
</tr>
<tr>
<td>Malawi</td>
<td>MWK</td>
<td>Malawian Kwacha</td>
</tr>
<tr>
<td>Malaysia</td>
<td>MYR</td>
<td>Ringitt, Malaysian Dollar</td>
</tr>
<tr>
<td>Malta</td>
<td>EUR, formerly MLT</td>
<td>Euro, formerly Maltese Lira</td>
</tr>
<tr>
<td>Mexico</td>
<td>MXN</td>
<td>Mexican New Peso</td>
</tr>
<tr>
<td>Morocco</td>
<td>MAD</td>
<td>Moroccan Dirham</td>
</tr>
<tr>
<td>Netherlands</td>
<td>EUR, formerly NLG</td>
<td>Euro, formerly Dutch Guilder</td>
</tr>
<tr>
<td>Netherlands Antilles</td>
<td>ANG</td>
<td>Netherlands Antilles Guilder</td>
</tr>
<tr>
<td>New Zealand</td>
<td>NZD</td>
<td>New Zealand Dollar</td>
</tr>
<tr>
<td>Norway</td>
<td>NOK</td>
<td>Norwegian Krone</td>
</tr>
<tr>
<td>Oman</td>
<td>OMR</td>
<td>Omani Rial</td>
</tr>
<tr>
<td>Pakistan</td>
<td>PKR</td>
<td>Pakistani Rupee</td>
</tr>
<tr>
<td>Philippines</td>
<td>PDP</td>
<td>Philippines Peso</td>
</tr>
<tr>
<td>Poland</td>
<td>PLN</td>
<td>New Zloty</td>
</tr>
<tr>
<td>Portugal</td>
<td>EUR, formerly PTE</td>
<td>Euro, formerly Portuguese Escudo</td>
</tr>
<tr>
<td>Qatar</td>
<td>QAR</td>
<td>Qatari Riyal</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td>SAR</td>
<td>Saudi Riyal</td>
</tr>
<tr>
<td>Singapore</td>
<td>SGD</td>
<td>Singapore Dollar</td>
</tr>
<tr>
<td>Slovak Republic</td>
<td>EUR, formerly SKK</td>
<td>Euro, formerly Slovak Koruna</td>
</tr>
<tr>
<td>Slovenia</td>
<td>EUR, formerly SIT</td>
<td>Euro, formerly Tolar</td>
</tr>
<tr>
<td>South Africa</td>
<td>ZAR</td>
<td>Rand</td>
</tr>
<tr>
<td>Spain</td>
<td>EUR, formerly ESB</td>
<td>Euro, formerly Spanish Peseta</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>LKR</td>
<td>Sri Lankan Rupee</td>
</tr>
<tr>
<td>Sweden</td>
<td>SEK</td>
<td>Swedish Krona</td>
</tr>
<tr>
<td>Switzerland</td>
<td>CHF</td>
<td>Swiss Franc</td>
</tr>
<tr>
<td>Thailand</td>
<td>THB</td>
<td>Baht</td>
</tr>
<tr>
<td>Tunisia</td>
<td>TND</td>
<td>Tunisian Dinar</td>
</tr>
<tr>
<td>Turkey</td>
<td>TLR</td>
<td>Turkish Lira</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>AED</td>
<td>United Arab Emirates Dirham</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>GBP</td>
<td>United Kingdom Pound, pound Sterling</td>
</tr>
<tr>
<td>USA</td>
<td>USD</td>
<td>United States Dollar</td>
</tr>
<tr>
<td>Zimbabwe</td>
<td>ZWD</td>
<td>Zimbabwe Dollar</td>
</tr>
</tbody>
</table>
COUNTRY CODES
Visit the ISO website for a current list of country codes

LATIN ABBREVIATIONS
Latin abbreviations are appropriate in footnotes and bibliographies. Most Latin abbreviations have become anglicized and are not italicized.

<table>
<thead>
<tr>
<th>Latin Abbreviation</th>
<th>Latin Word</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>cf.</td>
<td>confer</td>
<td>compare</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia</td>
<td>for example</td>
</tr>
<tr>
<td>et al.</td>
<td>et alii</td>
<td>and others</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera</td>
<td>and so forth</td>
</tr>
<tr>
<td>i.e. (used to introduce an explanation of a word or phrase)</td>
<td>id est</td>
<td>that is</td>
</tr>
<tr>
<td>N.B.</td>
<td>nota bene</td>
<td>note well</td>
</tr>
</tbody>
</table>

SHORT REFERENCES
A short reference is used when an abbreviated name will be used throughout a text. To introduce a short reference, use the entire name followed by the abbreviation in parentheses the first time the name is used.

