

RULES OF CITATION AND STYLE GUIDELINES

JOURNAL OF INTERNATIONAL WILDLIFE LAW & POLICY

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Please note: The Journal does not have the luxury of being able to draw upon a cadre of individuals that can wholly transform manuscripts that do not conform strictly to these guidelines. Obviously, this system is foreign to many of our contributors, so we don't expect everyone to submit manuscripts that perfectly track the rules of the *Harvard Bluebook*, our primary source for citation guidelines. However, manuscripts that reflect a failure to make a good faith effort to conform to the citation and style guidelines set forth in this document will be returned to the author(s) for appropriate revisions *before* our textual editing process begins. The Journal's web page includes the full text of a number of articles (under Table of Contents) that can help provide guidance during the preparation of your manuscript. Of course, please do not hesitate to contact the [Journal](#) with any questions you might have during this process.

Wil Burns, Editor-in-Chief

I. OVERVIEW

- A couple of overarching considerations in preparing your article for the Journal:
 - Citations should be formatted as **footnotes**; i.e. all the notes should appear at the bottom of each page and NOT at the end of the manuscript as endnotes;
 - The Rules of Citation we will use are generally derived from THE BLUEBOOK, A UNIFORM SYSTEM OF CITATION, SEVENTEENTH EDITION (2001). Forms of citation not set out in this set of rules will generally be resolved in accordance with *The Bluebook*. This system of citation may be different from the system many of our authors normally use (especially those of you more accustomed for writing for social science or science journals) with the biggest difference being that citations are **not** embedded in the text, but are set out in footnotes/endnotes. "Pinpoint" citations are also required, i.e. the precise pages that contain the proposition or evidence being cited must be included.
- The second section of these guidelines provides guidance on *formatting*; the third section outlines *style guidelines*.

II. FORMATTING GUIDELINES

1. BOOKS

1.1 Basic structure: AUTHOR – full name (in large and small capital letters, not all capitals), TITLE (large and small capital letters), page number(s) for the proposition being cited, year of book’s publication in parenthesis.

Example: WILLIAM T. BURKE, THE NEW INTERNATIONAL LAW OF FISHERIES 292 (1994).

Note: In contrast to some other systems of citation, the Bluebook style does not require inclusion of the publisher.

1.1.1 Author

- If a book has more than one author, cite all authors the first time the book is cited, with a maximum of three (in case of two or more authors, do not use “and,” but “&”);
- If a book has more than three authors, list only the first author, followed by “*et al.*”

1.1.2 Title

- Provide the full title as it appears on the title page of the book, including subtitles;
- Capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions, and prepositions of less than four letters.

1.1.3 Page number(s)

- Cite page number(s) if a specific reference is made;
- Do not use any introductory abbreviation such as “p.” or “pp;”
- Use “,at” if the page number may be confused with a part of the title or any other numerical sequence. In other cases, do not use a comma before the page number.

Example: R. JOHNSON, THE LAW OF ARMED CONFLICT SINCE 1945 (1986), at 432.

1.2 Editions

When citing to a work that has been published by the same publisher in more than one edition, indicate the edition and the year the edition was published).

Example: I.A. SHEARER, STARKE'S INTERNATIONAL LAW 105 (11th ed. 1994).

2. ARTICLES

2.1 Basic Structure

Author's full name in ordinary type, *Title of article*, Volume Number, Periodical's name (in large and small capital letters [not all capital letters] using abbreviations from the table of periodical abbreviations of **THE BLUEBOOK, A UNIFORM SYSTEM OF CITATION, SEVENTEENTH EDITION (2001)**, if appropriate; [this table is available from the Editors](#)), Article's First Page, Page for which the proposition is being cited from (Year).

Example: William C. G. Burns, *The International Whaling Commission and the Future of Cetaceans: Problems and Prospects*, 8 COLO. J. INT'L ENVTL. L. & POL'Y 31, 33 (1997).

2.1.1 Author

If an article has more than three authors, list only the first author, followed by "et al."

2.1.2 Title

Cite the full title, in italics. Capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions, and prepositions of less than four letters. The title must be italicized.

2.1.3 Volume Number

The volume number is placed before the name of the periodical. The year of publication, if given, between parentheses at the end of the citation. If the periodical has no volume number, use the year of publication as the volume number, without parenthesis, before the name of the periodical.

Numbers within volumes should be omitted, as should references to months. The exception to this rule is if the periodical is paginated separately within the volume.

Example: Frank Smith, *Federalism and International Law*, 1994 (July) CIVIS MUNDI 34.

