

# General Guidelines for Final National Reports

## Legal Research Group - European Compliance Benchmark

The aim of the LRG is to produce a final international report. As this report will be a compilation of the final national reports, it is of the utmost importance to take the prescribed guidelines into account when writing your national reports. A visually coherent and consistent final international report looks professional and appealing, inviting readers to take a closer look.

Please refer to section 1 and 2 for the technical and linguistic guidelines.

### 1. Technical Guidelines

#### 1.1. General Notes

- The reports should be submitted in **Word format**.
- The reports should be **25 – 35 pages in length** (cover, tables and bibliography are **NOT** included). **Please note** that reports that do not meet this condition will not be accepted.
- Each final national report should include a **cover page that** includes the name of the National Group and full names of the National Coordinator, National Academic Coordinator, National Researchers, National Linguistic Editors and National Academic Supervisor. A cover template will be provided by ELSA International.
- To enhance efficiency, use this document as a point of reference on the technical guidelines.

#### 1.2. Page Format

- **Every page** should be set to the standard A4 format.
- Apply portrait (vertical) orientation to the entire document.
- **Set all (four) page margins** to 2.54 cm.

#### 1.3. Text Format

- The **main body of text** should be written in Garamond (12 pt), justified, with 1.25 interlinear spacing and 0 pt spacing above and below each paragraph.
- The use of bold and italics is allowed but please keep in mind the following rules: use **bold** to stress important ideas. To avoid overuse, no more than 10% of the

total text should be bolded and do not bold more than 10 words in a row. For the use of *italics* please refer the Linguistic Guidelines.

- **Footnotes** should be written in Garamond (10 pt), with single interlinear spacing.<sup>1</sup>
- **Paragraphs** should **not** be indented. Quotations longer than three lines or 40 words are not subject to this condition as per the linguistic guidelines.
- Should it be necessary to create a **list**, use basic “en” dash (–). Please note the difference between the “en” dash (–) and the figure dash (-).

#### 1.4. Title Format

- All sections should be preceded by the **applicable title and full question** from the Academic Framework.
- The **first letter of all major words** in the title should be **capitalised**. Minor words, such as “for”, “and”, “the” do not take a capital unless they begin the title or subtitle.  
Example: The First Letter of all Major Words in the Title Should Be Capitalised.
- It is important to number the sections of the final national report correctly. Please use this basic numbering system:

1. This Is Headline 1 – (15 pt).

1.1. This Is Headline 2 – (14 pt).

1.1.1. This Is Headline 3 – (13 pt).

1.1.1.1. *This Is Headline 4* – (12 pt), italics.

1.1.1.1.1. Should you need any more sub-titles, use **main body text rules**. Please refrain from using more than the prescribed headlines.

- **All titles** should be written in Garamond, **justified**, with 1.25 interlinear spacing and 8 pt spacing above and below each paragraph.
- Before Headline 1, one space should be added (as in the example above). **No additional spaces** should be added before or after any other headlines (you end a paragraph, press enter, then you write the next title, press enter, then start new paragraph). If a headline is at the bottom of the page with no main body text below it, insert another space so that the headline moves to the beginning of a new page.
- Please make use of an automatically generated **Table of Contents**.<sup>2</sup>
- **Do not indent** titles.
- **Use of dots:** write a dot after the numbers but NOT after the headline.

The most important rule when you write your report is consistency.

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<sup>1</sup> Footnotes should be written in Garamond (10 pt), single interlinear spacing.

<sup>2</sup>Microsoft Corporation, Create a Table of Contents or Update a Table of Contents (2014) <http://office.microsoft.com/en-001/word-help/create-a-table-of-contents-or-update-a-table-of-contents-HP001225372.aspx> accessed November 17 2014.

## 1.5. Closing Comments, Questions, Clarifications and Troubleshooting

Before the actual writing of the final national report, please set the prescribed conditions in the “Styles” section. Edit “Normal”, “Heading 1, 2, 3...” and “Footnote” styles to fit these rules. You may delete all the other styles if you wish. Edit styles by right clicking on the specific section and modifying the “Format”, “Paragraph” and “Tabulations” parts.

In case you have any further questions about the formatting rules or need help with editing or troubleshooting, the International Technical Editor is more than willing to help you. You can reach her at [lrg.technical@elsa.org](mailto:lrg.technical@elsa.org).

