# Style Guide for the International Journal of Legal Information

# House style

**Article titles** should be 14pt and bolded.

Author names should be in small caps.

**A heads** should be bolded and in small caps (e.g. **Introduction, Part I**).

**B heads** should be bolded (e.g. **Overview**).

***C heads*** should be bolded and italicized (e.g. ***Standards***)

# Grammar

Double quotation marks should be used in both the body of the text and in footnotes. When necessary, single quotation marks should be used *within* double quotation marks. E.g. As John Smith notes, “The term ‘personal data’ is not defined in any law or regulation.”

Punctuation should be placed inside quotation marks in all cases.

The serial comma should be used.

Write out numbers under 100. Over 100, numerals should be used.

Dates should be written in the format month, day, year: e.g. November 7, 1981 or 11/7/81.

Use en dashes separated by spaces rather than em dashes to separate clauses.

# Spelling

|  |
| --- |
| Table of common spellings (when in doubt, use U.S. spelling) |
| -ize/-ization | analyze | U.S. | Western | the West | et al. | Program |
| the Internet | percent | color | well-being | post- | pre- | e-book |
| the University | skeptic | center |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Citation Style

When in doubt, please refer to the Chicago Manual of Style (17th edition). The most important thing is consistency between articles, as they will all be published alongside each other. If the author has not provided enough information for a complete citation, please flag it in comments so that the typesetters can create an author query at proof stage.

***Citing a book***

Author, Title (Publisher location: Publisher, Year), page numbers.

**e.g.** Meryl Thomas, *Blackstone’s Statutes on Property Law 2018-2019* (Oxford: Oxford University Press, 2018), 312-15.

***Citing a chapter in a book***

Author, “Essay Title,” in *Book Title*, ed. Editor 1 and Editor 2 (Publisher location: Publisher, Year), page numbers.

**e.g.** Jeffrey Goldsworthy, “Legislative Sovereignty and the Rule of Law,” in *Sceptical Essays on Human Rights* ed. Tom Campbell, Keith Ewing, and Adam Tomkins (Oxford: Oxford University Press, 2001), 56.

***Citing a translated book***

Author, *Title*, trans. Translator (Publisher location: Publisher, Year), page numbers.

**e.g.** Cicero, *Selected Works* trans. Michael Grant (London: Penguin Classics, 2004) 99-103.

***Citing an e-book***

Author, *Title* (Publisher location: Publisher, Year) page number/section title/chapter as applicable, URL/e-book format as applicable.

**e.g.** Campbell, Tom, Keith Ewing, and Adam Tomkins, eds. *Sceptical Essays on Human Rights* (Oxford: Oxford University Press, 2001), Chapter 1. Oxford Scholarship Online, 2010. doi: 10.1093/acprof:oso/9780199246687.001.0001.

**e.g.** Mary Shelley, *Frankenstein* (New York: Penguin Classics, 2006), Chapter 7, Kindle.

***Citing a journal article***

Author, “Article Title,” *Journal Title*, volume, no. issue (date of issue): page number, doi:

**e.g.** Carol A. Watson, “Information Literacy in a Fake/False News World: An Overview of the Characteristics of Fake News and Its Historical Development,” *International Journal of Legal Information* 46, no. 2 (Summer 2018): 93, doi.org/10.1017/jli.2018.25.

***Citing a news article***

Author, “Article Title,” *Newspaper/Magazine Title*, publication date, page number/URL.

**e.g.** Jonathan Stempel and Jim Finkle, “Yahoo says all three billion accounts hacked in 2013 data theft,” *Reuters*, October 3, 2017, <https://www.reuters.com/article/us-yahoo-cyber/yahoo-says-all-three-billion-accounts-hacked-in-2013-data-theftidUSKCN1C82O1>.

***Citing an interview***

Interviewee. “Interview Title.” Interview by Interviewer Name. *News Outlet Title* (if applicable), date of interview. Audio, timestamp (if applicable). URL.

**e.g.** Laurence Tribe. “Interview with Laurence H. Tribe.” Interview by Janet Heininger. *Edward M. Kennedy Oral History Project*, April 27, 2009. <https://www.emkinstitute.org/resources/laurence-h-tribe>.