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
<th>Introduction of Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collective Labour Agreement</td>
<td>CLA</td>
<td>Collective Labour Agreement (CLA)</td>
</tr>
</tbody>
</table>

CAPITALIZATION

PROPER NOUNS
– Capitalize proper nouns that are specific names for people, organizations, places, or things. E.g., the British State’, ‘Washington State’, The White House, but ‘state-sponsored acts’

– Always capitalize the phrase ‘Member State(s)’

There are no special rules for capitalizing the word ‘state’. It should be capitalized when at the start of a sentence, or when it is part of a proper noun. When some general nouns are followed by a number, the term becomes a proper noun. However, the words paragraph, section, subsection, page, and footnote do not become proper nouns when followed by a number, unless they begin a sentence.

<table>
<thead>
<tr>
<th>General Noun</th>
<th>Proper Noun with a Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>chapter</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>article</td>
<td>Article 20</td>
</tr>
<tr>
<td>General Noun</td>
<td>Proper Noun with a Number</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>case</td>
<td>Case No. C-33/90</td>
</tr>
<tr>
<td>schedule</td>
<td>Schedule 5</td>
</tr>
</tbody>
</table>

**TITLES AND HEADINGS**

Capitalize:
- all words consisting of more than 5 letters in titles and headings; and
- the first and last words of titles, subtitles and headings are also capitalized.

**COMPOUND WORDS**

All initial letters in compound words are capitalized.

*Example:*

Cross-Border

**HYphenATED WORDS**

Only the initial letter of a hyphenated word is capitalized in titles and headings.

*Example:*

Pre-existing

**CROSS REFERENCES**

Cross references refer the reader to other parts of the same publication and should refer to specific heading numbers or footnote numbers. *Cross references should not refer to page numbers.*

*Example:*

See G. Born, International Commercial Arbitration
See also section 1.1.1 *supra*
... as outlined in Chapter 5 below.

Be consistent in the use of either *supra* and *infra* (in italics) or 'above' and 'below' (not italicized).

‘See’, and ‘See also’ are always italicized.
INTERNAL CROSS REFERENCES

The style for ‘internal’ cross references within a manuscript (in particular relating to International Encyclopaedia of Laws (IELs supplements), has recently been updated. See also https://ielaws.com/authors for further information.

Example:
In main body text of manuscript
(see paragraphs 57–60, infra)
(see paragraphs 255, 256, infra)
(See paragraph 60, n. 56 infra).
(See paragraph 70, nn. 60–62 infra)
This system was also used in 1949 (paragraph 45)

Example:
In footnotes of manuscript
57. See para. 82, infra.

IBID.

Ibid. (the abbreviation for ibidem) may be used in footnotes.

Ibid is used to provide a footnote citation or reference to the same author and source cited in the immediately preceding footnote.

The first time a work is cited, provide a complete citation for the work in a footnote (listed at the bottom of each page). Subsequent citations may use ibid or supra.

ID.

Id. (the abbreviation for idem) should only be used sparingly. Is used:

– In the same footnote; or
– In the immediately preceding footnote when that footnote cites only one source (author and work are the same, but the page number is different).

OP. CIT. AND LOC. CIT.

The terms op. cit. and loc. cit. should not be used.

ITALICS

Italicize the following:

– words the author chooses to emphasize;
– case names, including the v. (Wade v. Roe);
– foreign words, except for words that have become anglicized.

The following list of words should not be italicized in legal writing. Consult Black’s Law Dictionary for a complete list of anglicized legal terms.

ad hoc  amicus curiae  certiorari
LISTS

Use an en-dash (–) for an unnumbered list, for short lists, and for lists where numbering would suggest an unintended hierarchy.

Where numbering is appropriate, lists and sub-lists should preferably be numbered in the following way:

level 1: (1), (2), (3) ...
level 2: (a), (b), (c) ...
level 3: (i), (ii), (iii) ...

In all cases, lists must have at least two list items. List items should be punctuated either as full sentences (use an initial capital letter and end with a period) or as phrases (use a lower case letter to begin the item and a semicolon at the end of each line item, with a period after the last list item. It is acceptable to use and or or between the penultimate and final list item.

NUMBERS

Numbers occurring within a paragraph or a series of paragraphs should keep consistency in the immediate context.

In the same sentence or paragraph, items in one category may be given as numerals, and items in another (category) can be spelled out.

Example:

‘I read four books with more than 400 pages, sixty books with more than 100 pages, and a hundred articles with less than 4 pages’.

NUMERALS

Use numerals for:

– units of time (or any other measure) in non-technical text
– numbers greater than ninety-nine; (e.g., 120, 1,500, 273,200)
– dates and times;
– statistics (including decimals, percentages (15%), ratios, ages of people, monetary figures);
– numbers in a series (5, 10, and 250 years);
– number spans (2–4; 204–209).
ORDINAL NUMBERS
Do not use superscript for ordinal numbers: 1st, 2nd, 3rd, etc.

