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

1. Introduction .................................................................................................................. 4

Copyediting Manuscripts .................................................................................................. 4
Online Access to Kluwer Author Portal ........................................................................... 4

2. Punctuation .................................................................................................................. 5

Colon .................................................................................................................................. 5
  Blockquote ......................................................................................................................... 5
  Lists ..................................................................................................................................... 5
  Subtitles ............................................................................................................................ 5
Apostrophe ......................................................................................................................... 5
Comma .................................................................................................................................. 6
  Inline Lists ......................................................................................................................... 6
  Numerals ........................................................................................................................... 6
Dashes .................................................................................................................................... 6
  Interruptions ...................................................................................................................... 6
  Number Ranges ................................................................................................................. 6
Ellipsis .................................................................................................................................... 7
Period .................................................................................................................................... 7
  Abbreviations with a Period .............................................................................................. 7
  Abbreviations without a Period ......................................................................................... 8

Quotation Marks and Other Punctuation ......................................................................... 8
  Single Quotation Marks .................................................................................................... 8
  Double Quotation Marks ................................................................................................... 9
  Block Quotes .................................................................................................................... 9
  Commas, Colons, and Semicolons .................................................................................... 9
  Periods, Question Marks, and Exclamation Marks ......................................................... 9
  Square Brackets ................................................................................................................ 9

Typographical Devices (*), (**), (***) .............................................................................. 9

3. Mechanics ..................................................................................................................... 10

Abbreviations ................................................................................................................... 10
  Currency Codes ................................................................................................................ 10
  Country Codes .................................................................................................................. 10
  Latin Abbreviations ........................................................................................................ 10
  Short References ............................................................................................................. 11

Capitalization .................................................................................................................... 11
  Proper Nouns .................................................................................................................... 11
  Titles and Headings .......................................................................................................... 11
  Hyphenated Words in Titles and Headings .................................................................... 12

Internal Cross-References ............................................................................................... 12
  Internal Cross-References in General ............................................................................ 12
  Internal Cross-References in IELs .................................................................................. 13
  Ibid. ................................................................................................................................. 13
Id. ................................................................................................................................. 13
Italics ............................................................................................................................... 13
Lists ................................................................................................................................ 14
Block List ......................................................................................................................... 14
Inline List ......................................................................................................................... 15
Numbers ............................................................................................................................. 15
  Numerals ......................................................................................................................... 16
  Ordinal Numbers ............................................................................................................. 16
  Spelled Numbers ........................................................................................................... 16
Spelling .............................................................................................................................. 16
  Oxford-z Spelling (origin Greek –izein) ....................................................................... 16
  Proper Nouns .................................................................................................................. 17
  Foreign Language Text ..................................................................................................... 17
  Quotations ....................................................................................................................... 17
4.  Citations ....................................................................................................................... 18
  Books ............................................................................................................................... 18
  Periodicals ...................................................................................................................... 19
  Electronic Sources ......................................................................................................... 19
  US Case Law .................................................................................................................. 20
  US Legislation ............................................................................................................... 20
  International Case Law and Legislation ....................................................................... 20
  Short Citations ............................................................................................................... 20
5.  Formatting ..................................................................................................................... 21
  Dates ............................................................................................................................... 21
  Figures ............................................................................................................................. 21
  Tables .............................................................................................................................. 21
  Headings ......................................................................................................................... 22
1. **INTRODUCTION**

This document defines the editorial style used to present content for Kluwer Law International publications. Authors, editors, Kluwer Law International departments dealing with content, and editorial services and project management vendors should consult this document for questions regarding Kluwer Law International editorial style.

**COPYEDITING MANUSCRIPTS**

Unless other agreements are made, manuscripts will be copyedited as follows:

- **Main Text in Manuscript**
  - KLI House Style will be applied
- **Text surrounding Citations in Footnotes**
  - KLI House Style will be applied
- **Citations in Footnotes**
  - ALWD Guide to Legal Citation Manual rules will be applied. (See s. 4 Citation Style below).
- **Foreign Text**
  - Will not be copyedited, but left ‘as is’.

