

## AJIL STYLE GUIDE

### *Submission Guidelines*

#### Maximum Length of Manuscripts

The maximum length for **articles** is 100 letter-sized pages in 12-point Times New Roman type, with double-spaced text, quotations, and footnotes.

The maximum length for **Current Developments** and **Notes & Comments** is 30 letter-sized pages in 12-point Times New Roman type, with double-spaced text, quotations, and footnotes.

#### Software

The *Journal* works in Microsoft Word, but can use documents submitted in Wordperfect.

#### Formatting

Manuscripts should be double-spaced, including all text, footnotes, and block quotations, and formatted flush left. No extra spaces should be inserted between paragraphs or footnotes. Each new paragraph should begin with a single tab indentation.

Manuscripts should be submitted with footnotes, not endnotes. All footnotes should be automatically numbered by use of arabic numbers.

Other than automatic footnote numbering, the use of any other automatic formatting (including for paragraphs), macros, and heading levels is discouraged.

#### Other Requirements

Authors should indicate their identification directly following their name, not in a footnote. In the identification and throughout the manuscript, authors may refer to themselves in the first or third person, as desired.

Authors of articles shall provide a brief summary of their manuscript not exceeding 75 words.

Authors of International Decisions shall provide a brief summary of the reported item not exceeding 15 words.

### *Preliminary Requests*

#### Collection of Source Material

**Please note:** Manuscripts published in the Journal undergo an exacting editing process. This involves—among other steps—a direct check of all directly quoted source material and a review of hard-to-find materials. To facilitate this process, we ask our authors to provide the following source material.

For QUOTED material, we will need:

the title pages, publication information, and the pages on which the quotation appears (please also provide the first pages of articles unless the tables of contents are included).

For CITED material that is NOT READILY FOUND in most law libraries or on LEXIS/NEXIS

or Westlaw, we will need:

the title pages, publication information, and the pages in question (please also provide the first pages of articles unless the tables of contents are included). If you cite UN documents that are not available on the UN Web site, please include these documents in your supporting materials.

We prefer that you NOT send us any other source material, since our copy editors have access to AJIL in its entirety on JSTOR and ILM back to 1976. (Please note that the source materials we receive are generally not returned to authors; a special request must be made upon sending materials in order for them to be returned to you.) Unless otherwise instructed, all materials should be sent by scanning and emailing to the Managing Editor (jfungerson@asil.org) or by airmail/courier to the American Journal of International Law, 2223 Massachusetts Avenue, NW, Washington, DC 20008-2864, tel. 202-939-6000. *Please note that source materials are not required until a submission has been accepted.*

### *Text*

Subject to variations indicated below and exceptional circumstances, the AJIL follows *The Bluebook: A Uniform System of Citation* (19th ed. 2010)<sup>1</sup> [hereinafter *Bluebook*] on such matters as typeface conventions; quotations; abbreviations, numerals, and symbols; italicization; and terms of court. For questions not answered by the *Bluebook*, and for matters of capitalization and titles, we mainly follow the *Chicago Manual of Style* (16th ed. 2010) [hereinafter *Manual*].

### Capitalization

(1) AJIL tends to capitalize more than the *Manual*, especially in short forms of reference to a major international court, treaty, or organization. Exceptions to the *Manual*—and some *Bluebook*—rules are, when speaking of a specific court, convention, treaty, etc., on its own:

- the “Assembly”—only the UN General Assembly
- the “Council”—only the UN Security Council
- the “Court”—the highest court of a nation or a major international or regional court such as the International Court of Justice, the Court of Justice of the European Communities
- the “Convention”—e.g., the Vienna Convention on the Law of Treaties
- the “Rules”—only the ICJ’s Rules of Court
- the “Treaty”—e.g., the Anti-Ballistic Missile Treaty
- the “Secretariat”—only the UN Secretariat
- the “Commission”—only the UN International Law Commission and the UN Commission on Human Rights
- the “Committee”—only the UN Human Rights Committee
- the “Judgment”—only ICJ Judgments
- “Resolution,” “Article,” “Annex,” “Appendix”—only when followed by a number (but not “page,” “paragraph,” “chapter,” “note”)
- the “Tribunal”—Iran–United States Claims Tribunal, International Criminal Tribunal for the former Yugoslavia, International Criminal Tribunal for Rwanda

