OPIL Additional Style Instructions

for the

Max Planck Encyclopedia of International Procedural Law

(www.mpeipro.com)

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Contents
I. General Style: Text ................................................................................................................................................. 1
   1. Text formatting ........................................................................................................................................... 1
   2. Charts and Graphs ................................................................................................................................. 1
   3. Abbreviations ........................................................................................................................................... 1
   4. Authors’ names ......................................................................................................................................... 2
   5. Capitalization, General .......................................................................................................................... 3
   6. Capitalization in titles and subtitles ...................................................................................................... 3
   7. Capitalization of proper nouns and their abbreviations ....................................................................... 3
   8. Cross-references to other MPEiPro, MPEPIL, and MPECCoL Encyclopedia articles .............. 3
   9. Currencies ................................................................................................................................................... 4
   10. Dates ......................................................................................................................................................... 4
   11. Emphasis .................................................................................................................................................... 4
   12. Foreign legal terms .................................................................................................................................. 5
   13. Gender-specific pronouns for ships and countries .............................................................................. 5
   14. Hyphens and Dashes ............................................................................................................................ 5
   15. Italics ......................................................................................................................................................... 5
   16. Judges ....................................................................................................................................................... 5
   17. Measurements, units of .......................................................................................................................... 6
   18. Geographic Coordinates ......................................................................................................................... 6
   19. Non-English/non-Roman alphabets ........................................................................................................ 6
   20. Non-English-language articles, books, and documents ................................................................. 6
21. Numbers ................................................................................................................................. 6
22. Parentheses and brackets ........................................................................................................ 6
23. Quotations .............................................................................................................................. 7
24. Quotations in foreign languages, translation into English .................................................. 7
25. Spelling: Words with more than one British English spelling .............................................. 8
26. Time ........................................................................................................................................ 8
II. In-text Citations, References and Quotes ............................................................................... 8
27. Citation, general ...................................................................................................................... 8
28. Exceptional documents that need not be included in the references section ................. 9
29. In-text citation, general position .......................................................................................... 9
30. In-text citation of books, book chapters, and articles (including MPEPIL and MPECCOL entries when not cited as a cross-reference) ......................................................... 9
31. In-text citation of documents .............................................................................................. 10
32. In-text citation of sub-sections (articles, paragraphs, etc) of statutes, treaties, and other legal materials ............................................................................................................. 10
33. In-text citation of treaties: Differentiation of treaties with same title .............................. 11
34. In-text citation of cases ........................................................................................................ 11
35. In-text citation: Pinpoint references .................................................................................... 11
III. Cited Bibliography and Further Bibliography: Listing references to books and articles ... 12
36. Books and articles full references: General ........................................................................ 12
37. Chronological order ............................................................................................................. 12
38. Indication of page range ....................................................................................................... 13
39. Honorific titles ........................................................................................................................ 13
40. Citation of journals, yearbooks, and other periodicals: Abbreviation of their titles ....... 13
41. Citation of MPEPIL entries (online and print) .................................................................. 13
42. Citation of books and articles: Subtitles .............................................................................. 13
43. Citation of books: Chapters in edited volumes .................................................................. 13
44. Citation of books: Books that are published as part of a series ...................................... 14
45. Citation of books: Books that are edited by UN bodies .................................................. 14
46. Citation of books: Constitutions of the Countries of the World ....................................... 14
47. Citation of books: Law commentaries ............................................................................... 14
48. Citation of books: Multi-volume books ............................................................................ 15
49. Citation of books: Oppenheim ......................................................................................... 15
50. Citation of books: Publishing houses ................................................................. 15
51. Citation of books: Place of publication ............................................................ 15
52. Citation of books: Revised / edited books ....................................................... 15
53. Citation of books: Reprinted books ................................................................. 15
54. Citation of books: Single chapters ................................................................. 15
55. Citation of books: Translated works ............................................................... 16

IV. Cited Documents & Further Documents: Listing references to documents .......... 16
56. General: style and alphabetical order .............................................................. 16
57. Translations of documents, non-official .......................................................... 16
58. Websites ........................................................................................................... 16
59. Citation of COE Documents ........................................................................... 17
60. Citation of European treaties .......................................................................... 18
61. Citation of national legislation ....................................................................... 18
62. Citation of UN documents ............................................................................ 18
63. Citation of OSCE documents ......................................................................... 19
64. Citation of WTO Analytical Index ................................................................ 19

V. Cited Cases and Further Cases: Listing references to cases and in-text examples.... 20
65. Cited Cases and Further Cases: general .......................................................... 20
66. Citation of cases: Identical titles ..................................................................... 20
67. Citation of cases: Multiple claimants or defendants; first names .................... 20
68. Citation of cases: National cases .................................................................... 21
69. Citation of cases: Separate, dissenting, etc opinions ....................................... 21
70. Citation of cases: Specification of the type of judicial decision ..................... 22
71. Citation of cases: African Commission on Human and Peoples’ Rights .......... 22
72. Citation of cases: Arbitration cases published in RIAA .................................... 22
73. Citation of cases: Court of Justice of the European Union (‘CJEU’) and the General Court (‘GC’) ................................................................. 23
74. Citation of cases: European Commission of Human Rights ............................ 24
75. Citation of cases: ECHR Decisions ................................................................. 24
76. Citation of cases: Eritrea-Ethiopia Claims Commission .................................. 25
77. Citation of cases: PCIJ cases ......................................................................... 25
78. Citation of cases: ICJ cases, case names: ‘v’ and ‘/’......................................... 25
79. Citation of cases: ICJ Pleadings .................................................................... 26
80. Citation of Cases: UNICITRAL Decisions ................................................................. 26
81. Citation of cases: ICSID Decisions........................................................................ 26
82. Citation of cases: ICC, ICTY, ICTR ...................................................................... 27
83. Citation of cases: Inter-American Commission on Human Rights ....................... 28
84. Citation of cases: Inter-American Court of Human Rights..................................... 28
85. Citation of cases: NAFTA ..................................................................................... 28
86. Citation of WTO cases: Panel Reports, Appellate Body Reports, and Decisions by the Arbitrator ........................................................................................................... 28
## General Style: Text

### 1. Text formatting
- Do not use any of the provided ‘styles’ in Word (Heading 1, Subtitle, Emphasis, etc).
- Do not use page breaks.

### 2. Charts and Graphs
- Every table or figure used in the text must be supplied as a separate object and clearly referenced within the text.
- Permission to use the table or figure online should be agreed with the rights holder and confirmed as cleared with OUP on handover of the article.
- Make sure that the image resolution is of a good quality.
- Avoid wide landscape tables.
- Use a simple numbering convention: Figure 1, Figure 2 or Table 1, Table 2.
- Refer to the tables and figures in the text.

Example:

This is shown in Figure 1.

