

# CENTER FOR INTERNATIONAL LEGAL STUDIES

## Style Sheet for Submitted Papers

The following provides a summary of stylistic items that should be incorporated in your article.

### 1. Please provide title of article, author, name of firm, and city and country.

#### Example:

Financial Services in France  
Margaret Thatcher  
Thatcher & Thatcher  
Paris, France

### 2. The article should start with an "Introduction" heading, and end with a "Conclusion".

#### Example:

Introduction

In 1992, the European Community (EC) Commission passed Directive 92/301 ...

### 3. All dates should be in the following format unless part of a quotation:

6 January 1992

### 4. Citations

All references to EU documentation, international treaties or Conventions should be in a consistent format. Directives and references to specific Directives and/or the title should be capitalized.

#### Examples:

EEC 301/92 of 25 February 1992  
OJ 138, 6 September 1990  
The First Life Directive  
The Second Banking Directive

European Communities Regulation 1984, with effect from 1 January 1995 (SI 57 of 1984)  
Article 14(1), Regulation 17  
1980 United Nations Sale of Goods Convention

Legal citations should be in the style as used in the country where the citation originates. However, the citation should provide name of author, article and magazine, or book, year of publication, and page numbers, if applicable.

### 5. Statutes

The names of statutes in the body of the text should be translated into English wherever possible.

References to statutes in footnotes should read as follows:

Code of Civil Procedure, Article 1  
Trademark Law, Section 12

### 6. Abbreviations

Please use full name first before using an acronym. Do not abbreviate words.

#### Examples:

European Community (EC)  
Article, not Art.  
Number, not No.

### 7. Numbers

Spell out all numbers to ninety-nine, except as to currency, where decimals are used (i.e. 2,68), or where the number modifies million or billion (i.e., 99-million). If the number is in the thousands, use the number. If the number is in the millions, use a combination of numbers and spelling, especially after ninety-nine million.

#### Examples:

Ninety-nine, not 99  
1,235 or 999,999  
5-million  
10-million  
EUR 5-million

### 8. General

Sentences should be relatively short and concise. Please avoid the use of long, run on sentences. Frequent paragraph breaks also assist the reader.

Items explained as a list should be referenced with numbers and letters in the following sequence:

(1) not 1.1  
(a) not 1.1.1  
(i) not 1.1.1.1

References in footnotes should always be written out in full without the use of *ibid* or *supra*.