

## **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.**

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## 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 your judgement when using acronyms. For commonly used acronyms where it can be assumed in the context of a publication that the reader will know its meaning, an acronym does not need to be spelt out in full. For example, in an article about taxation, OECD does not need to be spelt out in full.

Where an acronym needs to be spelt out initially, 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:

Use	Do not use
non-governmental organisations (NGOs)	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.

## 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  
Chancery House  
53-64 Chancery Lane  
London WC2A 1QS  
Tel: +44 (0) 20 7842 0090  
Website: [www.ibanet.org](http://www.ibanet.org)

The text form is like this:

International Bar Association, Chancery House, 53-64 Chancery Lane, London,  
WC2A 1QS  
Tel: +44 (0) 20 7842 0090 Website: [www.ibanet.org](http://www.ibanet.org)

## Apostrophes

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

Use	Do not use
The IBA and <b>its</b> committees... Information about <b>its</b> services...	The IBA and <b>its'</b> committees... Information about <b>its'</b> services...

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

An IBA **member's** request...

The IBA **members'** meeting...

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/sites/default/files/migrated/oscola\\_4<sup>th</sup>\\_edn\\_hart\\_2012.pdf](http://www.law.ox.ac.uk/sites/default/files/migrated/oscola_4<sup>th</sup>_edn_hart_2012.pdf) (see pages 11–12). OSCOLA is a clear, comprehensive guide to citing legal journals, books and cases in notes and references.

Please see the correct style and examples below.

<b>Bibliography lists</b>	Author name (surname first then initials)   name of publication   (publisher year)
<i>Example</i>	Fisher E, <i>Risk Regulation and Administrative Constitutionalism</i> (Hart Publishing 2007)
<b>Endnotes and footnotes</b>	Author name   name of publication  (publisher year)
<i>Example</i>	<sup>15</sup> Elizabeth Fisher, <i>Risk Regulation and Administrative Constitutionalism</i> (Hart Publishing 2007).

## 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.

Example person is **Head of xx Department**. (Only capitalise 'head' if it's an official title).

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**.

## Captions

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

Captions should be short, providing enough information to understand the picture without padding, and ideally fewer than 30 words.

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

Protestors gather outside the Supreme Court, Washington, DC, United States, 5 April 2025. REUTERS/David Jones

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

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.

## Cliches

Avoid any use of clichés where possible. Some common examples:

he has **got** – the got is not necessary and shouldn’t be used

Read between the lines

only time will tell  
 just a matter of time  
 against all odds  
 going/moving forward – use ‘in the future’

## 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. They should therefore be used as follows:

Use	Example
Moving from cause to effect, ie to replace words such as <b>namely, that is, for example</b>	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?
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 should be used as follows:

Use	Example
<p>To separate several items in a series.</p> <p>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.</p>	<p>We should further emphasise that, according to arbitration entities, the major disputes submitted for resolution arise from franchising, consumer relations and corporate issues.</p>
<p>To separate two independent clauses before a conjunction.</p>	<p>The majority of responses to the Green Paper appeared to favour some form of action by the EC, but many respondents counselled against...</p>
<p>To set off introductory elements</p>	<p>It was a fascinating all-day session comprising four panels, which explored...</p> <p>Overall, Auckland proved to be a most interesting Conference.</p>
<p>To set off elements that could be in parentheses (see also <b>Parentheses</b> and <b>Hyphenation</b>)</p>	<p>Charles Lawton is chief legal adviser to the mining giant Rio Tinto, which is involved in two class actions brought under the ATS.</p> <p>Charles Lawton, Chief Legal Adviser to the mining giant Rio Tinto, is currently...</p>

## 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

Ellipses should appear in square brackets when removing text from a quote (have a space either [...] side) **excluding when used in pull quotes**

‘... 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](mailto: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.

Where an organisation or legislation has its own domestic name, write the English name, then include the domestic name and abbreviation in single brackets. As above, do not italicise the foreign word/phrase if it is a proper noun.

