

Editing Instructions

Paris Legal Publishers

1. PUNCTUATION

1.1. BRACKETS

Use brackets when you insert words into a direct quotation.

Example:

‘The European Commission Report [on Article 81] explains (...)’.

Use the Latin word ‘sic’ in brackets to indicate an error in a quoted sentence which appears in the source material.

Example:

‘The report on misdemeanours give [sic] an overview of the locus of crime around city centres.’

1.2. COMMA IN NUMERALS

Use commas in numerals greater than 999, but not in page, paragraph, or section numbers.

Example:

1,582

page 1582

1.3. DASHES

Use a spaced en-dash to indicate an interruption in a text.

Example:

There was a time – and indeed not very long ago – when things were much different.

1.4. ELLIPSIS

Use an ellipsis in parentheses to indicate that you have deleted material from a quotation.

Example:

‘This decision (...) only seems to allow a negative conclusion.’

Do not use an ellipsis at the beginning of a quotation. Do not use an ellipsis at the end of a quotation unless you have deleted the final words of the quotation.

Example:

Original text:

A provision of this Part which is expressed to apply to, or in relation to, an agreement is to be read as applying equally to, or in relation to, a decision by an association of undertakings or a concerted practice (but with any necessary modifications).

Quotation in manuscript:

A provision for section 2(5) on agreements preventing competition applies to ‘a decision by an association of undertakings or a concerted practice (...)’.

1.5. PERIOD

1.5.1. Abbreviations with a Period

Use a period at the end of an abbreviation if the abbreviation is made by truncating the word.

Example:

paragraph	para.
versus	v.
Article	Art.
note	n.
et cetera	etc.

1.5.2. Abbreviations without a Period

Do not use a period at the end of an abbreviation if the abbreviation includes the last letter of the abbreviated word.

Example:

paragraphs	paras
Articles	Arts
Mister	Mr
Doctor	Dr

Do not use periods in capital letter abbreviations, including country codes, US states, organization names, and currency abbreviations.

1.6. QUOTATION MARKS

1.6.1. Single Quotation Marks

Use single quotation marks.

Example:

Non-business premises is defined in as, ‘any premises to which a decision of the Commission ordering the Article 21 inspection relates’.

1.6.2. Double Quotation Marks

Use double quotation marks for quotes within quotes.

Example:

Section 2(7) of the Competition Act states, “‘the United Kingdom’ means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part’.

1.6.3. Quotation Marks and Other Punctuation

1.6.3.1. Commas, Colons, and Semicolons

Commas, colons, and semicolons are placed outside the end-quotation mark.

Example:

Section 2(7) of the Competition Act states, ‘In this section “the United Kingdom” means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part’; however, ...

1.6.3.2. Periods, Question Marks, and Exclamation Marks

Periods, question marks, and exclamation marks are generally placed outside the end-quotation mark; however, if an entire sentence is quoted (including the initial capital letter), the period, question mark, or exclamation mark may be placed inside the end-quotation mark.

2. MECHANICS

2.1. ABBREVIATIONS

Abbreviations, other than short references, should not be used in the body of a text, but may be used in footnotes.

Some examples include:

Article 1	Art. 1
Chapter 9	Ch. 9
section 2	s. 2
sections 2 and 9	ss 2 and 9
subsection (3)	subs. (3)
subsections (3)-(5)	subss (3)-(5)
Schedule 8	Sch. 8
Order 23	Ord. 23
December	Dec.

2.1.1. Latin Abbreviations

Latin abbreviations are appropriate in footnotes and bibliographies. Most Latin abbreviations have become anglicized and are not italicized.

<i>Latin Abbreviation</i>	<i>Latin Word</i>	<i>English Equivalent</i>
cf.	confer	compare
e.g.	exempli gratia	for example
et al.	et alii	and others
etc.	et cetera	and so forth
i.e.	id est	that is
N.B.	nota bene	note well

2.1.2. Short References

A short reference is used when an abbreviated name will be used throughout a text. To introduce a short reference, use the entire name followed by the abbreviation in parentheses the first time the name is used.

Example:

Burgerlijk Wetboek (BW)

De Nederlandsche Bank (DNB)

2.2. CAPITALIZATION

2.2.1. Proper Nouns

Capitalize proper nouns that are specific names for people, organizations, places, or things. Always capitalize the phrase *Member State(s)*.

When some general nouns are followed by a number, the term becomes a proper noun.

However, the words *paragraph*, *section*, *subsection*, *page*, and *footnote* do not become proper nouns when followed by a number.

2.2.2. Titles and Headings

Capitalize all words in titles and headings except for articles, prepositions, and conjunctions. The first word of titles, subtitles, and headings are also capitalized.

2.3. CROSS REFERENCES

Cross references refer the reader to other part of the same publication and should refer to specific heading numbers or footnote numbers. *Cross references should not refer to page numbers.*

Example:

(see section 1.1.1 *supra*) ... as outlined in Chapter 5 below.

