

# NOTES FOR CONTRIBUTORS

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## Preparation and Submission of Manuscript

The *Australian Year Book of International Law* is a refereed publication. Manuscripts are sent to two referees without identification of the author. For this reason, please ensure that your name is on a sheet that can be detached from the rest of the manuscript.

1. Please submit both typewritten and electronic copy of the manuscript indicating the operating system and word processing package used for example, *Windows 95: Word for Windows v 6; Macintosh: Word 5.1.*
2. Authors are responsible for the accuracy of all quotations, proper names and references.
3. Page proofs are returned to the author so that any changes made during editing can be checked. Alterations of substance cannot be made at this stage, once the page layout has been finalised.
4. Please provide a brief autobiographical note which should be starred (\*) and appear as the first footnote.

## Notes on Style

### Structure

Headings and subheadings within the article should be indicated as follows (using numbers and lettering only if necessary):

Level 1	Title		Centred, Title Case, Bold
Level 2	Chapter	I., II., III...	Centred, Title Case, Bold
Level 3	Section	(a), (b), (c)...	Left margin, sentence case, bold.
Level 4	<i>Sub-section</i>	(i), (ii), (iii)...	Left margin, sentence case, italics
Level 5	Paragraph	a., b., c...	Left margin, a full sentence, bold, first line of and running into paragraph.

### Listing

Use a colon to introduce a run-in list set off from the text, and semicolons at the end of each item, as following:

- (i) make a neat list, easily changed to suit the page margins, setting the text off from the numbers by tabs, not spaces on the spacebar;
- (ii) roman numerals are best used so that the numbering will not clash with any headings; and
- (iii) note that there is no need to use capitals at the beginning of each part of the list if it is part of the one sentence—such as this.

## Abbreviations

Do not use “etc”, “ie” or “eg” within the text. Short forms should, however, be used in the footnotes.

The first time a full name, which will later be indicated by a short form, is used, give the full name followed by the short form in brackets, as follows:

Organisation for Economic Co-operation and Development (OECD).

## Capitalisation

In general, proper names should be capitalised, for: national, religious or ethnic groups; organisations; geographical names; historical events; commercial names. Do not capitalise generic or plural references to proper names. “State” is always capitalised when referring to both an international and national state.

Use capitals when referring, within the text, to a specified chapter, section, or appendix of this or any other text.

## Numbers

Numbers up to and including ten should be in words, while figures should be used for 11 and greater: however, figures should be used for all measurements. Money amounts should be clearly identified by currency. Commas, not full stops or spaces should be used in large numbers (4,325,687 sq km). Spans of figures use two digits after an en-dash: pp 25–29, pp 265–67 but note pp 3–6 and pp 399–401. Other examples: 1986–88, mid–1970 (en-dash); 1990s; 21 May 1995; twentieth century.

## Italics

Should be used for case names (the *Reservations* case); book titles; journal titles and languages other than English including Latin, for example: *inter alia*, *jus cogens*, *pacta sunt servanda*.

## Quotations

Use double quotation marks for quotes within the text, single quotation marks for a quotation within a quotation.

A direct quotation is introduced with a comma and begins with a capital letter if it is a complete sentence.

Long quotations running to four or more lines of text—exceeding approximately thirty words—should be indented from the margins.

## Alterations/Additions to quotes

Words added by you to a quote should be enclosed in square brackets.

Indicate any obvious errors in the quoted passage by placing [sic] immediately after the error. Exceptions to this are typing errors, which should be changed but not indicated.

Do not use square brackets at the beginning of a quotation unless it is enclosed within a sentence and the original punctuation cannot be used.

Do not change the style of the text being quoted, especially spelling or capitalisation, to suit the style of this book: reproduce the original exactly.

## Omissions

An ellipsis “...” marks the omission of words in quoted matter. Use only three stops—even at the end of a sentence where an additional full stop would be expected.

Do not use at the beginning of a quoted section. Only use at the end of a quoted section if the final sentence is incomplete.

## Some Preferred Spelling

Generally -ise endings are preferred to -ize (authorise, legalise, recognise).

acknowledgment	indorse	no-one
Bosnia-Herzegovina	inquiry	in so far
cooperation	interstate	per cent
law-making	judgment	program
treaty-making		

## Footnotes

All references should appear as footnotes, not in the text. The footnote number should be inserted after the punctuation mark. If a footnote contains several references they should be separated by a semicolon.

Abbreviations in the footnotes should contain no full stops, and a space should follow the abbreviation.

ch 1	chapter	n 1, nn 3–7	footnote(s) in this text
vol, vols	volume(s)-except at the beginning of a sentence	fn2, fns 4 and 5	footnote(s) in any other text

## Citations

### Articles and Periodicals

Surname and initial(s) “Title of Article” (year) volume number *Title of Journal in Full* page number for starting page of article followed by exact citation if necessary.

