



Style Guide

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A. Foreword

Authors writing for the *International Journal of Online Dispute Resolution (IJODR)* are requested to observe the rules of this Style Guide. In general, authors should remember that they are writing for an international and interdisciplinary audience. The layout must be consistent and any references should be clear enough to enable readers to locate sources within reasonable time.

B. Layout

I. Page Set-up

The following page set-up is based on Word.

Margins

Top:	5.5 cm	Bottom:	5.5 cm
Left:	4.25 cm	Right:	4.25 cm
Gutter:	0 cm	Gutter position:	left

Paper A4

Lay-out

Headers and Footers:	
×	Different odd and even
×	Different first page
From Edge	
Header:	4.5 cm
Footer:	4.5 cm

II. Headings and Subheadings

Authors may use up to four levels of headings. Please do not use CAPITALS in headings. All nouns, verbs and adjectives on the first three levels should begin with Capital letters.

A.	Part One	14 pt, bold
III.	First Subheading	12 pt, bold
2.	Second Subheading	12 pt, normal
a)	<i>Third subheading</i>	<i>12 pt, italics</i>

C. Style

I. Spelling

Spelling should follow the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. Where there is a choice we prefer the endings -ize and -ization as opposed to -ise or -isation.

II. Use of Italics

The following parts of the text (as opposed to footnotes) should be emphasized by *italics*: (if the facility to print italics is not available, the phrases or words should be underlined once)

1. Names of cases

Defrenne v. Sabena
Watson & Belmann case
Rutili judgment
Golder case

2. Titles of published books

Robertson's book *Human Rights in the World*

3. Titles of periodicals

4. *International Journal of Online Dispute Resolution*

5. Short foreign phrases or individual words

Cour de Cassation
sui generis

6. Words or phrases which the author wishes to emphasize.

Emphasis by the author in a quoted passage should be explained in the corresponding footnote as follows:

(emphasis added)

Please do not emphasize by using **Bold**. Exceptions may apply to quoted passages if the original already contains certain emphasized passages in italics and the author wishes to add (other) emphasis. The corresponding footnote should then contain the explanation:

(*italic emphasis in the original, bold emphasis added*)

An analogous rule applies to the opposite case. If the author wishes to omit an emphasis in a quoted passage, this should be explained in the corresponding footnote:

(emphasis omitted)

If these rules are followed it is normally not necessary to include the phrase '*emphasis in the original*' in a corresponding footnote, if the author does not change the text of a quote. However, this may be done for clarification where necessary.

As far as citations in footnotes are concerned, please see below IV and Part D.

III. Abbreviations

Generally, every abbreviation should be followed by a full stop e.g.

Applic.

Doc.

No.

Cf.

However, where the shortened form is an acronym in CAPITALS no full stops are required, e.g.

EEC

ECHR

WHO

UN

SPUC

The abbreviated titles of periodicals should be *italicized*, (underlined where italics cannot be printed), e.g.

EJLR

AJIL

However, abbreviated law reports are not italicized, e.g.

ECR

WLR

CMLR

Abbreviations for expressions or institutions should be introduced when first appearing, e.g.

American Civil Liberties Union (ACLU)

or

Community Charter of the Fundamental Social Rights of Workers (hereinafter the ‘Social Charter’)

IV. Quotation

Double/single quotation marks. Use double quotation marks only for quotations from texts. Example: “The conclusion is that the practice of the European Court of Human Rights is inadequate and that the protection in the Netherlands could be better. Several recommendations are made in order to improve the co-operation between Strasbourg and domestic institutions in the field of the protection of human rights.” In all other cases, use single quotation marks (inverted commas). Example: such actions are regarded as ‘illegal’ by some authors.

Length of quotation. Quotations of less than 30 words are to be included in the main text, between double quotation marks. Larger quotation should begin on a new line, with a white line above and below to separate them from the text; it should be indented left and right; should be in small type; and are not placed between quotation marks.

