

Kluwer Law International House Style Guide

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to Dawn Danish (dawn.danish@kluwerlaw.com).

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1 INTRODUCTION

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

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

- punctuation;
- mechanics;
- citations;
- manuscript 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 KLI House Style, not basic grammar rules. The citations section tells how to cite references. The formatting section tells how to format the manuscript.

2 PUNCTUATION

2.1 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

Apostrophes are not used to make a date plural.

Example:

the 1980s

2.2 BRACKETS

Use brackets when you insert words into a direct quotation.

Example:

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

Use the Latin word 'sic' in 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.'

2.3 COLON

2.3.1 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

2.3.2 List

Use a colon before a list.

Example:

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

Example:

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

2.3.3 Subtitles

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

Example:

The Arab-Israeli Accords: Legal Perspectives

2.4 COMMA**2.4.1 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:	Explanation
apples, oranges, and bananas	The comma between last two items is preferred but not required.
tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts	There are sub-lists within the main list, so the main list items are separated with a semicolon.

2.4.2 Numerals

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

Example:

1,582
page 1582

2.5 DASHES

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.

2.6 ELLIPSIS

Use an ellipsis 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 ...'.

2.7 PERIOD

2.7.1 Abbreviations with a Period

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

<i>Word</i>	<i>Abbreviation</i>
paragraph	para.
versus	v.
Article	Art.
note	n.
et cetera	etc.

2.7.2 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.

<i>Word</i>	<i>Abbreviation</i>
paragraphs	paras
Articles	Arts
Mister	Mr
Doctor	Dr

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

<i>Word</i>	<i>Abbreviation</i>
<i>Country Codes</i>	
United States of America	USA
United Kingdom	UK
European Union	EU
European Community	EC
<i>US States</i>	

<i>Word</i>	<i>Abbreviation</i>
Montana	MT
New York	NY
Texas	TX
<i>Organization Names</i>	
North Atlantic Treaty Organization	NATO
North American Free Trade Agreement	NAFTA
<i>Currency Codes</i>	
United States Dollar	USD
Euro	EUR

2.8 QUOTATION MARKS

2.8.1 Single Quotation Marks

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

Example:

Non-business premises is defined in as, 'any premises to which a decision of the Commission ordering the Article 21 inspection relates'.

2.8.2 Double Quotation Marks

Use double quotation marks for quotes within quotes.

Example:

Section 2(7) of the Competition Act states, "'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'.

2.8.3 Quotation Marks and Other Punctuation

2.8.3.1 Blockquotes

Blockquotes do not use quotation marks. If a blockquote contains a quote, use single quotation marks.

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.

2.8.3.2 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

Example:

Kingdom, that part';¹ however, ...

2.8.3.3 *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.

3 MECHANICS

3.1 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:

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

3.1.1 Currency Codes

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

Example:

USD 50

EUR 100

<i>Country</i>	<i>Abbreviation</i>	<i>Currency Name</i>
Australia	AUD	Australian Dollar
Austria	EUR, formerly ATS	Euro, formerly Shilling
Bahrain	BHD	Bahraini Dinar
Belgium	EUR, formerly BEF	Euro, formerly Belgian Franc
Canada	CAD	Canadian Dollar
China	CNY	Yuan Renmibi
Cyprus	CYP	Cypriot Pound
Czech Republic	CSK	Czech Koruna
Denmark	DKK	Danish Krone
Egypt	EGP	Egyptian Pound
Estonia	EEK	Kroon
Finland	EUR, formerly FIM	Euro, formerly Markka
France	EUR, formerly FRF	Euro, formerly French Franc
Germany	EUR, formerly DEM	Euro, formerly Deutsche mark
Greece	EUR, formerly GRD	Euro, formerly Greek Drachma
Hong Kong	HKD	Hong Kong Dollar
Hungary	HUF	Forint

