IBA In-House Style Guide

This guide outlines the IBA house style. The style guide contains general guidelines for grammar and spelling conventions as well as a list of specialised terms that are specific to our field.

Comments and feedback are welcome, as are additions to the list of specialist terms and the Glossary of acronyms.

If you are writing for an external publication, its own house style should be followed where one is given. If, however, you are presenting material in an IBA publication that has already been published elsewhere, it should be copy-edited to conform to the IBA house style.

Please note, updates to the style guide are highlighted in yellow. Please check the date at the top of each page to ensure you have the current style guide.

Contents

Abbreviations 5

Acronyms 5

Law firms 5

Addresses 6

Apostrophes 6

Bibliographies 7

Bibliography lists 7

Endnotes and footnotes 7

Bulleted paragraphs 7

Bulleted paragraphs 7

Numbered points 8

Capital letters 9

Captions 10

Colons and semicolons 10

Colons 10

Semicolons 10

Commas 11

Courts 11

Ellipses 11

Email addresses 12

Emphasis 12

Emphasis added 12

Endnotes, footnotes and referencing 12

Journals 12

Newsletters and magazines 13

IBAHRI reports 13

Foreign words and phrases 13
Country and city names 13
Figures and tables 13
Headings and titles 14
Journals 14
Newsletters and magazines 14
IBAHRI reports 14
Honorifics and titles (eg, Ms, Dr, Judge, Prime Minister) 15
General 15
Dr, Lord/Lady, Professor, Sir/Dame, Baron/Baroness 15
Judges 15
Academic publications: journals and newsletters 15
Journalistic publications: magazines and web articles 15
Endnotes/footnotes 16
President, Prime Minister 16
Miss/Mr/Mrs/Ms 16
Deviation from the general rule 16
Hyphenation 16
Italics, bold and underlining 17
Italics 17
Cases 17
Books 17
Bold 17
Underline 17
Latin legal terminology 18
Law firms 18
Notes 18

Numbers (including dates, ordinals and time) 18
Dates 18
Numbers 18
Ordinals 19
Phone numbers 19
Time 19
Parentheses 20
Primary and secondary sources in the main text 20
Journal, report, proposal paper titles etc 20
Book titles 20
Newspaper article titles 20
Interview titles 20
Quotations 21
Magazine pull quotes 21
Slashes 21
Spelling 22
Translated material 23
Website URLs 23
Main text 23
Endnotes/footnotes 23
Glossary and specialist terms 24

Abbreviations

As a rule of thumb, abbreviations are given with open punctuation (no stops), as in: Mr, Ms, Dr, eg, ie, *ibid*, et al, etc

Common abbreviations, such as 'eg' and 'ie', should only be used when within parenthesis or when part of a footnote/reference, with no stops. In the main body of text, 'for example' and 'that is' should be written out in full. Whether written in full or abbreviated, 'for example' ('eg') and 'that is' ('ie'), are always followed by a comma.

Legal abbreviations for publications can be found here: www.legalabbrevs.cardiff.ac.uk.

Acronyms

Use these **carefully and consistently**. The acronym should be given once in parenthesis, with no inverted commas, after the first use of the full title, and then the acronym used alone thereafter.

International Criminal Tribunal for the former Yugoslavia (ICTY) Middle East and North Africa (MENA)

Where an acronym is commonly but not universally know – for example, EU, UK, UN, US – write out the full version and the abbreviated version thereafter (ie, there is no need to use parenthesis/brackets after the first mention to define the term).

Inverted commas are only necessary for terms of reference that are not acronyms:

The International Criminal Court (the 'Court') has stated that…

Avoid using a common acronym for something else lesser-known, such as CLE – commonly used for 'continuing legal education' and therefore shouldn't be used for 'clinical legal education'.

Note that a term is not necessarily written in title case simply because it has an acronym:

non-**g**overnmental **o**rganisations (NGOs) **NOT** Non-Governmental Organisations

See also the IBA glossary of specialist terms, including many acronyms for definitions and full versions.

Law firms

We do **not** add acronyms after law firm names (eg, LLP, SC).

Note in IBA conference brochures and some advertising LLP is used. Check with the appropriate IBA department if unsure.

Addresses

See also Numbers, and URLs and Email Addresses.

There are two ways of laying out the full address. The address can be laid out on the page in a formal way, as in letters or publicity materials, or given in normal usage as part of a paragraph.

For example, the IBA postal address laid out formally is:

International Bar Association
4th Floor, 10 St Bride Street
London EC4A 4AD
United Kingdom
Tel: +44 (0)20 7842 0090
Fax: +44 (0)20 7842 0091

The text form is like this:

International Bar Association, 4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom Tel: +44 (0)20 7842 0090. Fax: +44 (0)20 7842 0091. Email: info@int-bar.org Website: www.ibanet.org

Apostrophes

An apostrophe must **not** be used with the pronouns hers, ours, yours, its:

The IBA and **its** committees…
Information about **its** services…

Use **'s** for the possessive case and **s'** for the plural possessive:

The **IBA's** committees…
An IBA **member's** request…
The IBA **members'** meeting…

No apostrophe in plurals, including numbers, dates and uppercase:

committees, services, 1990s, NGOs

Use apostrophes in **contractions**, where the apostrophe indicates something missing, similar to the following:

don't, I've, she's, he's, it's

Bibliographies

Bibliographies follow the style set out in *The Oxford Standard for Citation of Legal Authorities* (OSCOLA), **www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf** (see pages 11–12). OSCOLA is a clear, comprehensive guide to citing legal journals, books and cases in notes and references.

Bibliography lists

Author name (surname first then initials) | name of publication | (publisher year)

Fisher E, *Risk Regulation and Administrative Constitutionalism* (Hart Publishing 2007)

Endnotes and footnotes

Author name | name of publication | (publisher year)

[15] Elizabeth Fisher, *Risk Regulation and Administrative Constitutionalism* (Hart Publishing 2007).

Alternatively see the *IBA Concise Guide to Endnotes and Footnotes – Taken from OSCOLA*

Bulleted paragraphs

Bulleted paragraphs (using the round stop •) should be used instead of numbering, unless the numbering contributes to the sense and meaning of the text (that is, it is chronological or hierarchical). Bullets (and numbers) should be offset from the main body of text by one line, following a colon.