Style. The original capitalization, spelling etc. of the quotation should be preserved. Place any change made to a quoted text between square brackets. Use three dots between square brackets ([...]) to indicate omissions within the quoted text. Use the word *sic* between square brackets to signify obvious mistakes in the quoted text. Quotations should always be followed by a footnote with a reference to the source. If the author wishes to add specific emphasis to part of the quoted text, it should be done in italics, and the addition ‘emphasis added’ should be placed in the footnote, between brackets, after the source.

Quote within a Quote: use single quotation marks for a quote within a quote.

Text divided into paragraphs (with marginals; EU Documents: recitals): please use ‘para.’ when referring to a particular paragraph.

V. Punctuation

Footnote numbers should appear after the punctuation mark. E.g.

This was stated by the Court in *Defrenne*.¹

Hyphens which join composite words should be short and without space before and after the hyphen, whereas dashes which are used as commas should be long and with a space before and after the dash. Authors should print a dash with a double hyphen if necessary.

VI. Use of Parentheses

Generally, authors should use single (parentheses) for all remarks and explanations in the text and in footnotes, e.g.

(emphasis added)

However, [brackets] should be used in the following cases:

- For the year of law reports, e.g. [1987] ECR 855
- For modifications and explanatory remarks within quoted passages, e.g.
The Court continued by stating that: "... [t]here is no suggestion in the present case that he [the father] is in any way unfit..."
- If used in quoted passages, they may be retained.

{Braces} should be avoided as far as possible. They may, however, be retained if included in quoted passages. The same applies for » «.

VII. Use of Capital Letters

Avoid capitalization as much as possible. Do not capitalize words like state, state parties, members, contracting parties, treaty. When a reference is made to the contracting parties of GATT as a body, leave capitalization the way the author has indicated. After a colon or semi-colon, no capital is used, except when the word following it is capitalized in its own right, such as names of countries or (a specified) Article 6.

The following should always be capitalized: 'article', 'chapter', and 'section', when followed by a number, and 'resolution', 'treaty', 'draft', etc. when referring to a specific text.

1. In Headings

A. The Origins of the Draft Treaty

2. In Acronyms

EFTA
NATO

3. In Quoted Titles of Books, Articles and Legal Materials

the Equal Treatment Directive

4. In Other Cases, when speaking of specified acts, organs etc.

Directive 76/206

Article 130r

... in the Treaty of Rome ...

.... the Court of Justice went on ...

... the Industrial Relations Tribunals,

in its judgment of ... the Tribunal went on by saying ...

but

... as decided by a tribunal the year before ...

Otherwise, standard rules should be applied.

VIII. Miscellany

Please note the following.

1. Do not use 'Second World War' or 'First World War', but use 'World War II' or 'World War I' respectively;
2. Do not use 'sixties', or 'seventies' but always use '1960s' or '1970s';
3. The use of '*jus*' may only be used in a quotation (if that is the way it is printed in the original). In all other instances, use '*ius*'.
4. Dates are represented as follows: day-month-year (full). Example: 21 August 1967.

D. Footnotes**I. General**

The Rules of Citation are based on the *Oxford Referencing Style*.

II. Introductory signals

The following signals may be used, as follows:

1. *See; see, generally; see also; but see.*
2. *Cf. (compare); but cf.;*
3. *E.g. (for example). E.g.* may also be used in combination with other signals, preceded by a comma: *see, e.g.;*
4. When referring to an article in an edited volume, *in* is used to introduce the volume.

III. Italics

Italics are used in footnotes in the following cases.

1. The title of an article in a periodical or edited volume;
2. Procedural phrases in case names (*v.*, *in re*);
3. All introductory signals, including *e.g.*, *i.e.*, ;
4. When referring to a page in an article and following pages, use *et seq.*;
5. Words requiring special emphasis.

IV. Abbreviations

The following should always be abbreviated in footnotes:

1.	Annex(es):	Ann.
2.	Appendix(-ices)	App.; Apps.
3.	Article(s)	Art.; Arts.
4.	Editor(s)	Ed.; Eds.
5.	Number(s)	No.; Nos.
6.	Paragraph(s)	Para.; Paras.
7.	Decision(s)	Dec.; Decs.
8.	Regulation(s)	Reg.; Regs.
9.	Resolution(s)	Res.
10.	Volume(s)	Vol.; Vols.
11.	Page(s)	p.; pp.