***Citing a dissertation***

Author, “Dissertation Title” (PhD diss., University, Year), page number.

***Citing website content***

“Title of Content,” Website Proprietor, last modified date OR accessed date, URL.

**e.g.** “Cyber risk in 2017,” Deloitte, accessed October 12, 2018, https://www2.deloitte.com/us/en/pages/deloitte-growth-enterprise-services/articles/private-company-cyber-risk.html.

***Citing social media***

Author, “Social media post title or comment in full, depending on length,” Social Media Platform, publication date, URL.

**e.g.** Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

***Citing personal communication***

Author, form of message and recipient, date of sending.

***Citing a Supreme Court decision***

*Plaintiff v. Defendant*, volume number, abbreviated law reporter title, page number on which the decision begins, specific page number cited if applicable (year the case was decided).

**e.g.** *Kiobel v. Royal Dutch Petroleum (Shell) Co.*, 133 U.S. 1659 (2013).

***Citing other U.S. court decisions***

*Plaintiff v. Defendant*, volume number, abbreviated law reporter title, page number on which the decision begins, specific page number cited if applicable (abbreviated name of court, year the case was decided).

**e.g.** *Kiobel v. Royal Dutch Petroleum (Shell) Co.*, 456 F. Supp. 2d 457 (S.D.N.Y. 2006).

***Citing non-U.S. court decisions***

*Plaintiff v. Defendant*, volume number, abbreviated law reporter title, page number on which the decision begins, specific page numbers cited if applicable (year the case was decided), URL if applicable.

**e.g.** *Fagan v. Metropolitan Police Commissioner* [1969] 1 QB 439 (1968).

***Citing a treaty***

“Name of treaty,” date of signing/date treaty was opened for signature, approved, ratified or adopted, the title, volume, and date of publication of the volume in which the treaty is found, the treaty number (if applicable), and the page numbers.

**e.g.** “Kyoto Protocol to the United Nations Framework Convention on Climate Change,” adopted December 11, 1997, *United Nations* *Treaty Series Online* 2303, no. 30822 (2005): 162-331. <https://treaties.un.org/doc/Publication/UNTS/Volume%202303/v2303.pdf>.

***Citing a U.S. federal agency document***

Department, Subsection of Department, *Title* (place of publication, year), page number, URL.

**e.g.** U.S. Department of Justice, Computer Crime and Intellectual Property Section, *How to Protect Your Networks from Ransomware* (Washington, DC, 2016), 4, https://www.justice.gov/criminal-ccips/file/872771/download.

If the document has a personal author, insert the author’s name after the title like so, “*Title* by Author 1, Author 2, and Author 3 (place of publication, year)”.

***Citing U.S. Government Accountability Office (GAO) reports***

U.S. Government Accountability Office, *Title*, reference number (place and year of publication), date last modified/date accessed, URL.

**e.g.** U.S. Government Accountability Office, *Cybersecurity: Actions Needed to Strengthen U.S. Capabilities*, GAO-17-440T (Washington, DC, 2017), accessed February 14, 2017, <https://www.gao.gov/products/GAO-17-440T>.

***Citing United States Code***

*Name of Act, U.S. Code* # (year passed), § # (or §§ # et seq. if applicable).

**e.g.** *Identity Theft Penalty Enhancement Act, U.S. Code* 18 (2004) § 1028A.

***Citing a U.K. Act of Parliament (pre-1963)***

*Name of Act,* year passed, year of monarch’s reign, abbreviated monarch’s name, chapter.

**e.g.** *The Poor Relief Act*, 1601, 43 Eliz. 1, c. 2.

***Citing a U.K. Act of Parliament (post-1963)***

*Name of Act*, year passed, chapter number (UK): paragraph number.

**e.g.** *Social Security Act*, 1998, c. 14 (UK): para. 2.1(a).

***Citing a non-U.S. government document***

Country. Province/department/agency. Subgroup. *Title.* Place of publication, publisher (if different), date of publication. URL.

**e.g.** Australia. Bureau of Meteorology. *Review of the Bureau of Meteorology’s Automatic Weather Stations*. Melbourne, 2017. http://www.bom.gov.au/inside/Review\_of\_Bureau\_of\_Meteorology\_Automatic\_Weather\_Stations.pdf.