
TOAEP Authors' Manual*

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This Manual offers some basic editorial guidelines for your text contribution, which you or your assistants are kindly asked to follow. It is written as concisely as possible, and the more minute details will be handled by the TOAEP Team. Nevertheless, please feel free to contact us in case of doubts or suggestions.¹ Below, general principles are stated in Section 1., while citation styles are detailed in Section 2.

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¹ Authors may contact TOAEP at info@toaep.org or by writing to TOAEP, Via San Gallo 135r, 50129 Florence, Italy, for any question or comment. TOAEP is committed to improving this Authors' Manual.

1. General Principles

Where not covered by the specific points and house rules below, you may fall back on the *UN Editorial Manual Online*.²

1.1. Abbreviations

For the sake of readability, abbreviations (including acronyms) should be used sparingly, and mainly for well-known institutional names and not as contractions for general concepts like ‘international criminal law’, which should be written out in full. Shorthand must be first declared by parentheses and single quotation marks (for example, ‘ICC’). For monographs, they may be declared in an ‘Abbreviations’ section and used directly in the text without further declaration.³ Note:

- ‘TOAEP’, ‘US’ and so on (not ‘U.S.’);
- ‘Mr.’, ‘Ms.’ and so on (not ‘Ms’ or ‘Dr’); and
- ‘H.L.A. Hart’ (not ‘H. L. A. Hart’ or ‘HLA Hart’).

1.2. Biographical Note

Please provide a concise biographical note for the author(s) of the text as a single *asterisked* footnote (as shown on above).⁴ This should state your current function, and also include your *main* past professional positions and qualifications. It should be written in the third person in paragraph form (“**M. Cherif Bassiouni** is a godfather of international criminal law [...]”), not the ‘I’ form.

1.3. Capitalization

Specific names may be capitalized (for example, ‘the Court’ when referring to the ICC, if aforementioned), but not generic concepts such as ‘international criminal law’ or ‘court’, ‘prosecution’ or ‘defence’ in general.⁵ Note:

² Available at <http://www.dgacm.org/editorialmanual/>.

³ For example, see “Abbreviations”, in Terje Einarsen and Joseph Rikhof, *A Theory of Punishable Participation in Universal Crimes*, Torkel Opsahl Academic EPublisher, Brussels, 2018, p. xv (<http://www.toaep.org/ps-pdf/37-einarsen-rikhof>).

⁴ Please consult the TOAEP Team if you are unsure how to do so (info@toaep.org).

⁵ If you are using a word differently than its ordinary meaning (say, you are very deliberately coining a new term out of a common word) and it appears a high number of times throughout your manuscript (so that using single quotation marks is no longer viable), you may exceptionally capitalize it.

- Headings are always capitalized, except for articles (like ‘the’), short prepositions (such as ‘on’, ‘of’ or ‘for’), and suchlike.⁶
- ‘States Parties’ should be capitalized when referring to one or more specific treaties. Whether to capitalize ‘state’ (as in the political-legal entity), is a matter of author discretion, but there must be internal consistency in the entire text of that author (whether a chapter, policy brief, occasional paper or monograph).
- Titles like ‘judge’, ‘prosecutor’ and ‘professor’ are capitalized when they are used as the formal title of a specific individual (for example, “Judge Perrin de Brichambaut”). When the term refers to a generic function (such as “the judges of the ICTY” or “the prosecutors of the tribunals”), it is not capitalized.
- These capitalization rules only apply to English words.

1.4. Illustrations and Tables

- The contents area on a TOAEP book page (inside the margins) is 121 mm by 194 mm, which is also the maximum size of illustrations and tables.
- All illustrations and tables must be numbered and captioned.
- In order to keep the retail price of the book as low as possible, please provide graphs, tables and images in grey scale, not in colour.
- Graphs and tables should be submitted in a format editable by Microsoft Office or Adobe Creative Suite (not as frozen pictures).

1.5. Names

Foreign names not in the Latin alphabet should be transliterated and adhere to the order in the original language. So, for instance, the ‘first’ names come after the surnames for some East Asian languages. TOAEP authors and editors are referred to, and listed in TOAEP publications, by their *legal* name (and not abbreviated names or nicknames, which normally reflect local and not global social customs).