<i>Country</i>	<i>Abbreviation</i>	<i>Currency Name</i>
Iceland	ISK	Icelandic Króna
India	INR	Indian Rupee
Indonesia	IDR	Rupiah
Ireland	EUR, formerly IEP	Euro, formerly Punt
Italy	EUR, formerly ITL	Euro, formerly Italian Lira
Japan	JPY	Yen
Kenya	KES	Kenyan Shilling
Kuwait	KWD	Kuwaiti Dinar
Latvia	LVL	Lats
Lithuania	LTL	Litas
Luxembourg	EUR, formerly LUF	Euro, formerly Luxembourg Franc
Malawi	MWK	Malawian Kwacha
Malaysia	MYR	Ringitt, Malaysian Dollar
Malta	MLT	Maltese Lira
Mexico	MXN	Mexican New Peso
Morocco	MAD	Moroccan Dirham
Netherlands	EUR, formerly NLG	Euro, formerly Dutch Guilder
Netherlands Antilles	ANG	Netherlands Antilles Guilder
New Zealand	NZD	New Zealand Dollar
Norway	NOK	Norwegian Krone
Oman	OMR	Omani Rial
Pakistan	PKR	Pakistani Rupee
Philippines	PDP	Philippines Peso
Poland	PLN	New Zloty
Portugal	EUR, formerly PTE	Euro, formerly Portuguese Escudo
Qatar	QAR	Qatari Riyal
Saudi Arabia	SAR	Saudi Riyal
Singapore	SGD	Singapore Dollar
Slovak Republic	SKK	Slovak Koruna
Slovenia	EUR, formerly SIT	Euro, formerly Tolar
South Africa	ZAR	Rand
Spain	EUR, formerly ESB	Euro, formerly Spanish Peseta
Sri Lanka	LKR	Sri Lankan Rupee
Sweden	SEK	Swedish Krona
Switzerland	CHF	Swiss Franc
Thailand	THB	Baht
Tunisia	TND	Tunisian Dinar
Turkey	TLR	Turkish Lira
United Arab Emirates	AED	United Arab Emirates Dirham
United Kingdom	GBP	United Kingdom Pound, pound Sterling
USA	USD	United States Dollar

<i>Country</i>	<i>Abbreviation</i>	<i>Currency Name</i>
Zimbabwe	ZWD	Zimbabwe Dollar

3.1.2 Country Codes

Visit the ISO website <www.iso.org/iso/english_country_names_and_code_elements> for a current list of country codes.

3.1.3 Latin Abbreviations

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

<i>Latin Abbreviation</i>	<i>Latin Word</i>	<i>English Equivalent</i>
cf.	confer	compare
e.g.	exempli gratia	for example
et al.	et alii	and others
etc.	et cetera	and so forth
i.e.	id est	that is
N.B.	nota bene	note well

3.1.4 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.

<i>Term</i>	<i>Abbreviation</i>	<i>Introduction of Abbreviation</i>
Collective Labour Agreement	CLA	Collective Labour Agreement (CLA)
Green Paper on the Review of the Consumer <i>Acquis</i>	Green Paper	Green Paper on the Review of the Consumer <i>Acquis</i> (hereafter 'Green Paper')

3.2 CAPITALIZATION

3.2.1 Proper Nouns

Capitalize proper nouns that are specific names for people, organizations, places, or things. Always capitalize the phrase *Member State(s)*.

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.

<i>General Noun</i>	<i>Proper Noun with a Number</i>
chapter	Chapter 9
article	Article 20
case	Case No. C-33/90
schedule	Schedule 5

3.2.2 Titles and Headings

Capitalize all words in titles and headings except for articles, prepositions, and conjunctions. The first and last words of titles, subtitles, and headings are also capitalized.

3.2.2.1 Compound Words

All initial letters in compound words are capitalized.

Example:

Cross-Border

3.2.2.2 Hyphenated Words

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

Example:

Pre-existing

3.3 CROSS REFERENCES

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

Example:

(see 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).

3.3.1 *Ibid.*

Ibid. (the abbreviation for *ibidem*) may be used in footnotes; it refers to the citation immediately preceding it and may only be used if the immediately preceding footnote contains no more than one citation. *Ibid.* takes the place of the entire citation and may be followed by a page number.

3.3.2 *Id.*

Id. (the abbreviation for *idem*) should be used sparingly. It may be used to replace either the author's name in a list of titles by the same author in one and the same footnote, or in the title of the work immediately preceding, but not both the author and the title (which is reserved for *ibid.*).