If the bullet point is a complete sentence, use sentence case and finish with a full stop. Where the sentence runs over a line, this should be allowed to wrap normally; punctuation should be normal within the sentence (using semicolons or parentheses, for example) and this ends with a full stop.

Note that a bullet point should not run to more than a couple of sentences; if it does, it means that you're writing a short paragraph rather than a bullet point.

A colon should precede a series of bullet points. Each bullet point should start with a lower case letter, with a semi-colon at the end of each bullet point, like this:

Activities relevant to the workshop include:

- conflict of laws;
- dispute resolution; and
- competition issues.

Sub-bullets, where needed, should be set out as below:

- main bullet;
  - sub bullet;
- main bullet again.

This is also the case where one or more of the bullets end in a question mark, such as:

- you have a bullet point;
- that ends in a question mark?
- followed by another bullet point.

Exception in **IBA ads** and **conference programmes**, we use a simpler style with bullets starting in upper case and with no full point, as follows:

Topics include:

- What the banks should consider when lending in Central and Eastern Europe
- Litigating in Europe – is the system of enforcing judgments effective?
- Managing the modern European law firm

Numbered points

When numbers are preferred to bullets, use figures not Roman numerals, with a stop afterwards, not parenthesis. See below:

1. like this;

(2) not like this.

If a second tier of number is required, it should be a Roman numeral in parenthesis:

1. like this;

    (i) and this.

Capital letters

Where the reference is specific to an office, organisation or body, a capital letter should be used. If the reference is general or non-specific, the lower case letter should be used. Our preference is for a capital letter to be used in all references to that specific organisation, body etc thereafter.

IBA officer titles, IBA committees and all official job titles should be capitalised no matter where or how they appear.

The **Litigation Committee** would like to thank the **Chair** for all his hard work in making the Committee the success it is.

The **11th Annual Competition Conference** was held in **New York**. The **Conference** was exceptional.

The **Court of Appeal** agreed that this was the case. The accused argued with the **Court**, stating that, in **courts** in his native country, this was not the case.

Non-IBA officer titles and positions should be used **carefully**. The specificity rule applies:

Emily Silvester is a **content editor** at the IBA.
Emily Silvester, **Content Editor**, manages…

Avoid using 'partner' as a descriptive for someone at a law firm; 'partner' does not tell you enough about their role within the firm so do not capitalise. **Do not capitalise barrister, lawyer, judge, unless this is part of their formal title** (see also Honorifics and titles and the Glossary)

a senior partner at Slaughter and May
the Attorney-General
Law Society President
UK Prime Minister
The inauguration of the Venezuelan President
The Prime Minister stated that…

Government – only uppercase when referring in the first instance to a government's official name. Thereinafter it should be **lowercase** unless specified in parenthesis (the '**G**overnment') for repeated reference. See Capital letters and Abbreviations.

Various governments decided to…

A representative from the Federal Government of Nigeria stated that government-intervention was…

The Government of the United Kingdom of Great Britain and Northern Ireland or British Government

The British Government (the 'Government') is headed by the Prime Minister. The Government is comprised of…

A government minister said that…

Captions

A caption (in Roman, with no terminal full stop) is included with photographs.

People in photographs are identified from left to right in the form: Name, (job title and/or affiliation).

If permission has been obtained, mention of this should be included in the caption.

Upon its completion, the Shanghai Tower (left) will be the tallest building

Reproduced by kind permission of Todd Maisal, *New York Daily News*

Diagrams are not usually accompanied by captions, unless a caption is necessary to explain the diagram fully, in which case the style would be the same as for photographs (Roman, no full stop). Diagrams should be titled.

Colons and semicolons

Colons

Whereas the semicolon links equal or balanced clauses, the colon points forward, from introduction to main theme, from cause to effect. It fulfils the same function as words such as **namely, that is, for example**.

Finally, a piece of advice: if you are an individual businessperson or administrator of a company… The question arises: why are broadband services increasing in importance?

The colon is regularly used to introduce a list of examples, such as a series of items, which are often separated by semicolons.

Two different options were considered as means to render cast and crew services: direct engagement; or engagement through a personal service or loan-out company.

Semicolons

The semicolon separates two or more independent clauses that are of similarly equal importance and are linked as a pair or series. In such instances you should be able to replace the semicolon with a full stop and retain the meaning and grammatical sense of both sentences.

Some years ago lawyers were not aware of how effective mediation can be; today, most are but we await a new regulation to give the process yet more credibility.

Commas

Commas are used to separate several items in a series. As a general rule in a list, use commas instead of semi-colons unless each item is longer than three words. Do not use a comma before the 'and' before the final item in the list:

We should further emphasise that, according to arbitration entities, the major disputes submitted for resolution arise from franchising, consumer relations and corporate issues.

Commas may be used to separate two independent clauses before a conjunction:

The majority of responses to the Green Paper appeared to favour some form of action by the EC, but many respondents counselled against…

Commas may be used to set off introductory elements:

It was a fascinating all-day session comprising four panels, which explored…

Overall, Auckland proved to be a most interesting Conference.

Commas are used to set off elements that could be in parentheses (see also Parentheses and Hyphenation):

Charles Lawton is chief legal adviser to the mining giant Rio Tinto, which is involved in two class actions brought under the ATS.

Charles Lawton, Chief Legal Adviser to the mining giant Rio Tinto, is currently…

Courts

Refer to names of courts **in full** in the first instance. Thereafter, an abbreviation and/or acronym may be used.

the International Criminal Court (ICC or the 'Court'), the European Court of Human Rights (ECtHR)

If more than one court is referred to in the article/report etc, make sure that the courts are clearly distinguishable to the reader. Remember that it is safer to use an acronym than referring to specific courts as the 'Court'.

Ellipses

Shortcut in MS Word is: Alt+Ctrl+. [full stop]

There should be no space before an ellipsis, but one space after.

We should not think about this too much… we should be open to suggestions.

Exception where the ellipsis ends a quote, there is no space after the ellipsis.

'… law firms have possibly lagged a little behind… they just don't recognise they are part and parcel of the equation**…'**

Note avoid using ellipses in pull quotes where possible.

Email addresses

Email addresses should be lowercase throughout and in Roman typeface in printed and online matter (this includes endnotes/footnotes).

editor@int-bar.org

Emphasis

See Italics, bold and underlining.