V. Cross-references

Authorities and textual materials cited elsewhere in the article, may be referred to by using a condensed reference, adding *supra* or *infra*. This also applies to case names. For reference to the author, simply use the last name (*no* initials). Two authors are cited both (using '&'), but for three or more, only the first author is mentioned, followed by *et al.* Use 'note' or 'notes' when referring to other footnotes within the article.

'Op. cit.' should be avoided. 'Id.' is used where there are two or more consecutive references to the same work.

VI. Page numbers

1. Page is abbreviated as p.; pages is abbreviated as pp.;
2. To cite a footnote from other source material, give the page on which the footnote appears, followed by a comma, 'n.' and the footnote number.
Example: 11 *LJIL* 1998, p. 54, n. 67.
3. Multiple consecutive pages are separated by a dash. Page numbers are *not* abbreviated. Example: 346-347 (*not* 346-47). If the addition "and following" is required, use *et seq.* Cite multiple footnotes using 'nn.'
Example: 11 *LJIL* 1998, pp. 54-55, nn. 67 and 70-72.

E. Citation of Books and Articles**I. Books**

Author, Title, Edition, Publisher, Year, Page.
Examples: J.H. Baker, *An Introduction to English Legal History*, 4th edn, Butterworths, London 2002, p. 419-421.
 H. Fraser & R. Joyce, *The Federation House: Australia's Own Style*, Lansdowne Press, Sydney, 1986.

Author: cite initials, *not* full first names, and full last name. If a book has more than one author, cite them all the first time the book is mentioned, with a maximum of three. If a book has more than three authors, mention the last name of the first author only, followed by *et al.* In case of two or more authors, do not use 'and' but '&'.

Title: give the full title as it appears on the title page of the book, including subtitle. Capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions, and prepositions of less than four letters. Do not underline or italicize.

Page: cite page number if a specific reference is made preceded by 'p.' or 'pp.'.

Volume number: if the book consists of several volumes, the volume number is placed after the full title, and followed by a comma.

II. Articles

Author, Title of article, *Periodical*, Volume, No., Month and year, Periodical pages.
Examples: R.A. Goldthwaite, 'The Florentine palace as domestic architecture', *American Historical Review*, Vol. 77, No. 4, 1972, pp. 977-1012.
 M. Koskenniemi, 'Faith, Identity, and the Killing of the

Innocent: International Lawyers and Nuclear Weapons', 10 *LJIL* 1997, p. 154.
 J. Donnelly, 'Human Rights in the Next Century', 1985 *Journal of World Politics*, p. 75.
 F. Ox, 'Federalism and International Law', 1966 (July) *Civis Mundi*, p. 34.

Author: cite initials, *not* full first names, and full last name. If an article has more than one author, cite them all the first time the article is mentioned, with a maximum of three. If an article has more than three authors, mention the last name of the first author only, followed by *et al.* In case of two or more authors, do not use 'and' but '&'.

Title: give the full title of the article. 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.

Periodical: the name of the periodical should be abbreviated as indicated by the periodical itself. In case of a relatively unknown periodical, the full name should be indicated.

Volume number: the volume number is placed after the name of the periodical. The year of publication is given at the end of the citation. If the periodical has no volume number, use the year of publication as the volume number before the name of the periodical. Numbers within volumes should be omitted, as should references to months. Exception to this rule is made if the periodical is paginated separately within the volume.

Page: the page number follows the name of the periodical. Use abbreviations 'p.' or 'pp.'. Give the number of the article where the quote can be found.

III. Contributions in compilations and edited volumes

Author, Title, *in* Editor's name (Ed.), Compilation, Publisher, Place of publication, Year, Page.

Example: M. Akehurst, Humanitarian Intervention, *in* H. Bull (Ed.), *Intervention in World Politics*, Oxford University Press, USA, 1979, p. 99.

