

## **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](mailto: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

\*US's

---

Apostrophes are not used to make a date plural.

---

**Example:**

the 1980s

---

### 2.2 COLON

#### 2.2.1 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).<sup>1</sup>

---

#### 2.2.2 List

Use a colon before a list.

---

**Example:**

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

- (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.
- 

#### 2.2.3 Subtitles

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

---

**Example:**

*The Arab-Israeli Accords: Legal Perspectives*

---

## 2.3 COMMA

### 2.3.1 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.

| <i>Example:</i>   | <i>Explanation</i>   |
|---|--|
| 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. |

### 2.3.2 Numerals

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

| <i>Example:</i> |
|-----------------|
| 1,582           |
| page 1582       |

## 2.4 DASHES

### 2.4.1 Interruptions

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

| <i>Example:</i>  |
|--|
| There was a time – and indeed not very long ago – when things were much different. |

### 2.4.2 Number Ranges

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

| <i>Examples:</i> |
|------------------|
| 2–4              |
| 204–209          |

## 2.5 ELLIPSIS

Use an ellipsis to indicate that you have deleted material from a quotation.

| <i>Example:</i>  |
|--|
| "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 ...'.

## 2.6 PERIOD

**2.6.1 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.                |

**2.6.2 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>         |                     |
| Montana                  | MT                  |
| New York                 | NY                  |
| Texas                    | TX                  |

| <i>Word</i>                         | <i>Abbreviation</i> |
|-------------------------------------|---------------------|
| <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                 |

## 2.7 QUOTATION MARKS

### 2.7.1 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'.

---

### 2.7.2 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'.

---

### 2.7.3 Quotation Marks and Other Punctuation

#### 2.7.3.1 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.

---

#### 2.7.3.2 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 Kingdom, that part';<sup>1</sup> however, ...

---

### 2.7.3.3 *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.

### 2.8 SQUARE 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.'

---

### 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](http://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> (hereinafter '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       | passim            |
| amicus curiae | et al.        | prima facie       |
| certiorari    | et seq.       | quantum meruit    |
| de facto      | etc.          | quid pro quo      |
| de jure       | habeas corpus | res gestae        |
| de novo       | i.e.,         | res ipsa loquitur |
| dicta, dictum | in personam   | res judicata      |
| e.g.,         | in rem        |                   |

### 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 (15%), 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.

---

**Example:**

<sup>1</sup> Joost Pauwelyn, *Conflict of Norms in Public International Law: How WTO Law Relates to Other Rules of International Law* (New York: Cambridge University Press, 2003), 264.

<sup>2</sup> Pauwelyn, *Conflict of Norms*, 258.

<sup>3</sup> See Joost Pauwelyn, 'A Typology of Multilateral Treaty Obligations: Are WTO Obligations Bilateral or Collective in Nature?' *European Journal of International Law* 14, no. 5 (2003): 912.

<sup>4</sup> For this characterization, see Pauwelyn, 'Typology of Multilateral Treaty Obligations,' 907-915.

---

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

### 3.9 SPELLING

#### 3.9.1 Oxford-z spelling (origin Greek *-izein*)

Refer to the Concise Oxford Dictionary; see also [Online Oxford dictionaries](#).

##### 3.9.1.1 Rule for *-ize* Suffix

Oxford spelling takes British spelling of words in combination with the suffix **-ize** in place of **-ise** (which has been in more general usage in recent decades). Nevertheless, the form **-ize** has been in use in British spelling since medieval times.

| <i>Suffix forming verbs meaning:</i> | <i>Oxford-z spelling examples:</i> |
|--------------------------------------|------------------------------------|
| to make or become                    | privatize                          |
| cause to resemble                    | Americanize                        |

| <i>Suffix forming verbs meaning:</i>                    | <i>Oxford-z spelling examples:</i> |
|---|------------------------------------|
| to treat in a specified way                             | carbonize                          |
| to perform or subject (someone) to a specified practice | hospitalize                        |

### 3.9.1.2 *Rule for Words Ending in -yse*

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

#### *Examples:*

analyse  
 paralyse  
 catalyse

### 3.9.1.3 *Obligatory -ise spelling*

The forms **-ize** and **-ise** are, in many cases, straightforward spelling variants. In certain cases, though, the **-ise** spelling is obligatory.

| <i>When to use (-ise) spelling:</i>                         | <i>Examples:</i>                |
|---|---------------------------------|
| Where it forms part of a larger <b>word element</b>         | comprom(ise)<br>exerc(ise)      |
| In verbs corresponding to nouns with <b>-s- in the stem</b> | advise<br>advertise<br>televise |

## 3.9.2 **Compound Words**

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

#### *Example:*

nurse-assisted living

## 3.9.3 **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

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

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

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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

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

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

#### 4.1.5 Edited Work

<sup>1</sup> 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.

<sup>1</sup> 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

<sup>1</sup> 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.

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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.

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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.

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> '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

<sup>1</sup> 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): 371-373.

#### 4.3 ELECTRONIC SOURCES

##### 4.3.1 Website

<sup>1</sup> 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

<sup>1</sup> 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

<sup>1</sup> 'Fraud Trial Committee Report' (London: HMSO, 1986), 1.

'Fraud Trial Committee Report'. London: HMSO, 1986.

<sup>1</sup> 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.

<sup>1</sup> Cartagena Protocol on Biosafety to the Convention on Biological Diversity, 39 ILM 1027 (2000); UN Doc. UNEP/CBD/ExCOP/1/3 (2000), at 42.

Cartagena Protocol on Biosafety to the Convention on Biological Diversity. 39 ILM 1027 (2000); UN Doc. UNEP/CBD/ExCOP/1/3 (2000).

##### 4.4.3 Conference Proceedings and Papers

<sup>1</sup> 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.

<sup>1</sup>. 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.