- Include a placement indicator in the manuscript to show where the artwork should be placed. Example: ‘Insert Figure 1’
- Write a caption beneath this cue or list all captions, for each chapter, in a separate document.

Example:

Figure 1: Cross Debarments Honoured (2010-2015) Source: MDB's Annual Reports from 2010 to 2014 and MDB's Websites for FY 2015.

- Sources can be included in the list of Cited Documents.

### 3. Abbreviations
- Abbreviations used in the text must be introduced: At their first occurrence, they are to be put in parentheses following the fully written term, and should be surrounded by single quotation marks.
- However, where the first reference to an abbreviation appears in brackets in the title of an article to which a cross-reference is being included, the abbreviation in the title of the cross-referenced article may serve as the introduction of the abbreviation, and the quotation marks should not be used in such instances since the quotation marks do not appear in the title of the article being cross-referenced.
- Once an abbreviation is introduced, this abbreviation must be used in the whole text, with an exception for headings.
- You need not define, or punctuate, an abbreviation that is part of everyday usage (eg. ‘eg’ or ‘etc’). Do not abbreviate the following expressions:
  - → Annex or Annexes
  - → Chapter
### 4. **Authors’ names**

- and in particular for international law, here: [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf)
- When abbreviating first names, do not drop any hyphens or apostrophes.
- If the authors’ names have additional components, do not drop, change or shorten them.
- Within citations and the select bibliography, reproduce the name exactly as it was in the respective original publication.
- Chinese names: Reverse the typical order of Chinese names—which would place the family name before the given name—so that they read like Western names and then apply OSCOLA.
- When citing an entry in the text which has more than two authors or editors, write the first author’s or editor’s name followed by ‘and others’. When listing the entry in the bibliography, include all authors’ or editors’ names.

Examples:
- U Di Fabio, J-P Truyol y Serra, and A von Bogdandy
- J Hu (NOT Hu Jintao)
### 5. Capitalization, General
- Remain consistent throughout the text.
- ‘Court’ may be capitalized if it replaces a proper noun.
- Power(s) may be capitalized where it refers to a group of States known as such during certain periods of history.

### 6. Capitalization in titles and subtitles
- The OSCOLA rules on capitalization shall be applied to titles of treaties, resolutions, cases etc, even if the original title uses upper or lower case letters.
- The first letter of each *major* word should be capitalized, while *minor* words like prepositions and articles are not.
- We do not capitalize the following words in titles:
  - in particular
  - between
  - concerning
  - regarding
  - relating
  - relative
  - pursuant to
  - with regard to
- Non-English titles are *not* capitalized according to English grammar, but according to the rules applying in the respective language.

Examples:
- J Djoudi, *La constatation de l’acquiescement implicite au jugement*...
- G Cavaretta, *La prescrizione nel diritto internazionale privato* ...
- JV Louis, ‘*La personnalité juridique internationale de la Communauté et de l’Union européenne*’...

### 7. Capitalization of proper nouns and their abbreviations
- English proper nouns are capitalized.
- Non-English proper nouns are capitalized according to the rules of the respective language.
- If a capitalized abbreviation of a proper noun has been introduced, capitalize this abbreviation throughout the text.

Example:
At first, the Convention for the Protection of Children (‘Convention’) was controversial. By now, the Convention has been signed almost universally. As opposed to many other conventions, the Convention was even supported by Evilland.

Tribunal de grande instance de la Seine (French Ordinary Court of Original Jurisdiction), *Paul Clerget v Banque commerciale pour l’Europe du Nord et Banque du commerce extérieur du Vietnam*...

### 8. Cross-references to other MPEiPro, MPEPIL, and MPECCoL Encyclopedia articles
- Cross-references to other articles in the MPEiPro, MPEPIL, or MPECCoL Encyclopedias are to be formatted thus:
  - All cross references to other articles in any of these Encyclopedias should have *an arrow* plus a space before them.
  - They should be italicized.
  - They should *exactly match* the title of the document being referenced.
  - When placed within the running text, they should be
written in sentence case.

→ When featured in parentheses (ie referenced ‘outside’ of the text of the sentence), they should follow the capitalization of the title of the original entry.

→ If the adaptation requires the insertion of words or letters, put these additional words in square brackets, and use non-italicized and not bold font.

→ A particular cross-reference should only appear once within an article.

→ References to MPEPIL or MPECCoL must be indicated using a ‘tag’ in square brackets after the name of the entry, whereas the same is not necessary for cross-references to MPEiPro entries.

→ In the case of cross-references to several other articles in a row, put an arrow before each cross-reference and separate the cross-references with a semi-colon.

→ Do not put cross-references within verbatim quotations.

→ Do not use pinpoints in cross-references to other articles.

Examples:
This principle was developed by the International Court of Justice in the → Fisheries Case (United Kingdom v Norway) [MPEPIL].

Generally speaking, acquiescence is often considered as a form of tacit recognition through conduct which implies → consent [MPEPIL].

In that sense, it is very much similar, in its functioning, to the CJEU's archetypal mechanism (→ Preliminary ruling: European Court of Justice (EC); → European Union, Court of Justice and General Court [MPEPIL]).

9. Currencies

- Currency symbols should be used whenever accompanied by numerals and spelled out when simply referring to the monetary currency.
- Currencies should not be capitalized unless included in a title.

Examples:
He paid US$4000.
The company claimed €120,000 in damages.
The salary of the judges was paid in Dutch florins.
The euro is the currency of the Netherlands.

10. Dates

- Follow OSCOLA.
- ‘Before Current Era’ is abbreviated ‘BCE’. We use this term rather than ‘Before Christ’.

11. Emphasis

Adding emphasis in the text of the entry:
- If an author wants to emphasize a word, use italics.
- Do not use bold type or quotation marks.
- Excessive emphasizing should be reduced to a reasonable level.

Signalling emphasis in quotations:
- When there was no emphasis in the original and the author has added it, please use: [emphasis added]
- If there was emphasis in the original and it is retained, please use:
12. Foreign legal terms
- Foreign legal terms should be spelled and italicized as they appear in OSCOLA (7) and in the Oxford English Dictionary (OED).

13. Gender-specific pronouns for ships and countries
- Do not use ‘she’ and ‘her’ but rather ‘it’ and ‘its’ when referring to ships.

14. Hyphens and Dashes
- A hyphen (short) is used to make one word out of the two words separated by the hyphen.
- An n-dash (medium) indicates a range of numbers, pages, years etc. It may also carry the sense ‘versus’.
- An m-dash (long) can be used to enclose a parenthetical remark.

Examples:
inner-State, decision-making, Secretary-General.

In the years 1990–1995, there were fewer people in the £25,000–£30,000 salary range (Schmidt 3–5).
The Franco–Prussian War …

‘Widespread’ indicates the scale of an attack against a civilian population—not an isolated act but large-scale action directed against multiple victims.