1.6. Numbers and Dates

- Cardinal numbers *under* 10 are generally spelt out in full, except where they start a sentence (“Twenty years ago [...]”).⁷

⁶ Longer prepositions such as ‘against’, ‘beyond’ and so on are capitalized.

⁷ Please see other exceptions in the *UN Editorial Manual*.

- Except years, cardinal numbers should be punctuated with thousand marks ('1,000').
- Ordinal numbers ('first', 'second' and so on) are always spelt out in full.
- Thus, century numbers are spelt out in full (it should be 'twentieth century' and not '20th century').
- The international date format is always used ('17 July 1998'), not the US format.

1.7. Punctuations

- The so-called 'Oxford comma' (as in "war crimes, crimes against humanity, and genocide") should be consistently used, except when the last two elements in the listing (in the previous example, "crimes against humanity" and "genocide") each consist of one word only (for example, "the house was red, big and visible") or it is a listing of names of persons (such as "Alf Butenschön Skre, Chan H.S. Icarus and Lee Vincent"). The insertion of the 'Oxford' comma is meant to help the reader distinguish between elements in a listing – this should guide the use of discretion.
- The use of ampersands ('&') and slashes ('/') instead of 'and' and 'or' must be avoided at all times, except in quotations or names of businesses where '&' sometimes occurs. The form 'and/or' may be used exceptionally where there is no other way to express the idea.
- Double quotation marks (""") are only used to indicate quotations as such. The single inverted commas (") are used for everything else, such as concept, notion, idea, term, expression, irony or abbreviation. Quotes inside quotes are no different. Non-English or straight quotation marks (such as «» and """) must not be used (unless they appear in a non-English quotation).
- Punctuations always lie *outside* quotation marks when incorporated as part of a sentence ("A quote should be like this", for example). The only time when quotation marks appear after full stop is when the complete sentence is a quotation ("Sometimes we insert in the text a complete sentence that is a quotation, and then it ends like this.").
- En dashes (–) should be used instead of hyphens (–) for (i) ranges and (ii) nested clauses and phrases – like this one just now. In ranges, there is no blank space before and after the En dash (for example, "around 28–29 September 2020" or "pp. 37–42"). In nested clauses and phrases, there must be a blank space before and after each En dash (for example, "This is very detailed – as are many of the issues raised in this Manual

– but it is important for the reader-experience that we get this right.”). The longer Em dashes should be avoided, except when it appears in quotations.

1.8. Spelling and Foreign Language

We use the *UN Editorial Manual* spelling, falling back on the *Oxford English Dictionary* where the *UN Editorial Manual* is silent, for consistency. A spell-checker must be used before the manuscript is submitted. Note:

- Pursuant to the *UN Editorial Manual* and the *Oxford Dictionary of English*, the ‘ize’ form should be used, except where this would do injustice to the word’s origin (such as ‘analyse’ (from Latin *analysis*), ‘catalyse’ (from Latin *catalysis*) and so on).
- TOAEP exceptions to the UN spelling are ‘co-operate’, ‘co-ordinate’ and ‘sub-section’ (and variants thereof), which should be used.
- Use ‘for example,’ not ‘e.g.’ (always followed by a comma).
- Use comma before and after *inter alia* (“frequently, *inter alia*, every [...]”).
- Use well-established English names, such as ‘Vienna’ instead of ‘Wien’.
- Foreign terms of art in legal writing – such as *travaux préparatoires*, *pacta sunt servanda* or *Rechtsgut* – should be used in italics without inverted commas.
- Foreign terms that are not common in English should be used with single inverted commas (such as ‘rettsgode’, ‘bien juridique’ or ‘reato continuato’).
- Correct use of diacritical marks is essential, typically when citing ICTY case law. If in doubt, please check in the ICC Legal Tools Database or ask an assistant to do so.
- Transliteration of words from languages that use the Arabic alphabet should use the table set out in Annex 1 to this Manual. TOAEP can provide a list of previously transliterated terms in TOAEP books upon request (see, for example, Chapters 16, 27 and 29 of the TOAEP anthology *Religion, Hateful Expression and Violence* (available at [.](https://www.toaep.org/ps-pdf/41-bergsmo-manocha/)

1.9. Other Remarks

- Quotations that run over more than approximately three text lines should be placed in an indented paragraph, without quotation marks, as a block quote.