Emphasis added

Use **square/hard** brackets when including text that is:

- not part of the original quote;
- to denote a grammatical mistake in the original quote using sic [*sic*]; or
- when the author 'added their *own* emphasis' [emphasis author's own].

Endnotes, footnotes and referencing

Journals

These are used to give citations or to add comments or cross-references and should follow the same style given in OSCOLA. They should use Arabic numerals (unless for author information, which should be given as the first footnote, using symbols *). All sources cited in the main text should be accompanied by a full footnote.

IBA style uses *The Oxford Standard for Citation of Legal Authorities* (OSCOLA). This is a clear, comprehensive guide to citing legal journals, books and cases in notes and references: **www.law.ox.ac.uk/publications/oscola.php.**

Alternatively see the *IBA Concise Guide to Endnotes and Footnotes – Taken from OSCOLA*

Notes in the text should be in superscript Arabic numbers, should ideally be at the end of a sentence, clause or idea, and must be given after all punctuation – except an en-dash.

It was clearly stated that 'this is right'.[1]
New legislation could come into force as early as September – according to officials[1] – and would mean…

Endnotes/footnotes should be in sentence case, finishing with a full stop. Use 'see n 1 above' rather than '*supra* note 1'.

[1] A more complete account of the law of gaming is given in chapter 2.
[2] For example, service outside the jurisdiction.
[3] *Ibid*.
[4] See n 1 above.
[5] Hartley William Shawcross, *Life Sentence – The Memoirs of Hartley Shawcross* (London: Constable, 1995), 2–15.

Newsletters and magazines

Footnotes in newsletters and magazines should be converted to endnotes. These should also follow OSCOLA and be formatted as outlined above, and should be headed '**Notes**'.

IBAHRI reports

These are used to give citations or to add comments or cross-references and should follow the same style given in OSCOLA.

Foreign words and phrases

In the text, **italicise** foreign words and phrases unless the word is a proper noun (eg, a name of an organisation). Provide a translation immediately afterwards in brackets, or in a footnote if required.

Country and city names

Use the English version of country and city names.

The Hague, **not** Den Haag

See also Italics, bold and underlining.

Figures and tables

Where figures and/or tables are used, distinguish between figures and tables, and number them 1, 2, 3 etc (labelling them at the bottom of the image). In the main text, refer to them as (see Figure 1), in round brackets, in non-italicised text. Avoid referring to page numbers or 'above/below' as the positions of the tables can easily change at final proof stage. See also Captions.

Headings and titles

Journals

Capitalise Each Word of the Article Title.

And then, in the main body of the text:

Heading 1

Heading 2

HEADING 3

Newsletters and magazines

Sentence case for the article title (but do not use a full-stop).

And then, in the main body of the text:

Heading 1

Heading 2

HEADING 3

IBAHRI reports

Chapter One: Chapter Heading (Bold, Title Case, 16 pt)

1. Heading one (bold, sentence case and 12pt). This level can be numbered.

Heading two (*italics, sentence case and 12 pt*). This level is not numbered.

HEADING THREE (SMALL CAPS AND 11 PT). THIS LEVEL IS NOT NUMBERED.

Chapter Five – Ensuring Fairness through Cooperation

5.1 Legal basis for cooperation

Protocol governing defence cooperation requests

5.2 Specific defence cooperation challenges

Interim release

PRACTICAL AND PRINCIPLED CONCERNS

Interim release framework agreement

KEY ISSUES IN THE AGREEMENT

THE RECEIVING STATE

Shortcomings of the draft agreement

Honorifics and titles (eg, Ms, Dr, Judge, Prime Minister)

General

Honorifics are words that convey respect when used in addressing or referring to a person. Some official titles are also honorifics. Introduce people by 'Honorific/Title + Full Name' on the first mention and then shorten to 'Honorific/Title + Surname'.

What matters is **consistency:**

- If you are using honorifics, make sure you use them for everyone – this includes the accused.
- Be consistent in your naming of individuals: choose one name for the individual and stick to it throughout the text.

> Don't use Dr Phillip Tahmindjis, Mr Phillip Tahmindjis, Phillip Tahmindjis, Tahmindjis, Dr Tahmindjis, Phillip and Mr Tahmindjis interchangeably.

- Be consistent in the use of Mr/Ms etc.

> If all men are given honorifics, but none of the women are, or vice versa, it appears unprofessional as well as inconsistent.

- Make sure your choices let the reader easily identify the person you are referring to.

> If you are referring to several judges in the text, and you don't clearly indicate which one you are referring to, that is, by calling them both 'the Judge', it can be frustrating and confusing for readers.

Dr, Lord/Lady, Professor, Sir/Dame, Baron/Baroness

'Honorific/title + Full Name' on the first mention and then shorten to 'honorific/title + Surname'.

> **Dr Phillip Tahmindjis** is a Co-Director of the IBAHRI. **Dr Tahmindjis'** particular responsibilities have included the establishment of a bar association in Afghanistan…

Judges

ACADEMIC PUBLICATIONS: JOURNALS AND NEWSLETTERS

Abbreviate according to established convention in the country/court in which that judge presides. For example, in the UK, refer to OSCOLA (see pages 19–20).

> Smith LJ

JOURNALISTIC PUBLICATIONS: MAGAZINES AND WEB ARTICLES

Refer to the judge in full throughout.

> Lady Justice Smith

ENDNOTES/FOOTNOTES

Should always use the abbreviated form.

President, Prime Minister

'Honorific/title + Full Name', then then shorten to either 'Prime Minister Surname' or 'Mr/Ms Surname' – remembering to keep your choice **identifiable and consistent**.

Prime Minister David Cameron received a warm greeting from German Chancellor Angela Merkel at the opening of the EU summit in Brussels. **Prime Minister Cameron** also shook hands with French President Nicolas Sarkozy.

Prime Minister David Cameron received a warm greeting from German Chancellor Angela Merkel at the opening of the EU summit in Brussels. **Mr Cameron** also shook hands with…

Miss/Mr/Mrs/Ms

There is no need to call someone by **Miss/Mr/Mrs/Ms** as well as their full name. Instead, use the full name in the first instance, and then '**Miss/Mr/Mrs/Ms** + Surname'.

Shirley Pouget is a French-qualified lawyer. **Ms Pouget** joined the IBA in June 2009…

Deviation from the general rule

Write the 'honorific/title + Full Name' and then use parenthesis to indicate the change.