SPELLED NUMBERS
Spell out the following numbers:

- general contexts: numbers from zero to ninety-nine;
  - three-year period
  - the train approached at seventy-five miles an hour
- write out the century number (nineteenth century);
- whole numbers used with hundred, thousand, hundred thousand, million, billion, and beyond (e.g., two hundred; twenty-eight thousand; three hundred thousand; one million);
- fractions;
- numbers that begin a sentence.

QUOTATIONS
Quotations must be verbatim from the original source. Short quotations should be embedded in the text; if a quotation extends more than roughly four lines, use block quote formatting.

If the source material contains an error, this can be indicated by the use of '[sic]'. See sections 2.2 and 2.6 above for more information about how to use brackets and ellipsis to correctly indicate changes in a quotation.

Denote any emphasis using the parenthetical phrase '(emphasis original)' or '(emphasis added)' at the end of the quotation.

Specify if the quoted material is translated, and whether it has been translated by the author or someone else.

Permissions to reproduce relevant material should always be sought. Consult the author guidelines to ensure that you comply with copyright regulations. If you have questions about this, please contact the developmental editor.

SHORT REFERENCES
The first time you cite a source, use the full citation in the footnote. Subsequent references use:

Author’s Last Name (or, if not available), Title, supra n. Note Number, at Pinpoint reference.

Always include a bibliography or list of references if you use short references.

**Example:**

2. Pauwelyn, supra n. 1, at 258.

Short references to legislation should always include the name, number, and year.
**SPELLING**

Set the language in Word to English (UK) unless American spelling should be used.

**OXFORD-IZE SPELLING (ORIGIN GREEK –IZEIN)**

Refer to the Concise Oxford Dictionary; see also Oxford Dictionaries online (http://oxforddictionaries.com).

**RULE FOR -IZE SUFFIX**

Oxford spelling (as per Oxford Dictionary) takes British spelling of words in combination with the suffix -ize in place of -ise.

<table>
<thead>
<tr>
<th>Suffix forming verbs meaning:</th>
<th>Oxford-ize spelling examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>to make or become</td>
<td>privatize</td>
</tr>
<tr>
<td>cause to resemble</td>
<td>Americanize</td>
</tr>
<tr>
<td>to treat in a specified way</td>
<td>carbonize</td>
</tr>
<tr>
<td>to perform or subject (someone) to a specified practice</td>
<td>hospitalize</td>
</tr>
</tbody>
</table>

**RULE FOR WORDS ENDING IN -YSE**

Words ending in -yse are not changed by the above rule.

**Examples:**

- analyse
- paralyse
- catalyse

**OBLIGATORY -ISE SPELLING**

Verbs that keep ‘ise’ spelling:

There are a small group of verbs that must always be spelled with -ise at the end and never with -ize. The main reason for this is that, in these words, -ise is part of a longer word element rather than being a separate ending in its own right. For example: -cise (meaning ‘cutting’) in the words excise; -prise (meaning ‘taking’) as in surprise; or –mise (meaning ‘sending’) as in promise. Here are the most common ones:

**Examples:**

- advertise
- compromise
- advise
- despise
- apprise
- chastise
- disguise
- prise (meaning ‘open’)
- comprise
- excise
- promise
- televise
- exercise
- revise
- improvise
- supervise
- incise
- surmise
- surprise

**COMPOUND WORDS**

Hyphens are used for compound words that function as an adjective immediately preceding a noun.
**Example:**
nurse-assisted living

**PROPER NOUNS**
Proper nouns, including the names of organizations, retain original spelling.
4. **Citation Style**

Kluwer Law International has adopted the *Association of Legal Writing Directors (ALWD)* legal citation style (*ALWD Citation Manual*) to ensure uniformity, which is becoming increasingly critical for content that appears online. Below are some examples of common citation.

**BOOKS**

The full citation to a treatise, book or other non-periodic work may contain up to ten components (see below).

\[\text{[Volume number (if multi-volume work)]}\text{●Author name,}\text{●Title}\text{[at]}\text{●Pinpoint reference}\text{●([Editor name] ed.,}\text{●[Translator name] trans.,}\text{●[Publisher (other than original)]}\text{●[Edition number (other than 1st)] ed.●Year of publication].}\]

**Single Author**

*Example:*


**Two Authors**

*Example:*


**Multi-volume with Multiple Authors**

*Example:*


**PERIODICALS**

Citations to articles in journals, law reviews, newspapers, newsletters, and other periodicals typically contain seven components (see below).