Author: cite initials, *not* full first names, and full last name. If a contribution has more than one author, cite them all the first time it is mentioned, with a maximum of three. If a contribution has more than three authors, mention the last name of the first author only, followed by *et al.* In case of two or more authors, do not use 'and' but '&'.

Title: give the full title. 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.

Editor: Cite initials and last name of the editor, followed by '(Ed.)'. If the

volume is edited by more than one editor, cite all names, with a maximum of three, followed by '(Eds.)'. The name of the editor is preceded by 'in', which is *not* followed by a colon.

Title Volume: Give 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. Do not underline or italicize!

Page: the page number follows the title of the book, *not* the title of the contribution. Use abbreviations 'p.' or 'pp.' Give the number of the first page of the contribution where the quote can be found.

IV. Newspaper articles

Author, *Title*, Paper, Date, Page.
Example: A. Lewis, 'The War Crimes Tribunal Works', *International Herald Tribune*, 31 July 1995, p. 5.

Author: if the name of the author is available, cite initials, *not* full first names, and full last name. If a newspaper article has more than one author, cite them all the first time it is mentioned, with a maximum of three. If a newspaper article has more than three authors, mention the last name of the first author only, followed by *et al.* In case of two or more authors, do not use 'and' but '&'.

Title: give the full title. 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 between quotation marks..

Paper: Cite the full name in italic.

Page: the page number should be preceded by 'p.'.

V. Unpublished theses etc.:

J. Smith, *German Reunification* (LLM theses on file at the EUI, Florence)

VI. Repeat Citations

Author, Year of publication, Page.
Examples: Baker 2002, p. 420.

When a particular source is cited more than once in a paper, the full bibliographic details need not be provided each time in a footnote. In footnoting a repeat citation, use the author's family name, year of publication and the page number, if the page number is different from the earlier footnote.

F. Citation of EC Documents

I. Court of Justice

In general, the first citation to a case should contain the full name of the parties as they are reproduced in the ECR. Subsequent citations may use short forms for the parties, if the short form is commonly used and unequivocal and has been quoted in brackets in the first citation.

First quote:

Judgment of 8 April 1976 in *Case 43/75, Gabrielle Defrenne v. Société anonyme belge de navigation aérienne SABENA (Defrenne II)*, [1976] ECR 455, at p. 465.

Subsequent quotes:

Case 43/75, Defrenne II, in particular Rec. 14 of the judgment.

or:

Advocate General ... in *Case 43/75, Defrenne II*, [1976] ECR 455, at p. 459.

In the first quote the date of the judgment should also be given, unless it is mentioned in the text. Case number and (short) name should be printed in italics. References to specific passages should be to the recitals of the judgment or advocate generals' opinion wherever possible.

ECJ judgments should never be quoted from other sources than the ECR unless they have not yet been published in the ECR. In this exceptional case, sources such as CMLR may be quoted. In case of very recent judgments, authors may also refer themselves to the page numbers, recitals and paragraph numbers of the French version of ECR, which appears several months earlier than the English one. This information is usually identical for all language versions.

Examples for quotations of very recent judgments:

Case C-292/89, ..., judgment of 18 December 1992, not yet published.

or

Case ..., judgment of (date), [1992] 3 CMLR 1072 (not yet published in the ECR).

II. Council, Commission and European Parliament Documents

Council Regulation 1612/68, OJ 1968 L 257/2

Commission Directive 76/207, OJ 1976 L 39/40

EP Resolution of 29 May 1990, OJ 1990 C 157/3

Council Declaration of 19 December 1991, OJ 1992 C 27/1

Commission Decision 85/381 of 8 July 1985, OJ 1985 L 217/25
Commission Recommendation of 27 November 1991, OJ 1992 L 49/1

All regulations, directives and decisions should be cited with their number and their publication in the OJ. The date of their adoption and their full or abbreviated title (if a commonly used abbreviation exists) should be added where possible.

The date of their publication in the OJ should not be quoted unless it is of importance of its own.