15. Italics
- Remain consistent throughout the text.
- The following must be italicized:
  1. titles of monographs;
  2. case law (see below);
  3. foreign terms (for exceptions, see OSCOLA);
  4. words that the author wants to emphasize; and
  5. titles of entries in cross-references.
- Commonly used Latin terms may or may not be italicized, but should remain consistent throughout the text.

Examples:


- the Prosecutor acting *proprio motu*

16. Judges
- If you want to include the information ‘Justice’, ‘Chief Justice’, etc, follow this format:

Examples:
- Justice Gray, Chief Justice Fuller
<table>
<thead>
<tr>
<th>Section</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 17. Measurements, units of | - Use your discretion in order to optimize readability. Eg, if there is a single reference to an area, the indication “square kilometres” should be spelled out. If there is a row of measurements, abbreviations might be more suitable.  
- If you abbreviate units of measurement, use the standard abbreviations provided under the International System of Units, which can be found at: [http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf](http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf). |
| 18. Geographic Coordinates | - Express the exact location using degrees (°), minutes (’), and seconds (“) and indicate the hemisphere (N, S, E, or W).  
Example:  
XYZ is located between the meridians 13° 50’ E and 15° 10’ E. |
| 19. Non-English/non-Roman alphabets | - Roman letters of non-English alphabets which do not exist in the English alphabet should be kept (ä, č, é, í, ŋ, ö, ŕ, ž, etc). Do not transform them.  
- Titles, names, and words in non-Roman alphabets need to be transliterated, see [http://www.loc.gov/catdir/cpso/roman.html](http://www.loc.gov/catdir/cpso/roman.html). |
| 20. Non-English-language articles, books, and documents | - When citing a document, an article, or a book in a language other than English, always give the document's full title or name in the original language, keeping the original capitalization. The original language title may be followed by parentheses containing its shortened or full-length English title.  
- Do not translate journal or newspaper titles (eg, Le Monde, Zeitschrift zum Stiftungwesen, Annali di diritto internazionale...).  
Example:  
| 21. Numbers | - Consistency within the respective contribution is required.  
- Use a decimal point not a comma to separate decimal numbers from full numbers.  
- Use a comma as punctuation for thousands.  
- Starting with millions, you should rather spell out the numbers as words.  
- Fractions should be written using their numeric form.  
Examples:  
97.50%  
$40.80  
1,406  
126.3 km  
2 million  
1/2; 3/5; 4/7 |
| 22. Parentheses and brackets | - For online materials, square brackets are usually used to provide information that will not appear in the text online, eg, to provide the URL of a source website, ensuring the link goes to the right place. However, if a citation number contains square brackets as part of its format, this is permissible.  
- If multiple parentheses and brackets make the text confusing, edit it |
carefully.

- Numbered or lettered sub-sections of the articles of a legal document (statute, convention, etc) are placed in parentheses following the section number.
- Some periodicals always have the year in square brackets, some in parentheses. It is fine to keep this format.

Examples:

Texttext

Texttexttext (→ Peace Treaties [1947]).

Texttexttext (Art 5 (3) Additional Protocol)


23. Quotations

- Use single quotation marks (‘…’)
- Only use double quotation marks for a quotation within another quotation (‘”...”’)

Example:
The author writes that ‘the use of “structuralist” lenses will not contribute to the analysis’.

- Present quotations longer than three lines in an indented paragraph, with no further indentation of the first line. Do not surround indented paragraphs with quotation marks.

Example:
Lord Hoffmann reasoned as follows:

It seems to me logical to found liability for damages upon the intention of the parties (objectively ascertained) because all contractual liability is voluntarily undertaken. It must be in principle wrong to hold someone liable for risks for which people entering into such a contract in their particular market, would not reasonably be considered to have undertaken.

24. Quotations in foreign languages, translation into English

- Non-English quotations need to be translated into English.
- When inserting a translation into the text, the English translation should be written first, with the original plus the indication of the translator following inside parentheses.

Example:
In this kind of situation, the only answer, ‘however painful and
### II. In-text Citations, References and Quotes

#### 25. Spelling: Words with more than one British English spelling

When there is more than one British English spelling, feel free to use either form, but use it consistently throughout the text.

Example:

- Judgment or Judgement

However, although both ‘-ise’/-yse’ and ‘-ize’/-yze’ spellings are generally considered to be correct in British English, we use ‘-ize’/-yze’ spellings for the sake of consistency, as stated in para 5 of the 2002 edition of OSCOLA, except for those words that are never spelled with a ‘z’, such as ‘advertise’, ‘chastise’, ‘compromise’, ‘otherwise’, and ‘supervise’.

#### 26. Time

- Time should be expressed in 12-hour cycles, referring to am or pm with a colon between the hours and minutes.

Example:

- 6:00 am
- 4:00 pm

#### 27. Citation, general

- All source material should be cited within the text as instructed below, with the corresponding full reference listed at the end of the text.

- When making an internal reference to paragraphs or sections within the same article, do not use the citation signals *infra* and *supra*. Authors *must* instead use the words ‘above’ or ‘below’ to refer to paragraphs or sections within their own texts. If the internal reference appears within parentheses, the reference would take a form such as ‘see above para[s]/sec[s] etc’ or ‘see below para[s]/sec[s] etc’. If the internal reference appears within a sentence in the main text rather than inside parentheses, ‘paragraph’ or ‘section’ would not be abbreviated: eg, ‘Further discussion of this topic may be found in paragraphs 27–30 below’ or ‘Section G.3 below discusses this topic in greater depth’.

- Other citation signals (ff, seq etc) can also be used but must remain consistent throughout the text.

- The references section should be arranged in the following order:
  - Cited Bibliography
  - Further Bibliography
  - Cited Documents
  - Further Documents
  - Cited Cases
  - Further Cases

- In exceptional cases where an entry contains numerous citations from a single source, a special subsection may be created within the References sections to list all citations in an abbreviated form.
following the full citation of the main source.
- In cases where the same author is cited more than once with the same year, use the following format for citations:

In-text example: (Smith, 2018a, 56); (Smith, 2018b)
Cited Bibliography example: J Smith, *Title of Book* (Publisher Place 2018a); J Smith, *Title of Book2* (Publisher Place 2018b).

- When citing a forthcoming work, please use the following format:

In-text example: (Smith, forthcoming, 85)
Cited Bibliography example: J Smith, *Title of Book* (Publisher if available forthcoming).

- However, in cases where two authors with the same surname are cited in the text of the same article, the initials of the authors may be used in the text if this is helpful to make it easier to differentiate between the two:

In-text example: (RC Smith, 2012, 85; V Smith, 2015, 11)

- When citing multiple sources within the same parentheses, use a semicolon to separate the different citations.
- When citing a particular source which may not be covered in the guidelines or in the OUP Citator, please provide as much information as possible and use your personal best judgment to arrange the components of the citation in such a way as to mirror the guidelines as closely and consistently as possible.