- Do not use the Styles function in Microsoft Word; keep the text plain.
- Please number your sections and sub-sections ‘1.’, ‘2.’, ‘2.1.’, ‘2.1.1.’ and so on. This is important as the relationship between sub-sections may otherwise not be clear.
- As stated above, TOAEP authors may not use text generated by large language models or artificial intelligence in manuscripts that they submit for TOAEP publication. If the author wishes to specifically highlight to the reader what artificial intelligence may say on a particular topic, he or she must clearly quote the text, state the source in the body of the manuscript, provide precise source description in a footnote to the quotation, and explain the purpose of including the quotation in the manuscript.

2. Citations

Below are some general points on citations:

- All citations must be made in footnotes, not endnotes.
- Please always insert a footnote to the *right* of a punctuation (contrary to the US style).
- At the first instance, the footnote should include full information on the source. Later references are abbreviated and cross-referenced to the initial footnote. The abbreviated forms for various sources are set out below, but you may declare your customary shorthand for the sake of economy or convenience. You are strongly encouraged to use the ‘Cross-reference’ function in Word⁸ instead of manually entering the numbers of preceding footnotes, to ensure correct numbering regardless of subsequent changes.
- Common citation shorthand like ‘cf.’ (referring the reader to other material to make a comparison with the topic being discussed), ‘ff.’ (referring to following pages), and ‘*et seq.*’ (referring to following paragraphs, sections or pages) may be used, but please do so correctly (for example, ‘cf.’ is not synonymous with ‘see’ or ‘see also’). ‘*Ibid.*’ must always be used in italic and be followed by a comma. ‘*Ibid.*’ is only capitalized if it appears at the start of a sentence; it is written with small ‘i’ if it appears after a semi-colon or otherwise within a sentence. The abbreviation ‘etc.’ may also be used when that is really necessary. Please write ‘Article’, not ‘Art.’, also in the footnotes.

⁸ This is found in the ‘References’ tab under the ‘Captions’ section. Please consult the TOAEP Team if you are not sure how to do so.

- No bibliography is included in TOAEP publications.
- If international law sources or related documents are used, only persistent uniform resource locators ('PURLs') in the ICC Legal Tools Database ('LTD') (<http://www.legal-tools.org/>) are allowed.⁹ Every document in the LTD has a PURL. Please copy and paste this accurately into a parenthesis at the end of your footnote citation. Use the designated button called 'COPY PURL':

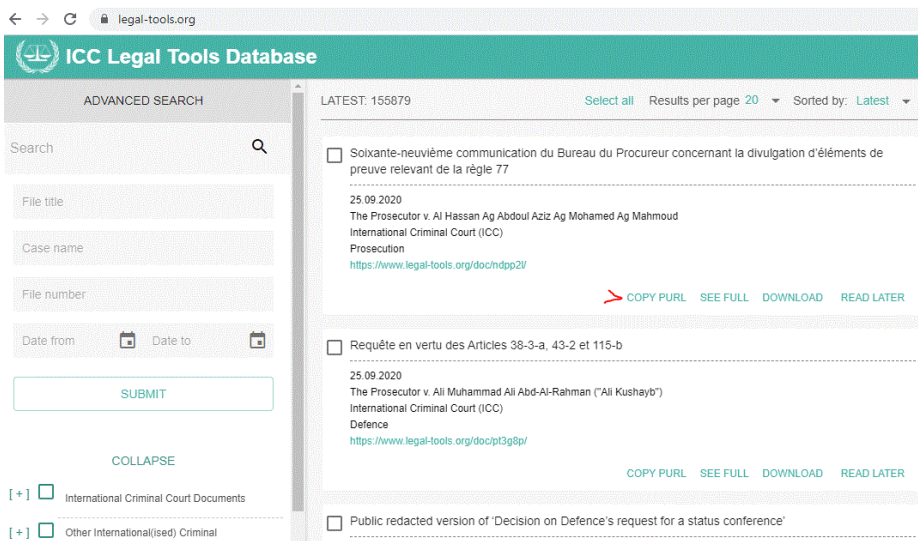


Image 1: Where you can find the PURL in the LTD.

Generally, a citation's metadata is arranged in decreasing order of importance, with (i) primary information such as authorship and title first, (ii) secondary information such as publisher and date next, and (iii) details needed to locate the specific source last.