Dr Phillip Tahmindjis ('**Tahmindjis**') is a Co-Director of the IBAHRI. **Tahmindjis'** particular responsibilities have included the establishment of a bar association in Afghanistan…

Hyphenation

Do not use hyphens over line-breaks. Hyphens are used when an adjectival phrase is **attributive** rather than **predicative**, for example, when the adjective is before the noun:

These are the most up-to-date records (attributive)
The records are up to date (predicative)

It is a well-established practice (attributive)
The practice is well established (predicative)

in-house counsel, law-making, inter-party, cross-border

Note a hyphen is not needed if the first word of the compound modifier ends in –ly:

an expert**ly** organised conference

Note closed-up en-dashes are used to separate compound modifiers of equal weight (often proper nouns):

public–private partnership defendant–contractor

See Glossary for common examples.

Italics, bold and underlining

Italics

Italics are used for:

- titles of books, newspapers, reports, proposal papers (in main text and endnotes/footnotes);
- titles of journals (in main text only);
- the names of parties in cases and judgments;
- heading 3 (see Headings and titles);
- Latin phrases if specific to law or not well known (*per curiam* and *ex officio*); and
- *sparingly* for emphasis if required.

See Glossary for common examples and exceptions to the rules above.

Cases

Sermat Holdings SA v Nu Life Upholstery Repairs Ltd [1985] 2 EGLR 14.

Books

Tom Bingham, *The Rule of Law* (London: Penguin Press, 2010), 25.

Bold

Bold is used for titles and headings only.

Underline

Underlining should generally be avoided as it can be mistaken for web links in PDFs.

Latin legal terminology

Italicise all Latin legal terminology, unless it is used common parlance, such as:

ad hoc
alibi
bona fide
de facto
in situ
inter alia
prima facie
pro bono
pro rata
vice versa

Law firms

Check names of law firms carefully. Beware of the use of ampersand (&) instead of 'and'.

We do not include acronyms after a law firm name (eg, LLP, SC etc). **Note** in IBA conference brochures and some advertising LLP is used. Check with the appropriate IBA department if unsure.

Notes

See Endnotes, footnotes and referencing.

Numbers (including dates, ordinals and time)

Dates

Dates are written in the form: 26 May 2005. Use un-spaced en-dashes to separate date spans within a single month and spaced en-dashes for date spans across several months.

26 May 2005
10–15 March
30 September – 5 October 2012

Numbers

Spell out one to ten. Use figures from 11 upwards. However, if a sentence starts with a number, write it out in full.

Exceptions when using a decimal point, use figures for numbers below 11 (eg, 6.8). Avoid beginning a sentence with a figure with a decimal point. If there is a grouping of percentages together, it may look tidier to list them all as numerals – use your aesthetic judgement.

There were **ten** points for the **19** members to consider.
Roughly **two** out of every **11** members live in Nigeria.
Almost **five** per cent of the firm run the marathon.
There was a **75** attendance rate at the meeting.
Twelve out of the **15** attendees were female.
Departure this year was up to **6.3** per cent for secretarial staff.

Use commas in numbers over 1,000; use un-spaced en-dashes to separate spans of numbers, for example, 45–46. If a number span begins at ten or below and spans above ten (ie, 10–15), use the figure, not spelt out.

When referring to large numbers (such as million), write out in full. However, when referring to million, billion and trillion in currency, abbreviate to 'm', 'bn' and 'tn', respectively, with no space between the number (eg, £4bn).

Switzerland, which has a population of approximately 7.5 million people, has frozen Gbagbo's assets worth US$81m.

Ordinals

Usually written in full, unless in a title for a session or conference etc. For example: first, secondly, thirdly.

When using numbers, the ordinal indicator is **lowercase** and **not in superscript**. Ordinal indicators are not used for dates.

Write out ordinals from one to ten, and use numbers from 11 onwards.

First Annual Conference, 11th person, 23rd anniversary

Phone numbers

Phone numbers should be given in clusters of numbers no more than four digits together – this helps both the writer and the reader. International numbers should have a + for the country code and brackets marking optional numbers, such as the zero which is not required for international dialling.

+44 (0)20 7842 0090

Time

Keep consistent formatting throughout.

9 am (or 0900 hrs)
9.01 pm (or 2101 hrs)

1 hour 25 minutes
3 hours 1 minute

midday, midnight

Parentheses

Parentheses are used to include text of lesser importance in a sentence, to enclose an acronym or definition, or to include a person's affiliation or location. If the material is important enough, use some other means of including it within your text (such as commas, dashes, or a separate sentence). Note that parentheses tend to de-emphasise text, whereas dashes tend to make material seem even more important.

The European Convention on Human Rights (the 'Convention')

The International Criminal Court (the ICC or the 'Court'

Primary and secondary sources in the main text

Journal, report, proposal paper titles etc

In full in italics, without quotation marks:

Journal of Energy & Natural Resources Law

Book titles

In full and italicise:

International Human Rights Law by Professor Javaid Rehman

If citing a **chapter with the book**: single quotes around chapter title, Roman font:

'The Value of Authorship in the Digital Environment' in *World Wide Research: Reshaping the Sciences and Humanities in the Century of Information*

Newspaper article titles

Roman in single quotation marks, names of newspapers are italicised:

'Supreme Court Warns on Quality' *Financial Times*

Interview titles

Include interviewee name, position and institution, and the location and date of the interview (due to the nature of IBAHRI's work, these details are not always available).

Note for endnote/footnote referencing, see OSCOLA or the *IBA Concise Guide to Endnotes and Footnotes – Taken from OSCOLA*

Quotations

Quotations from other works, cases, statutes and so on must be faithful to the original (see Emphasis added).

Quotations in the body of the text should be enclosed within single quotation marks; quotations within quotations are given double quotation marks.

If a quotation exceeds **five** lines in length, it should instead be set out on a **new paragraph indented with one standard indent** and enclosed within single quotation marks.

Punctuation should be placed outside the quotation marks, unless it is part of the quotation itself. Quoted material should reflect exactly the source being quoted; it should not be put into house style (unless the quote was from a spoken source). It is the author's responsibility to ensure that the quotation in the typescript does correspond exactly with the original source material.

'There should be equality of representation on both sides of the contest – "equality of arms"… in order to maintain fairness.'

