

# IBA In-House Style Guide

---

This guide outlines the IBA house style and should be followed for all IBA material, print, film (where relevant) and online. 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 Glossary and Specialist Terms.

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 blue. Please check the date at the top of each page to ensure you have the current style guide.**



---

## Contents

---

Abbreviations .....	6
Acronyms.....	6
Law firms .....	6
Addresses .....	7
Apostrophes .....	7
Bibliographies .....	8
Bibliography lists .....	8
Endnotes and footnotes.....	8
Capitalisation.....	9
Captions .....	11
Colons and Semicolons .....	11
Colons .....	11
Semicolons .....	11
Commas.....	12
Courts .....	12
Ellipses.....	12
Email Addresses.....	13
Emphasis .....	13
Emphasis Added .....	13
Foreign Words and Phrases.....	13
Country and city names.....	13
Figures and Tables .....	13
Geography .....	14
IBA Global Insight .....	14
<b>IBA Committee Updates.....</b>	<b>14</b>
<b>IBA Conference Programmes .....</b>	<b>14</b>

<b>Heading Levels and Titles .....</b>	<b>16</b>
<b>General incl conference programmes and ad hoc reports .....</b>	<b>16</b>
<b>Journals .....</b>	<b>16</b>
<b>Committee Updates, magazines, online.....</b>	<b>16</b>
<b>HRI reports .....</b>	<b>16</b>
<b>Honorifics, Names and Titles.....</b>	<b>17</b>
<b>General.....</b>	<b>17</b>
<b>Common honorifics: Mr/Mrs/Miss/Ms.....</b>	<b>17</b>
<b>Academic and professional honorifics: Professor/Doctor.....</b>	<b>17</b>
<b>Honorifics and formal titles.....</b>	<b>18</b>
<i>Lord/Lady, Sir/Dame, Baron/Baroness .....</i>	<i>18</i>
<i>Judges .....</i>	<i>18</i>
<i>President, Prime Minister.....</i>	<i>18</i>
<b>Hyphenation .....</b>	<b>19</b>
<b>Italics, Bold and Underlining .....</b>	<b>19</b>
<b>Italics.....</b>	<b>19</b>
<i>Cases .....</i>	<i>21</i>
<i>Books.....</i>	<i>21</i>
<b>Bold.....</b>	<b>21</b>
<b>Underline.....</b>	<b>21</b>
<b>Latin Legal Terminology .....</b>	<b>21</b>
<b>Law Firms .....</b>	<b>21</b>
<b>Lists and Bullet Points .....</b>	<b>22</b>
<b>General.....</b>	<b>22</b>
<b>Bulleted lists .....</b>	<b>22</b>
<i>Exception: IBA conference programmes .....</i>	<i>23</i>
<b>Numbered lists .....</b>	<b>23</b>
<b>Notes .....</b>	<b>23</b>

<b>Numbers</b> .....	<b>24</b>
<b>General</b> .....	<b>24</b>
<b>Percentages</b> .....	<b>24</b>
<i>Exception: tables, lists or infographics</i> .....	<i>24</i>
<b>Ordinals</b> .....	<b>24</b>
<i>Exception: IBA conferences</i> .....	<i>25</i>
<b>Fractions</b> .....	<b>25</b>
<b>Measurements – distances and weights</b> .....	<b>25</b>
<b>Dates</b> .....	<b>25</b>
<b>Time</b> .....	<b>25</b>
<b>Parentheses</b> .....	<b>26</b>
<b>Primary and Secondary Sources in the Main Text</b> .....	<b>26</b>
Journal, report, proposal paper titles etc .....	26
Book titles .....	26
Newspaper article titles .....	26
Interview titles .....	26
<b>Quotations</b> .....	<b>27</b>
Magazine pull quotes .....	27
<b>Referencing: Endnotes, Footnotes and Citations</b> .....	<b>28</b>
Journals .....	28
Committee Updates, magazines and online .....	28
IBAHRI reports .....	28
<b>Slashes</b> .....	<b>29</b>
<b>Spelling</b> .....	<b>29</b>
<b>Translated Material</b> .....	<b>30</b>
<b>Website URLs</b> .....	<b>30</b>
Main text .....	30
Endnotes/footnotes .....	30

**Glossary and Specialist Terms .....31**

---

## 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

**Please note – job titles eg, ‘Ambassador (ret.) Hans Corell do not follow this rule and include a stop.**

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](http://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 known – 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-governmental organisations (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) in editorial material.