Cluster	(i)	<u>(ii)</u>	<u>(iii)</u>
Information	Names of authors or jurisdiction, the title of the source, the collection of which it is part, and so on.	Publisher and city, date, and so on.	Reference or case number, page number, PURL, shorthand, cross-reference and so on.

⁹ If you cannot find your source in the Database (which holds more than 345,000 documents), please send a PDF of the source alongside your text or insert the URL which you are using in the footnote, so that the document can be added to the ICC Legal Tools Database.

Examples	Dapo Akande, “Active Personality Principle”, in Antonio Cassese (ed.), <i>The Oxford Companion to International Criminal Justice</i>, Oxford University Press, Oxford, 2009, p. 229. International Criminal Tribunal for the former Yugoslavia, <i>Prosecutor v. Delalić et al.</i>, Appeals Chamber, Judgement, 20 February 2001, IT-96-21-A, paras. 625–649 (‘Čelebići case’) ([PURL]).
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Table 1: Clusters of citational information.

	Long Form	Example	Short Form	Example
Books	[Author name (First name Last name)], [<i>Publication title</i>], [Publisher], [City of the publication, if available], [Year], p. or pp. [Page number] ([PURL, if available]).	Cedric Ryngaert, <i>Jurisdiction in International Law</i> , Oxford University Press, Oxford, 2008, pp. 85–133.	[Author last name], [Year], p. or pp. [Page number], see <i>supra</i> note [Footnote number for initial reference].	Ryngaert, 2008, p. 97, see <i>supra</i> note 1.
Book chapters	[Author name], “[Chapter title]”, in [Editor name(s)] (ed.)/(eds.), [<i>Anthology title</i>], [Publisher], [City of the publication, if available], [Year], p. or pp. [Page number] ([PURL, if available]).	Dapo Akande, “Active Personality Principle”, in Antonio Cassese (ed.), <i>The Oxford Companion to International Criminal Justice</i> , Oxford University Press, Oxford, 2009, p. 229.	[Author last name], [Year], p. or pp. [Page number], see <i>supra</i> note [Footnote number for initial reference].	Akande, 2009, p. 233, see <i>supra</i> note 1.
Articles	[Author name], “[Article title]”, in [<i>Journal title</i>], [Year], vol. [Volume number], no. [Issue no.], p. or pp. [Page number].	Roger O’Keefe, “Universal Jurisdiction: Clarifying the Basic Concept”, in <i>Journal of International Criminal Justice</i> , 2004, vol. 2, no. 3, p. 736.	[Author last name], [Year], p. or pp. [Page number], see <i>supra</i> note [Footnote number for initial reference].	O’Keefe, 2004, p. 743, see <i>supra</i> note 3.

	Long Form	Example	Short Form	Example
TOAEP Policy Brief Series	[Author name], [“Policy Brief Series title”], Policy Brief Series No. [Policy Brief Series no.] ([Year]), Torkel Opsahl Academic EPublisher, [City of the publication], [Year], p. or pp. [Page number] ([PURL]).	Philip Allott, “How to Make a Better World: Human Power and Human Weakness”, Policy Brief Series No. 75 (2016), Torkel Opsahl Academic EPublisher, Brussels, 2016 (http://www.toaep.org/pbs-pdf/75-allott).	[Author last name], [Year], p. or pp. [Page number], see <i>supra</i> note [Footnote number for initial reference].	Allott, 2016, pp. 1–2, see <i>supra</i> note 1.
International decisions, judgements and other court documents	[Name of jurisdiction], [Name of situation, if applicable], [<i>Name of case</i>], [Chambers, if applicable], [Title of document], [Date], [Document reference no.], p. or pp. or para. or paras. [Location] ([PURL]).	Permanent Court of International Justice, <i>The Case of the S.S. “Lotus” (France v. Turkey)</i> , Judgment, 7 September 1927, Series A, No. 10, p. 20. International Criminal Tribunal for the former Yugoslavia, ¹⁰ <i>Prosecutor v. Delalić et al.</i> , Appeals Chamber, Judgment, 20 February 2001, IT-96-21-A, paras. 625–649 (‘Čelebići case’)	Can be defined.	Čelebići case, see <i>supra</i> note 1.