3.3.3 *Op. Cit. and Loc. Cit.*

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

3.4 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	en banc	inter alia
amicus curiae	et al.	passim
certiorari	et seq.	prima facie
de facto	etc.	quantum meruit
de jure	habeas corpus	quid pro quo
de novo	i.e.,	res gestae
dicta, dictum	in personam	res ipsa loquitur
e.g.,	in rem	res judicata

3.5 LISTS

Use an unnumbered list with an en-dash (–) for short lists, for lists where numbering suggests 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.

3.6 NUMBERS

3.6.1 Numerals

Use numerals for:

- numbers greater than ninety-nine;
- dates and times;
- statistics (including decimals, percentages, ratios, ages of people, monetary figures);
- numbers in a series (5, 10, and 250 years);
- number spans (2-4; 204-209).

3.6.2 Ordinal Numbers

Do not use superscript for ordinal numbers: 1st, 2nd, 3rd, etc.

3.6.3 Spelled Numbers

Spell out the following numbers:

- numbers from zero to ninety-nine;
- write out the century number (nineteenth century);
- round numbers like hundred or thousand;
- fractions;
- numbers that begin a sentence.

3.7 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 blockquote formatting.

If the source material contains an error, this can be indicated by the use of '[sic]'. See the 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.

3.8 SHORT REFERENCES

The first time you cite a source, use the full citation in the footnote. Subsequent references use the author's last name, short title (only if the author cited has more than one reference), and page number. Always include a bibliography or list of references if you use short references.

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

3.9 SPELLING

Use Oxford-z spelling from the *Oxford English Dictionary*. See the table below for examples of the Oxford-z spelling, and the equivalent in British and American spelling. An online dictionary can be consulted at <www.oup.com/elt/oald>.

<i>Oxford-z</i>	<i>British</i>	<i>American</i>
organization	organisation	organization
authorize	authorise	authorize
analyze	analyse	analyze
advise	advise	advise
supervise	supervise	supervise
travelled	travelled	traveled
centre	centre	center
labour	labour	labor
television programme	television programme	television program
computer program	computer program	computer program
license	licence	license

3.9.1 Compound Words

Hyphens are used for compound words that function as an adjective immediately preceding a noun.

Example:

nurse-assisted living

3.9.2 Proper Nouns

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

4 CITATION STYLE

KLI has adopted a style of citation that ensures uniformity, without imposing the method of citation used in any single country. We have chosen the rules given in the *Chicago Manual of Style* as the standard method of citation for books, periodicals, and other sources, with some minor variations in punctuation.

Each reference used should be included in a bibliography at the end of the text. The format for footnotes is slightly different than the bibliographic format:

- *Author's name*: the author's name (or the first name in the reference) is not inverted in the footnote, but it is inverted in the bibliography. Use either initials or full first names consistently for all citations.
- *Punctuation*: in general, commas are used to separate citation elements in footnotes, and periods are used in the bibliography.
- *Publication information*: publication place, publisher, and year are included in parentheses in the notes, but not in the bibliography.
- *Page numbers*: included in the footnote, but not in the bibliography (except to indicate the range of pages an article spans).

In the references below, the first reference shows footnote style, and the second reference bibliography style.

4.1 BOOKS

4.1.1 Basic Format

¹ D. Gervais, *TRIPS Agreement* (London: Sweet and Maxwell, 2003), 25 et seq.

Gervais, D. *TRIPS Agreement*. London: Sweet and Maxwell, 2003.

¹ T. Delahaye, *Résiliation et résolution unilatérales en droit commercial belge* (Brussels: Bruylant, 1984), 304.

Delahaye, T. *Résiliation et résolution unilatérales en droit commercial belge*. Brussels: Bruylant, 1984.

4.1.2 Two or Three Authors

¹ George Cumming, Brad Spitz & Ruth Janal, *Civil Procedure Used for Enforcement of EC Competition Law by the English, French and German Civil Courts* (Alphen aan den Rijn: Kluwer Law International, 2007), 112.