Be consistent in the use of either *supra* and *infra* (in italics) or ‘above’ and ‘below’ (not italicized).

2.3.1. *Ibid.*

Ibid. (the abbreviation for *ibidem*) may be used in footnotes; it refers to the citation immediately preceding it and may only be used if the immediately preceding footnote contains no more than one citation. *Ibid.* takes the place of the entire citation and may be followed by a page number.

2.3.2. *Op. Cit.*, *Loc. Cit.* and *Id.*

The terms *op. cit.*, *loc. cit.* and *id.* should not be used.

2.4. ITALICS

Italicize the following:

- words the author chooses to emphasize;
- case names, including the v. (*Wade v. Roe*);
- foreign words, except for words that have become anglicized.

The following list of words should *not* be italicized in legal writing. Consult *Black's Law Dictionary* for a complete list of anglicized legal terms.

ad hoc	amicus curiae	certiorari
de facto	et seq.	passim
de jure	etc.	prima facie
de novo	habeas corpus	quantum meruit
dicta, dictum	i.e.,	quid pro quo
e.g.,	in personam	res gestae
en banc	in rem	res ipsa loquitur
et al.	inter alia	res judicata

2.5. LISTS

Use an unnumbered list with an en-dash (–) for short lists, for lists where numbering suggests an unintended hierarchy.

Where numbering is appropriate, lists and sub-lists should preferably be numbered in the following way:

- level 1: 1, 2, 3 ...
- level 2: a, b, c ...
- level 3: i, ii, iii ...

In all cases, lists must have at least two list items. List items should be punctuated either as full sentences (use an initial capital letter and end with a period) or as phrases (use a lower case letter to begin the item and a semicolon at the end of each line item, with a period after the last list item. It is acceptable to use *and* or *or* between the penultimate and final list item.

2.6. NUMBERS

2.6.1. Numerals

Use numerals for:

- numbers greater than ninety-nine;
- dates and times;
- statistics (including decimals, percentages, ratios, ages of people, monetary figures);
- numbers in a series (5, 10, and 250 years);
- number spans (2-4; 204-209).

2.6.2. Ordinal Numbers

Do not use superscript for ordinal numbers: 1st, 2nd, 3rd, etc.

2.6.3. Spelled Numbers

Spell out the following numbers:

- numbers from zero to ninety-nine;
- write out the century number (nineteenth century);
- round numbers like hundred or thousand;
- fractions;
- numbers that begin a sentence.

2.7. QUOTATIONS

Short quotations should be embedded in the text; if a quotation extends more than roughly four lines, use blockquote formatting.

Denote any emphasis using the parenthetical phrase ‘(emphasis added)’ at the end of the quotation.

2.8. SHORT REFERENCES

The first time you cite a source, use the full citation in the footnote. Subsequent references use the author’s last name, short title (only if the author cited has more than one reference), and page number.

2.9. SPELLING

Authors are allowed to use the spelling of their choice (British English or American English) as long as they do so consistently.

3. CITATION STYLE

The format for footnotes is:

- *Author’s name*: the author’s name (or the first name in the reference) is not inverted.
- *Punctuation*: in general, commas are used to separate citation elements.
- *Publication information*: publication place, publisher, and year are included in parentheses.
- *Page numbers*: included.

3.1. BOOKS

3.1.1. Basic Format

D. Gervais, *TRIPS Agreement* (London: Sweet and Maxwell, 2003), 25 et seq.

T. Delahaye, *Résiliation et résolution unilatérales en droit commercial belge* (Brussels: Bruylant, 1984), 304.

3.1.2. Two or Three Authors

George Cumming, Brad Spitz & Ruth Janal, *Civil Procedure Used for Enforcement of EC Competition Law by the English, French and German Civil Courts* (Alphen aan den Rijn: Kluwer Law International, 2007), 112.

3.1.3. Four or More Authors

Jurgen Basedow et al., *Economic Regulation and Competition* (Alphen aan den Rijn: Kluwer Law International, 2002), 12.

3.1.4. Unknown Author

The Cloud of Unknowing (New York: Doubleday, 1973), 43-44.

3.1.5. Edited Work

M. Leder (ed.), *Consumer Law Statutes* (London: Sweet and Maxwell, 1996), 66 et seq.

E. Cotran & C. Mallat (eds), *The Arab-Israeli Accords: Legal Perspectives* (London: Kluwer Law International, 1996), 86-90.

3.1.6. Article in an Edited Work

D.C. Fokkema & A.S. Hartkamp, 'Law of Obligations', in *Introduction to Dutch Law for Foreign Lawyers*, ed. H. Chorus (Deventer: Kluwer Law and Taxation, 1993), 86.

B. Clark, 'Family Law', in *Introduction to the Law of South Africa*, ed. C.G. van der Merwe & J.E. du Plessis (The Hague: Kluwer Law International, 2004), 140.

3.1.7. Translated Work

Marsilio Ficino, *Three Books on Life*, trans. Carol V. Kaske & John R. Clark (Tempe, AZ: Renaissance Society of America, 2002), 177.