2.1.4 Abbreviation of the names of periodicals

The names of periodicals should be abbreviated as indicated by the periodicals themselves. In cases where this information is not provided, consult the table of periodical abbreviations in **THE BLUEBOOK, A UNIFORM SYSTEM OF CITATION, SEVENTEENTH EDITION (2001) (this table is available from the Editors)**.

2.1.5 Page numbering

The beginning page number of the article follows the name of the periodical; the page number on which the specific proposition is cited is listed next, separated by a comma from the first page of the article. Do not use any introductory abbreviation such as “p.” or “pp.” Use “,at” if the page number may be confused with a part of the title or any other numerical sequence. In other cases, do not use a comma before the page number.

3. CONTRIBUTIONS TO COMPILATIONS & EDITED VOLUMES

3.1 Basic structure

Author’s full name in ordinary type, *title of the shorter work in italics*, the word “in,” the volume number, if any, and the name of the volume as a whole in large and small capitals, the page on which the shorter work begins as well as any pages on which specific materials appears, (Editor(s) or translator(s), edition year of publication).

Example: Judith D. Hutchinson, *Fisheries Interactions: The Harbour Porpoise – A Review*, in THE CONSERVATION OF WHALES & DOLPHINS 150, 154-55 (Mark P. Simmonds & Judith D. Hutchinson eds., 1996).

3.1.1 Author

If a shorter work in a collection has more than one author, cite them all the first time the work is mentioned, with a maximum of three (in case of two or more authors, do not use “and,” but “&”); if a shorter work has more than three authors, list only the first author, followed by “*et al.*”

3.1.2 Title

Cite the full title, in italics. Capitalize the initial word, the word immediately following a colon, and all other words except

articles, conjunctions, and prepositions of less than four letters.

3.1.3 Editor(s)

Cite the full name of the editor(s), followed by “ed(s).” If the volume is edited by more than three editors, cite only one, followed by “*et al.*” The year of the collected work follows, separated by a comma.

3.1.4 Title of Volume

Provide full title as it appears on the title page, including subtitles. Capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions, and prepositions of less than four letters.

3.1.5 Pages

The page number of the initial page of the article and the page on which the cited proposition is found follow the title of the book, *not* the title of the article. These pages should be separated by commas. Do not use any introductory abbreviation such as “p.” or “pp.” Use “at” also at the first page number if the page number may be confused with a part of the title or any other numerical sequence.

4. NEWSPAPER ARTICLES

4.1 Basic structure

Author in ordinary type, *title*, name of paper in large and small capital letters [**not all capital letters**], date, “,at” followed by the page number.

Example: David Harrison, *Noise Drives Whales Crazy*, THE OBSERVER, May 31, 1998, at 18.

4.1.1 Author

If the name of the author is available, cite the full name in ordinary type. If the article has more than one author, cite them all the first time the article is cited, with a maximum of three (in case of two or more authors, do not use “and,” but “&”); if an article has more than three authors, mention one author, followed by “*et al.*”

4.1.2 Title

Cite the full title, in italics. Capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions, and prepositions of less than four letters.

4.1.3 Name of the Paper

Cite the name of the paper in large and small capitals, using the table of periodical abbreviations in **THE BLUEBOOK, A UNIFORM SYSTEM OF CITATION, SEVENTEENTH EDITION (2001)**, if appropriate [[available from the Editors](#)].

5. SHORT CITATION FORMS

5.1 Books, Pamphlets and Periodic Materials Generally

Once a book, pamphlet, or other periodic material has been cited in full in a journal article, a short form employing either “*id.*” [not *ibid.*] or “*supra*” may be used to refer to the work in subsequent citations.

5.1.1. Use of “*id.*”

If the work was cited as the immediately preceding authority within the same endnote or as the sole authority in the immediately preceding endnote, use “*id.*” to refer to the work. In cases where the citation is to a different page, section, or paragraph number, the “*id.*” should be followed by “at” and the page, section, or paragraph number.

Example: ¹ WILLIAM T. BURKE, THE NEW INTERNATIONAL LAW OF FISHERIES 292 (1994).

² *Id.* at 293.

5.1.2 Use of “*supra*”

- If the publication has been cited in full, but not as the immediately preceding authority in the same endnote or as the sole authority in the immediately preceding endnote, use the author’s last name or the name of the institutional author, followed by a comma and then “*supra*,” followed by the footnote of the original citation, preceded by “note.” In cases where the citation is to a different page, section, or paragraph number, the

endnote reference should be followed by “,at” and the page, section, or paragraph number;

- In cases where there subsequent reference is to a periodic work or newspaper article, the author’s name should be set forth in ordinary type; in the case of books, the author’s name should be set forth in large and small capitals.