### 28. Exceptional documents that need not be included in the references section

The following documents do not need to be cited with their full title and full source if only mentioned in passing:
- United Nations Charter
- Statute of the International Court of Justice
- League Covenant
- Passim references to dictionaries

### 29. In-text citation, general position

- The citation for a verbatim quotation should be positioned immediately after the quotation.
- The citation for a non-verbatim quotation should be provided at the end of the sentence or at the end of a clause, depending on which part of the sentence the citation refers to.
- Punctuation: Either write ‘texttext’ (source) or ‘texttext.’ (source.)
  Choose one option and use it consistently throughout the whole text.
  Do not write: ‘texttext.’ (source).

### 30. In-text citation of books, book chapters, and articles (including MPEPIL and MPECCOL)

- Use the following format:
  Author, Year, pinpoint

Example:
entries when not cited as a cross-reference

- If the author’s name is mentioned in the text, do not repeat, but include ‘at’ in the parentheses.

Example:
Lachs put it well (2010, at 115).

31. In-text citation of documents

- In the running text, documents should be cited at their first occurrence with their full official title (and, if applicable, informal title and/or abbreviation) but without the full source. Dates may be included if helpful.
- Mark-up asterisks and underlining need not be used in the running text but must be used in the Documents and Cases reference sections.
- Elsewhere in the running text, short titles, informal names, or abbreviations may be used. Note: The document which is being referred to must be completely evident.
- If the title, name, or abbreviation of the document or case is mentioned in the text of the sentence, there is no need to repeat this in the citation. An ‘at’, followed by the pinpoint, inside the parentheses is sufficient for the citation.

Examples:
1. First occurrence in the text:

2. Further occurrences within the text:
‘... the Banjul Charter was later modified ...’ or ‘... the 1981 African Charter, however, did not reconcile ...’ or ‘... the AChHPR says ...’

3. Cited Documents:

32. In-text citation of sub-sections (articles, paragraphs, etc) of statutes, treaties, and other legal materials

- In the text, articles, paragraphs, etc are always formatted in the same way:

  ‘Article + number + (number of paragraph) + (letter of subparagraph) + (number or letter of sub-sub-paragraph) + Title of the document.’

- Name the respective treaty without inserting the words ‘of the’ before its title. This rule does not apply if you are using abbreviated forms that are generic and non-specific (eg Statute, Convention etc).
- For citing two or more articles etc of a legal instrument, use ‘and’, commas, and/or n-dashes.
- Use the fully written word ‘Article(s)’ when citing directly in the sentence, and only use the abbreviated form when citing in
parentheses (Art or Arts).

Examples:
As stated in Article 76 (4) (a) (ii) and (iii) United Nations Convention on the Law of the Sea ('UNCLOS', 'Convention'), etc.

This can be seen in Articles 76, 79–83, and 91 UNCLOS.

As a reaction, the conference ended (see Art 76 (4)–(7) UNCLOS).

Finally, the commission found a solution (Arts 74, 80, 90 of the Convention).

<table>
<thead>
<tr>
<th>33. In-text citation of treaties: Differentiation of treaties with same title</th>
</tr>
</thead>
<tbody>
<tr>
<td>• When two or more treaties have the same title, keep the treaty name and add the year of the treaty in parentheses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34. In-text citation of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Again, please search our Citator [<a href="http://citator.ouplaw.com/">http://citator.ouplaw.com/</a>] wherever possible to find the full citation elements for each case.</td>
</tr>
<tr>
<td>• For in-text citations of cases, please include an <em>abbreviated</em> reference in italics (including pinpoint) within the running text using the following format:</td>
</tr>
<tr>
<td>Example: Official Case name, Year (for the first mention only), pinpoint.</td>
</tr>
<tr>
<td>• You may use a cross-reference as the first citation for a case, using the following format:</td>
</tr>
<tr>
<td>Example: The Court cleared up any doubt in this respect in the → LaGrand Case (Germany v United States of America) [MPEPIL] ('LaGrand') by stating unequivocally....</td>
</tr>
<tr>
<td>• Specific rules for different courts should be followed. For detailed examples of both in-text and full references related to particular courts, see Section V.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>35. In-text citation: Pinpoint references</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use pinpoints, which are references to specific pages, paragraphs, sections, or articles of legal documents or academic writing.</td>
</tr>
<tr>
<td>• Art/Arts are to be capitalized.</td>
</tr>
<tr>
<td>• ‘Series’ is to be capitalized when the original title of the respective collection uses capitals.</td>
</tr>
<tr>
<td>• When pinpointing paragraphs in cases, legislation, books, etc, always use ‘para’ or ‘paras’.</td>
</tr>
<tr>
<td>• Never put the paragraph number in square brackets instead.</td>
</tr>
<tr>
<td>• The pinpoint reference or the citation always has to state the beginning page or paragraph and the end page or paragraph.</td>
</tr>
</tbody>
</table>

Examples:
texttext (see Arts 7–10 United Nations Charter).
texttext *(Costello v Chief Constable of Derbyshire Constabulary, Judgment,*
III. Cited Bibliography and Further Bibliography: Listing references to books and articles

### 36. Books and articles full references: General

- Author names should be arranged as: first initial(s) + full last name.
- Titles of articles and book chapters should be surrounded by single quotation marks: ‘Sample Title’.
- Titles of books should be italicized: *Sample Title*.
- List as much information as possible, i.e., all author names, publisher, place, year, etc.
- See specific examples below.

### 37. Chronological order

- Bibliographical items will be listed in order of publication date, starting with the oldest.
- If a work or series was published over a range of years, go by the first year.
- If the date of publication is the same for two items, they will be arranged in alphabetical order by the author surname.
- When an author’s name appears consecutively, use ‘---’ instead of repeating the name.

#### Example of correct order:


- When alphabetizing, prefixes matter if they are capitalized.

#### Examples of title and prefix capitalization:

- Van de Craen is listed under “V”
- van Dyk is listed under “D”
- D’Amato is listed under “D”
- de Zayas is listed under “Z”
- von Bogdandy is listed under “B”
- Eduardo Jimenez de Aréchaga is listed under “J”
- Friedrich August Freiherr von der Heydte is listed under “H”
### 38. Indication of page range

- Within the Bibliography sections, indicate the entire page range of the source.
- In the second number of a range, only write out the last one or two digits, unless the ‘100’ threshold is crossed.

**Examples:**
- 376–92 not 376–392
- 1206–1310 not 1206–310
- However, when the penultimate digit of both numbers delineating a sequence is zero, only the final digit (that in the right-most column) of the second number should be cited.

