The Global Community Yearbook of International Law and Jurisprudence

Editorial Style Guide

Purpose and status of this guide

This guide sets out the editorial, stylistic and citation conventions applicable to manuscripts submitted to The Global Community Yearbook of International Law and Jurisprudence. It serves as a practical guide for authors and a common reference point for editors and copy-editors. Where a source or institution has an established official citation format, that format may be retained unless it conflicts with an express rule below.

The Yearbook values clarity, precision and consistency. House style should be applied intelligently so that scholarly argument remains easy to read, verify and edit across different legal systems, languages and documentary traditions.

House style at a glance

Matter	Yearbook convention
Language	English; spelling and usage must be consistent.
Articles	10,000–15,000 words, including footnotes.
Notes & Comments	4,000–8,000 words, including footnotes.
Abstract & Keywords	Maximum 150 words; abstracts must be in English; 5–10 keywords
Text	Times New Roman 12 pt; footnotes Times New Roman 10 pt.
References	Footnotes only; no endnotes and no bibliography.
First citation	Full bibliographical information.
Later citations	Short form using author name and supra note reference where appropriate.
Headings	1 / 1.1 / 1.1.1 / hierarchy; cross-reference by section number.
Websites	OSCOLA format for web sources.

Contents

1 Ethical and Legal Conditions **2**
2 Submission Requirements **2**
3 Manuscript Preparation and Layout **2**
4 Language and General House Style **3**
5 Style and Typographical Conventions **3**
6 Headings and Internal Structure **4**
7 Footnotes and References: General Principles **4**
8 Citation Style by Source Type **5**
9 Subsequent Citations and Cross-References **6**
10 Tables, Figures, Maps and Other Illustrative Material **7**
11 Recurring Editorial Conventions **8**
12 Editorial Process and Submission Checklist **8**

1. Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behaviour for authors, editors and reviewers. All parties should acquaint themselves with Brill's publication ethics, available at brill.com/page/ethics/publication-ethics-cope-compliance.

Submissions must be original scholarly work. Authorship should reflect genuine scholarly contribution, and quotations, paraphrases, data, images and arguments derived from other sources must be appropriately acknowledged. Authors are responsible for obtaining any necessary permission for third-party material and for the accuracy of names, quotations, dates, case numbers, treaty citations, document symbols, URLs and pinpoints. Questions concerning authorship, prior publication, duplicate submission, attribution or permission should be disclosed to the editors at the earliest opportunity.

2. Submission Requirements

2.1 Method of submission and language

Manuscripts should be submitted by email to: globalcommunityearbook@gmail.com. Submissions are preferably in English; a limited number of contributions may be accepted in French, German or Spanish. Abstracts must be in English.

2.2 Types and length of contributions

Unless otherwise agreed with the editors, word counts include footnotes:

- Articles: 10,000–15,000 words.
- Notes & Comments: 4,000–8,000 words.

Authors anticipating a material departure from these limits should consult the editors before submission.

2.3 Abstract and file format

All submissions must include an English abstract of no more than 150 words stating the subject, central question or problem and principal argument. It should not contain footnotes or undefined abbreviations. Manuscripts must be submitted in editable Word format (.doc or .docx); other editable formats may be accepted by prior arrangement. A PDF may accompany the manuscript where necessary to demonstrate complex layout, but should not replace the editable file.

2.4 Keywords

Authors are requested to supply 5–10 keywords.

3. Manuscript Preparation and Layout

3.1 Basic formatting

Use Times New Roman 12 pt for the main text and abstract, and Times New Roman 10 pt for footnotes. Text should be left-aligned or fully justified consistently. Use Word paragraph settings, styles and automatic footnote numbering rather than repeated spaces, tabs or empty paragraphs.

3.2 First page and paragraphs

The first page must contain the article title, the author's name, and an asterisked footnote stating the author's institutional affiliation and any acknowledgements. The title should be centred in 14 pt and the author's name should appear immediately below it. Academic titles and post-nominal letters should normally be omitted from the by-line. The first paragraph following a heading or subheading is not indented; any other first-line indentation should be created through paragraph settings.

3.3 Word functions and clean files

Use automatic footnote numbering and, where practicable, Word's cross-reference functions. Do not type footnote numbers manually. Before submission, remove irrelevant tracked formatting changes, hidden text, embedded macros and fields dependent on unavailable external data, and accept or reject tracked changes intended for the final text as appropriate.