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<sup>1</sup> To order a copy of the *Bluebook*, please visit [www.legalbluebook.com](http://www.legalbluebook.com).

a designated temporary use of a word standing alone (by inclusion in parentheses, but not quotation marks) for convenience, such as in a work on the General Assembly Declaration on the Elimination of Discrimination against Women—(the Declaration)

the above instruments, etc., are not capitalized if they have not yet entered into force or been established—e.g., international criminal court; the convention the phrase “optional clause” should not be capitalized, because it is not a formal name the phrase “diss.op.,” when used parenthetically (usually in citations), should not be capitalized

(2) The AJIL follows *Manual* chapter 7, sections 7.16–7.24, for personal titles, capitalizing only when the title is directly followed by the person’s name. E.g.,

President Bush, but “the president”  
Prime Minister Blair, but “the prime minister”  
Secretary-General Annan, but “the secretary-general”

(3) The AJIL follows the *Bluebook* on capitalizing prepositions in all titles. That is, any preposition of five or more letters will be capitalized.

(4) Terms such as “state,” “city,” “commonwealth,” etc., should only be capitalized when used as an accepted part of the proper name of a place. *Manual* chapter 7, section 7.40. E.g., “New York City” vs. “the city of New York”; “Washington State” vs. “the state of Washington.” This means that, in order to include one of these terms in the text, the editor must know or find out what the proper name of a place is.

#### Hyphenation and Compound Words

The AJIL generally follows the *Merriam Webster’s Collegiate Dictionary* (11th ed. 2008) in determining how words should be spelled—for example, whether “decision making” should be one word, two words, or hyphenated. When a word does not appear in the dictionary, we follow *Manual* rules in chapter 6, “Spelling and Distinctive Treatment of Words.” The *Manual’s* list of prefixes that do not carry hyphens, such as “non” and “anti,” should be followed. Note that no en dash should be used in the expression “nonstate actors.”

Standard phrases such as “international law” should not be hyphenated when used as adjectival compounds. Editors will act judiciously, not hyphenating standard or clearly familiar phrases where there is “little or no risk of ambiguity or hesitation.” *Manual* chapter 6, section 6.4.1. This may be a context-based decision.

#### Abbreviations

We do not use U.S. and UN as nouns and prefer generally not to use two-letter abbreviations (e.g., EC) as nouns. The periods are retained in U.S. when used as an adjective.

Acronyms of five letters or more are set in one-point smaller type than the size being used for surrounding text (NAFTA).

Do not include abbreviations when they are not used later in the same piece; similarly, in all but a few very obvious cases, do not use abbreviations or acronyms unless they have previously been

identified in parentheses. Please avoid overuse of abbreviations and acronyms, especially when they appear only a few times and a clear substitute can be found (e.g., committee).

Note that in proper names, the *Bluebook* closes the space between initials, but that based on the *Manual* rule, the AJIL does not (e.g., John B. C. Doe). The AJIL does close the space for case names, which in this context are usually company names (e.g., *W.S. Kirkpatrick & Co. v. Environmental Tectonics Corp.*).

#### Non-English Words and Phrases: Typeface Conventions

The *Bluebook* adopted modern style some years ago and no longer italicizes commonly used foreign words and phrases. Do not italicize Latin expressions commonly found in legal texts such as *amicus curiae*, *inter alia*, *e.g.*, *i.e.*, *et al.*, *de facto* and *de jure* (unless being used to contrast each other), *qua*, *prima facie*, and *viz.*, but retain italicization for *sic*.

Names of foreign tribunals, by analogy to the names of foreign parliaments and other common foreign words, also should not be italicized.

Please retain all foreign characters and diacritical marks necessary for proper spelling.