The following sections included in the present House Style Guide 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 Kluwer Law International 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**

Kluwer author portal includes links to the present House Style Guide and to Author Guidelines. Access here: [http://authors.wolterskluwerblogs.com/](http://authors.wolterskluwerblogs.com/)
2. PUNCTUATION

COLON

BLOCKQUOTE
Use a colon before a block quote.

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).

LISTS
Use a colon before a list.

Example:
In particular, these 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.

SUBTITLES
Use a colon (not a dash) between a title and subtitle.

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 decade plural.

**Example:**
the 1980s

---

**COMMA**

**INLINE LISTS**

Use a comma between items in an inline 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 an inline list includes internal punctuation, a semicolon can be used instead of a comma to separate the main items.

<table>
<thead>
<tr>
<th>Example:</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>apples, oranges, and bananas</td>
<td>The comma between last two items is preferred but not required.</td>
</tr>
<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.

<table>
<thead>
<tr>
<th>Example:</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,582</td>
<td></td>
</tr>
<tr>
<td>Exception:</td>
<td>p. 1582 or pp. 1582 et seq. or pp. 1582–1586 [No-elision style]</td>
</tr>
</tbody>
</table>

---

**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.

<table>
<thead>
<tr>
<th>Example:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2–4</td>
<td></td>
</tr>
<tr>
<td>204–209 [No-elision style]</td>
<td></td>
</tr>
</tbody>
</table>
**ELLIPSIS**

Use an ellipsis i.e. ‘…’ with a space before and after to indicate deleted material from a quotation.

<table>
<thead>
<tr>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘This decision … only seems to allow a negative conclusion.’</td>
</tr>
</tbody>
</table>

Do not use an ellipsis at the beginning of a quotation.

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

| 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 …’.

---

**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>Article</td>
<td>Art.</td>
</tr>
<tr>
<td>Chapter</td>
<td>Ch.</td>
</tr>
<tr>
<td>et cetera</td>
<td>etc.</td>
</tr>
<tr>
<td>note</td>
<td>n.</td>
</tr>
<tr>
<td>notes</td>
<td>nn.</td>
</tr>
<tr>
<td>number</td>
<td>no.</td>
</tr>
<tr>
<td>Order</td>
<td>Ord.</td>
</tr>
<tr>
<td>paragraph</td>
<td>para.</td>
</tr>
<tr>
<td>Professor</td>
<td>Prof.</td>
</tr>
<tr>
<td>section</td>
<td>s.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Sch.</td>
</tr>
<tr>
<td>versus</td>
<td>v. (in case titles)</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>Articles</td>
<td>Arts</td>
</tr>
<tr>
<td>Chapters</td>
<td>Chs</td>
</tr>
<tr>
<td>Doctor</td>
<td>Dr</td>
</tr>
<tr>
<td>Doctorate of Philosophy</td>
<td>PhD</td>
</tr>
<tr>
<td>Mister</td>
<td>Mr</td>
</tr>
<tr>
<td>numbers</td>
<td>nos</td>
</tr>
<tr>
<td>paragraphs</td>
<td>paras</td>
</tr>
<tr>
<td>sections</td>
<td>ss</td>
</tr>
<tr>
<td>subsections</td>
<td>subss</td>
</tr>
</tbody>
</table>

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

<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><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 long should be formatted as a separate block quote.

Do not use quotation marks for block quotes. 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';

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.

SQUARE BRACKETS

Square brackets should be used to insert words into a direct quotation.

Note: content inserted within square brackets will be copy-edited.

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

Latin word 'sic' in square brackets should be used 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'.

TYPOGRAPHICAL DEVICES (*), (**), (***)

An asterisk (*) or double asterisks (**), or triple asterisks (***) may be used to indicate author affiliation or other pieces of information that are not included in regular footnotes.

The order of these symbols is: *, **, *** and these should be placed before the first regular footnote.
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>paragraph 5</td>
<td>para. 5</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>22 December 2018</td>
<td>22 Dec. 2018</td>
</tr>
</tbody>
</table>

**Currency Codes**

Use the ISO currency code abbreviations with a space between the abbreviation and numeral.

Visit the [ISO website for a current list of currency codes](#)

**Example:**

USD 50
EUR 100

**Country Codes**

Use the 2-letters ISO country code abbreviations.

Visit the [ISO website for a current list of country codes](#)

**Example:**

NL
US

**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.</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 to avoid repeating a term throughout a text.

