Notes for Contributors

Preparation and Submission of Manuscript

The *Australian Year Book of International Law* is a refereed publication. Manuscripts submitted to the *Australian Year Book of International Law* 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.

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 letters only if necessary):

<table>
<thead>
<tr>
<th>Level</th>
<th>Title</th>
<th>Centred, Title Case, Bold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Title</td>
<td>Centred, Title Case, Bold</td>
</tr>
<tr>
<td>Level 2</td>
<td>I., II., III...</td>
<td>Centred, Title Case, Bold</td>
</tr>
<tr>
<td>Level 3</td>
<td>(a), (b), (c)...</td>
<td>Left margin, sentence case, bold</td>
</tr>
<tr>
<td>Level 4</td>
<td>(i), (ii), (iii)...</td>
<td>Left margin, sentence case, italics</td>
</tr>
<tr>
<td>Level 5</td>
<td>a., b., c.</td>
<td>Left margin, a full sentence, bold, first line of and running into paragraph</td>
</tr>
</tbody>
</table>

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:

1. 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;
2. arabic numerals are best used so that the numbering will not clash with any headings; and
3. 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 example: national, religious or ethnic groups; organisations; geographical names; historical events; and commercial names. Do not capitalise generic or plural references to proper names; ‘government’ and ‘state’ are always lower case. Use capitals when referring, 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 except where the figure appears at the beginning of a sentence. 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 a non-breaking hyphen: 25-29. Other examples: 1986-88, mid-1970; 1990s; 21 May 1995; twentieth century. ‘First’, ‘second’, ‘third’ is preferred to ‘firstly’, ‘secondly’, ‘thirdly’.

Italics
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 single quotation marks for quotes within the text, double 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 30 words — should be indented from the margins, and no quotation marks should be used.

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

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 fn 2, fns 4 footnote(s) in any other beginning of a sentence and 5 text

See below for cross references.

Citations
Articles and periodicals
Initial(s) (no punctuation) Surname, ‘Title of Article’ (in title case) (year) volume number Title of Journal in Full page number for starting page of article followed by exact citation if necessary.


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, 161–64, 186’.

Books: Note: Place of publication and publisher details are not required.
Initial(s) Surname, Title: including Subtitle after Colon (edition, volume, year) page(s) cited if necessary:


For essays in collective works: Initial(s) Surname, ‘Title of Essay’ in Initial(s) Surname (ed[s]), Title of Book (edition, year) page number of first page of essay followed by exact citation if necessary.

Cases

Citation should be to 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, 15, 31–32 may later be referred to as the Mabo Case.


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.

International Court cases should be cited as they appear in the official citation except ICJ Report is abbreviated to ICJ Rep. When citing ICJ Rep use case style as shown in the Australian Guide to Legal Citation.

Corfu Channel (UK v Albania) (Merits) [1949] ICJ Rep 4.


Conference Papers, Proceedings

Initial(s) Surname, [or name of organisation if no author indicated] ‘Title of Conference Paper’ Title of Conference, Place of Conference, Date of Conference.


Published as proceedings:


Hansard


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.

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)

State and territory legislation should be followed by (NSW), (Vic.), (SA) etc.
Use ‘sections’ in full in text and s, ss in footnotes.

International instruments

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 adopted, source where full text can be found.


United Nations Resolutions


Other international instruments


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. Use ‘See text n 34’ rather than an internal page number for a reference to text. Use ‘ibid 35’ in place of the immediately preceding full reference. If there are several references in a footnote, use surname and cross-reference, for example, ‘Brownlie, above n 34, 2’ to identify the particular cross-reference.

Further information

Melbourne University Law Review Association Inc, Australian Guide to Legal Citation (1998) and the Macquarie Dictionary. Inquiries should be referred to the:

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