It should be noted that in Australia a 'corporate dividend trap' by the buyer is subject to restrictions.

Exception in **magazines**, the preferred style is to break up the quotation **using a comma on the inside of the quote**, rather than introduce it as a block of text:

'It was highly unlikely**,'** he said, 'that this would ever actually occur'.

Magazine pull quotes

Single quotes, no full stop to close:

'People with limited funds are not going to take the risk of paying £16,000 for a Bar exam'

Michael Todd QC
Former chairman, UK Bar Council

Note avoid using ellipses in pull quotes where possible.

Slashes

Slashes should have no spaces before or after them:

Mediator/arbitrator

Spelling

Use **UK** spelling – avoid US spelling. Set your Word document to English (UK) when writing and spell-checking the document.

Exceptions

- Proper nouns, for example, World Health Organization; and
- quoted material – use the quote as it originally appears

British	*American*
aeroplane	**air**plane
categor**is**e	categor**iz**e
cent**re**	cent**er**
defen**c**e	defen**s**e
emphas**is**e	emphas**iz**e
fav**our**	fav**or**
focu**s**ing	focu**ss**ing
fulfil	fulfi**ll**
kilometre	**kilomet**er
metre	**met**er
naivety	naïveté
neighb**our**	neighb**or**
organ**is**ation	organ**iz**ation
orien**tat**ed	orien**t**ed
practi**s**e (verb) practi**c**e (noun)	practi**c**e (verb and noun)
special**ity**	special**ty**

Translated material

Call **journals** by their native name, rather than a translation.

Foreign courts are proper nouns (eg, Bundesgerichtshof) so use Roman, not italic. Use the native name with the English in brackets the first time it is mentioned – Bundesgerichtshof (Federal Constitutional Court of Germany). Thereafter it is up to the author/editor, but the native name is preferred, as long as it is consistent.

Accents on foreign language words (eg, French, German, Portuguese and Spanish): accents should be used on all foreign words where available.

No accents are needed on uppercase letters.

Translations – if we are using unofficial translations, indicate this by an asterisked footnote saying *Publisher's translation or *Author's translation. If it is a published translation a reference to the publication is sufficient.

See also Foreign words and phrases

Website URLs

Main text

Roman typeface, bold, NO ANGLED BRACKETS (<>):

www.un.org/en

We do not use http:// **unless there is no www in the address**

https://uncitral.org/en-index.htm

We do not put a '/' at the end of a URL and we do not underline URLs.

Endnotes/footnotes

Same as for main text, except **do not** make bold.

www.un.org/en

Note OSCOLA uses angled brackets (<>), however, IBA style never uses angled brackets in URLS

Glossary and specialist terms

This is not intended to be comprehensive – any suggestions for additions and/or deletions please get in touch with the editorial team.

A

AU$ = Australian dollars

Aborigine, Aboriginal for Australia, **but** aborigine, aboriginal for other indigenous populations

above-mentioned

absent, replace with 'in the absence of' (when used in the US way)

account-keeping

acknowledgment

acquirer

acquis communautaire

Acts, tiles of acts should not be italicised

Act No 311/2001

ad hoc

ad valorem

advis**e**r

Advocate General (AG)

aeroplane **not** airplane

affidavit

aforementioned (but above-mentioned is preferred)

African Union (AU)

ages: hyphenate, ie a one-year-old boy

ag**e**ing

AIDS

AILA (American Immigration Lawyers Association)

aircraft, singular and plural

airspace

alibi

al-Qaeda

alternative dispute resolution (ADR)

amendments 'to' **not** 'of' an Act

American Bar Association (ABA)

American Immigration Lawyers Association (AILA)

amicus curiae

among **not** amongst

annex (*pl* annxes)

annex 'to' **not** 'of'

anti-competitive

anti-money laundering

antitrust

apartheid

Appeals Chamber (AC), of the ICC

Argentin**i**an (not Argentinean), Argentine (the inhabitant)

art**e**fact

articles of directives **BUT** Article 19 of Directive XXY (and thereafter, **A**rticle 19, compared to other **a**rticles) (abbreviate to 'Art 19 of Directive XXY' in endnotes/footnotes)

Article 2, paragraph 9 (abbreviate to 'Art 2, para 9' in endnotes/footnotes)

Assembly of States Parties (ASP)

asylum seekers

asymmetric digital subscriber line (ADSL)

attorney–client relations

Attorney-General (AG)

audio-visual

Australian Corporate Lawyers Association

B

Ba'athist

Bahá'í

Bar (legal)

bar associations (but the American Bar Association)

bar leaders

Barristers' and Advocates' Forum

Basle, but Basel II

Bench (legal)

benchmark

benefiting

Bermudian

Bernard Simons Memorial Award for the Advancement of Human Rights

bid-rigging

bilateral

Bilateral investment treaties (BITs)

biodiesel

biomass

Business, Innovation and Skills, Department of (BIS)

Block Exemption Regulation

Bogotá

bona fide

borderline

Bosnia and Herzegovina

breakout

British Foreign & Commonwealth Office

breakups

broadband

B2B (business-to-business)

Burma – see also Myanmar. In 1989 the military government renamed Burma 'Myanmar', officially the **Republic of the Union of Myanmar**. However, some countries and organisations (including the UK) do not accept the legitimacy of the military government or its authority to change the name, so continue to use 'Burma'. Please consider the context of each publication carefully. **The United Nations uses 'Myanmar'**.

businesspeople

buy-back

buy-out

by-law

C

cantonal

capacity-building

case law

case load

case study

case-by-case

cashflows

CD-ROM

Central African Republic (CAR)

Central and **E**astern Europe

centre

Cent**re** for the Independence of Judges and Lawyers (CIJL)

centrepiece

cf (use in endnotes/footnotes/references for compared to – not in main body of text)

Chapter (Ch when abbreviating chapter in endnotes/footnotes)

charterparty

chatroom

checklist

Children, Schools and Families, Department of (DCSF)

China Banking Industry Regulatory Commission (CBRC)

China International Economic and Trade Arbitration Commission (CIETAC)

China Securities Regulatory Commission (CSRC)

class, of a trademark (but a particular class should have a capital 'C', ie **C**lass 46)

clawback

clean-up (noun)

Clementi Report

co-arbitrator

Coca-Cola

Co-Chair, use Chair **not** Chairman in IBA context

coexist

cogni**s**ance

collect**a**ble

commercial space transportation (CST)

Committee on the Peaceful Uses of Outer Space (COPUOS)

commonplace

Community law – **do not use**. See European Union law

co-mediation

Conference – upper case '**C**' when referring to specific IBA Conference with its full name, ie World Women Lawyers Conference, specialised conferences, IBA Annual Conference, but use lower case '**c**' when just talking about 'a conference'.