Cumming, George, Brad Spitz & Ruth Janal. *Civil Procedure Used for Enforcement of EC Competition Law by the English, French and German Civil Courts*. Alphen aan den Rijn: Kluwer Law International, 2007.

4.1.3 Four or More Authors

¹ Jurgen Basedow et al., *Economic Regulation and Competition* (Alphen aan den Rijn: Kluwer Law International, 2002), 12.

Basedow, Jurgen, et al. *Economic Regulation and Competition*. Alphen aan den Rijn: Kluwer Law International, 2002.

4.1.4 Unknown Author

¹ *The Cloud of Unknowing* (New York: Doubleday, 1973), 43-44.

The Cloud of Unknowing. New York: Doubleday, 1973.

4.1.5 Edited Work

¹ M. Leder (ed.), *Consumer Law Statutes* (London: Sweet and Maxwell, 1996), 66 et seq.

Leder, M. (ed.). *Consumer Law Statutes*. London: Sweet and Maxwell, 1996.

¹ E. Cotran & C. Mallat (eds), *The Arab-Israeli Accords: Legal Perspectives* (London: Kluwer Law International, 1996), 86-90.

Cotran, E. & C. Mallat (eds). *The Arab-Israeli Accords: Legal Perspectives*. London: Kluwer Law International, 1996.

4.1.6 Article in an Edited Work

¹ D.C. Fokkema & A.S. Hartkamp, 'Law of Obligations', in *Introduction to Dutch Law for Foreign Lawyers*, ed. H. Chorus (Deventer: Kluwer Law and Taxation, 1993), 86.

Fokkema, D.C. & A.S. Hartkamp. 'Law of Obligations'. In *Introduction to Dutch Law for Foreign Lawyers*, edited by H. Chorus. Deventer: Kluwer Law and Taxation, 1993.

¹ B. Clark, 'Family Law', in *Introduction to the Law of South Africa*, ed. C.G. van der Merwe & J.E. du Plessis (The Hague: Kluwer Law International, 2004), 140.

Clark, B. 'Family Law'. In *Introduction to the Law of South Africa*, edited by C.G. van der Merwe & J.E. du Plessis. The Hague: Kluwer Law International, 2004.

4.1.7 Translated Work

¹ Marsilio Ficino, *Three Books on Life*, trans. Carol V. Kaske & John R. Clark (Tempe, AZ: Renaissance Society of America, 2002), 177.

Ficino, Marsilio. *Three Books on Life*. Translated by Carol V. Kaske & John R. Clark. Tempe, AZ: Renaissance Society of America, 2002.

4.1.8 Edition Other Than the First

¹ L. Ritter & W.D. Braun, *European Competition Law: A Practitioner's Guide*, 3rd ed. (The Hague: Kluwer Law International, 2004), 25.

Ritter, L. & W.D. Braun. *European Competition Law: A Practitioner's Guide*. 3rd ed. The Hague: Kluwer Law International, 2004.

4.1.9 Volume in a Multivolume Work

¹ T. Dreier, C. Gielen & R. Hacon (eds), *Concise Commentary on European Intellectual Property Law*, vol. 1 of *Concise Commentary on European IT Law*, ed. A. Büllsbach, Y. Pouillet & C. Prins (The Hague: Kluwer Law International, 2005), 25.

Dreier, T., C. Gielen & R. Hacon (eds). *Concise Commentary on European Intellectual Property Law*. Vol. 1 of *Concise Commentary on European IT Law*. Edited by A. Büllsbach, Y. Pouillet & C. Prins. The Hague: Kluwer Law International, 2005.

¹ A.J. van den Berg (ed.), *Yearbook Commercial Arbitration*, vol. XXIX (The Hague: Kluwer Law International, 2004), 25.

van den Berg, A.J. (ed.). *Yearbook Commercial Arbitration*. Vol. XXIX. The Hague: Kluwer Law International, 2004.

4.1.10 Work in a Series

¹ E. Sol & M. Westerveld, *Contractualism in Employment Services: A New Form of Welfare State Governance*, Studies in Employment and Social Policy, vol. 29 (The Hague: Kluwer Law International, 2005), 25.