[German Civil Code \(Bürgerliches Gesetzbuch or BGB\)](#)

## Country and city names

Use the English version of country and city names.

Use	Do not use
<a href="#">The Hague</a>	<a href="#">Den Hague</a>

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, **under Countries and place names**.

## 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. Where relevant, commonly used acronyms do not need to be spelt out in full on the first instance – eg, US, EU, AI, OECD

### IGI-specific proofing rules

No full stop after author email in author details at the end of the article.

Two spaces between the end of the text and the IBA logo in the PDF version.

Pull quotes should appear between paragraphs if possible (in PDF) .

Avoid putting pull quotes immediately before or after a subheading or before the final paragraph.

Pull quote author details should include their title and organisation, or their officer title and committee name.

**Fatema Sumar**

*Executive Director, Harvard Center for International Development*

**Federica D'Alessandra**

*Co-Chair, IBA Rule of Law Forum*

For in text quotes, see **Quotations**

### Hyperlinks

**For online, hyperlinks should appear in bold and should indicate where the link can be accessed:**

See more **here**.

**For print version, hyperlinks should be amended to tinyurls:**

See more: **tiny.url/LoremIpsum**

tinyurls should be descriptive. For example, for a report use keywords from the title.

No need to include http:// before the tinyurl.

### Interview features

For interview features, the speaker's name should be written in full, no brackets, then use initials thereafter.

James Lewis:

Sitao Xu:

JL:

SX:

## IBA Committee Articles

Articles from committees should be consistent across all committees.

- No photographs of authors to be included alongside articles.
- 'From the Chair' and 'From the Editor', rather than 'Message from the Chair' etc.
- Authors to keep endnotes to a minimum.
- 'Meet the Officer' articles should ask appropriate questions. Be wary of self-advertising.
- Sign off on e-bulletins should appear as:

Name

*Role, committee*

Email address

- Author details in online articles should appear as:

Name

*Firm, city*

Email address

## 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 X 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).

IBA Annual Conference Programme:

- See bulleted list point on pg 23.
- For the US, Canada and Australia, the State/Territory/Province is always reflected.
- The event is called the IBA Annual Conference (not annual conference, not IBA 2017 etc).
- Time formats in all IBA publications should be listed as 1330 (not 13:30, 13.30, 1pm etc)

## Heading Levels and Titles

<i>Proofing mark</i>	<b>General incl conference programmes and ad hoc reports</b>	<b>Journals</b>	<b>Committee articles, magazines, online</b>	<b>IBAHRI reports</b>	<b>LPRU reports</b>	<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>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>Heading level 1</b>	<b>65 Bold, sentence case, 12pt (IBAHRI 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>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	HEADING LEVEL 3	55 ROMAN SMALL CAPS, SENTENCE CASE, 11PT
F head	Heading level 4	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>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.

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

British human rights barrister **Michael Mansfield KC** 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**.

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

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

**Baroness Helena Kennedy KC** is Director of the IBAHRI. **Baroness Kennedy's** particular responsibilities have included the establishment of a bar association in Afghanistan...

*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.

## Names

See naming practice document on the intranet for guide on foreign naming practices: [A Guide to Names and Naming Practices<sup>1</sup>](#)

### Arabic Names

Ensure consistency. See below examples of previously used spellings for reference:

Hashd al-Shaabi (Popular Mobilization Forces) Mohammad-Javad Larijani

Mohamed Morsi

Abu Mahdi al-Muhandis Saud al-Qahtani

Crown Prince Mohammed bin Salman (MbS) Abdel Fattah al-Sisi

Qasem Soleimani

*Al-Youm* (Saudi newspaper)

## Hyphenation

Do not use hyphens over line-breaks.