G. Citation of ECHR Documents

I. European Convention on Human Rights

Article 6 III a) ECHR

or, if the text makes clear that the reference is to the ECHR, simply

Article 6 III a)

In footnotes 'Article' may be abbreviated as 'Art.'

II. European Commission of Human Rights

Application 5935/72 v. FRG, DR 39, 46
W. v. United Kingdom (1983), DR 32, 190, 192
Austria v. Italy, YB 4, 116, 140

III. European Court of Human Rights

Ireland v. United Kingdom, ECHR (1978) Series A, No. 25, at 90

In cases where the applicant's name is not disclosed (e.g. *X. v. United Kingdom*) it is indispensable that the application number or at least the year be quoted in all references.

H. Citation of UN and League of Nations Documents

I. Charter

1. Source

UNCIO XV, 335; amendments by General Assembly Resolution in UNTS 557, 143/638, 308/892, 119

2. Form

Article 13 I a)

In footnotes, 'Article' may be abbreviated as 'Art.'.

II. Resolutions

1. General Assembly

GA Res. 832 (IX), 18 December 1954

Since the 31st session the session number is cited in arabic numbers

GA Res. 41/133, 4 December 1986

2. Security Council

SC Res. 181, 7 August 1963

or

SC Res. 181 (1963)

3. ECOSOC

First and second session

ECOSOC Res. 1/8, 15 February 1946

ECOSOC Res. 2/24

Afterwards until 1978 (63rd session)

ECOSOC Res. 801 (XXX), 21 December 1966

From 1978

ECOSOC Res. 3, 4 May 1981

or if no date is indicated

ECOSOC Res. 1981/3

I. Cases

I. International Court of Justice

Full case name (Party v. Party), Phase, Kind of Decision, date, year

publication, first page, at page of quote, paragraph.

Example: *Martime Delimitation and Territorial Questions Between Qatar and Bahrain (Qatar v. Bahrain)*, Jurisdiction and Admissibility, Judgment of 15 February 1995, 1995 ICJ Rep. 6, at 8, para. 4.
Military and Paramilitary Activities in and Against Nicaragua (Nicaragua v. United States), Jurisdiction and Admissibility, Judgment of 26 November 1984, 1984 ICJ Rep. 500, at 562 (Judge Schwebel, Dissenting Opinion).
Military and Paramilitary Activities in and Against Nicaragua (Nicaragua v. United States), Jurisdiction and Admissibility, Judgment of 26 November 1984 (not yet published).

Case name: the name of the case is italicized in the main text and in the footnotes. All procedural phrases (*v.*, *in re*) are italicized. The word “case”, if used at all, does not have a capital.

Volume: the year of publication is used as the volume number.

Page: give the number of the first page, followed by “at”, the page of the Judgment at which the quote is located, and the paragraph number(s).

Declaration, Separate Opinions: Cite the name of the judge(s) between brackets.

Publication: if the case has not yet been published, cite full name followed by “(not yet published)”.

II. Permanent Court of International Justice

Example: Full case name (Party *v.* Party), Phase, Kind of Decision, date, year Publication (Series) No. at page.
 S.S. Lotus case (France *v.* Turkey), 1927 PCIJ (Ser. A) No. 10, at 28.

Case name: the name of the case is only italicized in the main text and *not* in the footnotes. All procedural phrases (*v.*, *in re*) are italicized. The word “case”, if used at all, does not have a capital.

Volume: the year of publication is used as the volume number. The Series in which the case was published is given between brackets, followed by the number.

Page: the page number is preceded by “at”, in view of possible confusion with the publication number.

III. International Criminal Tribunal for the Former Yugoslavia

Example: Full case name, Kind of Decision, Case number, chamber, date.
 Prosecutor *v.* Tadic, Decision on the Prosecutor’s Motion

Requesting Protective Measures for Victims and Witnesses,
Case No. IT-94-1-T, T.Ch. II, 10 August 1995.
Prosecutor v. Erdemovic, Sentencing Judgment, Case No. IT-96-
22T, T.Ch. I., 29 November 1996.

IV. GATT & WTO Panel Reports

GATT

Panel Report country – name (parties), adopted date,
publication section/page.