To introduce a short reference, use the entire term followed by the short reference in parentheses the first time the term is used.

<table>
<thead>
<tr>
<th>Term</th>
<th>Short Reference</th>
<th>Introduction of Short Reference</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 it begins 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. These words will be capitalized only if they begin a sentence.

<table>
<thead>
<tr>
<th>General Noun:</th>
<th>Proper Noun with a Number:</th>
<th>General Noun with a Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>article</td>
<td>Article 20</td>
<td></td>
</tr>
<tr>
<td>case</td>
<td>Case No. C-33/90</td>
<td></td>
</tr>
<tr>
<td>chapter</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>order</td>
<td>Order 5</td>
<td></td>
</tr>
<tr>
<td>paragraph</td>
<td></td>
<td>paragraph 20(1)</td>
</tr>
<tr>
<td>schedule</td>
<td>Schedule 5</td>
<td></td>
</tr>
<tr>
<td>section</td>
<td></td>
<td>section 20</td>
</tr>
</tbody>
</table>

TITLES AND HEADINGS
Capitalize:
- all major words in titles and headings (nouns, pronouns, verbs, adjectives, adverbs);
- prepositions and conjunctions that are more than 5 letters (between, against, because, etc.);
- the first and last words of titles and headings.

If title or heading contains an expression such as ‘Before and After’ or ‘With and Without’ both words of the expression will be capitalized for harmony even though one word has less than 5 letters.
HYPHENATED WORDS IN TITLES AND HEADINGS

**Compound Words**
All initial letters of a compound word are capitalized in titles and headings.

**Example:**
Cross-Border

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

**Example:**
Pre-existing

INTERNAL CROSS-REFERENCES

**INTERNAL CROSS-REFERENCES IN GENERAL**
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.

**Examples in main text:**
... as outlined in Chapter 5 below.
It has been explained in §4.01 above
OR
... as outlined in Chapter 5 infra.
It has been explained in §4.01 supra

**Examples in footnotes:**
... as prescribed in Ch. 5 infra
See also s. 1.1.1 supra
OR
... as prescribed in Ch. 5 below
See also s. 1.1.1 above

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

Signals ‘See’ and ‘See also’ should be italicized before any cross-references.
INTERNAL CROSS-REFERENCES IN IELs

Additionally, in *International Encyclopaedia of Laws*, internal cross-references can refer to paragraph numbers.

See also [https://ielaws.com/authors](https://ielaws.com/authors) for general information regarding IELs.

**Examples in main text:**

(see paragraphs 57–60, infra)

(See supra paragraph 60, note 56.)

OR

(see paragraphs 57–60 below)

(See paragraph 60, note 56 above.)

**Examples in footnotes:**

57. See infra para. 82.

43. See supra n. 34

OR

57. See para. 82 below.

43. See n. 34 above

**IBID.**

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

It is used to provide a citation to the same source cited in the immediately preceding footnote.

The first time a work is cited, provide a complete citation. Subsequent citations may use *ibid.*

**Example:**


**ID.**

*Id.* (the abbreviation for *idem*) is acceptable but *ibid.* is preferred.

**OP. CIT. AND LOC. CIT.**

The terms *op. cit.* and *loc. cit.* should not be used. These terms should be replaced with ‘*supra*’ and ‘*infra*’ or ‘above’ and ‘below’.

**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.
**Example:**

<table>
<thead>
<tr>
<th>ad hoc</th>
<th>en banc</th>
<th>N.B.</th>
</tr>
</thead>
<tbody>
<tr>
<td>amicus curiae</td>
<td>et al.</td>
<td>ne bis in idem</td>
</tr>
<tr>
<td>certiorari</td>
<td>et seq.</td>
<td>passim</td>
</tr>
<tr>
<td>cf.</td>
<td>etc.</td>
<td>prima facie</td>
</tr>
<tr>
<td>de facto</td>
<td>habeas corpus</td>
<td>quantum meruit</td>
</tr>
<tr>
<td>de jure</td>
<td>i.e.</td>
<td>quid pro quo</td>
</tr>
<tr>
<td>de novo</td>
<td>in personam</td>
<td>res gestae</td>
</tr>
<tr>
<td>dicta, dictum</td>
<td>in rem</td>
<td>res ipsa loquitur</td>
</tr>
<tr>
<td>e.g.</td>
<td>mutatis mutandis</td>
<td>res judicata</td>
</tr>
</tbody>
</table>

**LISTS**

In all cases, lists must have at least two items. It is acceptable to use *and* or *or* between the penultimate and final list item.