**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  
Website: [www.ibanet.org](http://www.ibanet.org)  
Email: [info@int-bar.org](mailto:info@int-bar.org)

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](mailto:info@int-bar.org) Website: [www.ibanet.org](http://www.ibanet.org)

---

## Apostrophes

---

An apostrophe must **not** be used with possessive 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](http://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)

<sup>15</sup> Elizabeth Fisher, *Risk Regulation and Administrative Constitutionalism* (Hart Publishing 2007).

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



## Capitalisation

It is preferable that capital letters are used sparingly:

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 **Dodd-Frank Act** was signed into federal law in 2010. The **Act**...

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:

John Smith is a **content editor** at the IBA...  
John Smith, **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...

When presenting a list of names (eg, an advisory group), for the sake of consistency **capitalise titles throughout the list.**

**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 'Government') for repeated reference. See [Capitalisation](#) and [Abbreviations](#).

A representative from the Federal Government of Nigeria stated that government-intervention was... / A government minister said...

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

The **Government of the French Republic** (the 'Government') is headed by the Prime Minister. The Government is comprised of...

The US government is composed of three distinct branches. Other governments are...

---

## 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

---

There should be no space before an ellipsis but one after, before the next letter. Avoid using ellipses in pull quotes where possible. [Shortcut in MS Word: **Alt + Ctrl + .** ]

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

'... law firms have lagged behind... they don't recognise they are part and parcel of the equation...'

---

## Email Addresses

---

Email addresses should be lowercase throughout and in Roman typeface in print and online.

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].

---

## 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](#).

Figure 1: petroleum revenue reporting schedule, **not** Figure 1 - Petroleum revenue...

---

## Geography

---

As the official names of places around the world change, the general rule is to keep up with these changes. The names of cities in India are a notable example; eg, Bangalore to Bengaluru. See further examples in the glossary.

---

## IBA Global Insight

---

The language used in *Global Insight* should be more informal than that used in the journals, which is academic in tone. For example, contractions can be used.

---

## IBA Committee Updates

---

IBA Committee Updates should be consistent across all committees.

- No photographs of authors to be included alongside articles.
- Table of contents does not include author names.
- 'From the Chair' and 'From the Editor', rather than 'Message from the Chair' etc.
- Authors to keep endnotes to a minimum.
- 'Meet the Officer' pages, if included, should ask appropriate questions. Be wary of self-advertising.

---

## IBA Conference Programmes

---

Conference title wording:

- Marketing to send initial wording for webpage to Content for comment before the initial conference blurb goes online
- Titles should not include the word 'IBA'
- Sub-headings should have a maximum of six words and start on the line beneath the heading in a smaller point font
- There should be no repetition between the heading and sub-heading

Conference titles, front page:

- Heading A - Frutiger bold (65) 32 point
- Heading B - Frutiger bold (65) 20 point
- The colour of Heading A should be the same as the 'IBA conferences' branding down the left-hand edge
- Heading B should be in black

Other front-page style pointers:

- Sessions include (if they are the session titles), otherwise Topics include. The 'will' in 'sessions will include' is superfluous.
- The Twitter logo/handle/hashtags should be directly below the IBA logo on the top right hand side
- The dates should appear on a line above the address to tidy things up
- Wherever a person appears more than once in a conference programme, the person's firm details are to appear on all occasions

#### Back cover:

- IBA/committee blurb should always be on the back cover

#### The following Style exceptions apply to all conference programmes:

- Ordinals for conference title headings written as numbers – 1st, 2nd etc because of limited width space.
- For bulleted lists of session outlines, each bullet should be in sentence case with no end stop or semi-colon.
- United States (USA after first mention, not US).

## Heading Levels and Titles

Follow this guide and you shouldn't go far wrong.

<i>Proofing mark</i>	General incl conference programmes and ad hoc reports	Journals	Committee Updates, magazines, online	HRI reports	<i>Font style</i>
<b>A head</b>	<b>Title/ Conference Title</b>	<b>Title of Article</b>	<b>Title of article</b>	<b>Title of Chapter</b>	<b>65 Bold, title case, 16pt</b>
<b>C head</b>	<b>Heading level 1</b>	<b>Heading level 1</b>	<b>Heading level 1</b>	<b>5.1 Heading level 1</b>	<b>65 Bold, sentence case, 12pt (HRI can be numbered)</b>
<i>D head</i>	<i>Heading level 2</i>	<i>Heading level 2</i>	<i>Heading level 2</i>	<i>Heading level 2</i>	<i>56 Roman Italics, sentence case, 12pt</i>
E HEAD	HEADING LEVEL 3	HEADING LEVEL 3	HEADING LEVEL 3	HEADING LEVEL 3	55 ROMAN SMALL CAPS, SENTENCE CASE, 11PT
F head	Heading level 4	Heading level 4	Heading level 4	Heading level 4	55 Roman, sentence case, 10 pt
<i>G head</i>	<i>Heading level 5</i>	<i>Heading level 5</i>	<i>Heading level 5</i>	<i>Heading level 5</i>	<i>56 Italic, sentence case, 10 pt</i>



---

## Honorifics, Names and Titles

---

### General

Honorifics are words that convey respect when used in addressing or referring to a person. Some honorifics are **formal titles**. Generally, 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.
- 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.
- When listing names in alphabetical order by surname, double-barrelled surnames should be listed under the first part of the surname.