Congo – **do not use**. See Democratic Republic of Congo or Republic of the Congo. Note they are two separate countries.

Constitution, when referring to a specific one, or IBA Constitution.

continuing professional development (CPD)

continuing legal education (CLE)

contracted-out

Convention on the Rights of the Child

cooperation

coordinate

copyright holder

corporate social responsibility (CSR)

Council **of Europe** – promotes cooperation between all countries of Europe in the areas of legal standards, human rights, democratic development, the rule of law and cultural cooperation. **Do not confuse** with the Council of the European Union or European Council.

Council of **the European Union** – sometimes referred to as the Council and sometimes still the Council of Ministers) is the third of the seven institutions of the European Union as listed in the Treaty on European Union. **Do not confuse** with Council of Europe or European Council.

counter-argued

counter-balances

counterclaim

counterparty

counterterrorism

coup d'état

Cour de Cassation

courthouse

courts in general, but 'the **C**ourt' when referring to a specific court throughout an article (after naming it in full in the first instance)

criminal law lawyers

cross-border

the Crown

cruise ship

Culture, Media and Sport, Department of (DCMS)

currency – US$, AU$, €, £ (**Note** it is presumed in *IGI, IHP* and web pieces that '$' refers to US dollars, therefore, do not include the country prefix before the dollar sign unless the dollars are non-US)

cybercrime

cyberspace

cybersquatters

D

data, use as a singular noun

DCSF (Children, Schools and Families, Department of)

deal-broker

DECC (Energy and Climate Change, Department of)

decision-making, decision-maker

decontrol

de facto

defence

Defence, Ministry of (MoD)

defendant-contractor

DEFRA (Environment, Food and Rural Affairs, Department of)

delegates, of IBA conferences

Democratic Republic of Congo (DRC). See also Republic of the Congo – note these are NOT the same country.

Department of Homeland Security (DHS)

deregulation

design-build

Department for Transport (DfT)

dicta, dictum

digital rights management (DRM)

directive, upper case when referring to a specific directive, eg the Utilities **D**irective, Directive 89/660 (either in its full name or when referring to this specific **D**irective thereafter). Use lowercase '**d**' when referring to directives in general.

Director-General

Directorate-General IV (or DG IV) of the European Commission

District Court

dollars – US$, AU$, NZ$ (**Note** it is presumed in *IGI, IHP* and web pieces that '$' refers to US dollars, therefore, do not include the country prefix before the dollar sign unless the dollars are non-US)

dos and don'ts

dot com

Dr (*not* Doctor)

DRC (Democratic Republic of Congo). See also Republic of the Congo

Düsseldorf

E

East Timor – do not use; officially the Democratic Republic of Timor-Leste (see Timor-Leste)

Eastern Europe **but** eastern France

eBook

e-commerce, lowercase 'e', unless starting a sentence or in a heading.

eg (when in parenthesis or endnotes/footnotes/references), but use 'for example' in main text

El Niño

electronic communications networks

email

empanel **not i**mpanel

encyclop**ae**dia

end-users

Energy and Climate Change, Department of (DECC)

enquiry (spell enquiry in this way when you are asking for general information about something. See also **i**nquiry)

Environment, Food and Rural Affairs, Department of (DEFRA)

ePublication

escrow

estoppel

et al

euro, the – plural is euro

EUROCONTROL (European Organisation for the Safety of Air Navigation)

European Commission – is the executive body of the European Union responsible for proposing legislation, implementing decisions, upholding the EU's treaties and day-to-day running of the EU. **Do not abbreviate to EC**

European Convention **on** Human Rights (**ECHR**) (**avoid** using alternative titles: 'Convention for the Protection of Human Rights and Fundamental Freedoms' or 'European Convention for the Protection of Human Rights and Fundamental Freedoms')

European Council – is an institution of the European Union. It comprises the heads of state or government of the EU Member States, along with the President of the European Commission and the President of the European Council. **Do not confuse** with the Council of Europe

European Court **of** Human Rights (**ECtHR**) – nothing to do with the EU: it is a Council of Europe body which sits in Strasbourg. If abbreviating after first mention **do not use** 'European Court' or ECHR, which denotes European Convention **on** Human Rights

European Court of Justice (ECJ) – the highest court in the European Union in matters of EU law; sits in Luxembourg

European Union (EU after first mention) – use full name followed by acronym in parenthesis in first instance, and EU thereafter

European Union law (historically called 'European Community law') – use to refer to the law of the Member States of the EU, as adopted by the Council of Ministers

eurozone

ex ante

ex post

exequatur

ex officio

exposé

ex parte

extra-curricular

extrajudicial

extraterritorial

F

fact finding (but a fact-finding mission – see notes on attributive hyphens under Hyphenation)

fair trial rights (not hyphenated)

favela

favo**u**r

federal

first come, first served

first, but secondly, thirdly – when using numbers, in, 1st, 2nd, 3rd

focused, focuses

focusing

fora **not** forums when relating to IBA Fora

force majeure

for**e**go

Foreign & Commonwealth Office (FCO), use full name with acronym in brackets, and acronym thereafter

foreword (of a book etc, not forward)

forthcoming (**not** upcoming)

forum non conveniens

forum-shop, forum-shopping

framework

franchis**o**r

Frankfurt

frontline

FTSE (Financial Times Stock Exchange), use abbreviation

fulfil

fulfilment

fully-fledged **not** full-fledged

G

Gambia, **T**he

geostationary

geopolitical

geoinformation (abbreviation of geographic information)

government – only uppercase when referring in the first instance to a government's official name ie, the **Federal Government of Nigeria**. Thereinafter it should be **lowercase** unless specified in parenthesis (the '**G**overnment') for repeated reference. See Capital letters and Abbreviations.