#### Numbers, Numerals, and Symbols

(1) The AJIL follows the *Bluebook* for numbers and symbols, with the following major exceptions:

- Round numbers should be spelled out. E.g., “hundred,” “million.”
- Whole numbers from one through one hundred should be spelled out. E.g., “forty-four,” “thirty-nine.”
- Any whole numbers above followed by a round number should be spelled out. E.g., “one hundred thousand,” “twenty-four million.”
- Percentages should be expressed as follows, regardless of the size of the number:
  - In text, numeral + the word (e.g., “2 percent”)
  - In footnotes, numeral + the symbol (e.g., “2%”)
- Numerals should not be used to refer to AJIL article sections. E.g., “part II,” not “part 2.”

(2) Vote counts should be expressed in numerals, e.g., “5-4,” “5 to 4,” “30-10-3” (where the meaning of each figure has been established). Note that hyphens are used between the numerals, not en dashes.

#### Cross-references to Material in the Same Manuscript

When cross-referencing textual material or footnotes in the same manuscript, the AJIL does not use the *Bluebook*’s formulation “text accompanying notes *x* and *y*.” Rather, because the notes actually accompany the text, we prefer “text at notes *x* and *y*” or, when applicable, “note *x* and corresponding text.”

### *Forming Citations*

All manuscripts should be submitted double-spaced with footnotes, not endnotes. If you are not already familiar with the *Bluebook*, there is no need to master it for us; however, we do need you to provide enough information to enable our editorial staff to format each of your citations properly. The more required information we have initially, the smoother will be the process of

readying your manuscript for publication. Thus, please utilize the checklist below in formulating your citations.

### Checklist for Citation Information

Please include at least the following information in the first citation of each of your sources, with correct characters, accents, etc.:

- book with one or multiple authors* — names of authors as printed on the book's title page  
 — full title of book as printed  
 — editor(s) and/or translator as printed in the book, if applicable  
 — year of publication  
 — page(s) to which you refer, if any

Examples: THEODOR MERON, HENRY'S WARS AND SHAKESPEARE'S LAWS 71 (1993).  
 INTERNATIONAL LAW, THE INTERNATIONAL COURT OF JUSTICE AND  
 NUCLEAR WEAPONS (Laurence Boisson de Chazournes & Philippe Sands  
 eds., 1999).

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- book collecting shorter works* — names of editors as printed on the book's title page  
 — full title of book as printed  
 — year of publication  
 — name of author(s) of essay to which you refer as printed in the book  
 — full title of the essay  
 — beginning page of the essay  
 — page(s) to which you refer

Example: Richard R. Baxter, Jus in Bello Interno: *The Present and Future Law*, in LAW  
 AND CIVIL WAR IN THE MODERN WORLD 518, 527–28 (John  
 Norton Moore ed., 1974).

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- periodical article; periodical  
 consecutively paginated  
 (pagination continues  
 consecutively throughout volume)* — author(s) of article as printed in the article title page  
 — full title of the article as printed  
 — full name of the periodical  
 — volume number  
 — year of publication  
 — page on which article begins  
 — page(s) to which you refer

Example: Peter H. Schuck, *Refugee Burden-Sharing: A Modest Proposal*, 22 YALE J. INT'L L.  
 243 (1997).

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- periodical article; periodical nonconsecutively paginated (each issue in volume paginated separately)*
- author(s) of the article as printed
  - full title of the article
  - full name of the periodical
  - day, month, & year of publication
  - page on which the article begins
  - page(s) to which you refer

Example: Robert J. Mathews & Timothy L. H. McCormack, *The Influence of Humanitarian Principles in the Negotiation of Arms Control Treaties*, 81 INT'L REV. RED CROSS 331 (1999).

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- newspaper article*
- everything requested for nonconsecutively paginated periodical above, except: please include the initial section number/letter (or other identifier) & page number; we do not need the page(s) to which you refer

Example: Colum Lynch, *Holbrooke Faces Challenge at U.N.; New Ambassador Seeks to Restore U.S. Clout Eroded by Fights over Dues, Policy*, WASH. POST, Aug. 24, 1999, at A12.

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- document from the UN or regional body*
- document number
  - full name of the issuing body
  - date of document, including month, day, and year if possible
  - full title of the document, if available
  - full name of author, where not apparent from the title, if available
  - page(s), paragraph(s), article(s), etc., to which you refer

Example: UNHCR, Note on International Protection, UN Doc. A/AC.96/830, para. 54 (1994).