**Examples:**
- 1002–6 not 1002–06

### 39. Honorific titles

- In the Bibliography, Lady and Sir are dropped; Lord, Graf, Freiherr are not dropped.
- Order titles (Knight etc) are dropped.

**Examples:**

### 40. Citation of journals, yearbooks, and other periodicals: Abbreviation of their titles

- Consult the ‘List of Abbreviations’ here: [http://opil.ouplaw.com/staticfiles/MPEPIL%20list%20of%20abbreviations.pdf](http://opil.ouplaw.com/staticfiles/MPEPIL%20list%20of%20abbreviations.pdf) and follow it. That list precedes all other formatting rules.
- When unsure about the correct abbreviation, write out the full, exact title of the journal.

### 41. Citation of MPEPIL entries (online and print)

- Cite the online version of an MPEPIL (or MPECCOL) article as follows:


  **Example:**

- Cite the print edition of the MPEPIL as follows:

### 42. Citation of books and articles: Subtitles

- Articles and books should be cited with both main title and subtitle, separated by a colon.

**Examples:**
- G Delaume, ‘The Proper Law of Loans Concluded by International
<table>
<thead>
<tr>
<th>43. Citation of books: Chapters in edited volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- For chapters in edited volumes books, stick to the following format:</td>
</tr>
<tr>
<td>Author of chapter, ‘chapter title’ in editor (ed), book title (publisher place of publication year) page range.</td>
</tr>
<tr>
<td>Example:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>44. Citation of books: Books that are published as part of a series</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If a book has appeared within a series of (regularly or irregularly) published materials (eg ‘Beiträge zum ausländischen öffentlichen Recht und Völkerrecht’):</td>
</tr>
<tr>
<td>→ do not cite the name of the series</td>
</tr>
<tr>
<td>→ do not cite the volume number</td>
</tr>
<tr>
<td>→ indicate the title of the book itself.</td>
</tr>
<tr>
<td>Example:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>45. Citation of books: Books that are edited by UN bodies</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>46. Citation of books: Constitutions of the Countries of the World</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>47. Citation of books: Law commentaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Commentaries on laws, statutes, rules, treaties, and conventions should be cited according to the following format:</td>
</tr>
<tr>
<td>Examples:</td>
</tr>
</tbody>
</table>
| 48. Citation of books: Multi-volume books | • If you refer to a book that is part of a multi-volume work stick to the following format as far as possible:  
  Author + general title of the entire work + vol no + title of the specific volume + (publisher + place of publication + year of publication).  
  • The year of publication should state the year of publication of the first volume cited followed by an n-dash and the year of publication of the last volume cited.  
  Examples:  
  In the text:  
  'texttexttext' (Brown, 1992, vol 1, 262)  
  In the Cited Bibliography:  

| 49. Citation of books: Oppenheim | Example:  

| 50. Citation of books: Publishing houses | • Use shortened name of a publisher where possible, eg Nijhoff (instead of Martinus Nijhoff), Kluwer (instead of Kluwer International etc), Nomos (instead of Nomos Verlagsgesellschaft). |

| 51. Citation of books: Place of publication | • Indicate the location of the publisher as it is indicated in the book.  
  • Do not translate the names of towns into English yourself.  
  • Trust OPac with the correct indication of locations. Please see http://opac.publications.europa.eu/search/query?theme=system. |

| 52. Citation of books: Revised / edited books | • If the second (or any further) edition of a book is revised and edited by someone other than the original author, indicate as follows:  
  Author of original book + title + (name of editor + ed, no of edn + publisher + place of publication + year of publication).  
  Example:  

| 53. Citation of books: Reprinted books | • For reprinted books, stick to the following format:  
  Author + title + (publisher + place of publication + year of publication, reprinted by publisher + place of publication + year of publication).  
  Example:  

| 54. Citation of books: Single chapters | • If the author only wants to include a chapter of a book in the bibliography, cite the beginning and end page of the relevant chapter.  
  • The title of the chapter does not need to be cited. If the author has indicated it, leave it. |
IV. Cited Documents & Further Documents: Listing references to documents

55. Citation of books: Translated works

- The translator of a book will only be named if he or she is also the editor of the book. In this case, use (tr) instead of (ed).

Example:
P Birks and G McLeod (trs), *The Institutes of Justinian* ...

56. General: style and alphabetical order

- Documents are to be arranged in alphabetical order. If the title of a document begins with an article, use the second word for alphabetization purposes.

- Do not capitalize articles (the, a, an...) or prepositions (in, of, between, by, at, concerning, relating to...) in document titles.

- Underline the title of the document.

- Surround the whole citation with asterisks.

- If the only information available to cite a document is a URL link, please ensure that this links to the document itself rather than to the organization's website (unless the citation is included at the top of the Documents section and is intended as a citation to the website of the organization itself).

Example of correct order:
*Convention internationale pour régler la Tutelle des Mineurs (signed 12 June 1902, entered into force 30 July 1904) 95 BSP 421.*
*Convention of the World Meteorological Organization (done 11 October 1947, entered into force 23 March 1950) 77 UNTS 143.*

57. Translations of documents, non-official

- Never refer to a non-official translation of a document. In this case, include the original non-English document in the list of Cited/Further Documents.

58. Websites

In general, we request that authors try to avoid including URLs in the text of the article; instead, we recommend including them along with the full citations in the Documents sections. OUP will then capture this information in the relevant Citator entry for the item cited, which can then be updated accordingly, and the URL will not itself appear in the article online. To facilitate this, please include any relevant URLs after the citation, but outside the asterisks and after the link type (if assigned) in the form shown below (square brackets, bold).

*Committee of Ministers, Rules of the Committee of Ministers for the Supervision of the Execution of Judgments and of the Terms of Friendly Settlements (adopted by the Committee of Ministers on 10 May 2006 and amended on 18 January 2017).* [https://rm.coe.int/16806eef0] (accessed 1
However, exceptions are sometimes permitted:

1. If the author finds that it would be very useful to include a URL in the text itself, or very cumbersome to avoid including it in the text, then that URL can be included in the text.
2. Also, it may sometimes be useful to include a URL in a bibliography entry if no print source is available (since Citator records are not usually created for bibliography entries) or if the source cited is available for free on the website of an organization.
3. And where an author wishes to include in the Cited Documents or Further Documents a citation to the main website for an organization, it is also permissible to do this by making such an entry the first entry at the top of the relevant Documents section.

In cases like these where the author does want a URL to appear in the article itself (whether in the text or in the references sections), a different notation should be used to ensure that the data is captured correctly, in which the URL is surrounded by the “<” and “>” characters rather than being enclosed in square brackets. Below I have included an example for each of the three circumstances described above:

1. **In text**: These statistics are regularly posted on the website of the Universal Postal Union (<http://www.upu.int/index.html> [accessed 10 January 2007]).
3. **In Documents sections**: *Universal Postal Union <http://www.upu.int/index.html> (accessed 10 January 2007).*

### 59. Citation of COE Documents

- For COE Committee of Ministers documents, insert spaces on either side of the parentheses but no space before the letter—E or F—at the end.

