

1. MAIN TEXT

Technical details

- Manuscripts should be submitted in the Word (.doc or .docx) or RTF format.
- Do not use bullets or numbering or other automatic functions to list items, but use non-automatic Arabic numerals or hyphens instead.
- Make sure all changes have been accepted and turn off the possibility ‘track changes’.
- If there are notes, insert footnotes (notes are not allowed in (sub)titles). Footnotes must all end in a full stop. The footnotes should in general be placed after a dot. This might be different if a footnote only refers to a certain word in the sentence, but this should remain an exception.

Example: In the *Badeck* case, the Court concluded that these provisions did not apply.¹

Subsections

An article may be divided into sections, subsections, and sub-subsections, using Arabic numerals. Only the initial word and proper names should be capitalized. The Utrecht Law Review uses the following heading levels:

Example:

1. Terrorism and financial supervision
 - 1.1. Introduction
 - 1.1.1. European Union

Punctuation

Punctuation should be consistent in the following ways:

- Single quotation marks should be used, except for quotations within quotations (which will have double quotation marks).
- Punctuation will follow closing inverted commas except for grammatically complete sentences beginning with a capital. *Example:* He maintained: ‘Traditional legal scholarship is under pressure.’
- The serial comma (i.e. the one before ‘and’ in ‘red, white, and blue’) is not used.

Quotations

Quotations of fewer than 40 words are to be included in the main text, between single quotation marks. *Longer quotations* should begin on a new line, without quotation marks, and be indented from the left to indicate that it is to be set as a separate block of text.

Style: The original capitalization, spelling etc. of the quotation should be preserved. Place any change made to a quoted text between square brackets, unless you use an ellipsis to indicate omissions within the quoted text: (...). Use [sic] to signify obvious mistakes in the quoted text.

If you wish to add specific emphasis to part of the quoted text, this should be done by the use of italics, and ‘(emphasis added)’ should be added to the source note.

NB Quotations should always be followed by a footnote with a reference to the source.

Italics

The following should be italicized in the main text:

- Case names (e.g.: The Court in *Bosman* held that (...); In the *Kelderluik* case, the Dutch Supreme Court considered (...))
- Titles of publications: *Wall Street Journal*, *Utrecht Law Review*
- Words requiring special emphasis: ‘*never* use bold type’
- Words or phrases in languages other than English which are not in common use
- First time references to national legislation, national bodies and institutions, etc. In these cases, give an English translation first, followed by the official name in the national language between brackets and in italics: Identification (Financial Services) Act (*Wet identificatie bij financiële dienstverlening*), Dutch Central Bank (*De Nederlandsche Bank, DNB*). Use only the English translation in future references, or the national abbreviation where supplied.

NB Full quotations in a foreign language are *not* italicized and a translation should be provided in a footnote.

Abbreviations

Abbreviations that are in common use (UN, EC, EU, US, UK) need not be given in full on first use.

Other abbreviations should be spelt out on first use with the abbreviation given immediately following in parentheses, e.g. 'World Health Organization (WHO)'. In future references use the abbreviation.

Acronyms and lettered abbreviations will be rendered with no stops.

Terms such as 'article', 'resolution', 'paragraph', and 'declaration' should not be abbreviated in the main text (cf. 'footnotes' below, however). Subsection or paragraph numbers of articles should be given in parentheses, e.g. 'Article 5(6)(b)'; 'Article XII(1)'; and Section 2(a), first item, second sentence, of the Sickness Benefits Act;

Numbers

Numerals will be written out up to and including ten; 11 and above will be given in figures. If numerals up to ten and numerals above ten are included within the same sentence, all should be written out for consistency's sake. Numerals are always used to indicate percentages. Percentages should be given using %.

Dates

Use the form day-month-year, e.g. 2 November 2002.

Decades: always use '1960s', not 'sixties' or '60s'.

Capitalization

When they are not used generically the following words should be capitalized: States Parties, Contracting Parties, Member States, Parliament, Government, Ministry/Minister and portfolio (e.g. Ministry of the Interior), Secretary General, State Secretary, Directorate General, names of established committees and commissions, working groups, etc.

The following words should always be capitalized: 'Article', 'Chapter' and 'Section', when followed by a number, and 'Resolution', 'Treaty', 'Act', etc. when referring to a specific text.

Otherwise, use capitalization sparingly.

2. FOOTNOTES

Abbreviations

The following should always be abbreviated in footnotes:

Article(s): Art.; Arts.

paragraph(s): para.; paras.

Page references

Use p. for the starting page or the exact page where the information is to be found; use pp. to indicate several pages, e.g.: pp. 15-18.

Cross-references

- The first reference to any source must be given in full (for format see 'Rules of citation').
- Authorities and textual sources cited elsewhere in the article may be referred to by using a condensed reference, adding 'supra' or 'infra'. This also applies to case names. For a reference to the author, simply use the last name (no initials). Where more than two authors are cited, name only the first author, followed by 'et al.'.
- Use 'note' or 'notes' when referring to other footnotes within the article. Do not use page numbers for references within the article, as they will change when the issue is typeset. Instead, refer to (sub)sections or text at notes. References such as 'op. cit.', 'loc. cit.', 'idem' ('id.') are not used; only 'ibid.' should be used, when referring to the source cited immediately above.

Examples:

See Falk, *supra* note 17, p. 86.

See *Roe v Wade*, *supra* note 20, p. 12.

Ibid., p. 24.

Cf. Section 5, *infra*.

See note 10, *infra*.

See also text at notes 35-37, *infra*.

See notes 12-15 and accompanying text, *supra*.

See, e.g., cases cited at note 24, *supra*.