**BLOCK LIST**

Use a colon before a block list.

Use en-dashes (–) (not bullets) for unnumbered lists, short lists and 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) …

List items should be punctuated:

- either as phrases (use a lower case letter to begin an item and a semicolon at the end of each line item, with a period after the last item);
- or as full sentences (use an initial capital letter to begin an item and a period at the end of each line item).

**Examples:**

Lower case lists include phrases ending with a semi-colon.

In particular, these 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.

Upper case lists include full sentences ending in a period.

The Antitrust Division has a formal leniency policy under which the first (but only the first) violator to come forward may avoid prosecution, if four criteria are met:

1. At the time the corporation comes forward, the Division has not received information about the illegal activity being reported from any other source.
Examples:
(2) Upon the corporation’s discovery of the conduct, the corporation took prompt and effective action to terminate its participation in the illegal activity.
(3) The corporation reports the wrongdoing with candor and completeness and provides full, continuing and complete cooperation to the Division throughout the investigation.
(4) The confession of wrongdoing is truly a corporate act, as opposed to isolated confessions of individual executives or officials.

INLINE LIST
Use a comma between items in an inline 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 an inline list includes internal punctuation, a semicolon can be used instead of a comma to separate the main items.

<table>
<thead>
<tr>
<th>Example</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>apples, oranges, and bananas</td>
<td>The comma between last two items is preferred but not required.</td>
</tr>
<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>

Where numbering is appropriate, use numbers or letters between parentheses.

Example:
The lecturers will cover (a) competition tax law, (b) copyright law, and (c) labour law.
Or:
Compose three sentences showing the use of (1) quotations, (2) en dashes, and (3) colons.

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 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 (e.g., 8:30 am, 75 miles an hour);
- dates;
- numbers greater than ninety-nine (e.g., 120; 1,580);
- statistics (including decimals, percentages, ratios, ages of people, monetary figures);
- numbers in a series (50, 100, and 250 years);
- number spans (2–4; 204–209).

ORDINAL NUMBERS
For rankings and edition numbers, use numerals. Do not use superscript: 1st, 2nd, 3rd, etc.
For other cases, ordinal numbers can be spelled out: first, second, third, etc.

SPELLED NUMBERS
Spell out the following numbers:

- general contexts: numbers from zero to ninety-nine (e.g., three-year period);
- century numbers (nineteenth century);
- fractions (one-third);
- numbers that begin a sentence;
- whole numbers used with hundred, thousand, hundred thousand, million, billion, and beyond (e.g., two hundred; twenty-eight thousand; three hundred thousand; one million).

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

OXFORD-Z SPELLING (ORIGIN GREEK –IZEIN)
Refer to the Concise Oxford Dictionary; see also Oxford Dictionaries online (http://oxforddictionaries.com).

Rule for -ize Suffix
Oxford spelling 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-z 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

There is a small group of verbs that must always be spelled with -ise at the end and never with -ize. Here are the most common ones:

<table>
<thead>
<tr>
<th>Examples</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise</td>
<td>Promise</td>
</tr>
<tr>
<td>Compromise</td>
<td>Televise</td>
</tr>
<tr>
<td>Advise</td>
<td>Exercise</td>
</tr>
<tr>
<td>Despise</td>
<td>Revise</td>
</tr>
<tr>
<td>Apprise</td>
<td>Improvise</td>
</tr>
<tr>
<td>Chastise</td>
<td>supervise</td>
</tr>
<tr>
<td>Disguise</td>
<td>Incise</td>
</tr>
<tr>
<td>prise (meaning ‘open’)</td>
<td>Surmise</td>
</tr>
<tr>
<td>Comprise</td>
<td>Surprise</td>
</tr>
<tr>
<td>Excise</td>
<td></td>
</tr>
</tbody>
</table>

PROPER NOUNS

Proper nouns, including the names of organizations, retain original spelling.