Hyphens help to avoid confusion, for example:

**The state of the art museum** – refers to the wellbeing of the art museum

**The state-of-the-art museum** – refers to a modern museum

You should hyphenate two words when they describe one item and both come before the item being described (do not use a hyphen if the describing words come after the item), for example:

Before the item	After the item
These are the most <b>up-to-date</b> records	The records are <b>up to date</b>
<b>Third-party</b> services	The services provided by <b>third parties</b>
This happens on a <b>large scale</b>	The <b>large-scale</b> organisation of...

**Note** any adverb that ends in ly is **not** followed by a hyphen:

**an expertly** organised conference

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<sup>1</sup> Available at:

<https://internationalbar.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?id=%2FShared%20Documents%2FNaming%5Fpractice%5Fguide%5FUK%2Epdf&parent=%2FShared%20Documents>

newly established

**Note** closed-up en-dashes are used to separate items 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...

## 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 in common parlance. The following terms do not need to be italicised:

acquis communautaire

ad hoc

ad valorem

bona fide

de facto

dicta, dictum

et al

ex ante

ex post

exequatur

ex officio

ex parte

force majeure

forum non conveniens

in lieu

in rem

inter alia

lien

modus operandi

per se

prima facie

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).

## 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.

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.

**Twelve** out of the **15** attendees were female.

Departure this year was up to **6.3** per cent for secretarial staff.

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

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 %.

Attendance was high, at 70 per cent...

only two per cent margin...

*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.

### Ordinals

First, second, third – be consistent. If being used in this format, replace with conjunctions (eg, moreover, in addition) onwards from ‘third’. **Do not use** firstly, secondly, thirdly etc.

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

Source	Example
<b>Journal, report, proposal paper titles etc</b> In full in italics, without quotation marks	<i>Journal of Energy &amp; Natural Resources Law</i>
<b>Book titles</b> In full and italicise	<i>International Human Rights Law</i> by Professor Javaid Rehman
If citing a <b>chapter with the book:</b> single quotes around chapter title, Roman font	'The Value of Authorship in the Digital Environment' in <i>World Wide Research: Reshaping the Sciences and Humanities in the Century of Information</i>
<b>Newspaper article titles</b> Roman in single quotation marks, names of newspapers are italicised	'Supreme Court Warns on Quality' <i>Financial Times</i>
<b>Interview titles</b> 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).	Interview with Baroness Helena Kennedy KC, Director, IBA Human Rights Institute (London, 1 August 2025)

**Note** for endnote/footnote referencing, see OSCOLA or the **IBA Concise Guide to Endnotes and Footnotes – Taken from OSCOLA<sup>2</sup>**

### 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

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<sup>2</sup> Available here: <I:\Content\EDITORS\IBA Style\CURRENT STYLE GUIDE>

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**

One double speech mark before the pull quote and no punctuation after, 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/sites/default/files/migrated/oscola\\_4th\\_edn\\_hart\\_2012.pdf](http://www.law.ox.ac.uk/sites/default/files/migrated/oscola_4th_edn_hart_2012.pdf)

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:

<b>Use</b>	<b>Do not use</b>
Mediator/arbitrator	Mediator / arbitrator

## **Spelling**

Use **UK** spelling – avoid US spelling. Set your Word document to English (United Kingdom).

### *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
benefitting	benefiting
categorise	categorize
centre	center
combatting	combating
defence	defense
emphasise	emphasize
favour	favor

focusing, focused	focussing, focussed
fulfil, fulfilment	fulfil, fulfillment
kilometre	kilometer
metre	meter
naivety	naïveté
neighbour	neighbor
organisation	organization
orientated	oriented
practise (verb), practice (noun)	practice (verb and noun)
speciality	specialty
tonne	ton

## 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.

	Example
<b>Main text</b> Roman typeface, bold, NO ANGLED BRACKETS (<>) Do not use http:// <b>unless there is no www in the address</b>	<a href="http://www.ibanet.org/IBA-Digital-Content">www.ibanet.org/IBA-Digital-Content</a>  <a href="https://uncitral.un.org/">https://uncitral.un.org/</a>
<b>Endnotes/footnotes</b> Same as for main text, except <b>do not</b> make bold	<a href="http://www.ibanet.org/IBA-Digital-Content">www.ibanet.org/IBA-Digital-Content</a>