Examples:

Book:

² WILLIAM T. BURKE, THE NEW INTERNATIONAL LAW OF FISHERIES 291(1994).

¹² BURKE, *supra* note 2, at 14.

Periodical/Newspaper article:

² James E. Scarff, *The International Management of Whales, Dolphins, and Porpoises: An Interdisciplinary Assessment*, 6 ENVTL. L. Q. 326, 416 (1977).

¹² Scarff, *supra* note 2, at 411.

6. INTERNATIONAL MATERIALS

6.1 United Nations Documents – generally

6.1.1. Basic structure: official record

U.N. GAOR, Session number, volume information, page number preceded by “,at” and document number, U.N. Doc. ____ (year of publication).

Example: U.N. GAOR, 10TH Sess., Supp. No. 6A, U.N. doc. A/2905 (1955), at 5.

6.1.2 Authored works

Full name of the author in ordinary type, *title*, UN Doc. number, year, at page.

Example: R. Rosenstock, *First Report on the Law of the Non-Navigational Use of International Watercourses*, U.N. Doc. A/CN.4/441 (1993), at 10-11.

6.1.3 UN Charter

U.N. CHARTER art. 2, para. 4

6.1.4 Yearbooks and Periodicals

Full name of the author in ordinary type, *title of the document or separately designated article*, name of the yearbook or periodical, U.N. document number, if any, or U.N. sales number.

Examples:

Summary Records of the 1447th Meeting, (1977) 1 Y.B. Int'l L. Comm'n 175, U.N. Doc. A/CN.4/SER.A/1977.

Human Rights in the Union of Burma in 1953, 1953 Y.B. on H.R. 31, U.N. Sales No. 1955.XIV.1.

6.2 Cases

6.2.1. International Court of Justice/Permanent Court of International Justice

Case name, names of the parties, if any, in parenthesis, volume and name of the publication in which the decision is found, page on which the case begins or number of the case, date in parenthesis.

Example: *Military and Paramilitary Activities (Nicaragua v. U.S.)*, 1986 I.C.J. 4 (June 27) (separate opinion of Judge Ago)

6.2.1.1 Case Name

Cite case name as found on first pages of report, omitting introductory articles such as "The." Also, omit word "case" unless case name is a person's name. Do not otherwise abbreviate case names.

6.2.1.2 Parties' names

The names of the parties involved should be supplied parenthetically immediately following the case name.

6.2.1.3 Volume number and name of publication

Identify the volume by the date on its spine. Decisions and other opinions of the Permanent Court of International Justice were published in six series (A through F). The series must be indicated in any citation to P.C.I.J. documents.

6.2.1.4 Page or case number

Cite I.C.J. cases to the page on which they begin. Cite cases of the Permanent Court of International Justice by number. Pinpoint cites should be used to refer to specific pages.

Examples: 1937 P.C.I.J. (ser. C) No. 62, at 12.

6.2.1.5 Date

Where possible, cite the exact date from the reporter.

6.2.2 Court of Justice of the European Communities

6.2.2.1 Basic structure

Case number, names of the parties, citation to official reports of the Court and parallel citation to private service, if possible.

Example: Case 48/69, Imperial Chem. Indus. V. Commission, 18 E.C.R. 619 [1971-1973 Transfer Binder] Common Mkt. Rep. (CCH) ¶ 8161 (1972).

6.2.2.2 Official reports

Cite to the *Report of Cases Before the Court of Justice of the European Communities* (abbreviated E.C.R.). If an official report is not available, cite to a private service.

6.2.2.3 Private services

Provide parallel citations to private services providing reports of court opinions, such as *Common Market Law Reports*

(C.M.L.R.), *Common Market Report* (Common Mkt. Rep.) (CCH), or *European Community Cases*.

6.2.3 Other Multinational Courts

6.2.3.1 Basic structure

Cite to *International Law Reports* (I.L.R.) (1950-date) or to *Annual Digest and Reports of Public International Law Cases* (Ann. Dig.) (1919-1950). Volume numbers, rather than years, should be used. Include name of the court and year of decision in parenthesis.

Example: *Loomba v. Food & Agric. Org. of the United Nations*, 47 I.L.R. 382 (Int'l Lab. Org. Admin. Trib. 1970).

6.3 Treaties and Other International Agreements

6.3.1 Basic Structure

Agreement's name, in ordinary type, date of signing, parties, subdivision referred to, and the source(s) in which treaty can be found.