4. Language and General House Style

4.1 English, clarity and consistency

Manuscripts in English may use British or American English, but spelling and usage must be internally consistent; quotations retain the spelling of the original source. Specialised legal terminology is appropriate where necessary, but prose should remain clear and economical. Avoid unexplained jargon, rhetorical padding and unnecessary strings of abstract nouns, and use terms of art consistently once defined.

4.2 Inclusive language and institutional names

Use language appropriate to the legal, historical and social context and avoid unnecessary assumptions concerning personal characteristics. Where terminology is contested or historically specific, explain the choice if it matters to the argument. Use the official or commonly accepted English name of institutions, courts, organisations and states; give a legally significant non-English name on first mention, with an English translation where useful. Once a short form or acronym is introduced, use it consistently.

5. Style and Typographical Conventions

5.1 Quotations, punctuation and emphasis

Use single quotation marks for ordinary quotations in the main text and double quotation marks for quotations within quotations. Punctuation falls outside the closing quotation mark unless it forms part of the quoted material. Quotations of approximately forty words or more should normally be set as indented block quotations without quotation marks. Use ellipses for omissions that do not distort the source and square brackets for editorial additions or substantive alterations. Where the exact wording of legal or historical material matters, quote from an authoritative version and do not silently modernise wording that could affect interpretation.

Use hyphens for compound words and modifiers and an en dash (–) for numerical ranges and appropriate relationships between equivalent terms. Use typographic apostrophes where possible and form possessives consistently. Italics may be used sparingly for emphasis; do not use bold type, underlining, capital letters or multiple typographic devices as substitutes for argumentative emphasis.

5.2 Numbers, dates, ranges, percentages and currency

Spell out whole numbers from one to nine in ordinary prose unless they form part of a citation, measurement, statistical expression or technical sequence; use numerals from 10 onwards. Use the date form "5 September 2026" and en dashes for closed ranges: 1945–1948, 165–184, paras 17–21. Percentages appear as "2 percent" in the main text and "2%" in footnotes. Identify currencies clearly on first use where confusion is possible and use measurement systems consistently.

5.3 Capitalisation, abbreviations and defined terms

Capitalise Chapter, Part, Article, Resolution, Annex and Appendix when directly followed by a number; formal titles of legal instruments and institutions; official titles used directly before a person's name; and major words in headings. Generic institutional and governmental terms are lower case unless used as an established defined short form. "State" may be capitalised when it denotes a state as a subject of international law, provided that usage is consistent. Fields of law and academic disciplines remain lower case unless part of a proper title.

Introduce abbreviations and acronyms in full on first use unless they are universally recognised in the relevant field; avoid acronyms for expressions used only a few times. Use "art." in footnotes but "Article" in the main text; "v" rather than "versus" or "vs"; and "e.g." and "i.e." in footnotes. Defined terms should be used only where they improve precision and should be capitalised consistently once introduced.

5.4 Foreign words, Latin and translations

Retain necessary foreign characters and diacritical marks. Italicise necessary foreign words and Latin phrases where appropriate, but not foreign-origin terms fully assimilated into ordinary English legal or academic usage. Citation and cross-referencing expressions, including *ibid*, *id*, *supra* and *infra*, follow the specific typographical conventions in section 9.1; abbreviations such as "e.g." and "i.e." remain in roman type. Where an argument depends on a non-English source, provide an English translation and identify whether it is official, published or the author's own. Original titles may be followed by an English translation in square brackets on first citation; apply the capitalisation conventions of the relevant language.

Where a quotation is integrated grammatically into the author's sentence, any editorial intervention needed to make the syntax clear should be visible in square brackets. Omissions should never alter the meaning of the quoted material. When quoting judgments, awards or separate opinions, attribute the proposition to the correct judicial text; where possible, consult and cite the original source rather than a quotation reproduced in a secondary work.

6. Headings and Internal Structure

Authors should normally use no more than three levels of heading. Headings should be concise, descriptive and parallel in grammatical form where possible, and should follow the hierarchy below:

Level	Form	Example
1	Arabic numeral	**1 Heading 1**
2	Arabic numeral	***1.1 First subheading***
3	Arabic numeral	1.1.1 Third subheading

The first sentence after a heading is not indented. Do not place a full stop at the end of a heading or use a heading immediately followed by another heading without intervening text unless the structure makes this unavoidable. Cross-refer to headings as "section 1", "section 1.1", "section 1.1.1", etc.; do not use manuscript page numbers for internal references. The first letter of all major words should be *capitalised*, except for prepositions and articles.