## 2. Linguistic Guidelines

### 2.1. Main Body

- All final national reports should be written in **British English**. Cases, laws, governmental or NGO reports etc. should be translated into English according to the instructions below.
- The answers should be **clear, concise, to the point and non-political**.
- **Plagiarism is strictly prohibited**. This means that copying somebody else’s work or ideas into your report without crediting the source (in the main text or as a reference) is not allowed.
- **Dates** should be mentioned as follows: March 12 2015.
- Use *italics* in accordance with these guidelines and to refer to a particular legal term in your native language specifically. Legal terms that cannot be translated will be italicised, followed by a brief bracketed description of the legal term.  
Example: *Tribunal Supremo* (Supreme Court of Justice).

### 2.2 Citations

#### 2.2.1 General Notes

- All final national reports should comply with the **OSCOLA Reference System** (<http://www.law.ox.ac.uk/publications/oscola.php>), unless otherwise stated below. Please keep in mind that OSCOLA uses as little punctuation as possible.
- Please provide evidence for your claims by citing your sources in **footnotes**. **Do not use endnotes**.
- The author’s first name or initial(s) precede their surname.
- A footnote closes with a full stop (or question or exclamation mark). If you want to include more than one citation in a single footnote reference, please separate them with semi-colons.  
Example: <sup>19</sup> Brent E Turvey, *Criminal Profiling: An Introduction to Behavioral Evidence Analysis* 145; David V Canter, *Forensic Psychology: A Very Short Introduction* 230.

- The footnote reference number comes after punctuation.  
Example: It should be noted that no other instrument has followed the doctrine of precedent.<sup>34</sup>
- When citing **legislation**, a footnote is not required, if all the information the reader needs about the source is provided in the text.  
Example: According to Article 5 of the Statute of the International Criminal Court, the Court has jurisdiction over crimes of humanity.
- **Titles of books or similar publications should be italicised.** The first letter of all major words in a title should be capitalized. Minor words, such as “for”, “and”, “the” do not take a capital unless they begin the title or subtitle.  
Example: <sup>15</sup> Dennis Howitt, *Introduction to Forensic and Criminal Psychology*, 310.
- Pinpoints to parts, chapters, and pages etc. come at the **end of the citation.** Page numbers **stand alone**, without “p”. Use “pt” for part, “ch” for chapter, and “para” for paragraph.
- Subsequent citation of **one** work by the same author:  
Example: <sup>32</sup> Antonio Cassese, *International Law* 112.  
...  
<sup>45</sup> Cassese, *International Law* 234.
- Subsequent citation of **multiple** works by the same author  
Example: <sup>23</sup> Antonio Cassese, *International Law* 112.  
...  
<sup>29</sup> Antonio Cassese, *International Criminal Law* 234.  
<sup>43</sup> Cassese, *International Law* 345.
- Avoid sending the reader to another part of the text when a short point could be restated.
- **Latin abbreviations:** “ibid” is short for ibidem, meaning “in the same place” and “cf” is short for confer, meaning “compare. **Never italicize or capitalize “ibid” or “cf”.** Use “ibid” or “cf” only when referring to the source that was cited in the precedent footnote.  
Example: <sup>68</sup> Yoram Dinstein, *The Conduct of Hostilities Under the Law of International Armed Conflict*, 217.  
<sup>69</sup> ibid 220.
- **Quotations from other works/statutes/cases** must be **faithful** to the original. They are introduced with single quotation marks (“”). Quotations of up to three lines are incorporated into the text, while quotations longer than three lines or 40 words are presented in an indented (block) paragraph. Quotations within short quotations take double quotation marks.  
Example: The Chief Justice explained that this power ‘is not limited to defence against aggression from a foreign nation’.<sup>56</sup>  
Example: For Justice Scalia, the prohibition of prayer constitutes an impermissible hostility to religion. He wrote:

The reader has been told much in this case about the personal interest of [the plaintiffs], and very little about the personal interests on the other side. They are not inconsequential. Church and state would not be such a difficult subject if religion were, as the Court apparently thinks it to be, some purely personal avocation that can be indulged entirely in secret, like pornography, in the privacy of one's room.<sup>34</sup>

### 2.2.2. Case Law Citations

Case name in italics or number | [year] | court | report or journal abbreviation where the case can be found | volume | [year] | first page | [original language].

Example: *Martens v Pictet* [1949] Supreme Court of Spain Report Vol. I [1949] 1234 [Spanish].

### 2.2.3. Legislation Citations

Some jurisdictions give titles to laws they adopt, while others have numbers. In case of laws with a number please specify a title in English, as well as original title in brackets.

Title or number of law (title in English in case of law with a number) | year | [title in original language, if other than English].

