

1. MAIN TEXT

Technical details

- Manuscripts should be submitted in Word (.doc or .docx) 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

For submissions to issues published from 2020 onwards, the Utrecht Law Review uses the Oxford University Standard for Citation of Legal Authorities (OSCOLA).

The latest version of OSCOLA and additional rules for the citation of international law sources can be found at: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>.