  **Example**: CM/Res (2000) 50E.

- COE Committee of Ministers declarations: Follow the rules that the COE itself follows.

  **Example**: CM/Decl-29.04.82E.

- There are exceptions to this when the document itself shows a very
### 60. Citation of European treaties

In the text:
- For a single appearance, use: Official Treaty Name [Year]
- For multiple appearances: In the first appearance use:
  ‘Official Treaty Name’ (abbreviated form), [Year]
- If citing again, use: 
  *Abbreviated form*

Examples:
- Single appearance:
  Treaty on European Union [2008]
- Multiple appearances:
  Treaty on European Union (TEU) [2008]
  then:
  As mentioned in Article 10 TEU, the EU is founded in representative democracy...

Further in text examples:
Similar agreements are contemplated in Article 23 TFEU (former Art 20 EC Treaty), which provides that ‘[e]very citizen of the Union shall ... be entitled to protection by the diplomatic or consular authorities of any member state’.

In *CILFIT Srl v Ministry of Health* (1982) the CJEU considered the application of Article 177 EEC Treaty. According to Article 177 EEC Treaty (now Art 267 TFEU), if a question is raised before a national court of a member state, that court ‘may’ request the CJEU to give a ruling.

In the Cited Documents:
- For founding treaties, consolidated versions etc, see https://eur-lex.europa.eu/homepage.html.
- Cite to the most recent consolidated versions that have entered into force, unless the author explicitly refers to an earlier version:

Examples:

### 61. Citation of national legislation

- As a matter of priority, provide the most information possible, including multiple citations, where available and applicable.
- Follow the following format as *far as possible*:

  Name of Law in Original Language (English translation), Date, Official Source (Country).

### 62. Citation of UN

- After the first mention, abbreviate ‘United Nations’ to ‘UN’; ‘UN Security Council’ to ‘UNSC’; ‘UN General Assembly’ to ‘UNGA’; and
| documents | ‘Resolution’ to ‘Res’.  
- Cite the full names of lesser known, or more specialized, UN organs or bodies, rather than their abbreviations.  
- Do not cite resolution titles, unless it is particularly useful to do so. If the title is needed, place it after a comma following the author organization and resolution number in the citation.  

In the text:  
Author Res Number (date).  
Examples  
First mention of UNGA Res  
Subsequent mentions of UNSC Res  
  UNSC Res 1373 (28 September 2001)  

In the Cited Documents:  
Author Res Number, ‘Title’ (where applicable), (date) UN Document No, Report (where applicable).  
Examples  

| 63. Citation of OSCE documents | Use the form for UNGA resolutions including the name of the organization and the document and the date of adoption of the text.  
Example:  
In the text:  
In the Cited Documents:  

| 64. Citation of WTO Analytical Index | The WTO Analytical Index, Guide to GATT Law and Practice and the WTO Analytical Index, Guide to WTO Law and Practice should be cited as follows:  
Examples:  
V. Cited Cases and Further Cases: Listing references to cases and in-text examples

65. Cited Cases and Further Cases: general

- Cases are to be arranged in alphabetical order. If the title of a case begins with an article, use the second word for alphabetization purposes.

Example:
*Georgi Ivnov Elchinov*, 5 October 2010, Case C-173/09, ECLI:EU:C:2010:581.*

**NOT**
*TDC*, 9 October 2014, Case C-222/13, ECLI:EU:C:2014:2265.*

- The authors can choose to provide subdivisions in the Cited Cases/Further Cases, arranging the subdivisions alphabetically by the name of the court.
- If there is an official name for the case, this can be included, for example ‘The Fisheries Case’, and this would be alphabetized under F (since articles are disregarded for alphabetization purposes).
- Where official case names are used involving the name of an individual (eg John Smith v Jamaica), this case would be alphabetized under S.
- Underline the title of the case.
- Indicate the dates of the decision as completely as possible.
- Surround the whole citation with asterisks.

66. Citation of cases: Identical titles

- When two or more cases have the same title
  - Either introduce different short forms for the respective cases within the running text. The short forms, including the dates, are in italics, see OSCOLA.
  - Or cite the complete case name (as usual, in italics) and add the year of the case (in normal font).

Examples in running text:

*Short case name ('Libya v Malta [1984]') and Short case name ('Libya v Malta [1985]')*


67. Citation of cases: Multiple claimants or defendants; first names

Where there are multiple parties, only the first claimant and first defendant are named. Where the parties are individuals, given names and initials are omitted. Follow OSCOLA.
### 68. Citation of cases: National cases

In the text:
- When citing national cases, especially when citations are so old that they pre-date widely acknowledged citation standards, always try to provide the fullest information possible, including multiple citations if available.
- Stick to the following format as far as possible:
  
  Original name of the case in italics, year (for the first mention only), pinpoint (page and/or para).

Example:
*Chantiers de l'Atlantique v Gaztransport & Technigaz*, 2011, pinpoint (page and/or para)

In the Cited Cases:
- When citing national cases, stick to the following format as far as possible:
  *Original name of the case in italics + Procedural stage, Name of court (if not apparent from citation), Region/city of court, Date of decision, + Source.*

  Exception 1: If necessary, the source may be replaced by a document number.

  Exception 2: If you refer to a national court where there is only one of its kind (eg US Supreme Court, Bundesverfassungsgericht) the region/city of the court's seat does not need to be mentioned.

- If a national case can also be found in ILM, the ILM citation has priority.
- If the English translation of the court name does not reveal the country, add a specification (eg German Federal Constitutional Court).

- It is recommended to cite a court's full name, see for example [http://www.bailii.org/recent-decisions.html](http://www.bailii.org/recent-decisions.html).

Examples:
*Bundesverfassungsgericht (German Federal Constitutional Court 2nd Senate), Maastricht-Urteil, 12 October 1993, 89 BVerfGE 155.*

*Paul Clerget v Banque commerciale pour l'Europe du Nord et Banque du commerce extérieur du Vietnam, Cour d'appel (French Court of Appeal), 7 June 1969, 96 Clunet 894.*

*Jones v Ministry of Interior Al-Mamlaka Al-Arabiya AS Saudiya (the Kingdom of Saudi Arabia), 14 June 2006, UKHL 26.*

### 69. Citation of cases: Separate, dissenting, etc opinions

- Note that separate or dissenting opinions and declarations of judges have to be inserted in parentheses directly behind the specification of the case (eg Merits).
- If the case uses a different designation such as 'Individual Opinion of Judge XY', do not change it.