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- third-party decisions (e.g., court judgments & orders, arbitral awards, etc.)*
- full name of the case as printed in the official source
  - full names of the parties (where different from above) in the order they appear
  - name of the court in which it was heard
  - name of the reporter in which it is published
  - page of the reporter on which the case begins
  - page(s) to which you refer

— full date of the decision, as available

- Examples: National Thermal Power Corp. v. Singer Co., 1993 Y.B. COM. ARB. 403 (Sup. Ct. India, 1992).  
 International Standard Elec. Corp. v. Bridas Sociedad Anonima Petrolera Industrial y Commercial, 745 F.Supp. 172 (S.D.N.Y. 1990)  
 Military and Paramilitary Activities in and against Nicaragua (Nicar. v. U.S.), Merits, 1986 ICJ REP. 14, 114 (June 27).

### **Bluebook** *Exceptions and Clarifications*

#### Internet Citations

To facilitate worldwide access to source material, the AJIL encourages the inclusion of citations to the World Wide Web both when materials are otherwise unavailable and when they are not generally available in hard copy but are available on a reliable Web site or other electronic database. In the latter situation the full hard-copy citation should always be provided first. When citing Internet materials, please include the following information in the citation:

- author's name as found on the Internet document, if available
- title of the document or top-level heading of the page, if available
- a date should be provided for all citations: If the material is an electronic journal or publication, provide date of publication; if document has an "internal" date, such as the date on which a speech was given or a conference was held, include that. This date should be included in parentheses following the title and without accompanying text. If no such date is given, or if only a "last modified" date is given for the site, include instead the date you last accessed the page, preceded by the word "visited," in parentheses at the end of the citation.
- To provide a citation to a Web site address (URL) where readers can fairly easily locate the document, we will identify some sort of index or menu page to use instead of the full URL, where possible. No distinction need be made between exact URLs and index/menu pages.
- Where citation to the Internet serves as a parallel citation, the URL should be preceded by "*available at*"; all other URLs (including Internet-only sources and sources for which you are unsure whether a print source is available) should be preceded by "*at*." There are no cases in which the AJIL will use the *Bluebook* rule where URLs are preceded by "[no explanatory phrase]."
- electronic periodicals should otherwise follow the guidelines provided for print periodicals

Example of Internet periodical citation with publication date:

Lakshmi Chaudhry, *A South African AIDS Catch-22*, WIRED NEWS (Apr. 25, 2000), at <http://www.wired.com/>.

Example of Internet nonperiodical citation with internal date:

*Briefing by Mrs. Sadako Ogata, United Nations High Commissioner for Refugees, to the Security Council* (May 5, 1999), at <http://www.unhcr.ch/refworld/refworld/unhcr/hcspeech/menu.htm>.

Example of Internet citation with no corresponding date:

Frederic L. Kirgis, *Possible Indictment of Pinochet in the United States*, at <http://www.asil.org/insights.htm> (visited Apr. 4, 2000).

Example of parallel citation to Internet material:

Council Regulation 44/2001 of December 2000 on Jurisdiction and the Recognition and Enforcement of Judgments in Civil and Commercial Matters, 1997 O.J. (L 12) 1, *available at* <http://europa.eu.int/eur-lex/>.

If a manuscript makes repeated references to documents routinely published by an institution on the Internet, an early footnote might provide a general reference to that Web site instead of including repeated references to the site in subsequent citations, e.g., “ICJ decisions are available online at <http://www.icj-cij.org>.”

### Online Databases

When citing to an electronic database, such as Westlaw or LEXIS, include a complete citation to the document and a parallel citation to the database. Such citations should include the phrase, “*available in*.” Thus:

*Report on the Proposed International Criminal Court*, REC. ASS’N B. CITY N.Y., Jan./Feb. 1997, *available in* LEXIS, Lawrev Library, Record File.

