RIDP STYLESHEET | AUTHOR GUIDELINES

All contributions may be sent to **ridp@penal.org**.

1. Referencing

Contributions made to the RIDP use the Oxford University Standard for Citation of Legal Authorities (OSCOLA) and reference in accordance with those standards. OSCOLA is a 'footnote style' –all citations appear in footnotes. It does not use endnotes or in-text citations. A detailed referencing guide can be find on the OSCOLA website (www.law.ox.ac.uk/oscola). This website also contains support materials for Endnote and other bibliographic software and a link to Cardiff University's online tutorial for OSCOLA.

2. Layout of the manuscript

2.1 Format for submission

2.1.1 *Font, Size and Margins*
Articles should be submitted in 'Palatino Linotype', font size 9.5, single spaced. The main heading/title of the contribution should be in font 11, sub-headings should be in font size 10, while footnotes in font size 8. All margins between paragraphs as well as after the headings are single spaced. The entire manuscript of the journal issue may not exceed 350 pages. Accordingly, the Editor can impose limitations on the length of the authors' contribution.

2.1.2 *Format*
The author should submit the article in Word version in the required format. The attached dot.format providing a technical template with fixed headings enables the author to easily submit his or her paper in the correct format. The editor can then easily merge all articles into one manuscript.

The page numbering should be inserted as follows: even numbers appear on verso pages on the bottom left corner, while odd numbers appear on recto pages on the bottom right corner.

2.1.3 *Necessary elements*
Articles submitted to the RIDP should have an abstract (100-200 words, Italic), an introduction (300-700 words), a body and a conclusion (300-700 words).

For the resolutions and reports, no necessary divisions are required.

Title

The title of each part should be centred, in CAPITALS and bold, with the author in Italic preceded by 'by' underneath the title. The author should include an asterisk behind his name and include a small professional description (20-30 words). If it is a report or a resolution, a subheading should be added between the title and the author to clarify the content (e.g. report, resolution).

Example of an article:

THE IMPLEMENTATION OF THE ICC STATUTE IN GERMANY

By Thomas Weigend*

Example of a report:

SPECIAL PROCEDURAL MEASURES AND RESPECTS OF HUMAN RIGHTS

General Report

By John Vervaele

Headings and Subheadings

We ask of authors to use a consistent system of headings as outlined below:

Example of an article:

THE IMPLEMENTATION OF THE ICC STATUTE IN GERMANY

By Thomas Weigend*

Example of an report:

SPECIAL PROCEDURAL MEASURES AND RESPECTS OF HUMAN RIGHTS

General Report

By John Vervaele*

Headings
The main headings should be bold and numbered 1, 2, 3, 4 The next level headings should be aligned on the left and be lettered 1.1, 1.2, 1.3 and so on.
The next level should be aligned on the left and be numbered 1.1.1, 1.1.2, 1.1.3 and so on. Only the first letter of the heading should be in upper case.
e.g.
1.   First Subheading
1.1   Second Subheading
1.1.1. Third subheading

2.1 Language

Authors are strongly advised to check the spelling and grammar (e.g. via the Word in-built Spell Checker or by submitting it to a proofreader) and clarity of their articles before submitting.

2.2 Italics and Emphasis

Italics should be used for the following:

- Cases E.g. *Lubanga* Case, *Pinochet* Decision.

- Titles of published books e.g. *The Trial Proceedings of the International Criminal Court*

- Titles of periodicals e.g. *Panopticon*

- Phrases, names or words in foreign languages e.g. *Code pénal*

- Latin phrases e.g. *nullum crimen sine lege*

- the author wishes to emphasize a certain word or phrase. A footnote should further explain that the quoted passage is emphasized by adding (emphasis added). Bold text should not be used (save for headings).

2.3 Abbreviations

- General Rule: Abbreviations should be followed by a full stop e.g. Doc., Cf.

- Exception to the general rule: Acronyms do not have full stops, e.g. EEC, ECHR, ILC, ICC, UN, US/USA, UK.

- Abbreviations for expressions, institutions or common doctrine may be used but should be introduced when first appearing, e.g. International Criminal Tribunal for the Former Yugoslavia (ICTY).

2.4 Quotations

- General Rule: For quotations, single inverted commas should be used throughout the document. The closing full stop should be inside the closing quotation mark, if the quotation forms a complete sentence. If not, it should be outside it. Passages of more than three lines should be set off from the rest of the text (block quotations), presented in a separate paragraph and indented without quotation marks (Single Indent)

- Double inverted commas are reserved for quotations within quotations.

- Begin with an ellipsis (…) to indicate an omission of words in a quotation, with a space on either side. There is no need for square brackets. Example:

… there is no precise formula that will determine the extent of detail called for when a director declares his interest or the nature of his interest. … His declaration must make his colleagues 'fully informed of the real stat of things' …