### Common honorifics: Mr/Mrs/Miss/Ms

Do not use common honorifics. Names should appear [firstname] + [surname], and then [surname] only thereafter. Ensure consistency:

**John Smith** believes the ICC should investigate. 'The international legal community has not done enough about this,' adds **Smith**.

### Academic and professional honorifics: Professor/Doctor

If the individual's profession or academic background has an obvious relevance to the material (such as in a biography, a press release on a particular issue, a panel event) these titles may be included.

These should follow the same rule of being written out in full [honorific/title] + [firstname] + [surname] in the first instance, and then [surname] only in subsequent mentions.

**Note:** that not everyone will provide their titles, and omission of one may inadvertently cause offence if they see that others are included.

**Professor Cherif Bassiouni** is an expert in international law and Egyptian affairs... As **Bassiouni** explains, 'It was very obvious that the Morsi regime was moving the country towards a "theocracy" ...'

Biographies can be a little more informal if appropriate: provided you ensure the first iteration gives their full title and qualifications you may shorten to [firstname] only.

**Dr Mark Ellis** is Executive Director of the IBA. **Mark's** particular responsibilities have included ...

## Honorifics and formal titles

These indicate nobility or a formal title granted to a person by the state/head of state and should be included in first mention of the individual's name.

'QC' for English barristers should also be used in the first mention as it refers to 'Queen's Counsel', and is nominally bestowed upon them by the head of state.

### *Lord/Lady, Sir/Dame, Baron/Baroness*

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

**Baroness Helena Kennedy QC** is Co-Chair of the IBAHRI. **Baroness Kennedy** is the IBAHRI's first female Co-Chair...

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

British human rights barrister **Michael Mansfield QC** believes the ICC should investigate... 'To me it is a rather obvious case whereby the rule of law has been bashed aside and the international community has done very little about it,' adds **Mansfield**.

### *Judges*

#### ACADEMIC PUBLICATIONS: JOURNALS AND COMMITTEE UPDATES

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 [Title] + [Surname] or [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.

---

## 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 expertly organised conference

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

public–private partnership  
defendant–contractor

**Note** en-dashes/double dashes are used to enclose supplementary information, or replace isolating commas to create emphasis. En-dashes should be used with spaces either side.

Having some sort of collective settlement tool available – like in the Netherlands – will be...

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

per se

---

## 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.

---

## Lists and Bullet Points

---

### General

Lists of fewer than three items or points can be presented within the text with no line breaks. If the sentence or list is long and convoluted, you may wish to present it in the following way: with a colon to begin the list; semicolons to separate each item; and a conjunction to indicate the closing point.

Avoid using numerals for listing, unless the numbering contributes to the sense and meaning of the text (that is, it is chronological or hierarchical, or if it corresponds to subsequent numbered sections). If numbering is required, use numerals in parenthesis, with no stop.

The court treated it as having two elements: (1) whether the government ‘controls’ the entity in question; and (2) whether the entity ‘performs a function the government treats as its own’.

### Bulleted lists

Bulleted lists (using the round stop •) should be used for longer lists and are preferred to numbered lists – again, unless the numbering contributes to the sense and meaning of the text (that is, it is chronological or hierarchical, or if it corresponds to subsequent numbered sections). 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 (such as listing in the example below), this should be allowed to wrap normally; punctuation should be normal within the sentence, each bulleted line ending with a semi-colon. The last point should end with a full stop.

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 point, like this:

Activities relevant to the workshop include:

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

**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.

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

- main bullet;
  - sub 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: IBA specialist conference programmes and Annual Conference programme*

For bulleted lists of session outlines, each bullet should be in sentence case with no end stop or semi-colon.

Conference 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 lists

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 numbering is required, it should be a Roman numeral in parenthesis:

- 1. like this;
  - (i) this; and
  - (ii) this.

---

## Notes

---

See [Referencing: Endnotes, Footnotes and Citations](#).

---

## Numbers

---

### General

Spell out one to ten. Use figures from 11 upwards **unless** the sentence starts with a number.