grant**o**r

grassroots

Green Paper

Great Britain – avoid using, use UK instead

ground-breaking

Guantánamo Bay

guaranty

Gulf region

H

Hague, **T**he, when referring to the place

Hague-Visby Rules

healthcare

high-tech

Hong Kong SAR

humankind **not** mankind

Human Rights Institute, International Bar Association's (first time write in full, then IBAHRI. Never simply HRI or IBA's Human Rights Institute)

I

IBA Guidelines for Drafting International Arbitration Clauses

IBA Guidelines on the Conflict of Interest in International Arbitration

IBA office **not** headquarters

IBA Rules on the Taking of Evidence in International Arbitration

IBA, the, **not** the Association

Ibid **not** *Id* in footnotes

ie (in parenthesis or footnotes/references), but use 'that is' in the main text where appropriate

Immigration Law Practitioners' Association (ILPA)

immovable

impact – **do not use as a verb**. Something can have an impact on something else, but it cannot impact it. Change into a noun or use 'affect' or 'influence' etc instead

in lieu

in rem

inc

indicia

infra-red

in-house counsel

Initial Public Offering (IPO) – do not confuse with Intellectual Property Office (IPO)

inquiry (use this spelling for a public inquiry - any process that has the aim of augmenting knowledge, resolving doubt, or solving a problem)

insofar as

Intellectual Property Office (IPO) – do not confuse with Initial Public Offering (IPO)

inter alia

inter-agency

intergovernmental

International Bar Association's Human Rights Institute (first time write in full, then IBAHRI. Never HRI or IBA's Human Rights Institute)

International Centre for the Settlement of Investment Disputes (ICSID)

International Civil Aviation Organization (ICAO)

International Court of Justice (ICJ)

International Criminal Court (ICC)

International Criminal Tribunal for Rwanda (ICTR)

International Criminal Tribunal for the former Yugoslavia (ICTY)

internet

internet service provider (ISP)

inter-party

interpersonal

IPO (initial public offering)

Iraqi Bar Association

Iraqi High Court

Iraqi High Tribunal

Iraqi Penal Code

Iraqi Special Tribunal

Islamic law

J

Japan Fair Trade Commission (JFTC)

joint stock companies

joint venture

judgment (**not** judg**e**ment)

Justice, Ministry of (MoJ)

K

Kazak**h**stan

keynote

keyword

kilometres

kilowatt-hour (kWh)

know-how

Koran, or Qur'an

Korean Fair Trade Commission (KFTC)

Kyrgyzstan

L

laissez-faire

landline

large-scale

law firm – we do not include acronyms after a law firm name (eg, LLP, SC etc). **Note** in IBA conference brochures and some advertising LLP is used. Check with the appropriate IBA department if unsure.

law-making, law-maker

law societies, the Law Society (of England and Wales)

Legal Practice Division (LPD), IBA's

Leuven

lex rei sitae

lex situs

LexisNexis

licen**c**e (noun) but licen**s**e (verb), ie a licen**c**e to sell alcohol, but to licen**s**e a premises, also licen**s**ed premises. See also Spelling

licen**c**e-holder

lien

life forms

lip-service

Listserv

loophole

Lord Goldsmith QC (**not** Lord *Peter* Goldsmith)

Ltd

Luxembo**u**rg

M

M&A – mergers and acquisitions, acronym preferred

macroeconomic

Malmö

maquiladora (a factory that imports materials and equipment on a duty-free and tariff-free basis for assembly or manufacturing and then re-exports the assembled product, usually back to the originating country)

marketplace

Master**C**ard

member of the IBA

Member **O**rganisations (of the IBA)

Member **S**tate, of the European Union

memorandum, memoranda

Mercosur

metres

microeconomic

millennium

Mission of the IBA (IBA Mission Statement)

MoD (Ministry of Defence)

Model Law on International Commercial Arbitration (MLA)

Model Law on International Commercial Conciliation (MLC)

modus operandi

MoJ (Ministry of Justice)

moneys

Montreal

most-favoured-nation treatment

movable

Mr/Mrs/Ms, do not use where full name is given

Muhammad – Islamic prophet (check spelling of name for individuals)

multidisciplinary

multidisciplinary practices (MDPs)

multijurisdictional

multimodal

multinational or MNC

multiparty

Myanmar – see also Burma. In 1989 the military government renamed Burma 'Myanmar', officially the **Republic of the Union of Myanmar**. However, some countries and organisations (including the UK) do not accept the legitimacy of the military government or its authority to change the name, so continue to use 'Burma'. Please consider the context of each publication carefully. **The United Nations uses 'Myanmar'**.

N

NASDAQ (National Association of Securities Dealers Automated Quotations), use abbreviation

National Airspace System (NAS)

National Association of Securities Dealers (NASD)

Net Asset Value (NAV)

Netherlands, **t**he

nonetheless

non-governmental organisations (NGOs)

no one

north of England (not **N**orth England)

Northeast Asia

Nurem**b**erg

NYSE (New York Stock Exchange), use abbreviation

O

obiter dicta

obligor

offerer

Office of Public Council for Victims (OPCV), of the ICC

Office of Public Counsel for the Defence (OPCD), of the ICC

Office of the Prosecutor (OTP), of the ICC

office, the London/Brazil **o**ffice of the IBA

officers, of a committee

offshoring

oil spill

oilfield

oilrig

one-third

ongoing

online **not** on-line

Op-Ed

Open Society Foundations (OSF) (no longer called Open Society Institute (OSI))

Open Society Initiative for Southern Africa (OSISA)

Open Society Institute (OSI) – **do not use** (renamed in 2011 to Open Society Foundations (OSF))

Operation Murambatsvina [Drive out Rubbish]

Osama bin Laden, bin Laden

over-regulated

override

overrule

over-run

P

p 6, pp 21–28 (when referring to page numbers, use p – no stop – followed by a space before the number, and pp when referring to more than one page)

Palestine

pan-European

panellist

paragraph, in main text, 'para' in endnotes/ footnotes (**avoid** (¶) paragraph sign/pilcrow)