Bell DA, “The East Asian Challenge to Human Rights: Reflections on an East-West Dialogue” (1996) 18 *Human Rights Quarterly* 641 at 649.

Exception: *Australian Year Book of International Law* is abbreviated to *Aust YBIL*.

If you wish to refer to more than one exact place, use “114 at 161–64 and 186”.

### Books

Note: Place of publication and publisher details not required.

Surname and initial(s), *Title (including subtitle after colon)*, edition, volume, page cited:

Brownlie I, *Principles of Public International Law*, 4th ed (1990), p 10.

For essays in collective works: surname and initial(s), "Title of Essay" followed by editor(s) surname and initial(s), *Title of Book* (year), page number of first page of essay followed by exact citation if necessary.

Bayefsky AF, "Making the Human Rights Treaties Work" in Henkin H and Hargrove JL eds, *Human Rights: An Agenda for the Next Century* (1994), 229 at 235.

### Cases

Citation should be for an authorised reference. The first time a case is mentioned the names of the parties must appear in full with the details of the law report series. Subsequent references by case name can use an abbreviated name: "*Mabo v Queensland (No 2)*, (1992) 175 CLR 1 at 15, 31-32" may later be referred to as the "*Mabo case*".

*Australian Capital Television Pty Ltd v Commonwealth* (1992) 177 CLR 106 at 140 (Mason CJ), 154-55 (Brennan J), 211 (Gaudron J), cf 240 (McHugh J).

Note: Law Reports should be abbreviated and not italicised:

CLR (High Court); FCR (Federal Court); NSWLR, VR, SASR, WAR (authorised State reports); ILC, ECHR, FLR, A Crim R, LGRA, ICJ Plead, ICJ Rep, PCIJ

Note: Do not use "p" for page in Law Report citations.

International Court cases should be cited thus:

*South West Africa case*, ICJ Rep 1950, p 12 at 15.

*Request for Advisory Opinion Concerning the Status of Eastern Carelia* (1923), PCIJ Ser B5, p 27.

Note: Use "Re" not "re". Do not use "*The*", "*and Anor*", "*and others*", "*and another*", "*The King v*" "*The Queen v*" in case names.

### Conference Papers, Proceedings

Surname and initial(s) [or name of organisation if no author indicated] "Title of Conference Paper" Title of Conference, Place of Conference, Date of Conference.

Orford A, "A Radical Agenda for Reforming the Security Council", Australian and New Zealand Society of International Law Third Annual Meeting, Canberra, 7-9 July 1995.

Published as proceedings:

Orford A, "A Radical Agenda for Collective Security Reform", *Australian and New Zealand Society of International Law Proceedings of the Third Annual Meeting* (1995), p 71.

### Hansard

House of Representatives, *Debates*, vol 188 (1993), p 396.

Senate, *Debates*, vol 160 (1993), p 3170.

## Newspapers and Magazines

Retain “The” in the title only if a single-word title would otherwise result: *The Age*, *The Bulletin*, *The Times*, but *International Herald Tribune*, *Sydney Morning Herald*. Place of publication is not required.

Kent A, “Power Play Makes Light of Diplomacy”, *The Australian*, (20 April 1997), p 11.

## Statutes

No italics for names of Acts, Ordinances, Regulations, Rules or Bills. Commonwealth legislation indicated by (Cth) as follows:

Human Rights and Equal Opportunity Commission Act 1986 (Cth).

## Treaties

No italics for international treaties, conventions or protocols. The first time a treaty is mentioned the title must appear in full. Name of Treaty/Agreement (Year Signed/Ratified) Source where full text can be found.

Convention on the Conservation of the Living Resources of the Southeast Atlantic 1969, 801 UNTS 101, Article XVII(5).

## Cross-references

Use “n” and “nn” (or the full word “Note” if it is the first word of the footnote), “above” and “below” to indicate cross-references to other footnotes. Try to use “see text at n 34” rather than an internal page number for a reference to text.

Use “ibid, at 35”, or “ibid, p 25” in place of the immediately preceding full reference. If an author is cited more than once in the same footnote, use an abbreviated name of the book or article at subsequent cross-references, such as “Brownlie, *Principles*, n 34 above, p 2” or “Bell, “The East Asian Challenge to Human Rights”, n 2 above, at 649”.

## *For further information*

Refer to: Australian Government Publishing Service, *Style Manual for Authors, Editors and Printers*, 5th ed (1994); Peters P, *Australian English Style Guide* (1995); and the *Macquarie Dictionary*.

To obtain a full copy of the *Australian Year Book of International Law Style Guide* or any further inquiries should be referred to the:

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 Australian Year Book of International Law  
 Centre for International and Public Law  
 Faculty of Law  
 Australian National University  
 Canberra ACT 0200  
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