**Note:** OSCOLA uses angled brackets (<>), however, IBA style **never** uses angled brackets in URLs.

## Glossary<sup>3</sup>

Please see the below categories for style points on country and place names, organisations and official names, and IBA-specific terms. Terms outside these categories can be found in the A-Z section of the glossary.

### Country/place names

Asia Pacific region – no hyphenation

Bengaluru, not Bangalore

Bogotá

Bosnia and Herzegovina

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’. **The IBA uses Myanmar.**

Cabo Verde **not** Cape Verde

Central African Republic (CAR)

Central and **E**astern Europe

Chennai, not Madras

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

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

Düsseldorf

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

Eastern Europe **but** eastern France

**Eswatini, not Swaziland**

Frankfurt

Gambia, **The**

Great Britain – avoid using, use UK instead

Guantánamo Bay

**G**ulf region

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<sup>3</sup> Note: the highlighted terms reflect terms that have been updated, as the organisation name has changed.

Hague, **The**, when referring to the place

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

Kazak**h**stan

Kochi, not Cochin

Kolkata, not Calcutta

Kyiv, not Kiev

Kyrgyzstan

Leuven, not Louvain

Luxembourg

Malmö

Montreal

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 IBA uses Myanmar.**

Netherlands, **the**

Northeast Asia

Nuremberg

Palestine

Quebec

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

São Paulo

Southeast Asia

Swaziland – do not use. Use Eswatini instead.

Taiwan

**The** Gambia

**The** Hague

**the** Netherlands

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

Tonga, officially the Kingdom of Tonga

Ukraine, **not** the Ukraine

United Arab Emirates (UAE)

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

United States (US after first mention in publications, USA in conference programmes).

**Do not use** United States of America.

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

Washington, DC

**West** Africa but **west** Wales

### **Organisations and official names**

African Union (AU)

American Bar Association (ABA)

American Immigration Lawyers Association (AILA)

Appeals Chamber (AC), of the ICC

Assembly of States Parties (ASP)

**Association of Corporate Counsel (ACC)** – formerly the Australian Corporate Lawyers Association

**Business, Energy and Industrial Strategy, Department for (BEIS)** – formerly the **Department for Business, Innovation & Skills (BIS)** and the **Department of Energy and Climate Change**

**BRICS** – Brazil, Russia, India, China and South Africa; also includes Egypt, Ethiopia, Indonesia, Iran and the United Arab Emirates as of 2025.

**British Foreign, Commonwealth & Development Office (FCDO)**

Centre for the Independence of Judges and Lawyers (CIJL)

China International Economic and Trade Arbitration Commission (CIETAC)

**China National Intellectual Property Administration (CNIPA)** – formerly the **State Intellectual Property Office (SIPO)**

China Securities Regulatory Commission (CSRC)

Committee on the Peaceful Uses of Outer Space (COPUOS)

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.

Cour de Cassation

Court of Justice of the European Union (CJEU) – previously known as European Court of Justice (ECJ)

Culture, Media and Sport, Department for (DCMS)

Defence, Ministry of (MoD)

Department of Homeland Security (DHS)

Department of Justice (DoJ)

Department for Transport (DfT)

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

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 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) should now be referred to as **Court of Justice of the European Union (CJEU)**

European Union (EU) – use full name in first instance, and EU thereafter

**Financial Industry Regulatory Authority – formerly the National Association of Securities Dealers (NASD)**

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

G20 / G8 – uppercase 'G', no space

Immigration Law Practitioners' Association (ILPA)