Parliament, uppercase when it is a proper noun (eg, Parliament of Australia), lowercase when it is an adjective (eg, parliamentary system)

pay-as-you-earn (PAYE)

payout

PDF format

peacekeeping

per cent (**not** % or percent)

per se

Phase one but when referring to clinical trials use Phase I/Phase II etc

PhD (*not* Doctorate)

pilcrow (¶)/paragraph mark/paragraph sign – **do not use**, instead use 'paragraph' in main text, 'para' in footnotes/endnotes

policy-maker

post-date

pounds sterling (use £ where possible)

precondition

pre-date

pre-emption

pre-sale

prerequisite

pre-trial

Pre-Trial Chamber (PTC), of the ICC

price-fixing

prima facie

proactive

pro bono, pro bono activities

pro-competitive

proactive

programme (although computer program)

pro rata

prosecutor/**p**rosecution but when referring to the International Criminal Court (ICC) use the **P**rosecutor (though still counsel for the prosecution)

Public and Professional Interest Division (PPID), IBA's

public–private partnership

Q

Quebec

Qur'an or Koran

R

ratione materiae

ratione personae

raison d'être

R&D (research and development). Can use acronym or full term

reaffirmed

record-keeping

re-evaluation

reissue

renvoi

reopen

repatriable

Republic of the Congo, see also Democratic Republic of Congo (note these are NOT the same country)

résumé

rightholder

Rivonia Trial

role

rollback

Rome Statute of the ICC (thereafter, Rome Statute)

r**o**ubles

roundtable

the rule of law

run-off

S

11 September (as usual date) or 9/11 (when referring to the terrorist attack in New York)

SA (Société Anonyme)

SADC protocol, SADC countries

São Paulo

Sarbanes-Oxley Act of 2002

s**c**eptical

Schedule 'to' an Act

SCSL (Special Court for Sierra Leone)

Second EU Anti-Money Laundering Directive

Second World War (not World War II or WWII), World Wars

Secretary-General

section sign (§), **do not use**, instead write 'section' in the main text and 's' in endnotes/footnotes

sections of Acts should use a lower case 's' (ie, section 12(a) Act XYZ). Abbreviate to 's' in endnotes/footnotes (eg s 12(a))

Securities and Exchange Commission (SEC)

securityholder

seisin

set-off

settler

Sharia law, Islamic law

Shi'ite

shipfinance

shipowner

short cut

signatories **to** a treaty

significant market power

situs

siz**e**able

Slovak Republic

socio-economic

south of France

Southeast Asia

Southern Afric**a** Litigation Centre (SALC)

spam

Special Court for Sierra Leone (SCSL)

Special Rapporteur on the situation of human rights in Myanmar

speciali**t**y **not** specialty

standalone

startup

State Administration for Industry and Commerce (SAIC)

State Administration of Foreign Exchange (SAFE)

State Development and Planning Commission (SDPC)

State Development and Reform Commission (SDRC)

State Electricity Regulatory Commission (SERC)

State Intellectual Property Office (SIPO)

state, generally use lower case s, unless referring to a specific state. Our preference is for a capital letter to be used in all references to that specific state thereafter (see Capital letters)

States **P**arties to the Rome Statute (**S**tates **P**arties) Singular is State Party (not States Party)

status quo

Statute of the International Court of Justice (thereafter abbreviate to 'Statute of the ICJ')

stepping-stone

straightforward

straitjacket

subcarrier

subcommittee of the IBA, but Investment Treaty Arbitration **S**ubcommittee

subcontract, subcontractor

subdivision

subgroup

subject matter

subnational

subparagraph ('subpara' in endnotes/footnotes)

subsection ('ss' in endnotes/footnotes)

subsession

Sunnah

supra – **do not use.** Use 'see above'

Supranational

T

Taiwan, Republic of China

takeover

Taliban

task force

Task Force on the Financial Crisis (after initial reference use 'the Task Force')

Task Force on International Terrorism (IBA) (after initial reference use 'the Task Force')

Task Force on Multijurisdictional Cross-Border Commercial Practice (after initial reference use 'the Task Force')

tax-deductible

telecoms **not** telecommunications

telcos – please avoid

textbook

The Gambia

The Hague

the Netherlands

timeframe

timescale

Timor-Leste, officially the Democratic Republic of Timor Leste (**not** East Timor)

tonnes **not** tons

trademarks, use case and style of the specific trademark and ™

trade name

transborder

transnational

transport **not** transportation

Transport, Department for (DfT)

travellers cheque (descriptive rather than possessive, so does not need apostrophe)

Trial Chamber (TC), of the ICC

TRIPS Agreement (Trade-Related Aspects of Intellectual Property Rights)

turnover

21st century **not** twenty-first century

twofold

U

Ukraine, **not** the Ukraine

UN Commission on International Trade Law (UNCITRAL) Model Law

UN Security Council (UNSC)

under way

underutilised

UNIDROIT (International Institute for the Unification of Private Law)

United Arab Emirates (UAE)

United Kingdom (UK after first mention). Always UK firms, UK committees etc

United Nations (UN after first mention) (**Exception** in official UN documents, the title should appear in full, eg: Charter of the United Nations, **not** Charter of the UN)

United States (US after first mention). **Do not use** United States of America or USA.

unitholder

universal mobile telephone service (UMTS)

upcoming **use** forthcoming

up-to-date when an adjective before a noun, but keeping something up to date. See Hyphenation.

US **not** USA. Always US firms, US committees etc. America is acceptable when the context renders it more appropriate

V

valuate – this is chiefly North American, use value instead

value added tax (VAT)

versus (abbreviate to v)

Vice-Chair, when using full IBA title or a specific title pertaining to a named individual

Vice-President, when using full IBA title, or a specific title pertaining to a named individual

vice versa

videoconferencing

vis-à-vis

voice over broadband (VoB)

voice over internet protocol (VoIP)

W

'war on terror' – **do not use** this term, even in inverted commas.

Washington, DC

waybill

web (the **w**eb, as in internet)

wellbeing

well-known

West Africa but **w**est Wales

Western (relating to the Western world)

while **not** whilst

whistleblowing, whistleblower

Wi-Fi

wilful

winding up (verb) winding-up (noun)

Women's Interest Group (IBA)

Working Group (use capitals when referring to a specific IBA group ie World Trade Organization Working Group)

workplace

World Bank, the

World Health Organi**z**ation (WHO)

World Intellectual Property Organi**z**ation (WIPO) Mediation Rules

World Trade Organi**z**ation (WTO)

World Wars (refer to First World War and Second World War)

World Wide Web – **do not use**. See web or internet.

World Women Lawyers Conference

worldwide

www.ibanet.org

Z

Zimbabwe African National Union – Patriotic Front (ZANU-PF)

Zivilprozessordnung (ZPO)