For decimal fractions use figures for numbers below 11 (eg, 6.8). Avoid beginning a sentence with a decimal fraction.

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, including currency; 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 ‘three million people’), **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.

### Percentages

Use per cent **not** percent or %.

*Exception: tables, lists or infographics*

If there are long lists of percentages, or percentages are used graphically (that is, in a table or infographic) use %. This should only be relevant for magazines and online.

Attendance was high, at 70 per cent... only two per cent margin...

### Ordinals

First, second, third – be consistent. If being used in this format, replace with conjunctions (eg, moreover, in addition) onwards from ‘third’.

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

Example:

It was the second anniversary, 11th person, 23rd letter



When using numbers, the ordinal indicator is **lowercase roman** and **not in superscript**.

Ordinal indicators are **not** used for dates.

*Exception: IBA conferences*

**Always** use numbers for ordinals. Example:

1st Biennial Conference, 15th Transnational Crime Conference

## Fractions

Use the one to ten, followed by 11, 12, 13, rule.

A fifth of lawyers attending..., seven tenths of respondents..., they scored 11/50..., 13/100

## Measurements – distances and weights

In full, using the one to ten, followed by 11, 12, 13 rule.

Ten kilometres

It was a distance of nine miles

15 grams

## 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

## Time

Ordinals, 24-hour time, no punctuation. Globally understood and clear!

Coffee will be served at 0900...

You must be ready to leave at 2100...

midday, midnight...

1 hour 25 minutes

3 hours 1 minute

---

## 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, citation as follows:

*'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.

---

## Referencing: Endnotes, Footnotes and Citations

---

### 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](http://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’.<sup>1</sup>  
New legislation could come into force as early as September – according to officials<sup>1</sup> – 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’.

<sup>1</sup> A more complete account of the law of gaming is given in chapter 2.

<sup>2</sup> For example, service outside the jurisdiction.

<sup>3</sup> *Ibid.*

<sup>4</sup> See n 1 above.

<sup>5</sup> Hartley William Shawcross, *Life Sentence – The Memoirs of Hartley Shawcross* (London: Constable, 1995), 2–15.

### Committee Updates, magazines and online

Footnotes in Committee Updates 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.

---

## 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

<b>British</b>	<b>American</b>
aeroplane	airplane
categorise	categorize
centre	center
defence	defense
emphasise	emphasize
favour	favor
focusing	focussing
fulfil	fulfill
kilometre	kilometer
metre	meter
naivety	naïveté
neighbour	neighbor
organisation	organization
orientated	oriented
practise (verb) practice (noun)	practice (verb and noun)
speciality	specialty

---

## 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, **except in the case of names, eg. Martin Šolc.**

**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

---

URLs are case sensitive; do not alter the case of URLs and always check they work/refer to the correct thing.

### Main text

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

**www.ibanet.org/Publications/publications\_home.aspx**

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.ibanet.org/Publications/publications\_home.aspx**

**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 – suggestions should be directed to the editorial team.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

AU\$ = Australian dollars

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

above-mentioned (but aforementioned is preferred)

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

account-keeping

acknowledgment

acquirer

acquis communautaire

Acts, titles of acts should not be italicised

Act No 311/2001

ad hoc

ad valorem

adviser

Advocate General (AG)

aeroplane **not** airplane

affidavit

aforementioned

African Union (AU)

Age – hyphenate, ie a one-year-old boy

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* annexes)

annex ‘to’ **not** ‘of’

anti-competitive

anti-corruption

anti-money laundering

antitrust

apartheid

Appeals Chamber (AC), of the ICC

Argentinian (not Argentinean), Argentine (the inhabitant)

artefact

articles of directives **BUT** Article 19 of Directive XXY (and thereafter, **Article** 19, compared to other articles) (abbreviate to ‘Art 19 of Directive XXY’ in endnotes/footnotes)

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

Asia Pacific region – no hyphenation

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**

[\*To top\*](#)

Ba'athist

Bahá'í

Bengaluru, not Bangalore

**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

breakups

BRICS – Brazil, Russia, India and China, coined by Jim O’Neill in 2001. See also [MINT](#).