Consistency is more important than multiplying special rules. Recurrent expressions, possessive forms, abbreviations and short forms should therefore be treated in the same way throughout the manuscript. Authors should also check that names of persons and institutions, accents, diacritics and titles in languages other than English reproduce the source accurately.

7. Footnotes and References: General Principles

The Yearbook uses footnotes only, not endnotes or a bibliography. Footnotes are numbered consecutively in Arabic numerals and should be kept as brief as possible. The first citation of each source must contain bibliographical information sufficient to identify it clearly.

- Place footnote markers after punctuation at the end of the relevant clause or sentence, and avoid consecutive markers where authorities can be combined in one note.
- Give a pinpoint page, paragraph, section, article or other locator for quotations, specific propositions and factual assertions; cite a work as a whole only where that is genuinely intended.
- Where several authorities appear in one note, order them according to hierarchy, chronology or relevance as appropriate, using semicolons to separate distinct authorities.

- Keep substantive argument in the main text. Footnotes may contain qualifications, additional authorities or brief contextual observations, but should not become a parallel article.
- End footnotes with a full stop and follow the source-specific punctuation below. Do not mix citation systems within a source category unless an official citation form requires it.

8. Citation Style by Source Type

Relationship with OSCOLA
The Yearbook does not apply OSCOLA universally. The source-specific rules below take precedence; OSCOLA format is used for websites as stated below.

8.1 Books

Give the author's name, book title in italics, edition information where relevant, year in parentheses, and pinpoint page or pages as bare numerals. Add further publication details only where necessary for identification.

Book
Giuliana Ziccardi Capaldo, *The Pillars of Global Law* (2008) 15.

8.2 Chapters in edited books

Give the chapter author, chapter title in quotation marks, "in", editor(s), edited-volume title in italics, publication year, and page span or pinpoint as appropriate. Page references follow the year as bare numerals; do not use "p." or "pp.".

Book Chapter
August Reinisch, "Expropriation", in P. Muchlinski, F. Ortino and C. Schreuer (eds.), *The Oxford Handbook of International Investment Law* (2008) 407–458.

8.3 Journal articles

Give the author, article title in quotation marks, volume number, journal title in italics, year in parentheses, and relevant page reference. Use the journal's full title unless a well-established specialist abbreviation is preferable.

Journal Article
Ernst-Ulrich Petersmann, "TRIPS plus 20 - from trade rules to market principles", 48 *International Review of Intellectual Property and Competition Law* (2017) 245–249.

8.4 Cases and arbitral decisions

Case names should be in italics and cited in the form recommended by the relevant court or tribunal, including the decision type, report series or case number, date and pinpoint where required. However, the word 'case' and the 'v' should not be italicised. For arbitral materials, identify the parties or case name, administering institution where relevant, case number, type and date of decision or award, and pinpoint; add a report-series or database reference where it materially assists verification.

Cases
Military and Paramilitary Activities in and against Nicaragua (Nicaragua v. *United States of America)* (Merits) [1986] ICJ Reports 14.

8.5 Treaties, legislation and official materials

For treaties and international instruments, give the full formal title on first citation, date of adoption or signature, treaty-series or official source where available, and relevant provision; introduce a well-known acronym where useful. For UN documents, include the responsible organ or author where necessary, title or resolution number, document symbol, date and pinpoint. Cite EU and domestic legislation, decisions and cases according to the established official or jurisdictional format, providing enough information for an international reader to identify the source.

National Legislation, EU Directives, UN Resolutions
Citations to national legislation, EU Directives, UN Resolutions, etc. should follow the format recommended by the entity responsible for the measure cited.

8.6 Websites and online-only material

Use OSCOLA format for websites. Where a stable conventional citation such as an official document number, DOI or permanent report reference exists, prefer it to a changeable URL; otherwise include an access date. Remove unnecessary tracking parameters from URLs.