**Author, ●Title,●Volume number●Periodical abbreviation●Initial page,●Pinpoint page●(Date).**

*Example:*


**ELECTRONIC SOURCES**

A full citation to an internet site contains five components (see below).

**Author or Owner, ●Title,●Homepage/Domain name [if available],●URL●(Updated or Access date)
Example:

CASE LAW

Cases should be compiled in a reference table. A full citation for a case may contain as many as nine components. However, some citations will contain fewer components (see below).

*Case Name*, ● *Report volume* ● *Report abbreviation* ● *Initial page*, ● *Pinpoint page* ● *(Court abbreviation)* ● *Date*, ● *Subsequent history citation [if any]*.

Example:

INTERNATIONAL LEGISLATION


Legislation should be compiled in a reference table, including: legislation, treaties, and conventions. International legal material has four components (see below).

*Title*, ● *Pinpoint reference* ● *(Exact date)*, ● *Source*.

Example:
*Treaty of Peace between the Allied and Associated Powers and Austria pt. XII, art. 372* (10 Sept. 1919), T.S. No. 8.

FOREIGN LANGUAGE TEXT

Kluwer Law International does not undertake copyediting of foreign language text. Any foreign language text will be left ‘as is’.
5. Manuscript Formatting

Dates

Use European-style dates.

**Example:**
1 January 2001

Figures

- Figures should be submitted as separate files along with the manuscript.
- Figures should be submitted as print-quality in greyscale (.tif or .jpg files with a resolution of at least 600 dpi).
- Indicate the insertion point in the manuscript as: `<insert Figure 1>`
- Each figure must be numbered and referenced in the text.
- Title and caption for figures are optional. The title denotes the subject of the figure. A caption is reserved for additional information such as a copyright line.
- Figure footnotes appear in the caption rather than at the bottom of the page.
- Cross-references to figures should not use the terms "above" and "below", when figures are numbered.

Tables

Use the table function in Word to submit tables as part of the manuscript. Format the table as you would like it to appear in print.

Each table must be numbered and referenced in the text. Cross-references to tables should not use the terms “above” and “below”, when tables are numbered. Title and caption for tables are optional. The title denotes the subject of the table. A caption is reserved for additional information such as a copyright line. Table footnotes appear in the caption rather than at the foot of the page.

Source Lines and Notes relating to Tables and Figures

Place source information and notes information directly under the Table or Figure. Source information should be a complete reference (not just the author name / year)

**Example:**


Note: The revenues correspond to the sales generated in the context of the license.
HEADINGS

A maximum of five heading levels is recommended. Headings should use a logical outline format and the heading titles should follow title capitalization. The below option is the preferred heading style as this is easy to link online.

Preferred heading style:

Level 1: §1.01, §1.02, §1.03, etc.
Level 2: [A], [B], etc.
Level 3: [1], [2], etc.
Level 4: [a], [b], [c], etc.
Level 5: [i], [ii], etc

More than five heading levels will be unnumbered.

Preferred heading style for Info Law Series and SSPO Series

(Example Chapter 1)

Level 1: 1.1
Level 2: 1.1.1
Level 3: 1.1.1.1
Level 4: 1.1.1.1.1
Level 5: 1.1.1.1.1.1

(Example Chapter 2)

Level 1: 2.1
Level 2: 2.1.1
Level 3: 2.1.1.1
Level 4: 2.1.1.1.1
Level 5: 2.1.1.1.1.1

Please carefully check the numbering system you use and your cross references. During the copyediting process, if your heading numbers do not follow the above system, and if you have not specifically indicated that you have used a different, logical system when submitting your manuscript, heading numbers in your manuscript will generally be adapted to the system above.
BOOK REVIEWS

For book reviews, a standard format is used regarding:

1. how information about the book is set out, and
2. how author name(s) and date, if included, are shown at the end of a book review.

Example:

BOOK REVIEW


Qui te stet eruditi a lienum. Vel an sententiae deterruisset, enim contentiones sit ut. Ei autem verear has, id justo tation tincidunt his, esse atomorum definitiones cum ad. Ne mollis eirmod vis, ei assum conceptam cum.

Simul tacimates gloriatur usu eu. Est ex assum veritus. At qui congue labore adipiscing. At usu paulo noster melius, sit ne erant accusam similique, eu eos habeo efficiantur. Eam brute nihil lisque ea.

At eruditi equidem his. Possit pertinacia adversarium eu sit, velit partiendo te per, no eos quem denique. Error qualisque et has. Qui omnium regione at, no accusam honestatis concludaturque vim. Graece persius euismod id eam, animal denique definitione

Alan B. Cooke
Cooke Group
April 2016