British Foreign & Commonwealth Office

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

[To top](#)

cantonal

capacity-building

case law

case load

case study

case-by-case

cashflows

CD-ROM

Central African Republic (CAR)

**Central and Eastern Europe**

centre

**Centre** 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

Chennai, not Madras

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 **Class 46**)

clawback

clean-up (noun)

Clementi Report

co-arbitrator

Coca-Cola

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

coexist

cognisance

collectable

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 Court’ 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

[To top](#)

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

[To top](#)

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** impanel

encyclopaedia

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 [inquiry](#))

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 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

[To top](#)

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

fair trial rights (not hyphenated)

favela

favour

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

forego

Foreign & Commonwealth Office (FCO) , 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

franchisor

Frankfurt



frontline

FTSE / FTSE 100 / (Financial Times Stock Exchange), use abbreviation

fulfil

fulfilment

fully fledged **not** full-fledged

## G

[To top](#)

G20 / G8 – uppercase ‘G’, no space

Gambia, The

Gaddafi, Colonel Muammar

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 ‘Government’) for repeated reference. See [Capitalisation](#) and [Abbreviations](#).

grantor

grassroots

Green Paper

Great Britain – avoid using, use UK instead

ground-breaking

Guantánamo Bay

guaranty

**Gulf** region

## H

[To top](#)

Hague, The, when referring to the place

Hague-Visby Rules

healthcare

high-tech

Hong Kong SAR – use for all regions/areas of the island, with no sub name

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

[To top](#)

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

ISIS (this may be subject to change if other terms, eg, Daesh, become more commonplace)

Islamic law

Islamicisation – can be used, esp in HRI reports (check if unsure)

**J**[To top](#)

Japan Fair Trade Commission (JFTC)

joint stock companies

joint venture

judgment – for legal pronouncements (eg, ‘a binding judgment in favour of the plaintiff’)

judgement – as a non-legal term (eg, ‘it is common sense – just use your judgement’)

Justice, Ministry of (MoJ)

**K**

Kazakhstan

keynote

keyword

**Kiev, not Kyiv**

kilometres

kilowatt-hour (kWh)

know-how

Kochi, not Cochin

Kolkata, not Calcutta

Koran, or Qur’an

Korean Fair Trade Commission (KFTC)

Kyrgyzstan

**L**[To top](#)

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

licence (noun) but license (verb), ie, 'a licence to practise law', but 'to license a lawyer', and 'a licensed lawyer'. See also [Spelling](#)

licence-holder

lien

ife forms

lip-service

Listserv

loophole

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

Ltd

Luxembourg

## M

[To top](#)

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

MasterCard

**megatrend** – to refer to an important shift in the progress of a society or of any other particular field or activity

member of the IBA

**Member Organisations** (of the IBA)

**Member State**, of the European Union

memorandum, memoranda

Mercosur

metres

microeconomic

millennium

MINT – Mexico, Indonesia, Nigeria and Turkey, coined by Fidelity Investments in 2014 to supercede **BRICS** as the ‘emerging economies’ have changed

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

Mumbai, not Bombay

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

[To top](#)

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, the

nonetheless

non-governmental organisations (NGOs)

no one

north of England (not North England)

Northeast Asia

Nuremberg

NYSE (New York Stock Exchange), use abbreviation

## O

[To top](#)

*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 office 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

Outside **not** outside of

over-regulated

override

overrule

over-run

## P

[To top](#)

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

Plurilateral, ie, with reference to trade

policy-maker

post-date

pounds sterling (use £ where possible)

practice (noun) but practise (verb), ie, 'a doctor's practice', but 'a doctor practises medicine', and 'a practised doctor'. See also [Spelling](#)

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

**p**rosecutor/**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

[To top](#)

Quebec

Qur'an or Koran

## R

[To top](#)

*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)

roubles

roundtable

the rule of law

run-off

Russian Federation to be used on emango, but Russia preferable for publications

## S

[To top](#)

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

sceptical

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

sizeable

Slovak Republic

socio-economic

south of France

Southeast Asia

Southern Africa Litigation Centre (SALC)

spam

Special Court for Sierra Leone (SCSL)

Special Rapporteur on the situation of human rights in Myanmar

speciality **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 Parties to the Rome Statute (**States Parties**) 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

stockholder – **do not use.** Use 'shareholder'

straightforward

straitjacket

subcarrier

subcommittee of the IBA, but Investment Treaty Arbitration **Subcommittee**

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**[To top](#)

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)**Tonga, officially The Kingdom of Tonga**tonnes **not** tonstrademarks, use case and style of the specific trademark and <sup>TM</sup>

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

[To top](#)

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 in publications, USA in conference programmes). **Do not use** United States of America.

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

[To top](#)

waiting list, **not** wait list

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

Washington, DC

waybill

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

website

wellbeing

well-known

**West** Africa but **west** 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 eg, Antitrust Committee Working Group)

workplace

World Bank, the

World Health Organization (WHO)

World Intellectual Property Organization (WIPO) Mediation Rules

World Trade Organization (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

## **Z**

[\*To top\*](#)

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

Zivilprozessordnung (ZPO)