YIILP Quick Reference Guide

General Guidelines

Submissions must follow OSCOLA style. The YIILP Guide provides a Quick Reference Guide. The OSCOLA (4th edition) and the OSCOLA 2006 International Law Section can be used for citations where the YIILP Quick Reference Guide is silent.¹

Do not use capital letters in the title of journal articles, except for the first letter and for the letter after “;”.

Citations should be given in full the first time they appear in the text. This applies to all primary and secondary sources, including treaties, cases, books, and other materials.

If you wish to use subsequent short citations, the first citation may also set out what short-hand is to be used thereafter for the purposes of consistency and to reduce the risks of ambiguity or error. In the short citation, reference should be made back to the footnote containing the full citation, using the standard convention (n #), where # indicates the number of the footnote containing the full citation, for example (n 1).

Do not italicize “see” or “see generally”.

Do not use “&” but replace it by “and”.

Place a semi-colon “;” between citations within the same footnote.


Avoid the use of ‘Latin gadgets’ such as supra, infra, ante, id, op cit, loc cit, and contra. The abbreviation ‘ibid’ can be used to repeat a citation in the immediately preceding footnote.

² ibid 630-642.

Primary Sources

International Instruments

First citation:


Subsequent citations:

Canada-Egypt BIT (n 12) art 4.

VCLT (n 13).

Cases

If the proceeding was conducted under the auspices of an arbitral institution, the formulation for citation of arbitral awards and decisions is:

Case name. Procedural stage, Official case number; OUP citation;* Parallel citation; Parallel citation, Date of signature/date of dispatch.

If the proceedings were not conducted under the auspices of any arbitral institution, the formulation for citations of arbitral awards is:

Case name, Procedural stage, Ad hoc—XXXX Arbitration Rules; OUP citation; Parallel citation; Parallel citation, Date of signature/date of dispatch.

¹ These Guides are available here: http://ccsi.columbia.edu/2014/03/18/the-yearbook-on-international-investment-law-and-policy/.
Examples:

19 Goetz and ors v Burundi, Award, ICSID Case No ARB/95/3; IIC 16 (1999); 6 ICSID Rep 3; 15 ICSID Rev 457; 26 YB Com Arb 26, 10 February 1999 (Goetz and ors).

20 Yaung Chi Oo Trading PLT Ltd v Myanmar, Final Award, ASEAN Case No Arb 01/1; IIC 278 (2003); 42 ILM 540 (2003), 31 March 2003 (Yaung Chi Oo Trading PLT Ltd).


Use italics for the short form of case citations.

Goetz and ors (n 19) [50].
Yaung Chi Oo Trading PLT Ltd (n 20) [280].
Link-Trading Joint Stock Co (n 21) [72].

Secondary Sources

Books


Dolzer and Schreuer (n 5) 220-251.

Contributions to edited books

First citation:


Subsequent citation:


Working papers

Websites


All website citations must include the “accessed” date. The date format must follow the DAY MONTH YEAR format.

Blogs

First citation:


Subsequent citation:

Cole, ‘Virtual Friend’ (n 20).

Reports


Newspaper articles

First citation:


Subsequent citation:

Angier, ‘Disputed Meeting’ (n 20).
Heading Style

Headings should be laid out in manuscripts as follows:

| H1 Level Heading, Title Case, Centred, Bold |
| H2 Level Heading, Title Case, Aligned Left, Bold |
| H3 Level heading, sentence case, aligned left, bold italics |
| H4 Level heading, sentence case, aligned left, italics |
| H5 Level heading, sentence case, underlined, aligned left, Roman (not italics or bold) |

Each heading should appear on its own line.

NOTE: These styles do not represent the final appearance of headings. Your agreed text design will dictate how each heading level is represented in the published work.

Headings can be numbered or unnumbered but the style for any level should be applied consistently.

Headings should be numbered using the following letter/number approach. Each manuscript must be consistent.

| H1: A., B., C., D. |
| H2: 1., 2., 3., 4. |
| H3: a), b), c), d) |
| H4: i), ii), iii), iv) |
| H5: (unnumbered) |

Examples:

A. Reception of the European Convention of Human Rights

1. Historical Context: Accession, Ratification, and Incorporation

   a) United Kingdom

   i) Initial drafting of the Convention

   Involvement of the civil service

Additional Points of House Style

| Abbreviations | Defined in full at first use in each chapter. A list of abbreviations must be included. |
| **Capitalization** | Follow *New Hart’s Rules*, see: [http://www.oxforddictionaries.com/secondary/harts_rules/5-1-general-principles](http://www.oxforddictionaries.com/secondary/harts_rules/5-1-general-principles) For example: *State* is capitalized when it is used in an abstract or legal sense, as in the separation of *Church and State*, and in specific names of US states (*New York State*), but a reference to states in general will have a lower-case initial: *seven Brazilian states*. There is no need to capitalize the word *government*, whether it refers to a particular body of persons or to a general concept or body. *Court* will be capitalized when standing for a proper noun, such as ‘The Court decided in favour of the UK’ when referring to the European Court of Justice, but not when used in general terms, such as ‘several American courts have held that…’ |
| **Dates** | 1 January 1998; January 1998; 1990–2002 but 1987–98; 1990s; 753 BC or BCE; AD 476 or 476 CE; nineteenth century or 19th century. |
| **Figures** | *Caption:* Figure 3.1 Probability of losses exceeding EL and UL *Source:* Basel Committee on Banking Supervision, *An explanatory note on the Basel II IRB Risk weight Functions* (July 2005). |
| **Internal Cross-References** | To section or paragraph number(s) rather than page number(s), for ease of translation to digital formats. Reference headings will be capitalized when followed by a chapter or section number, such as ‘see Chapter 9’, otherwise they will be lower case, such as ‘in the last chapter’. Reference points such as ‘above’, ‘below’, ‘supra’, ‘infra’, ‘op cit’, and ‘see overleaf’ should not be used. |
| **Numerals** | Spelled out in words from one to ten (except in citations). Numerals should be used for numbers 11 and higher, and all dates and units of measure. |
| **Oxford comma** | Also known as the serial comma: *We sell books, videos, and magazines.* |
| **Tables** | Numbered chapterwise *Caption:* Table 3.1 Estimating critical community size: Black’s data for estimating measles endemicity in 19 island populations using monthly data *Column heads:* Sentence case *Table notes:* ¹ 1956 births less infant mortality. *Source:* Black (1966, Table 1, p 208). |
| **Verbs taking -ize or -ise** | OUP uses -ize wherever possible. For some words, however, -ise is obligatory: first, when it forms part of a larger word element such as -cise (= cutting), -mise (= sending), -prise (= taking), or -vise (= seeing); and second, when it corresponds to nouns with -s- in the stem, such as advertise and televise. For a list of the commoner words in which an -ise ending must be used in both British and US English see: [http://www.oxforddictionaries.com/secondary/harts_rules/3-1-spelling?q=ize#3-1-spelling](http://www.oxforddictionaries.com/secondary/harts_rules/3-1-spelling?q=ize#3-1-spelling) |