3. RULES OF CITATION

Books

Author, *Title* (year), page

Examples:

H. Hart, *The Concept of Law* (1997), p. 132.

N. Blokker et al. (eds.), *Towards More Effective Supervision by International Organizations - Essays in Honour of Henry G. Schermers* (1994), Vol. I, p. 178.

Author: cite the initials and full last name. For two authors: R. Solomon & A. Johnson (*not* R. Solomon and A. Johnson). If a book has more than two authors, cite only the first one, followed by et al.

Title: give the full title as it appears on the title page of the book, including subtitle.

Page: cite page number if a specific reference is made, by using 'p.' in case of one page (e.g. p. 36) and 'pp.' in case of multiple pages (e.g. pp. 36-38).

Editions: do not indicate the edition: the year of publication is sufficient.

Volume number: if the book consists of several volumes, the volume number is placed after the full title and followed by a comma.

Articles

Author, 'Title', (year) volume number *Periodical*, issue number [if any], DOI or URN [if available], pages or page of quote.

Example: M. Luchtman & J. Vervaele, 'European Agencies for Criminal Justice and Shared Enforcement', (2014) 10 *Utrecht Law Review*, no. 5, URN:NBN:NL:UI:10-1-115850, pp. 132-150.

Author: as for books.

Title: give the full title in single quotation marks.

Year/volume number/issue: the year and volume number are placed before the name of the periodical. Where issues within a volume of a periodical are not consecutively paginated, the issue number should be included after the name of the periodical.

Contributions in compilations and edited volumes

Author, 'Title', in editor's name (ed.), *Compilation* (year), pages or page of quote.

Example: A. Hoekema, 'Does the Dutch Judiciary Pluralize Domestic Law?', in R. Grillo et al. (eds.), *Legal Practice and Cultural Diversity* (2009), pp. 177-198.

Author: as for books.

Editor: cite the initials and full last name of the editor, followed by (ed.). For two editors: R. Solomon & A. Johnson (eds.) (*not* R. Solomon and A. Johnson (eds.)). If a book has more than two editors, cite only the first one, followed by et al. and by (eds.).

Newspaper articles

Author (if known), 'Title', *Paper*, date, page.

Example: A. Lewis, 'The War Crimes Tribunal Works', *International Herald Tribune*, 31 July 1995, p. 5.

International cases

1. Court of Justice of the European Communities / European Union

Examples:

Case 13/72, *Netherlands v Commission*, [1973] ECR 27

Case T-13/95, *Kyrpitsis v ESC*, [1996] ECR-SC I-A-167 and II-503

Case C-167/01, *Inspire Art Ltd.*, [2003] ECR I-10155, ECLI:EU:C:2003:512

2. European Court of Human Rights

Example: *Kostovski v The Netherlands*, Decision of 23 May 1989, [1990] ECHR (Ser. A.), p. 221.

3. International Court of Justice

Example: *Maritime Delimitation and Territorial Questions Between Qatar and Bahrain, Jurisdiction and Admissibility, Judgment of 15 February 1995*, [1995] ICJ Reports, p. 6, para. 4

National cases

Follow the official national style as much as possible. If the result would be unclear, use the following basic rule: *Party v Party*, [year] report, page, (court)

Examples:

Dutch case law: HR 8 December 1932, *NJ* 1933, p. 784.

UK case law: *Argyll v Argyll*, [1967] 1 Ch 302,324 p. 332.

US case law: *Brown v the Board of Education*, 347 US 483 (1954).

Publication: if a case has not yet been published, cite the relevant details as mentioned above followed by '(not yet reported)'.

Documents of international organizations

1. EU Documents

All EC and EU documents should be cited in a manner consistent with that used in the Official Journal. Please note that some terminology has changed since the Treaty of Lisbon entered into force on 1 December 2009. This has also involved the re-numbering of treaty articles. Make sure you use the correct terms and references. Check <http://ec.europa.eu/translation/writing/style_guides/english/style_guide_en.pdf>

Examples:

Directive 7/23/EC, OJ L 181, 9.7.1997, p. 1.

Council Regulation (EC) No. 139/2004 on the control of concentrations between undertakings

Regulation (EC) No. 139/2004

Commission Directive 2004/29/EC on determining the characteristics and minimum conditions for inspecting vine varieties

Council Decision of 30 July 2003 on the conclusion of the agreement between the European Community and Canada on trade in wines and spirit drinks (2004/91/EC)

Council Decision 2004/91/EC

COM(2000) 431 final

2. United Nations Documents

Examples:

UN Doc. S/RES/242 (1967).

UN Doc. A/RES/49/75K (1994).

Rules of Procedure and Evidence of the International Criminal Tribunal for the Former Yugoslavia, UN Doc. IT/32 (1994), p. 67.

3. Other Documents

For all other documents, follow the official style as used by the organization itself.

Internet

Use the full url of the relevant website. Always indicate the date on which you last visited the site.

Example: <<http://www.un.org/icty>> (last visited 19 March 2010)

Treaties

1985 Vienna Convention for the Protection of the Ozone Layer, *International Legal Materials*, 1985, p. 1529.

1963 Vienna Convention on Consular Relations, 596 *United Nations Treaty Series* p. 261.

National Official Documents

For all national official documents, follow the official style as used by the relevant national body itself.

Examples:

Dutch parliamentary documents: *Kamerstukken II* 1997/98, 25893, no. 6, p. 3

Dutch legislation: Art. 6:162 BW

US legislation: 16 USC Section 668 (1988); US Const. amend. XIII, Section 2

UK legislation: Section 1 of the Companies Act 1985.