Example: Act of Supremacy 1558.

Example: Law n. 4055 (Due Process and reasonable duration thereof) 2012 [Δίκαιη δίκη και εύλογη διάρκεια αυτής].

### 2.2.4. Legislation Explanatory Notes and Reports

Example: Explanatory Notes to the Marriage (Same Sex Couples) Act 2013, para 23.

Example: Explanatory Notes to Law n. 4055 (Due Process and reasonable duration thereof) 2012, 34 [Δίκαιη δίκη και εύλογη διάρκεια αυτής].

### 2.2.5. Decrees, Regulations, Orders and Public Documents

Title or number | (title translated in English, in case of numbered document) | year | page | [title in original language, if other than English].

Example: Smoke-free (Penalties and Discounted Amounts) Regulations 2007, 12.

Example: Decree n. 1842 of the President of the Republic of Italy (Approving the Statutes of the Italian Society of Authors and Publishers) 1962, 45 [Approvazione dello statuto della Societa' italiana degli Autori ed Editori].

### 2.2.6. Books and Articles

We strongly encourage you to use English sources in your reports. However, if this is not always possible, cite your non-English sources according to OSCOLA and make sure you include the language of the source in brackets.

Author, | original title | (additional information, | edition, | publisher | year) | page | [language, if other than English].

Example: Claus Roxin, *Strafprozeßrecht* (16<sup>th</sup> edn, CH Beck 2006) 456 [German].

Author, | 'original title' | [year] | journal name or abbreviation | first page of article | [language, if other than English].

Example: Photini Pazartzis, '*Tribunaux pénaux internationalisés: une nouvelle approche à la justice pénale (inter)nationale?*' [2003] *Annuaire Francais de Droit International* 646 [French].

### 2.2.7. Websites, Blogs and Internet Sources

Same applies here as for books and articles. Do not forget to include date of access.

Author, | 'original title' | (additional information, date of publication) | <link> | date of access | [language, if other than English].

Example: Patrick Riebe, '*Drei Gebote zum Umgang mit der Polizei*' (European Students for Liberty Deutschland, 11 September 2014) <<http://www.sfl-deutschland.de/drei-gebote-zum-umgang-mit-der-polizei/>> accessed 19 November 2014 [German].

### 2.3. Tables and Bibliography

- Bibliographies and tables **will not be counted in the total length** of the report.
- **Tables of cases/legislation are mandatory** and national groups are strongly recommended to include them after the main body of text.
- Tables should be divided into separate sections for different jurisdictions and cases/legislation should be listed in alphabetical order of first significant word or in numerical order. **Case names and numbers should not be italicized.**
- A bibliography listing all cited sources should be provided after the main body of text and any tables.
- Items in bibliographies take the same form as in citations, with the following exceptions: a. only initials should be used and not forenames, b. author's name should precede his/her initials, with a comma after the final initial. Titles should **not be italicized** in the bibliography.
- Example: Brems E (ed), *Diversity and European Human Rights: Rewriting Judgments of the ECHR* (Cambridge University Press 2013).
- When citing **several works by the same author** in a bibliography, list the author's work in chronological order (starting with the oldest), and in alphabetical order of first major word of the title within a single year. After the citation of the first work, replace author's name with a double "em" dash (—) (see example below).
- Bibliographies should be divided into separate sections based on language and type of source.

Example (the example includes only books and articles but bibliographies of the final reports should also include other sections such as reports, websites, etc. in case they have been used as sources):

#### 9. Bibliography

## 9.1. English titles

### 9.1.1. Books

Harris DJ and Arcy de J, *The European Social Charter: The Protection of Economic and Social Rights in Europe (Procedural Aspects of International Law)* (Transnational Publishers Inc. 2001).

Nowak M, *A Commentary on the United Nations Convention on the Rights of the Child: Article 6: The Right to Life, Survival and Development* (Martinus Nijhoff Publishers 2005).

— *Introduction to the International Human Rights Regime* (Martinus Nijhoff Publishers 2005).

### 9.1.2. Articles

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## 9.2. Norwegian titles

### 9.2.1. Books

Høstmølingen N, *Internasjonale menneskerettigheter* (Universitetsforlaget 2012).

### 9.2.2. Articles

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## 2.4. Further Questions, Clarifications and Troubleshooting

In case you have any further questions concerning the linguistic guidelines or cases covered neither by OSCOLA nor by these guidelines, the International Linguistic Editor is more than willing to help you. You can reach him at [lrg.linguistic@elsa.org](mailto:lrg.linguistic@elsa.org).