¹⁰ The word ‘former’ is not capitalized as per official usage.

	Long Form	Example (http://www.legal-tools.org/doc/051554/).	Short Form	Example
Domestic cases	[Name of jurisdiction], [<i>Name of case</i>], [Chambers, if applicable], [Title of document], [Year], p. or pp. or para. or paras. [Location].	Supreme Court of Israel, <i>Adolf Eichmann v. The Attorney General</i> , Judgment, 29 May 1962, Criminal Appeal No. 336/61, paras. 5, 7, 13 (' <i>Eichmann</i> ').	Can be defined.	<i>Eichmann</i> , para. 5, see <i>supra</i> note 1.
Domestic statutes	[Name of jurisdiction], [Full title of the legislative instrument in the original language (Translation in parenthesis)], [Full date of ratification] ([PURL]).	France, Loi du 16 juin 1993 relative à la répression des infractions graves aux Conventions internationales de Genève du 12 août 1949 et aux Protocoles I et II du 8 juin 1977, additionnels à ces Conventions, 5 August 1993, Moniteur Belge, 5 August 1993, p. 17751 ('Act of 1993').	Can be defined.	Act of 1993, see <i>supra</i> note 5.
Treaties, Statutes, and so on	[Name of jurisdiction, if applicable], [Name of treaty or instrument], [Date of ratification, if applicable, otherwise latest	Rome Statute of the International Criminal Court, 17 July 1998, [Article [x], Part [x], Preamble, etc.] ('ICC Statute')	Can be defined.	ICC Statute, Article 1, see <i>supra</i> note 1.

	Long Form	Example	Short Form	Example
	amendment], [Article number, etc.] ([PURL]).	(http://www.legal-tools.org/doc/7b9af9/).		
		ICC, Rules of Procedure and Evidence, 9 September 2002, [Rule [x], Section [x], Sub-section [x], etc.] ('ICC RPE') (http://www.legal-tools.org/doc/8bcf6f/).		
		ICC, Elements of Crimes, 11 June 2010, [Article, General introduction, para., Element, etc.] (http://www.legal-tools.org/doc/3c0e2d/).		
UN Documents	[Title], UN Doc. [UN document number or symbol], [Date of publication] ([PURL]).	Establishment of an International Law Commission, UN Doc. A/RES/174(II), 21 November 1947 (http://www.legal-tools.org/doc/c2a5c3/).	[Title], [Year], see <i>supra</i> note [Footnote number for initial reference].	Establishment of an International Law Commission, 1947, see <i>supra</i> note 1.

	Long Form	Example	Short Form	Example
Reports, blogposts, news items, press releases and other media sources	[Name of author, if applicable, or institution], “[Article title]”, [Name of medium, no need if already provided], [Full date, not just year], [Document identifier, if applicable], [Page number, if applicable].	ICC ASP, “Assembly activates Court’s jurisdiction over crime of aggression”, 15 December 2017, ICC-ASP-20171214-PR1350. James G. Stewart, “The ICTY Loses Its Way on Complicity”, in <i>Opinio Juris</i> , 3 April 2013.	[“Article title, if applicable” OR Name of medium], [Date], see <i>supra</i> note [Footnote number for initial reference].	<i>BBC News</i> , 26 May 2008, see <i>supra</i> note 1.
Internet sources	[Author name, if applicable], “[Title of page or document]”, [Name of site], [Date, if applicable] (available on [Name of web site]’s web site).	Centre for International Law and Research (‘CILRAP’), “Network Services” (available on CILRAP’s web site).	[Author name], [Date OR, if inapplicable, title of page], see <i>supra</i> note [Footnote number for initial reference].	CILRAP, see <i>supra</i> note 6.

Table 2: Commonly used citation styles.

Annex 1: Guide to Transliteration of the Arabic Alphabet

ا	á	ك	k
ب	b	ج	g
پ	p	ل	l
ت	t	م	m
ث	th	ن	n
ج	j	و	v
ح	ch	ه	h
هـ	h	ي	y
ز	z	ى	i
د	d		
ذ	dh		
ر	r		
ز	z		
س	s		
ش	sh		
ص	s		
ض	dh		
ط	t		
ظ	z		
ع	e		
غ	gh		
ف	f		
ق	q		