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

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)  
Iraqi Bar Association  
Iraqi High Tribunal, formerly the Iraqi Special Tribunal  
Japan Fair Trade Commission (JFTC)  
Justice, Department of (DoJ)  
Justice, Ministry of (MoJ)  
Korean Fair Trade Commission (KFTC)  
Mercosur  
MINT – Mexico, Indonesia, Nigeria and Turkey  
Ministry of Defence (MoD)  
Ministry of Justice (MoJ)  
NASDAQ (National Association of Securities Dealers Automated Quotations) – use abbreviation  
National Airspace System (NAS)  
National Development and Reform Commission (NDRC) – formerly the State Development and Planning Commission (SDPC)  
National Energy Administration (NEA) – formerly the State Electricity Regulatory Commission (SERC)  
National Financial Regulatory Administration (NFRA) – formerly the China Banking and Insurance Regulatory Commission (CBIRC)  
NYSE (New York Stock Exchange) – use abbreviation  
Office of Public Counsel for Victims (OPCV), of the ICC  
Office of Public Counsel for the Defence (OPCD), of the ICC  
Open Society Foundations (OSF) – formerly Open Society Institute (OSI)  
Open Society Initiative for Southern Africa (OSISA)  
Pre-Trial Chamber (PTC), of the ICC  
Special Court for Sierra Leone (SCSL)  
Securities and Exchange Commission (SEC)  
Southern Africa Litigation Centre (SALC)  
Southern African Development Community (SADC)

State Administration for Market Regulation (SAMR) – formerly the State Administration for Industry and Commerce (SAIC)

State Administration of Foreign Exchange (SAFE)

Transport, Department for (DfT)

Trial Chamber (TC), of the ICC

UN Security Council (UNSC)

UNIDROIT (International Institute for the Unification of Private Law)

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

World Bank, the

World Health Organization (WHO)

World Intellectual Property Organization (WIPO)

World Trade Organization (WTO)

### **IBA-specific terms**

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

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’.

delegates, of IBA conferences

eyeWitness to Atrocities – in the first instance only, thereafter eyeWitness. Not ‘the eyeWitness project’. When referring to eyeWitness’ relationship to the IBA, say ‘eyeWitness to Atrocities, which began under the auspices of the IBA’ or ‘began as an initiative of the IBA’.

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

Human Rights Institute, International Bar Association’s (‘IBA’s Human Rights Institute’ in the first instance and ‘IBAHRI’ thereafter)

IBA committees – lowercase ‘c’ for plurals. Only capitalise when referring to a specific committee, eg, IBA Mediation Committee

IBA Guidelines for Drafting International Arbitration Clauses

IBA Guidelines on Conflicts of Interest in International Arbitration IBA office **not** headquarters

IBA Rules on the Taking of Evidence in International Arbitration IBA, the, **not** the Association

IBA XXX Committee, **do not use** ‘IBA’s’

International Bar Association's Human Rights Institute (IBA's Human Rights Institute in the first instance and IBAHRI thereafter)

International Bar Association Legal Policy & Research Unit (IBA Legal Policy & Research Unit in the first instance and LPRU thereafter)

Legal Policy & Research Unit (LPRU), IBA

Legal Practice Division (LPD), IBA (not IBA's)

member of the IBA

**Member Organisations** (of the IBA)

Mission of the IBA (IBA Mission Statement)

office, the London/Brazil office of the IBA

officers, of a committee

Public and Professional Interest Division (PPID), IBA (**not IBA's**)

subcommittee of the IBA, but Investment Treaty Arbitration Subcommittee

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')

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

Working Group (use capitals when referring to a specific IBA group eg, Antitrust Committee Working Group)