FOREIGN LANGUAGE TEXT

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

QUOTATIONS

Quotations will be left ‘as is’ and will not be copy edited except dashes and quotations marks.
4. **CITATIONS**

Kluwer Law International has adopted the *ALWD Guide to Legal Citation* (ALWD) to ensure uniformity. Below are some examples of common citation.

Signals ‘See’ and ‘See also’ should be italicized before any citation.

**BOOKS**

See ALWD section 20 for more details.

The full citation to a treatise, book or other non-periodic work typically contains the below components:

**Single Author**

- **Example:**
  
  
  Or
  

**Two Authors**

- **Example:**
  
  
  Or
  

**Multi-volume treatise with multiple authors**

- **Example:**
  
  
  Or
  

**Editor, but no listed author**

- **Example:**
  
  
  Or
  

**Author and editor**

- **Example:**
  
  
  Or
  
Collected works of one author

**Example:**

Or

**PERIODICALS**

*See ALWD section 21 for more details.*

Citations to articles in journals, law reviews, newspapers, newsletters, and other periodicals typically contain the below components:

**Article in consecutively paginated periodical**

**Example:**

**Article in nonconsecutively paginated periodical**

**Example:**

**Newsletter**

**Example:**

**ELECTRONIC SOURCES**

*See ALWD section 31 for more details.*

A full citation to an internet site typically contains the below components:

**Owner identified in website title, specific date**

**Example:**

**Author, title, website, specific date and time**

**Example:**

**Blog**

**Example:**
**Web source cited in academic footnote**

*Example:*


---

**US Case Law**

See ALWD section 12 for more details.

For citations to US Case Law, author consistency will be followed.

Cases should be compiled in a reference table.

**US Legislation**

See ALWD section 15 for more details.

For citations to US Legislation, author consistency will be followed.

Legislation should be compiled in a reference table, including: legislation, treaties, and conventions.

**International Case Law and Legislation**

Refer to the *Guide to Foreign and International Legal Citations*.

For citations to foreign case Law and Legislation, author consistency will be followed.

Cases should be compiled in a reference table.

Legislation should be compiled in a reference table, including: legislation, treaties, conventions, regulations and directives.

**Short Citations**

The first time a source is cited, use the full citation. Subsequent occurrences can be shortened. See examples below.

Short citations to Books and Periodicals should include the author name:

*Example of Full and Corresponding Short Citation to Book and Periodical:*


3. Wandler, *supra* n. 2.


Short citations to Case Law should always include the case name and number:

*Example of Short Citation to Case Law:*

Joined Cases T-443/08 and T-455/08, *Freistaat Sachsen.*


If only short citations are used in footnotes, complete references should be included in a bibliography.
5. FORMATTING

DATES

Use European-style dates.

**Example:**

Main Text – 1 January 2001

Footnote – 1 Jan. 2001

FIGURES

– Figures will only be printed in grey scale.
– Each figure will be numbered and referenced in the text.
– Figure caption should be placed above the figure. Figure caption is mandatory. The caption denotes the subject of the figure.
– Figure footnotes appear in the bottom of the figure rather than at the bottom of the page. It contains additional information such as legend or copyright line / source information.

Place source information and notes directly under the 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.

– Cross-references to figures should not use the terms ‘above’ and ‘below’ nor ‘supra’ and ‘infra’ when figures are numbered.

TABLES

– Each table will be numbered and referenced in the text.
– Table caption should be placed above the table. Table caption is mandatory. The caption denotes the subject of the table.
– Table footnotes appear in the bottom of the table rather than at the bottom of the page. It contains additional information such as legend or copyright line / source information.

Place source information and notes directly under the table. 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.

– Cross-references to tables should not use the ‘above’ and ‘below’ nor ‘supra’ and ‘infra’ when tables are numbered.
**HEADINGS**

A maximum of five heading levels is recommended. Headings should use a logical outline format and follow title capitalization. More than five heading levels will be unnumbered.

**Preferred heading style:**

Example Chapter 1:

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

Example Chapter 2:

- Level 1: §2.01, §2.02, etc.
- Level 2: [A], [B], etc.
- Level 3: [1], [2], etc.
- Level 4: [a], [b], etc.
- Level 5: [i], [ii], etc.

**Preferred heading style for INFO 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