

## 1. CITATIONS

### a. Books

#### *i. In footnotes*

##### (1) Main elements

###### *Name author/editor*

- Initials should come before the surname.
- Editor(s) take “ed.” or “eds.” in parenthesis after their names.
- If the (part of the) book has both an author and an editor, the name of the editor comes before the title of the book.

###### *Title*

- Book titles are in italics.
- Chapter titles are in roman and in quotation marks.

###### *Series/volume*

- Series title is in roman followed by “no.” and series number.
- Volume number followed by a colon and volume title (if any) in italic.

###### *Publication/ facts*

- Edition, place (followed by a colon), publisher and year should be placed in parentheses.
- The edition (except if it is a first edition) using “ed.” should always be given.
- The publisher and year of publication should always be given; the place should be specified if possible.

###### *Pagination*

- Always state the page from which material was drawn, using “p.” (for a single page) or “pp.” (for multiple pages), or where relevant “para.” or “paras.”.
- For consecutive pages, use “*et seq.*” not “ff.”.

##### (2) Examples

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

Yong-Shik Lee, *Safeguard Measures in World Trade: The Legal Analysis* (2nd ed., The Hague: Kluwer Law International, 2007), pp. 25-27.

E. Sol and M. Westerveld (eds.), *Contractualism in Employment Services; A New Form of Welfare State Governance*, Studies in Employment and Social Policy no. 29 (The Hague: Kluwer Law International, 2005), p. 25.

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

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

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

*ii. In bibliographies and lists of references*

The same as the citations in footnotes/endnotes, except two things:

- The initials and surname of the first author should be reversed.
- No page numbers.

**b. Journals**

*i. In footnotes*

(1) Main elements

*Name author*

- Initials should come before the surname.

*Title*

- The title of the article should be in italics.
- The name of the journal should be in roman.
- Do not use abbreviations for Journal titles.

*Issue information*

- In references to journals, volume should be cited first, followed by the Journal title, issue number, and year.
- Where the year is essential in the reference, it is in square brackets; where the Journal uses volume numbers and the year is additional information only, it is in round brackets.

*Pagination*

- State the page from which material was drawn, but without "p." or "pp." (If you wish to state the entire article pages and also wish to cite a specific page number(s) as particularly relevant, first state the entire pages, without "p." or "pp.", and state the specific page(s), using "at" after a comma.)
- For consecutive pages, use "*et seq.*", not "ff."

(2) Examples

J. Eekelaar, *Parental Responsibility*, *Journal of Social Welfare Law* [1990], 37.

Leon E. Trankman, *The Proliferation of Free Trade Agreements: Bane or Beauty?*, 42 *Journal of World Trade* 2 (2008), 367-388.

(Leon E. Trankman, *The Proliferation of Free Trade Agreements: Bane or Beauty?*, 42 *Journal of World Trade* 2 (2008), 367-388, at 380, 382.)

*ii. In bibliographies and lists of references*

The same as the citations in footnotes/endnotes, except two things:

- The initials and surname of the first author should be reversed.
- No page numbers.

**c. Reports, papers and other documents**

*i. In footnotes*

- Published reports and papers should be treated as other published works.
- Newspaper reports should be cited with the title in quotation marks, followed by the newspaper title in roman, and the date and year without brackets.
- Conference proceedings and papers should be cited with the title in roman, stating the date or year and place of the conference in round brackets.

Examples:

“Why Asia Must Opt for Open Regionalism on Trade”, *Financial Times*, 3 November 2006.

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

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

J. Litman, *Consumers and the Global Copyright Bargain*, paper given at the Centre for intellectual Property Rights Congress (Detroit, 9 February 1996).

*ii. In bibliographies and lists of references*

The same as the citations in footnotes/endnotes, except two things:

- The initials and surname of the first author should be reversed.
- No page numbers.

**d. Internet references and websites**

The internet reference should give the full title of the material referred to, following the book, journal or other documentation style as outlined above. The web address (URL) should be in chevrons “< >”, followed by “available at:”. The date that the website was accessed should be given, followed by “accessed” if the cited internet reference is the only reference.

Examples:

A.N. Author, *The Increasing Use of the Internet for Research*, available at:

<[www.website.com/internet/author.html](http://www.website.com/internet/author.html)>, accessed 1 January 1999.

European Commission, *GSP: The New EU Preferential Market Access System for Developing Countries* (Brussels, 23 June 2005), available at:

<[http://trade.ec.europa.eu/doclib/docs/2005/june/tradoc\\_123861.pdf](http://trade.ec.europa.eu/doclib/docs/2005/june/tradoc_123861.pdf)>.

**e. Case law, legislation, etc.**

— Case reports and legislations should be cited in a manner conventionally used in the jurisdiction in which the cases are reported and the statutes are legislated.

Examples:

USA

*Harden v. Gordon* 11 Fed. Cas. 480 (6047) 1823.

*Atlantic Mutual Insurance v. Balfour MacLame* 985 F.2d 196 (2nd Cir. 1992).

Clayton Act, ch. 323, § 7, 38 Stat. 730 (1914) (current version at 15 U.S.C. § 18 (1988))

Robinson-Patman Act, 15 U.S.C. § 1313b, 21 a (1988).

Labor Management Relations (Taft-Hartley) Act, 29 U.S.C. § 185(a) (1988).

U.K.

*Re Drummond* [1909] 2 KB 622.

*Drinkwater v. Kimber* [1952] 2 QS 281.

The Finance Act 1993, s. 7(1).

The Agriculture Act 1970, Sch. 2, paras 3-9, Sch. 5, para. 26(1).

EC/EU

*EC Commission v. Belgium*, Case No. 68/81 [1982] ECR 153.

*Narvier Brown & Co. Ltd. v. British Sugar plc* (88/51 8/EEC) [1990] 4 CIVILR 196.

EC Treaty 1957.

Regulation 40/94 on the Community trade mark.

OJ No. L 352, 14 November 1997, p. 24.

GATT/WTO

*Korea – Definitive Safeguard Measure on the Imports of Certain Dairy Products*, Report of the Panel, WT/DS98/R (21 July 1999), para. 15.

*United States – Definitive Safeguard Measures on Imports of Certain Steel Products*, Report of the Appellate Body, WT/DS248-259/AB/R (10 November 2003), paras. 11-12.

Agreement on Safeguards, art. 4.2.

GATT, art. I.

## 2. CROSS-REFERENCES AND SHORT REFERENCES

Cross-references should be to numbered parts of the publication, e.g. “see *supra* note 17”, “as outlined in Chapter 5 *infra*”. The terms, “*supra*” and “*infra*” are used to refer to materials cited above and below, respectively.

“*Ibid*” (short for “*ibidem*”) is used to refer to the citation in the immediately preceding footnote and only if that footnote contains no more than one citation. “*Ibid.*” takes the place of the entire citation and may also include page number(s) after a comma. “*Id.*” (short for “*idem*”) is used to replace the author’s name in a list of titles by the same author in the same footnote or the title of the work immediately preceding. The terms “op. cit.” and “loc. cit.” should not be used.

All references in footnotes must be mentioned in full on first mention. In subsequent instances, use short references – reference by author’s last name and year - with a cross-reference to the location of the full reference (e.g. “Lee (2006), *supra* note 1.”).

State page numbers where relevant, using “p.” for a single page and “pp.” for multiple pages. (e.g. Lee (2006), *supra* note 1, pp. 121, 124.)