3.1.8. Edition Other Than the First

L. Ritter & W.D. Braun, *European Competition Law: A Practitioner's Guide*, 3rd ed. (The Hague: Kluwer Law International, 2004), 25.

3.1.9. Volume in a Multivolume Work

T. Dreier, C. Gielen & R. Hacon (eds), *Concise Commentary on European Intellectual Property Law*, vol. 1 of *Concise Commentary on European IT Law*, ed. A. Büllsbach, Y. Pouillet & C. Prins (The Hague: Kluwer Law International, 2005), 25.

A.J. van den Berg (ed.), *Yearbook Commercial Arbitration*, vol. XXIX (The Hague: Kluwer Law International, 2004), 25.

3.1.10. Work in a Series

E. Sol & M. Westerveld, *Contractualism in Employment Services: A New Form of Welfare State Governance*, Studies in Employment and Social Policy, vol. 29 (The Hague: Kluwer Law International, 2005), 25.

3.2. PERIODICALS

3.2.1. Article in Journal Paginated by Volume

J. Eekelaar, 'Parental Responsibility', *Journal of Social Welfare Law* 16 (1991), 37.

A. Peters, 'The European Ombudsman and the European Constitution', *Common Market Law Review* 42 (2005), 700 et seq.

3.2.2. Article in Journal Paginated by Issue

A.P. Agarwal, 'Conciliation and Arbitration of Labour Disputes in Australia', *Journal of Indian Law Institute* 8, Issue 1 (1966), 42.

3.2.3. Article in Magazine

Andrew Weil, 'The New Politics of Coca', *New Yorker* 15 May 1995, 70.

3.2.4. Article in Newspaper

Lena H. Sun, 'Chinese Feel the Strain of a New Society', *Washington Post* 13 June 1993, sec. A.

3.2.5. Unsigned Article

'WTO Trade Policy Review: Brazil', *World Trade and Arbitration Materials* 17 (2005), 95.

3.2.6. Book Review

W.C.H. Ervine, review of *Collective Enforcement of Consumer Law: Securing Compliance in Europe through Private Group Action and Public Authority Intervention*, edited by Willem H. Van Boom & Prof. Marco Loos, *European Review of Private Law* 16, no. 2 (2008), 371.

3.3. ELECTRONIC SOURCES

3.3.1. Website

A.N. Author, 'The Increasing Use of the Internet for Research', www.website.com/internet/author.html, 1 January 1999.

3.4. OTHER SOURCES

3.4.1. Case Law and Legislation

Citations to cases should follow the style of the country of origin, including the date of the case, except for cases from common-law jurisdictions. The name of the jurisdictions and of the review or law report in which the case is published should be included. The names of the parties in cases from common-law jurisdictions should be in italics. The abbreviation ‘v.’ (for versus) should also be italicized.

3.4.2. Published Reports, Papers, and Other Documents

Fraud Trial Committee Report (London: HMSO, 1986), 1.

US Department of State, Foreign Relations of the United States: Diplomatic Papers, 1943 (Washington, DC: GPO, 1965), 562.

3.4.3. Conference Proceedings and Papers

C.J. Lipton, ‘Forms of Agreements’, paper no. 7 given at the United Nations Inter-regional Workshop on Drafting Mining Agreements (Buenos Aires, 1973).

J. Litman, ‘Consumers and the Global Copyright Bargain’, paper given at the Center for Intellectual Property Rights Congress (Detroit, 9 February 1996).

4. MANUSCRIPT FORMATTING

4.1. DATES

Use the European style dates.

Correct

1 January 2001

Incorrect

January 1, 2001

4.2. ELLIPSIS

Use the helip symbol (...) for ellipsis, not spaced periods.

Correct

‘This decision ... only seems to allow a negative conclusion.’

Incorrect

‘This decision . . . only seems to allow a negative conclusion.’

4.3. FOOTNOTES

Please follow the following footnote rules:

- Use footnotes instead of endnotes.
- Footnote indicators follow punctuation marks in the text.
- Use an asterisk (*) for author affiliation footnotes, which precedes numbered footnotes.

4.4. FORWARD SLASHES

Do not use a space before and after a forward slash.

4.5. HEADINGS

A maximum of five heading levels is recommended. Heading titles should follow title capitalization.

- Level 1: 1
- Level 2: 1.1
- Level 3: 1.1.1
- Level 4: 1.1.1.1
- Level 5: 1.1.1.1.1

Carefully check the numbering system and the cross references.

4.6. ITALICS

When using italics, pay particular attention to punctuation on either side of the italicized section.

<i>Correct</i>	<i>Incorrect</i>	<i>Explanation</i>
<i>'italicized text'</i> .	<i>'italicized text'</i> .	the first quotation mark is italicized in the incorrect example and shouldn't be

4.7. LISTS

Lists in the manuscript should be clearly recognizable as lists.

4.8. TABLES

Each table must be numbered and referenced in the text.