Example: *Convention on International Trade in Endangered Species of Wild Fauna and Flora*, March 3, 1973, 27 U.S.T. 1087, T.I.A.S. No. 8249, 993 U.N.T.S. 243, ELR Stat. 40336

6.3.2 Name of Agreement

The first time a treaty is cited, indicate the type of agreement (e.g. Convention, Treaty, Understanding, Memorandum of Agreement) and the subject-matter description that appears on the title page of the agreement.

Example: *International Convention for the Regulation of Whaling with Schedule of Whaling Regulations*, Dec. 2, 1946, 62 Stat. 1716, T.I.A.S. No. 19\849, 161 U.N.T.S. 361.

6.3.3 Subsequent citations

If treaty's name is very long, or if the treaty is commonly known by a popular name, subsequent citations to the treaty may use a shorter or popular name as a "hereinafter" short form citation.

Example:

¹ Protocol for the Prohibition of the Use in War of Asphyxiating, Poisonous or Other Gases, and of Bacteriological Methods of Warfare, June 17, 1925, 26 U.S.T. 571, 94 L.N.T.S. 65 [hereinafter Geneva Protocol].

² Geneva Protocol, *supra* note 1, art. VII, 26 U.S.T., at 577, 94 L.N.T.S. at 69.

6.3.4 Date of Signing

Provide the exact date of signing. If a treaty is between two parties, give the first and last dates of signing; if the treaty is between three or more parties and not signed on a single date, use the date on which the treaty is open for signature, done, approved, or adopted, and indicate significance of date.

6.3.5 Parties to the Agreement

When citing an agreement between two parties, indicate both parties, abbreviating their names and separating them with a dash.

Example: U.S.-Japan; Fr.-China.

6.3.6 Treaty Sources

In agreements among three or more parties, cite to one or more sources published by an intergovernmental organization, e.g. U.N.T.S., L.N.T.S., Pan-Am T.S., or Europ. T.S. If none of these official citations can be obtained, cite to one unofficial treaty source, e.g. International Legal Materials (I.L.M.).

III. STYLE GUIDELINES

1. Font Style

- **Font Usage**

Text should be prepared using Times New Roman; section headings should be set out in Arial.

- **Font Size: Text**

Section headings and text should be prepared in 12 point, 100% scale and normal spacing.

- **Font Size: Endnotes**

Endnotes should be prepared in Times New Roman, 10 point, 100% scale and normal spacing.

2. **Article Title/Author Affiliation**

- **Article Title:**

The article title should be italicized in 14 point, Arial font, 100% scale and normal spacing, flush left alignment.

Example:

The Convention on the Conservation of Antarctic Marine Living Resources: Problems and Prospects

- **Author name(s):**

The author's name should be placed immediately below the article title, double spaced from the article title, in 12 point, Arial font, 100% scale and normal spacing, flush left alignment.

Example:

The Convention on the Conservation of Antarctic Marine Living Resources: Problems and Prospects

Thomas T. Smith

- **Author(s) affiliation:**

The author's (authors') affiliation should be placed in an endnote following the author's (authors') name(s).

Example:

Thomas G. Smith.¹ This should be the first endnote of the article. Do not use an asterisk or any other superscript symbol.

Please do not forget to list your affiliation in this manner. Failure to do so will require us to add an footnote later, which will render inaccurate all your *supra* references in the footnotes, unless you've used the "Cross Reference" feature of Word when you've prepared your endnotes.

3. Article Subdivisions

An article may be divided into sections, subsections and sub-subsections, using an Arabic number-based system. Arabic numbers should be separated by a dot. Sections are put in bold and small caps, subsections in bold, and sub-subsections in italics.

Example:

1. THE FUTURE OF THE INTERNATIONAL WHALING COMMISSION
- 1.1. The Future of the Moratorium
- 1.1.1 *The Position of Whaling Nations*

4. Italicization

Use italics sparingly. In principle, only the following should be italicized in the main text:

- Case names (but not "v.") and all procedural phrases ("In re," "ex part");
- Titles of publications, speeches, articles, or chapters in books;
- Words requiring special emphasis;
- Words or phrases in languages other than English. An exception to this rule is made for full quotations in a foreign language. A translation should be provided in an endnote.

5. Abbreviations

5.1 Common Phrases

Abbreviations that are very common (UN, EC, EU, US, etc.) may be used without announcing them. Other abbreviations should be used only after first referring to the organization (etc.) in full and putting the abbreviation in brackets immediately after the full name: "World Health Organization" (WHO). Only do this if the name is used again in the article. Words

abbreviated to capitals do not require full points between letters (with the exception of Christian names abbreviated to initials, which always take a full point).

