



## Oxford Public International Law Style Instructions

for the

Max Planck Encyclopedia of International Procedural Law

([www.mpcipro.com](http://www.mpcipro.com))

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EDITION 3.2

### A. Footnotes, Endnotes, Tables

The Oxford Public International Law (OPIL) online content does not use footnotes or endnotes. When required, any explanatory information should be included in parentheses or brackets within the text.

Every table or graph used in the text must be supplied as a separate object and clearly referenced within the text, in accordance with the specific rule on Charts and Graphs in the Additional Style Instructions.

### B. General Instructions for In-Text Referencing

*General case-law rule* [varies according to court, see Additional Style Instructions]:

*Official Case name*, Year (for the first mention only), pinpoint

*General article/book/book chapter rule*:

Author, Date, pinpoint

Please note that the *pinpoint* refers to the more exact location within the text (paragraph, page, etc).

Do not use citation signals, such as *ibid*, *infra* and *supra*, but 'above' and 'below' should be used to refer to internal cross-references to other paragraphs or sections within the same article.

For detailed instructions as well as examples, the Additional Style Instructions ought to be consulted.

### C. Formatting

1. Do not use any of the provided 'styles' in Word (Heading 1, Subtitle, Emphasis, etc).
2. Do not use page breaks.
3. Provide a cover page with the following items:
  - Title
  - Author: Given name Surname (note: the surname must be underlined)
  - Article last updated: month year
  - Table of contents: sections listed vertically A., B., C., D., etc, including disclaimers and acknowledgments (where applicable).

Eg  
SAMPLE TITLE

Author: John Smith  
Article last updated: September 2017

- A. Disclaimer (first section, only when applicable)
  - B. 'Sample' Introduction
  - C. 'Sample section' background
  - D. 'Sample section' History
  - E. Acknowledgments (last section, only when applicable)
4. No particular format regarding font and spacing of the text is required.

#### **D. Subdivisions and structure of entries**

Contributions should be subdivided to the extent required in the interest of clarity.

Where necessary, the following order should be observed: A, B, C, D; 1, 2, 3, 4; (a), (b), (c), (d); (i), (ii), (iii), (iv).

Authors should follow the above types of subdivision and not use more than four levels of subdivision.

All paragraphs should be numbered manually, ie do not use automatic numbering features. No full stop is to be added after the number of a paragraph.

#### **E. Style - General**

The article should be written in clear and accessible language, in a tone suitable for academic publications (not blogs). For texts that were not originally written in English, it is the responsibility of the author to translate the excerpts reproduced in the article.

The language of the Encyclopedia is British English. With respect to words with multiple accepted spellings, please keep consistency throughout the entire text.

Headings, titles and proper names will be capitalized. With respect to words within headings and (sub)titles, all major words should be capitalized, while minor words like prepositions and articles should not be capitalized.

#### **F. Abbreviations**

Please use the full name of an organization, treaty etc the first time it is mentioned in the article, followed by an abbreviation in parentheses and single quotation marks, eg, International Monetary Fund ('IMF').

You need not define, or punctuate, an abbreviation that is part of everyday usage (eg, ie or etc).

For in-text pinpointing of citations, use the following abbreviations:

Art  
Arts  
para  
paras  
vol  
vols

## G. Cross-References to Other Encyclopedia Entries

Articles may refer to documents or decisions covered by *other* entries within MPEiPro and other encyclopedias. Such a cross-reference should only appear once within an article. When featured within parentheses (ie referenced 'outside' of the text of the sentence), they should follow the capitalization of the title of the original entry. The cross-reference should be marked with an → *arrow and a space preceding the title of the entry* and should be italicized. The exact title of the entry should be reproduced, but sentence case can be changed to fit the text. For full details, please refer to the MPEiPro Additional Style Instructions.

Cross-references to other encyclopedias will require 'tags' to identify these encyclopedias, eg [MPEPIL] or [MPECCoL]. Cross-references to other MPEiPro articles will be considered the default, so the tag of [MPEiPro] is unnecessary.