## **A-Z**

### **A**

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

acquirer

**across** the world / globe / planet – **do not use**, use 'around' instead

Acts, titles of acts should not be italicised

Act No 311/2001

Advocate General (AG)

affidavit

aforementioned

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

AIDS

aircraft, singular and plural

airspace

alibi

al-Qaeda

alternative dispute resolution (ADR)

amendments ‘to’ **not** ‘of’ an Act

among **not** amongst

annex, annexes

annex ‘to’ not ‘of’

anti-abortion, **not pro-life**; may also use ‘opponents of reproductive rights’ where relevant

anti-competitive

anti-corruption

anti-money laundering (AML)

antitrust

apartheid

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)

asylum seekers

attorney–client relations

Attorney-General (AG)

audio-visual

## **B**

Ba'athist

Bahá'í

**Bar** (legal)

bar associations (but the American Bar Association)

bar leaders

**Bench** (legal)

benchmark

Bermudian

bid-ridding

**Big Data**

bilateral

bilateral investment treaties (BITs)

bitcoin

biodiesel

biomass

Block Exemption Regulation

borderline

breakout

breakups

broadband

B2B (business-to-business)

businesspeople

buy-back

buy-out

by-law

## **C**

cantonal

capacity-building

case law

case load

case study

case-by-case

cashflows

centrepiece

CEO – **do not use without first writing out in full** (but like EU/US, no need to put CEO in brackets after full term). Other board positions must first be written out in full, with acronym in brackets, and then acronym may be used – ie, ... is the Chief Technical Officer (CTO). The CTO...

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

Chief Executive Officer – first use in full, then CEO (do not use bracketed acronym after first use). With other board positions, such as CTO, write out in full with acronym in brackets, then use acronym throughout – ie, ... is the Chief Technical Officer (CTO). The CTO...

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

clawback

clean-up (noun)

Clementi Report

climate crisis, climate emergency and climate breakdown are preferred to climate change, as it is important to highlight the severity of the current situation. Climate change can be used when discussing historic climate concerns.

climate science denier, not climate sceptic (eg, Donald Trump is a climate science denier.)

co-arbitrator

coexist

cognisance

collectable

commercial space transportation (CST)

commonplace

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

co-mediation

companies **that**, not **who**. Be careful not to conflate firms and companies.

computer programmer (although computer program)

Constitution, when referring to a specific one

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)

counter-argued

counter-balances

counterclaim

counterparty

counterterrorism

coup d'état

courthouse

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

Covid-19, **not** COVID-19 or covid-19

cross-border

the Crown

cruise ship

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). **For currency codes, eg CNY, the code and a space should come before the amount – CNY 200,000.**

cybercrime

cybercurrency

cybersecurity

cyberspace

cybersquatters

## **D**

darknet

dark web

data, use as a singular noun

deal-broker

decision-making, decision-maker

decontrol

defendant-contractor

deregulation

design-build

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

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

Dr (**not** Doctor)

## **E**

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

empanel **not** impanel

encyclopaedia

end-users

enquiry (spell enquiry this way when you are asking for general information about something. See also inquiry).

ePublication

escrow

estoppel

euro – the plural is euro

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 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

exposé

extra-curricular

extrajudicial

extraterritorial

## **F**

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

fair trial rights (no hyphenated)

favela

federal

Fintech

first come, first served

firstly, secondly, thirdly – **do not use**. Use first, second, third etc.

forego

foreword (of a book etc, not forward)

forthcoming (**not** upcoming)

forum-shop, forum-shopping

framework

franchisor

frontline

fulfil

fulfilment

fully fledged **not** full-fledged

## **G**

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

ground-breaking

guaranty

## **H**

Hague-Visby Rules

hashtag, **not** #. Only use symbol # when referring to a particular movement, eg #MeToo

**Head of** – but only capitalise H if it's an official job title.

Heathcare

heartbeat bills – **do not use**. Use 'six-week abortion ban' or similar

high-tech

humankind **not** mankind

## **I**

*Ibid* **not** *Id* in footnotes

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

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.