In the text:
<table>
<thead>
<tr>
<th>70. Citation of cases: Specification of the type of judicial decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>- In the Cited Documents, for all case citations, include the type of decision/procedural stage as stated by the court (e.g. 'Judgment', 'Merits', 'Jurisdiction', 'Interim Measures', 'Advisory Opinion', 'Prompt Release').</td>
</tr>
<tr>
<td>- If you specify the material type of judgment (e.g. 'Merits'), do not add 'Judgment', except for the specification 'Prompt Release' (which can be either a 'Judgment' or a 'Provisional Measure').</td>
</tr>
<tr>
<td>- If the court does not specify the type of decision, you do not need to include it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>71. Citation of cases: African Commission on Human and Peoples' Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples:</td>
</tr>
<tr>
<td>In the text:</td>
</tr>
<tr>
<td>Civil Liberties Organization v Nigeria, 1995, pinpoint (para and/or page).</td>
</tr>
<tr>
<td>Katangese Peoples’ Congress v Zaire, 1995, pinpoint (para and/or page).</td>
</tr>
<tr>
<td>In the Cited Cases:</td>
</tr>
<tr>
<td><em>Civil Liberties Organization v Nigeria, Merits, ACommHPR, 1995, Comm No 129/94.</em></td>
</tr>
<tr>
<td><em>Katangese Peoples’ Congress v Zaire, Merits, ACommHPR, October 1995, Comm No 75/92.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>72. Citation of cases: Arbitration cases published in RIAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples:</td>
</tr>
<tr>
<td>In the text:</td>
</tr>
<tr>
<td>Treves Case, Italy v United States, 1956, pinpoint (para and/or page).</td>
</tr>
<tr>
<td>In the Cited Cases:</td>
</tr>
<tr>
<td><em>Treves Case, Italy v United States, Decision No 144, 24 September 1956, 14 RIAA 262.</em></td>
</tr>
<tr>
<td>73. Citation of cases: Court of Justice of the European Union (CJEU) and the General Court (GC)</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>▪ For the in-text citations use the standard format ie Official Case Name, Year (for the first mention only), pinpoint. For further guidance refer to the examples below.</td>
</tr>
<tr>
<td>Examples:</td>
</tr>
<tr>
<td>In the text:</td>
</tr>
<tr>
<td><em>Inuit Tapiriit Kanatami and Others v Commission</em>, Judgment, 2013, pinpoint (page and/or para).</td>
</tr>
<tr>
<td><em>Competence of the Community to Conclude International Agreements concerning Services and the Protection of Intellectual Property</em>, Opinion, 2013, pinpoint (page and/or para).</td>
</tr>
<tr>
<td>For Joined Cases:</td>
</tr>
<tr>
<td>▪ For the Cited Cases section, provide the fullest citation possible, including the European Case Law Identifier (ECLI).</td>
</tr>
<tr>
<td>In the Cited Cases:</td>
</tr>
<tr>
<td>▪ For Opinions of Advocates General:</td>
</tr>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>In the text:</td>
</tr>
<tr>
<td><em>Spain v Council of the European Communities</em>, Opinion of Advocate General...</td>
</tr>
<tr>
<td>74. Citation of cases: European Commission of Human Rights</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>• Decisions and reports of the European Commission of Human Rights should cite the relevant application number and a reference to the Decisions and Reports of the Commission series.</td>
</tr>
<tr>
<td>• Where appropriate, reference to earlier decisions of the Commission should be made to the <em>Yearbook of the European Convention on Human Rights</em>, in which the citations follow the following volume and year/s:</td>
</tr>
<tr>
<td>1 1956–57</td>
</tr>
<tr>
<td>2 1958–59</td>
</tr>
<tr>
<td>3 1960</td>
</tr>
<tr>
<td>4 1961</td>
</tr>
<tr>
<td>5 1962</td>
</tr>
<tr>
<td>6 1963</td>
</tr>
<tr>
<td>7 1964</td>
</tr>
<tr>
<td>8 1965, and so on</td>
</tr>
</tbody>
</table>

Examples:

In the text:
*M & Company v Germany*, 1990, pinpoint (page and/or para).

*Pfunders Case, Austria v Italy*, 1961, pinpoint (page and/or para).

In the Cited Cases:

*M & Company v Germany, Admissibility*, ECommHR, 9 February 1990, App 13258/87; 64 DR 138.*

*Pfunders Case, Austria v Italy, Admissibility*, ECommHR, 11 January 1961, App 788/60; 4 YECmHR116.*

<table>
<thead>
<tr>
<th>75. Citation of cases: ECtHR Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the text: Name of the case or parties, year (for the first mention only), pinpoint (page and/or para).</td>
</tr>
</tbody>
</table>

In the Cited Cases:

• If the case has a Series A number, cite

*Name of the case or parties, Procedural stage*, ECtHR, Date, Series A, No.*

• When citing decisions from 1996 on:

*Name of the case or parties, Procedural stage*, ECtHR, Date, Report, year-volume, page.*

• If the case has not yet been published in the official reports:

*Name of the case or parties, Procedural stage*, ECtHR, Date, App No.* [link] (date of access). The URL should be outside the asterisk.

Examples:

In the text:
*Bartik v Russia*, 2006, pinpoint (page and/or para).
| 76. Citation of cases: Eritrea-Ethiopia Claims Commission | Example:  
In the text:  
**Prisoners of War Eritrea's Claim 17**, 2003, pinpoint (page and/or para).  
In the Cited Cases:  
*Prisoners of War Eritrea's Claim 17, Partial Award*, Eritrea–Ethiopia Claims Commission, 1 July 2003.* |  
--- |  
| 77. Citation of cases: PCIJ cases | Example in the text:  
**Lotus, France v Turkey**, 1927, pinpoint (page and/or para)  
In the Cited Cases:  
*Official Case Name, Procedural Stage*, Date, PCIJ Series, first page.* |  
--- |  
| 78. Citation of cases: ICJ cases, case names: 'v' and '/' |  
- Omit ‘Case concerning’.  
- It is essential to keep the 'v' and '/' as indicated in the original case document: 'v' indicates that the dispute has been introduced by Application, whereas '/' denotes that it has been introduced by Special Agreement between the parties.  
- If you refer to page numbers, always cite the one at the top of the page, never the one at the bottom. | Example: |
<table>
<thead>
<tr>
<th>79. Citation of cases: ICJ Pleadings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To cite pleadings, applications, and other documents published in the ICJ Pleadings, include the year and the volume.</strong></td>
</tr>
</tbody>
</table>

Example:

In the text:

(South West Africa Cases, Ethiopia v South Africa; Liberia v South Africa, Pleadings 1966, vol X, 123)

In the Cited Cases:

*South West Africa Cases, Ethiopia v South Africa; Liberia v South Africa, 1966, ICJ Pleadings, vol X.*