OSCOLA Format for Websites
Author (organisation or individual), 'Title of Webpage' (Website Name, Date) <URL> accessed Day Month Year Example:

UNHCR, 'Ukraine Emergency' (UNHCR, 10 June 2025) <https://www.unhcr.org/ukraineemergency.html> accessed 11 June 2025

8.7 Other sources

For working papers, reports and institutional publications, identify the author or institution, title, series or report number where relevant, issuing body, year and pinpoint. For theses, dissertations, conference papers, manuscripts and archival material, give sufficient information for identification and retrieval without implying a publication status the source does not possess. Where a translation or reprint is cited, identify the version actually consulted and add the original publication date where relevant to the argument.

For decisions of the ICJ, PCIJ, ITLOS, WTO dispute-settlement bodies, regional human-rights courts and other standing international tribunals, retain official case numbers, application numbers and report references where they materially aid identification. Domestic sources may follow the authoritative convention of the jurisdiction concerned, but abbreviations that would be obscure to an international readership should be explained or supplemented on first citation.

Persistent identifiers should be preferred to unstable links. A DOI, Handle, permanent repository link or equivalent identifier may be used where it provides a more durable route to the cited material. A formally published institutional report should be cited as a report rather than treated merely as a webpage, even where the copy consulted online.

9. Subsequent Citations and Cross-References

After the first full citation, use a sufficiently distinctive short form. Short forms and citation signals must remain intelligible after substantial revision and should be used only where their intended function and reference are unambiguous. Where the same author has more than one work in the manuscript, use enough of the title or another distinctive element to avoid ambiguity.

9.1 Citation Signals, Cross-References and Abbreviations

Citation signals and cross-referencing expressions should be used consistently in accordance with the conventions below. Unless otherwise indicated, citation signals appear in roman type. Latin cross-referencing expressions are italicised. The forms cf, *ibid*, *id*, *supra*, *infra*, “para” and “paras” do not take a full stop as part of the expression. A footnote always ends with a full stop.

See
Use “see” where the cited authority supports the proposition in the text but does not state it directly or in substantially identical terms. Use roman type and lower case except at the beginning of a footnote or sentence. Example: See James Crawford, *State Responsibility: The General Part* (2013) 123–125.

See also
Use “see also” for additional authority supporting a proposition already supported by another citation or group of citations. Use roman type and lower case except at the beginning of a footnote or sentence.

Cf

Use "cf" to invite comparison with an authority that does not directly support the proposition but contains sufficiently analogous or contrasting reasoning to assist the reader. Do not use it merely as an alternative to "see". Use roman type and do not add a full stop.

Contra

Use *contra* to identify an authority supporting a proposition contrary to that stated in the text or supported by the preceding authorities. Italicise it and use lower case except at the beginning of a footnote or sentence.

para / paras

For legislation and books, use "para" for a single paragraph and "paras" for two or more paragraphs. Both are lower case, roman and do not take a full stop. Use an en dash for a continuous range: para 17; paras 17–21; paras 17, 23 and 31. For cases do not use "para" or "paras": enclose paragraph pinpoints in square brackets at the end of the citation (e.g., [17] or [17]–[21]).

Ibid

Use *ibid* to refer to the same authority as the immediately preceding citation. It may be followed by a different pinpoint. Avoid it where the immediately preceding footnote contains several authorities unless the intended reference is unmistakable. Italicise it and do not add a full stop; capitalise only at the beginning of a footnote or sentence. Examples: *Ibid*; *Ibid* 37; *Ibid* paras 42–44.

Id

Use *id* to refer to the same author, institution or other responsible entity as in the immediately preceding citation where the work or document cited is different. Do not use it as a substitute for *ibid* when referring to the same work. Italicise it and do not add a full stop; capitalise only at the beginning of a footnote or sentence.

Supra

Use *supra* to refer to a source cited in an earlier footnote. It is lower case, italic and has no full stop. Identify the author or other distinctive short form, followed by the note number and, where necessary, a pinpoint. Examples: Bassiouni, *supra* note 43, at 252; Lobel & Ratner, *supra* note 105, at 150.

Infra

Use *infra* for a forward reference to a later part of the manuscript. It is lower case, italic and has no full stop. Forward references should be used sparingly and identify the relevant section or note as precisely as possible. Examples: See *infra* section 6; see *infra* note 87 and accompanying text.

Internal cross-references

For internal cross-references, use "section 1", "section 1.1", etc.; "note 27" or "notes 27–31"; "text at notes 27–31"; or "note 27 and accompanying text". Use "note" rather than "n." or "fn." Refer to footnotes, tables, figures or numbered sections rather than manuscript page numbers. Check all cross-references again after revisions.