Sol, E. & M. Westerveld. *Contractualism in Employment Services: A New Form of Welfare State Governance*. Studies in Employment and Social Policy, vol. 29. The Hague: Kluwer Law International, 2005.

4.2 PERIODICALS

4.2.1 Article in Journal Paginated by Volume

¹ J. Eekelaar, 'Parental Responsibility', *Journal of Social Welfare Law* 16 (1991): 37.

Eekelaar, J. 'Parental Responsibility'. *Journal of Social Welfare Law* 16 (1991): 30-42.

¹ A. Peters, 'The European Ombudsman and the European Constitution', *Common Market Law Review* 42 (2005): 700 et seq.

Peters, A. 'The European Ombudsman and the European Constitution'. *Common Market Law Review* 42 (2005): 688-715.

4.2.2 Article in Journal Paginated by Issue

¹ A.P. Agarwal, 'Conciliation and Arbitration of Labour Disputes in Australia', *Journal of Indian Law Institute* 8, no. 1 (1966): 42.

Agarwal, A.P. 'Conciliation and Arbitration of Labour Disputes in Australia'. *Journal of Indian Law Institute* 8, no. 1 (1966): 40-86.

4.2.3 Article in Magazine

¹ Andrew Weil, 'The New Politics of Coca', *New Yorker*, 15 May 1995, 70.

Weil, Andrew. 'The New Politics of Coca'. *New Yorker*, 15 May 1995, 70.

4.2.4 Article in Newspaper

¹ Lena H. Sun, 'Chinese Feel the Strain of a New Society', *Washington Post*, 13 June 1993, sec. A.

Sun, Lena H. 'Chinese Feel the Strain of a New Society'. *Washington Post*, 13 June 1993, sec. A.

4.2.5 Unsigned Article

¹ 'WTO Trade Policy Review: Brazil', *World Trade and Arbitration Materials* 17 (2005): 95.

'WTO Trade Policy Review: Brazil'. *World Trade and Arbitration Materials* 17 (2005): 95-121.

4.2.6 Book Review

¹ W.C.H. Ervine, review of *Collective Enforcement of Consumer Law: Securing Compliance in Europe through Private Group Action and Public Authority Intervention*, edited by Willem H. Van Boom & Prof. Marco Loos, *European Review of Private Law* 16, no. 2 (2008): 371.

Ervine, W.C.H. Review of *Collective Enforcement of Consumer Law: Securing Compliance in Europe through Private Group Action and Public Authority Intervention*, edited by Willem H. Van Boom & Prof. Marco Loos. *European Review of Private Law* 16, no. 2 (2008): 371-73.

4.3 ELECTRONIC SOURCES

4.3.1 Website

¹ A.N. Author, 'The Increasing Use of the Internet for Research', <www.website.com/internet/author.html>, 1 January 1999.

Author, A.N. 'The Increasing Use of the Internet for Research'. <www.website.com/internet/author.html>, 1 January 1999.

4.3.2 Electronic Database

¹ Zacco, 'Sweden', <www.kluwermanualip.com/toc-fulltext.aspx?id=KLI-SE-Sweden-mipSweden-s117>, 27 March 2008.

Zacco. 'Sweden'. <<http://www.kluwermanualip.com/toc-fulltext.aspx?id=KLI-SE-Sweden-mipSweden-s117>>, 27 March 2008.

4.4 OTHER SOURCES

4.4.1 Case Law and Legislation

Case and legislation citations occur in footnotes, but instead of including the source information a bibliography, the cases should be compiled in a reference table.

Citations to cases should follow the style of the country of origin, including the date of the case, except for cases from common-law jurisdictions. The name of the jurisdictions and of the review or law report in which the case is published should be included. The names of the parties in cases from common-law jurisdictions should be in italics. The abbreviation 'v.' (for versus) should also be italicized.

4.4.2 Published Reports, Papers, and Other Documents

¹ Fraud Trial Committee Report (London: HMSO, 1986), 1.

Fraud Trial Committee Report. London: HMSO, 1986.

¹ US Department of State, Foreign Relations of the United States: Diplomatic Papers, 1943 (Washington, DC: GPO, 1965), 562.