When citing to a wire service or other materials that are unavailable or difficult to obtain in print, include a complete citation in standard *Bluebook* form, with the addition of the database citation, using the “*available in*” form, at the end of the citation. The database citation itself (that which follows the “*available in*”) should include the name of the database and other information that would help locate the file, such as a path to the files and file number. For example:

Zeno Park, *N. Korea Uses Disputed Waters for Concessions from US: Analysts*, Agence France-Presse, Mar. 24, 2000, *available in* LEXIS, News Library, Wires File.  
Usha Lee McFarling, *Dying Frogs Called the “Canaries” of Ozone Loss*, BOSTON GLOBE, Mar. 8, 1994, at 1, *available in* 1994 WL 5978840.

### Periodical Titles

Please note the following abbreviations:

AJIL for AM. J. INT’L L. (American Journal of International Law)  
ASIL for Am. Soc’y Int’l L. (American Society of International Law)  
ILM for I.L.M. (International Legal Materials)  
ICJ REP. for I.C.J. (International Court of Justice Reports)  
PCIJ for P.C.I.J. (Permanent Court of International Justice)  
ECR for E.C.R. (European Court Reporter)  
ILR for I.L.R. (International Law Reports)

*See also* entry for *Recueil des Cours*, *infra*, page 9.

### Spacing

AJIL omits space from the following:

S.Ct.  
F. Supp.  
§1601  
¶18

### UN Resolutions

Use the longer, Official Records (GAOR, SCOR) cite when the Official Records are available and



have been published. Do not turn document numbers into Official Records cites where you don't know whether the Official Records have been published yet.

While the *Bluebook* form is acceptable, especially for recent sessions, it is also permissible to give an abbreviated citation to resolutions of the UN General Assembly and Security Council consisting only of the issuing body, resolution number, and the full date of passage in parentheses. Do not use the "UN Doc." number citation. For example:

GA Res. 47/226 (Apr. 30, 1993).

Until 1976, the session number must be added:

GA Res. 3541 (XXX) (Dec. 17, 1975).

### UN Document Titles

The 16th edition of the *Bluebook* began italicizing the names of UN documents, a practice we have not adopted for the sake of consistency. Thus, the title of General Assembly resolutions and the annual reports of the International Law Commission are carried in roman. Whole books published by the United Nations are cited according to the *Bluebook* rule for sales documents (but see rule on yearbooks).

### ICJ Cases

As mentioned above, the *ICJ Reports* is cited as ICJ REP. The AJIL follows the Court's own mode of citation more closely than the *Bluebook* and includes the type of decision immediately after the case name instead of parenthetically at the end of the citation. However, the AJIL does not include generic characterizations such as "Judgment" or "Order" in the citation. Note that "Advisory Opinion" should be separated by commas from other parts of an ICJ citation, not indicated parenthetically.

E.g., East Timor (Port. v. Austl.), 1995 ICJ REP. 90 (June 30).

Certain Expenses of the United Nations (Article 17, Paragraph 2, of the Charter),  
Advisory Opinion, 1962 ICJ REP. 151 (July 20).

Corfu Channel (UK v. Alb.), Preliminary Objection, 1948 ICJ REP. 15 (Mar. 25).

But not:

East Timor (Port. v. Austl.), Judgment, 1995 ICJ REP. 90 (June 30).

Where an ICJ case has not yet been printed in the Reporter, please use the following format and include citation to ILM or the ICJ's Web site, if possible:

Case Name (A v. B), [descriptor, if appropriate], (Int'l Ct. Justice, month day, year),  
at <http://www.icj-cij.org>.

Parties should not be italicized when given parenthetically, whether in footnotes or in text. (The *Bluebook* does not consider the parties to be part of the case name.) If the case is given a short

name that consists of party names, however, the names should be italicized because of the short-form rule. E.g., "In *Spain v. Canada*, the Court noted . . ."

ICTR and ICTY Cases

Cites to the international criminal tribunals for Rwanda and the former Yugoslavia, in the absence of a *Bluebook* rule, should include the name of the case, an abbreviated description of the decision, the case number, and, in parentheses, the full date of the decision:

Prosecutor v. Tadić, Appeal on Jurisdiction, No. IT-94-1-AR72 (Oct. 2, 1995).

Note the proper non-English character, as well as the use of the en dash in strings incorporating both numbers and letters.