Where more than one type of authority appears in the same footnote, authorities directly supporting the proposition should normally precede additional, comparative and contrary authorities. Separate distinct groups of authorities with semicolons. Citation signals should be used for their specific function and not merely as decorative introductions to citations. Where an authority directly substantiates a proposition and no signal is necessary for clarity, the citation may appear without a signal.

10. Tables, Figures, Maps and Other Illustrative Material

Use tables and figures where they add information or clarity that prose cannot supply efficiently, and refer to each in the text. Number tables and figures consecutively in separate sequences and give each a concise descriptive caption. Reproduced or adapted material must identify its source and any required permission statement. Illustrative material should be clear enough for publication; prefer clean source files, vector graphics or editable tables to screenshots. Create tables with Word's table function, identify units clearly and avoid unnecessary vertical rules.

11. Recurring Editorial Conventions

Matter	Use	Avoid
Article reference in text	Article 9	art. 9
Article reference in footnote	art. 9	Article 9
Versus	v.	v / vs. / versus
Percentages in text	2 percent	2%
Percentages in footnotes	2%	2 percent
Date	5 September 2026	September 5th, 2026
Range	165–184	pp. 165–184 / 165-184
Internal section reference	section 1	Section 1
Website source	OSCOLA web format	bare URL only
Paragraph pinpoint	para 17 / paras 17–21→ roman type, without a full stop	full-stop forms / hyphenated ranges
Supporting signal	see / see also / see e.g. → roman type	italicised see / see also / e.g.
Comparative signal	cf → roman type, without a full stop	full-stop form / italicised form
Contrary authority	*contra* → italic type	roman or full-stop form
Immediate same source	*ibid,* → italic type, without a full stop, followed by a comma	full-stop or roman form
Immediate same author/entity, different source	*id,* → italic type, without a full stop, followed by a comma	full-stop or roman form
Earlier source	*supra* note 43 → italic type	full-stop or roman form
Forward reference	*infra* section 6 → italic type	full-stop or roman form

These conventions should be applied consistently throughout the manuscript. Latin and other legal formulae should be used only where they are the natural legal term or carry a meaning not adequately captured by an English equivalent.

Defined terms and capitalised short forms should be kept to the minimum needed for precision. Ordinary nouns should not acquire capitals merely because they recur. Likewise, Latin expressions should be used where they are established legal terms or add precision, rather than for stylistic effect.

12. Editorial Process and Submission Checklist

12.1 Copy-editing and proofs

Copy-editing may correct house style, grammar, spelling, citation form, punctuation and internal consistency, but should not alter the substance of an author's argument. Authors should expect queries where wording is ambiguous, sources cannot be verified, terminology varies without explanation or a rule in this guide has not been followed. Proofs are intended for typographical, factual and production corrections rather than substantial rewriting; authors should check them carefully and return corrections within the period specified by the publisher or editorial office.

At proof stage, authors should verify the author name and affiliation, article title, headings and numbering, footnote sequence and cross-references, special characters and diacritics, case and treaty citations, URLs, and the placement and captions of illustrative material. Late or extensive changes may delay publication and may no longer be possible once typesetting is advanced.

12.2 Submission checklist

A manuscript is ready for editorial consideration when the following questions can all be answered "yes":

Language and length	Is the manuscript in an accepted language, within the applicable word limit, and accompanied by an English abstract of no more than 150 words?
File	Is the submission an editable Word document and free from unnecessary tracked changes, comments and hidden material?
First page	Does the first page contain the title, author name and required asterisked affiliation/acknowledgement footnote?
Structure	Do headings follow the prescribed 1 / 1.1 / 1.1.1 hierarchy, with accurate internal references?
Footnotes	Are references in footnotes only, with a complete first citation and appropriate pinpoints?
Short forms	Are all *supra*, *ibid*, *id* and internal note references unambiguous and correct?
Typography	Are italics, quotation marks, dashes, dates, percentages and capitalisation consistent with this guide?
Sources	Have names, quotations, case numbers, document symbols, URLs and dates been verified?
Illustrations	Are tables, figures and appendices numbered, legible, sourced and referred to in the text?
Permissions	Have necessary permissions for third-party material been obtained or identified?

Please send any questions concerning the application of this guide to **globalcommunityyearbook@gmail.com**.