Example: Panel Report United States – Measures Affecting Alcoholic
and Malt Beverages, adopted 19 June 1992, BISD 39S/206.

WTO

Panel Report country – name (parties), adopted date, Number,
Document, at page.

Example: Appellate Report United States – Standards for Reformulated
and Conventional Gasoline, adopted 20 May 1996, AB-1996-1,
WT/DS2/9, at 29.

V. Arbitral Awards, etc.

For arbitral awards, follow the official style, as indicated by the reporter. If
published in periodicals use the style as indicated at Articles (see 3.2), but do
not italicize the title of the case.

Example: Air Service Agreement of 27 March 1946 (United
States of America v. France), 54 ILR 304 (1979).

VI. National Courts

Follow the official national style as much as possible. If the result would be
unclear, use the following basic rule.

Party v. Party, volume reporter page (court date).

Example: Smith v. Jones, 32 JN1 369 (Sup.Ct. 1867).

Case name: use the case name as it appears at the beginning of the decision in
the official reporter. If no name is given, use a popular name or cite as:
Judgment of day-month-year (full date).

Court: use the abbreviated name of the court only if it is well-known. If not,
cite the full name of the court. Include, if possible, the exact date of the
decision: at least the year of the judgment should be mentioned.

J. Treaties

year, full title, reference (year of publication of reference, if available)

Examples: 1985 Vienna Convention for the Protection of the Ozone Layer, 24 ILM 1529 (1985).
1963 Vienna Convention on Consular Relations, 596 UNTS 261.

K. Citation of National Documents and Texts

Authors are requested to use the style that is commonly used for these documents. Wherever possible, original sources should be used but English translations should additionally be mentioned where available.

When in doubt, authors should consider the citation and source that would be most likely accessible to an international readership around Europe and the world.

L. Citation of Other Materials

Websites

Material obtained from the internet should be cited to the full address of the website thus giving readers a chance to find the original source and to verify the information, respectively to find supplementary information at the same address.

<http://www.presidence-europe.fr/pfue/static/acces5.htm>

M. Bibliography

If applicable, a bibliography should appear at the end of your text. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of your text.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use '*et al.*' after the sixth author's name to indicate the rest of the authors.

Reference list entries should be alphabetized by the last name of the first author of each work.

If you have more than one article by the same author, single-author references

or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

Format:

Author, A. A. (Year of publication). Title of work: in sentence-case, meaning only the first word and proper nouns in the title are capitalized; applies also to subtitle. Location: Publisher.

Location. Always list the city, but include the state if the city is unfamiliar or if the city could be confused with one in another state.

- Jovanović, M. (2007). Constitutionalizing Secession in Federalized States: A Procedural Approach. Utrecht: Eleven International Publishing.

Edition. The edition other than the first is added after the title in parentheses.

- Helfer, M.E., Keme, R.S. & Drugman, R.D. (1997). The Battered Child (5th ed.). Chicago: University of Chicago Press.

Edited Book.

- Duncan, G.J. & Brooks-Gunn, J. (Eds.). (1997). Consequences of Growing Up Poor. New York: Russell Sage Foundation.

Electronic books. These may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use “Available from,” rather than “Retrieved from,” and point readers to where they can find it.

- De Huff, E.W. Taytay’s Tales: Traditional Pueblo Indian Tales. Retrieved on 25 May 2003 from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>
- Davis, J. Familiar Birdsongs of the Northwest. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>.

Translation. The name of the translator should also be included and the language it has been translated from.

- Laplace, P. S. (1951). A Philosophical Essay on Probabilities. (F.W. Truscott & F.L. Emory, Trans. from German). New York: Dover. (Original work published 1814).

Contribution in an Edited Book. Author, A. A. & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher.

- O’Neil, J.M. & Egan, J. (1992). Men’s and Women’s Gender Role Journeys: Metaphor for Healing, Transition, and Transformation. In B.R. Wainrib (Ed.), *Gender Issues Across the Life Cycle* (107-123). New York: Springer.

Multivolume Work

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N. Index

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