5.2 Exclusions

Avoid other abbreviations as much as possible. The following should *not* be abbreviated:

- all months;
- numbers of ten or less.

6. Capitalization

6.1 Use capitalization sparingly.

Do not capitalize words such as state, state parties, members, contracting parties, treaty. After a colon or semicolon, no capital is used, except when the word following it is capitalized in its own right, such as names of countries.

6.2 Words to always capitalize

Article, Chapter, and Section, when followed by a number, and words like Resolution, Treaty, Draft, etc., when referring to a specific text, should be capitalized.

7. Omission points

- Omission points should be styled as three spaced points
 - **Example:** The system . . . is less than functional as a consequence of the alterations that have been made.
- Omission points should not be included at the beginning or end of quotations;
- When used within quotations, omit all punctuation (including full points) immediately prior to the omission points.

8. Quotations

8.1 Restrict quotation mark use to quotations from texts

Use quotation marks only for quotations from text (*example:* “wedded to the state’s traditions, its interests, its way of life.” In all other cases use single quotation marks (*example:* such actions may be seen as ‘illegal.’

8.2 Omissions in quotations

Use three dots to indicate omissions within the quoted text; this can be done at the beginning, middle or end of the quotation.

8.3 Mistakes in quoted text

Signify obvious mistakes in the quoted text [e.g. misspellings or grammatical errors] by using the word “sic” between square brackets (*example*: “The Hague [sic] Conventions”)

8.4 Quotations of more than 30 words

Quotations of less than 30 words should be included in the normal text, placed between quotation marks. Longer quotations should indent left and right by using Shift F4, should begin on a new line, with a space above and below to separate them from the text. *No quotation marks are used in this case*. The original capitalization, spelling, etc. of the quotation should be preserved.

8.5 Endnotes for quotations

Quotations must always be followed by an endnote with a reference to the source. If the author wishes to add special emphasis to a part of the quoted text, it should be done in italics, and the term “emphasis added” should be placed in the endnote, between brackets, after the source.

9. Enumerations

For enumerations, Arabic numbers should be used, followed by a dot. Do not use letters or other signals or characters. They are indented on the left and again after the number (F4). Each part is separated by a semi-colon, and the last one is ended with a full stop. After the last semi-colon, the word “and” is added. They are separated from the text by a space both ends.

Example:

The International Whaling Commission has focused on several aspects of environmental change and possible effects on cetaceans in recent years, including:

1. Climate change;
2. Noise;
3. Pollution;
4. Oil and mineral exploration.

10. Figures and numerals

- Spell out from one to ten (except in page and other similar references); use numerals for 11 and greater numbers. Also, use numerals throughout for dates, times and ages of people;
- Spell out all figures beginning a sentence;
- Spell out fractions, e.g. “two-thirds,” or “three-quarters;”
- For four or more figures, “2,156;” “14,543” (i.e. use commas for four more figures);
- For number spans, 2-4; 13-17, 204-209 (i.e. numbers in full);
- “8 per cent,” i.e. figure not % (except in tables, where % should be used);
- For decimal points, use points.

11. Placement of Periods, commas, semi-colons

11.1 Periods, commas, semi-colons and endnotes.

Periods, commas, semi-colons should be placed **inside, i.e. preceding,** endnote numbers within the text of the article. **Given the number of incidences of such punctuation within most articles, it is very important that this rule be strictly adhered to.**

Example: The International Convention for the Regulation of Whaling,¹ and the Convention on International Trade in Endangered Species.²

11.2 Periods, commands, semi-colons and quotation marks

Periods, commands, semi-colons should be placed inside quotation marks within the text of the article or in endnote text. **Given the number of incidences of such punctuation within most articles, it is very important that this rule be strictly adhered to.**

Example: “The future of this treaty is contingent on better implementation by member States,” stated the Secretariat.

12. Pronouns

- Use non-gender specific words and phrases wherever possible. Otherwise, “he or she” “his or her” may be used where necessary, unless it would make the text too cumbersome. Alternatively, “he” or “she” may be used throughout, but if this option is preferred a disclaimer must be inserted on the imprint page to denote that “he” or “she” is to be understood as including the other gender in the text also;
- All corporate and collegiate bodies should be treated as singular.

13. Spelling

- House style is to use English spellings, but American spelling is permissible;
- Our preferred reference source is the *Oxford English Dictionary*.