See below for examples of different styles of cross-referencing from the Max Planck Encyclopedia of Public International Law. (Please note that the rules involving inserting '[MPEPIL]' are not followed in the following example because the example is taken from MPEPIL, not from MPEiPro, but this example may still be useful as it shows various ways in which cross-references can usefully be incorporated into the article text.)

**2** Interpretation primarily relates to → *treaties* in written form and decisions of international organizations. However, oral agreements and unilateral acts are also possible objects of interpretation (→ *Unilateral Acts of States in International Law*). Moreover, judgments and decisions of international tribunals and arbitral awards are subject to interpretation under rules of international law. In addition, interpretation can also refer to non-binding instruments such as → *Organization for Security and Cooperation in Europe (OSCE)* documents. Whether → *customary international law* rules are susceptible to the same forms of interpretation as written texts is most doubtful.

### 3. Relevant Interpreters

**3** The group of relevant interpreters must be defined broadly. With regard to treaties, interpretation by the parties is of paramount relevance. Decisions and other opinions of international courts, such as the → *International Court of Justice (ICJ)* or human rights courts, of non-judicial treaty bodies and of national courts as well as legal doctrine, constitute important sources of interpretation. The understanding of treaties establishing international organizations is influenced by the practice of executive and rule-making organs of such organizations (→ *International Organizations or Institutions, Decision-Making Bodies*). → *Non-governmental organizations* and other actors also take part in the continuous process of interpretation. Unilateral acts call for interpretation by the → *subjects of international law* to which they are addressed and by whom they have been issued.

## H. References sections

At the end of the text, the authors must include the full list of references of material mentioned in the manuscript. Authors may also include further sources in addition to cited sources (see below).

The following categories are to be used, in the following order:

Cited Bibliography  
Further Bibliography  
Cited Documents  
Further Documents  
Cited Cases  
Further Cases.

Note that a 'further' section can exist regardless of a corresponding cited section. Also, in exceptional cases where an entry contains numerous citations from a single source, a special subsection may be created to list all citations in an abbreviated form following the full citation of the main source.

When citing a particular source which may not be covered in the guidelines or in the OUP Citator (<http://citor.ouplaw.com/>), 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.

### 1. Cited Bibliography and Further Bibliography

The bibliography contains monographs, commentaries, essays, etc, which should be listed in chronological order (starting with the oldest). If there are two entries with the same year, arrange them alphabetically by the authors' last names.

Only the initials of the authors' and editors' first and (where applicable) middle names, without full stops, are to be included before the last name. For guidance regarding formatting and ordering, see the following:

DP Myers, 'The Names and Scope of Treaties' (1957) 51 AJIL 574–605.

I Pernice and J Zemanek (eds), *A Constitution for Europe: The IGC, the Ratification Process and Beyond* (Nomos Baden Baden 2005).

JC Gautron, *Droit européen* (14th edn Dalloz 2012).

DL Rothe and JI Ross, 'The State and Transnational Organized Crime: The Case of Small Arms Trafficking' in F Allum and S Gilmour (eds), *Routledge Handbook of Transnational Organized Crime* (Taylor & Francis Florence 2012) 391–402.

B Simma, DE Khan, and G Nolte, *The Charter of the United Nations: A Commentary* (OUP Oxford 2012).

Authors may include non-English material.

## 2. Cited Documents and Further Documents (Treaties, Instruments etc)

Authors are strongly encouraged to use the OUP Citator, a tool that will facilitate your search for full citations in the appropriate format. Go to <http://citator.oup.com/> and enter the login details you have received from OUP. The easiest way to see whether the case in question is included is to use quick search. If the case comes up, please use the information included in the case's Citator Record.

Cited Documents and Further Documents should be arranged in alphabetical order.

### a) Instruments, Treaties

For in-text citations of instruments, please include an *abbreviated* reference (including pinpoint) within the running text and a *full* reference in the documents section.