Recueil des Cours

For the *Recueil des Cours de l'Académie de Droit International*, we use RECUEIL DES COURS. After the first use, the *Bluebook* abbreviation R.C.A.D.I. can be used. We prefer to add the volume number for that year to the parenthetical for those volumes having such designations; e.g.,

Peter D. Trooboff, *Foreign State Immunity: Emerging Consensus on Principles*, 200  
RECUEIL DES COURS 235 (1986 V).

Department of State Bulletin

Cites to this Bulletin before 1979 should include a volume number and year of publication, while cites for 1979 and subsequent years should include the month and year of publication, but no volume number; e.g.,

*Purpose of Treaty with Republic of China*, 31 DEP'T ST. BULL. 896 (1954).  
Warren Christopher, *Agreements with Taiwan*, DEP'T ST. BULL., Jan. 1980, at 10.

WTO Reports

Panel [or Appellate Body] Report, [case name not in italics] United States—[em dash; no spaces on either side] Sections 301—[en dash; no spaces on either side] 310 of the Trade Act of 1974, WT/DS152/R [note that number changes (after the basic case number, or DS152 in this case, with each new document in a WTO proceeding)] (Adopted month [e.g., Feb.] xx, year). [add date of adoption, rather than the date the report was circulated. If not adopted, then we add the date as follows: (Circulated month xx, year)]

If there is a reference to particular paragraph, we include them after the name of the report but before the report number. We set them off by commas and use “para.” or “paras.” rather than any paragraph sign.

*Some General Matters of House Style*Lists

The preferred style for lists is (1), (2), etc. (not 1., 2., etc.). The only exception is when the provisions of a statute or convention are being tracked and the instrument itself uses (a), (b), etc., or (i), (ii), etc. Em dashes may be used for unnumbered lists.

Extracts

Direct quotations of 50 words or more, in accordance with *Bluebook* style, are set in both text and notes as block quotations. *Bluebook* rules on paragraphing and ellipses should be followed.

Headings

We do our best to use the “level” format, as follows, and to do so without the A, B, C and 1, 2, 3 section identifiers that are often used in article outlines, believing that our articles should resemble essays to the extent possible. Please note the different formatting to be used for headings in the various sections of the *Journal*.

(1) Heading format for Articles, Notes & Comments, and Current Developments, after the manuscript title:

I. THIS IS LEVEL 1

*This Is Level 2*

*This is level 3.*

(2) We will discourage headings for Editorials, but, if they are necessary, the Articles rules will apply.

(3) Heading format for International Decisions, after the case name and citation:

*This Is Level 1*

*This is level 2.*

(4) The Book Review section, after the title and data regarding the book(s) being reviewed, will not contain section headings. Review Essays may exceptionally carry one level of headings:

*This is Level 1*

#### Other Text Breaks

In the International Decisions section, four asterisks, centered, with space above and below, will be used to separate the case summary from the author’s analysis. Asterisks, other symbols, or extra space will not be used elsewhere for text breaks.

#### Other Notes

Please note that there is a new edition of the *Bluebook* every five years. We try to keep up unless we feel our consistency over the longer term militates against it.

Further questions regarding AJIL style may be answered by reference to prior issues of the *Journal*. You may also access this Author Style Sheet online at <http://www.asil.org/styledoc.pdf>.

#### The Deák Prize

The AJIL awards the **Francis Deák Prize** to honor a younger author who has published a meritorious contribution to international legal scholarship in the *Journal*. If you are forty years old or younger and wish to be considered for the prize, please send your date of birth to the Managing Editor at [jfurgerson@asil.org](mailto:jfurgerson@asil.org). Note that all coauthors of a manuscript must meet the age requirements in order for the manuscript to be considered.

#### *Important Notice: Republication of Manuscripts Published in the AJIL*

Once your manuscript has been accepted for publication in the AJIL, we will ask you to consent that if the work is subsequently published or republished by a third party, you will agree to such further publication or republication only on the condition that the third party agree that an acknowledgment of the prior publication in the AJIL, specifying volume, page, and date, will be made at the beginning of the text of the work.