<table>
<thead>
<tr>
<th>80. Citation of Cases: UNICITRAL Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In the text:</strong></td>
</tr>
<tr>
<td><em>Official Case Name, Year</em> (for the first mention only), pinpoint</td>
</tr>
</tbody>
</table>

Example:

*National Grid plc v Argentina, 2006, para 85*

In the Cited Cases

*Official Case Name, Procedural Stage, Ad Hoc Tribunal (UNCITRAL), Date, Report*

Example:

*National Grid plc v Argentina, Decision on Jurisdiction, Ad Hoc Tribunal (UNCITRAL), 20 June 2006, IIC 178 (2006).*

<table>
<thead>
<tr>
<th>81. Citation of cases: ICSID Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In the text:</strong></td>
</tr>
<tr>
<td><em>Official Case name, Year</em> (for the first mention only), pinpoint.</td>
</tr>
</tbody>
</table>

In the Cited Cases:

- The ICSID website indicates whether the ICSID Rep has published the complete decision or only an excerpt.
- In case of complete coverage, cite as follows:
  *Case name (additional case information), Procedural stage, Date, ICSID Case number (year of volume) volume number ICSID Rep page number.*
- In case the ICSID Rep only publishes excerpts, cite as follows:
  *Case name (additional case information), Procedural stage, Date, ICSID Case number (year of volume) volume number ICSID Rep page number (excerpts).*
- In case the decision is not published in the ICSID Rep, refer first to the ICSID Rev/FILJ and second to the ILM.
- In case the decision is not published at all, cite as follows:
  *Case name (additional case information), Procedural stage, Date, ICSID Case number.*

Examples:

*In the text: Ceskoslovenska Obchodni Banka, AS v Slovak Republic, 1999, pinpoint (page*
and/or para).

*Klöckner Industrie-Anlagen GmbH v Cameroon*, 1994, pinpoint (page and/or para).

*Noble Ventures Inc v Romania*, 2005, pinpoint (page and/or para).

*Waste Management Inc v Mexico*, 2000, pinpoint (page and/or para).

In the Cited Cases:


*Noble Ventures Inc v Romania, Award*, 12 October 2005, ICSID Case No ARB/01/11.*


**82. Citation of cases: ICC, ICTY, ICTR**

In the text:

*Case name, Year (for the first mention only), pinpoint (page and/or para).*

In the Cited Cases:

Format:

*Case Name, Name of the indictment.decision and/or procedural stage, Court name, Date of decision/judgment, Decision/judgment number.*

Examples:

In the text:

*Prosecutor v Galić, 1999, pinpoint (page and/or para).*

*Prosecutor v Galić, 2003, pinpoint (page and/or para).*

*Uwinkindi v Prosecutor, 2001, pinpoint (page and/or para).*

In the Cited Cases:

*Prosecutor v Galić, Indictment, ICTY, 26 March 1999, IT-98-29-I.*

*Prosecutor v Galić, Judgment, ICTY, 30 November 2006, IT-98-29-A.*

*Prosecutor v Galić, Judgment and Opinion, ICTY, 5 December 2003, IT-98-29-T.*

*Uwinkindi (Jean) v Prosecutor, Decision on Uwinkindi's appeal against the referral of his case to Rwanda and related motions, Judgment, 16 December 2011, Case No ICTR-01-75-AR11bis, ICL 911 (ICTR 2011).*
<table>
<thead>
<tr>
<th>Citation of cases: Inter-American Commission on Human Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the text:</td>
</tr>
<tr>
<td>Comadres v El Salvador, 1996, pinpoint (page and/or para).</td>
</tr>
<tr>
<td>In the Cited Cases:</td>
</tr>
<tr>
<td><em>Comadres v El Salvador</em>, Case 10.948 IACCommHR Report No 13/96 OEA/Ser L/VII.91 doc.7 101, 1 March 1996*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citation of cases: Inter-American Court of Human Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the text:</td>
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<tr>
<td>Velásquez Rodríguez v Honduras, 1988, pinpoint (page and/or para).</td>
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<tr>
<td>In the Cited Cases:</td>
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<tr>
<td><em>Velásquez Rodríguez v Honduras, Judgment</em>, 29 July 1988, IACtHR Series C No 4.*</td>
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<thead>
<tr>
<th>Citation of cases: NAFTA</th>
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<tr>
<td>If you cannot find a hardcopy source (eg ILM), apply the following format:</td>
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<tr>
<td><em>Case Name, Type of decision/Procedural stage</em> + NAFTA deciding body, + Document No + Date of decision.* + [link] (date of access).</td>
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<tr>
<td>Omit ‘Re’ and ‘In the Matter of’.</td>
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<tr>
<td>For document numbers, see <a href="https://www.nafta-sec-ala.org/Home/Dispute-Settlement/Decisions-and-Reports">https://www.nafta-sec-ala.org/Home/Dispute-Settlement/Decisions-and-Reports</a> (doc numbers displayed on this site may differ from doc numbers displayed on the PDFs).</td>
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<td>Cross-Border Trucking Services, 2001, pinpoint (page and/or para).</td>
</tr>
<tr>
<td>In the Cited Cases:</td>
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</table>

<table>
<thead>
<tr>
<th>Citation of WTO cases: Panel Reports, Appellate Body Reports, and Decisions by</th>
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<tr>
<td>In the text:</td>
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<tr>
<td>Use the following format:</td>
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<tr>
<td>- Use the short title as provided in the left column of the WTO's case table, available here: <a href="https://docs.wto.org/gtd/WTOdispute/TABLE%20OF%20CASES.pdf">https://docs.wto.org/gtd/WTOdispute/TABLE%20OF%20CASES.pdf</a></td>
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| - This short title should be followed by the type of Report (Appellate Body...
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<th>the Arbitrator</th>
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<tr>
<td>Report, Panel Report, or Decision by the Arbitrator, the year, and the</td>
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<td>pinpoint citation.</td>
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<td>• As per OSCOLA, omit ‘p.’ when citing to page numbers (even though ‘p.’ is</td>
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<td>used to designate page numbers in the WTO's case table).</td>
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<td><em>Argentina – Ceramic Tiles, Panel Report, 2001, pinpoint</em></td>
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<td>In the Cited/Further Cases:</td>
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<tr>
<td>• Use the full title and citation as provided in the right column of the WTO</td>
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<tr>
<td>case table, available here</td>
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<tr>
<td>(<a href="https://docs.wto.org/gtd/WTOdispute/TABLE%20OF%20CASES.pdf">https://docs.wto.org/gtd/WTOdispute/TABLE%20OF%20CASES.pdf</a>),</td>
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<tr>
<td>except that the type of Report should be moved <em>after</em> the full title (ra</td>
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<td>than appearing at the beginning of the citation).</td>
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