Listed instruments in the documents section, regardless of jurisdiction, must indicate the following (please note the asterisks on either side of the citation):

\*Full name of instrument (Date opened for signature, date entered into force) Citation/ref number; Additional citation (if any).\*

Eg:

\*Charter of the United Nations (adopted 26 June 1945, entered into force 24 October 1945) 1 UNTS 16.\*

\*International Agreement for the Regulation of Whaling (signed 8 June 1937, entered into force 7 May 1938) 190 LNTS 79.\*

\*United Nations Convention on Jurisdictional Immunities of States and their Property (adopted 2 December 2004, not yet entered into force) 44 ILM 801.\*

### b) Resolutions

Listed citations for resolutions by international organizations should be arranged using the following format (please note the underlining and the asterisks on either side of the citation):

\*Name of body and full name and number of the resolution (Date of adoption) Official citation.\*

Eg:

\*League of Arab States Resolution on the American/British Aggression against Fraternal Iraq and Its Implications for the Security and Safety of Neighbouring Arab States and Arab National Security (24 March 2003) 6266/119/2.\*

\*NATO Assembly Resolution 283 on Recasting Euro-Atlantic Security: Towards the Washington Summit (November 1998) NATO Doc AR 295 SA.\*

[\\*United Nations General Assembly Res 2625, 'Declaration on Principles of International Law Concerning Friendly Relations and Co-operation among States in Accordance with the Charter of the United Nations, \(24 October 1970\) UN Doc A/RES/2625\(XV\), GAOR 25th Session Supp 28, 121.\\*](#)

[\\*United Nations Security Council Res 1373, 'Threats to international peace and security caused by terrorist acts' \(28 September 2001\) UN Doc S/RES/1373\(2001\), SCOR 56th Year 291.\\*](#)

More specific guidance is provided in the Additional Instructions.

### 3. Cited Cases and Further Cases

Again, please search the OUP Citator (<http://citor.oup.com/>) wherever possible to find the full citation elements for each case.

Cited Cases and Further Cases should be arranged in alphabetical order. Authors may choose to create subdivisions in the case law, arranging the subdivisions alphabetically by the name of the court and listing cases within each subdivision in alphabetical order.

For in-text citations of cases, please include an *abbreviated* reference (including pinpoint) within the running text and a *full* reference in the cases section.

Listed references of cases in the cases section, regardless of jurisdiction, must indicate at least the following (please note the asterisks on either side of the citation):

*\*Official case name (if any), Parties, Procedural stage, Date, Official case number and/or report; Additional citation (if any).\**

Eg:

[\\*Chase v Campbell, Judgment, Supreme Court of Canada, 24 April 1962, SCR 425 \(Can\).\\*](#)

[\\*Fisheries Case, United Kingdom v Norway, Judgment, 18 December 1951, ICJ Rep 116.\\*](#)

[\\*Velásquez Rodríguez v Honduras, Merits, 29 July 1998, IACtHR Series C No 4.\\*](#)

### 4. Citing Websites

In general, we request that authors attempt 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 in Example A below (square brackets, bold). However, in certain circumstances (explained in detail in the Additional Style Instructions), the author may decide that a URL in either the text or the references sections *does* need to appear in the article itself. If so, then the URL should be surrounded by the "<" and ">" characters rather than enclosed in brackets and (wherever applicable) placed *inside* the asterisks as shown in Example B below.



Example A:

\*[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/16806eebf0>] (accessed 1 November 2017)

Example B (citation to the website of an organization, to be placed at the top of the documents section):

\*[Universal Postal Union](http://www.upu.int/index.html) <<http://www.upu.int/index.html>> (accessed 10 January 2007).\*

*For more information on citations and style, please see the Additional Style Instructions for the Max Planck Encyclopedia of International Procedural law and for more general guidance, refer to OSCOLA:*

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf) and  
[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).