US Department of State. Foreign Relations of the United States: Diplomatic Papers, 1943. Washington, DC: GPO, 1965.

4.4.3 Conference Proceedings and Papers

¹ C.J. Lipton, 'Forms of Agreements', paper no. 7 given at the United Nations Inter-regional Workshop on Drafting Mining Agreements (Buenos Aires, 1973).

Lipton, C.J. 'Forms of Agreements'. Paper no. 7 given at the United Nations Inter-regional Workshop on Drafting Mining Agreements. Buenos Aires, 1973.

¹ J. Litman, 'Consumers and the Global Copyright Bargain', paper given at the Center for Intellectual Property Rights Congress (Detroit, 9 February 1996).

Litman, J. 'Consumers and the Global Copyright Bargain'. Paper given at the Center for Intellectual Property Rights Congress. Detroit, 9 February 1996.

5 MANUSCRIPT FORMATTING

5.1 BLOCKQUOTES

Indent the entire blockquote at least a centimetre on the left margin with extra space above and below the blockquote to make it visibly distinct.

Example:

Here is the paragraph text, and now I will introduce a blockquote:

The blockquote should be indented at least a centimetre from the left margin. It must be recognizable as a distinct textual element, and should be about four lines long.

5.2 DASHES AND HYPHENS

Dashes (–) are slightly longer than hyphens (-). Indicate dashes in your manuscript by using a spaced dash or two hyphens.

Example:

There was a time – and indeed not very long ago – when things were much different.

There was a time -- and indeed not very long ago -- when things were much different.

5.3 DATES

Use the European style dates.

<i>Correct</i>	<i>Incorrect</i>
1 January 2001	January 1, 2001

5.4 ELLIPSIS

Use the help symbol (...) for ellipsis, not spaced periods.

<i>Correct</i>	<i>Incorrect</i>
'This decision ... only seems to allow a negative conclusion.'	'This decision . . . only seems to allow a negative conclusion.'

5.5 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.

5.6 FOOTNOTES

Please follow the following footnote rules:

Filename:	KLL_House_Style_v2.0	Author:	D. Danish
Version:	2.0	Page:	21/23
Date saved:	2008-03-27	Date created:	2008-02-01

- Use footnotes instead of endnotes.
- Footnote indicators follow punctuation marks in the text.
- Use an asterisk (*) for author affiliation footnotes, which precedes numbered footnotes.
- Do not use continuous numbering for footnotes throughout the manuscript, but begin each chapter with footnote number 1.

Example:

Article Title

Author*

This is the beginning of the text, and I'll now insert a 'footnote indicator'.¹

* Author affiliation footnote text.

¹ Footnote citation/explanation.

5.7 FORWARD SLASHES

Do not use a space before and after a forward slash.

<i>Correct</i>	<i>Incorrect</i>
and/or	and / or

5.8 HEADINGS

A maximum of five heading levels is recommended. Headings should use a logical outline format and the heading titles should follow title capitalization. Below are two recommended numbering systems for headings:

Level 1:	I, II, III
Level 2:	A, B, C
Level 3:	1, 2, 3
Level 4:	a, b, c
Level 5:	i, ii, iii
Level 1:	1
Level 2:	1.1
Level 3:	1.1.1
Level 4:	1.1.1.1
Level 5:	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 one of these two systems, 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 one of the two systems above.

5.9 ITALICS

When using italics, pay particular attention to punctuation on either side of the italicized section. What is italicized in the manuscript will be italicized in the proof.

<i>Correct</i>	<i>Incorrect</i>	<i>Explanation</i>
<i>'italicized text'.</i>	<i>'italicized text'.</i>	the first quotation mark is italicized in the incorrect example and shouldn't be
<i>list item:</i>	<i>list item:</i>	the colon is not italicized in the incorrect example and should be

5.10 LISTS

Lists in the manuscript should be clearly recognizable as lists. The best way to accomplish this is to use the list tool in Word.

5.11 SHORT TITLES FOR RUNNING HEADLINES

If a chapter title exceeds 70 characters, a short title must be provided to use in the running headline.

5.12 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. 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.