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

inter-agency

intergovernmental

internet

internet service provider (ISP)

inter-party

interpersonal

Iraqi Penal Code

ISIS (also known as IS, Islamic State and Daesh)

Islamic law

Islamicisation – can be used, especially in IBAHRI reports (check if unsure)

issues – use this as opposed to ‘topics’

IT (no need to spell out ‘Information Technology’)

## **J**

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’)

## **K**

keynote

keyword

kilowatt-hour (kWh)

know-how

Koran, or Qur'an

## **L**

laissez-faire

landline

large-scale

law firm – we do not include acronyms after a law firm name (eg, LLP, SC etc).

law-making, law-maker

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

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

life forms

likely – don't use '**will** likely', instead use 'is/are likely to'

lip-service

loophole

Lord Goldsmith KC (**not** Lord *Peter* Goldsmith)

Ltd

## **M**

M&A – mergers and acquisitions, acronym preferred

macroeconomic

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)

Master**C**ard

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

**Member State**, of the European Union

memorandum, memoranda

microeconomic

millennium

Model Law on International Commercial Arbitration (MLA)

Model Law on International Commercial Conciliation (MLC)

moneys

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 corporation (MNC)

multiparty

## **N**

net asset value (NAV)

nonetheless

non-governmental organisations (NGOs)

no one

## **O**

obligor

of – avoid using outside **of** or inside **of**. Simply use ‘outside’ or ‘inside’

offerer

offshoring

oil spill

oilfield

oilrig

one-third

ongoing

Op-Ed

Operation Murambatsvina [Drive out Rubbish]

Osama bin Laden, bin Laden

outside **not** outside of

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)

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)

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, policy-making

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

price-fixing

proactive

pro bono, pro bono activities

pro-choice, **not pro-abortion** – advocates of reproductive rights are not always personally pro-abortion, but rather respect others' right to access the procedure

pro-competitive

programme (although computer program)

pro-life – **do not use. Instead, use anti-abortion/'anti-birth control or more generally 'opponents of reproductive rights'**

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

public-private partnership

## **Q**

Qur'an or Koran

## **R**

raison d'être

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

reaffirmed

record-keeping

reelect, **not re-elect**

re-evaluation

reissue

renvoi

reopen

repatriable

résumé

retailisation (no hyphen)

Rivonia Trial

rollback

Rome Statute of the ICC (thereafter, Rome Statute)

roubles

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)

Sarbanes-Oxley Act of 2002

sceptical

Schedule 'to' an Act

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))

securityholder

seisin

set-off

settler

Sharia law, Islamic law

Shi'ite

shipfinance, shipowner

short cut

signatories **to** a treaty

significant market power

situs

six-week abortion bans, **not ‘heartbeat bills’** (the heartbeat term is scientifically inaccurate)

sizeable

socio-economic

south of France

spam

Special Rapporteur on the situation of human rights in Myanmar

standalone

startup

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**)

state-of-the-art

**States Parties** to the Rome Statute (**States Parties**). Singular is State Party (not States Party)

States parties – only for UNCRC. If in doubt, check specific organisation website.

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

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**

takeover

Taliban

task force

tax-deductable

telecoms **not** telecommunications

textbook

timeframe

timescale

topics – **do not use**. Use ‘issues’ instead.

trademarks, use case and style of the specific trademark and <sup>TM</sup>

trade name

transborder

transnational

transport **not** transportation

turnover

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

twofold

## **U**

UN Commission on International Trade Law (UNCITRAL) Model Law

under way

underutilised

unitholder

universal mobile telephone service (UMTS)

upcoming – do not use, forthcoming is preferred

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

**Hyphenation**

## V

valuate – do not use, value is preferred

VAT, no need to spell out ‘value added tax’

versus (abbreviate to v)

vice versa

videoconferencing

vis-à-vis

voice over broadband (VoB)

voice over internet protocol (VoIP)

## W

waiting list, **not** wait list

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

waybill

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

website

wellbeing

well-known

while **not** whilst

whistleblowing, whistleblower

Wi-Fi

wilful

winding up (verb), winding-up (noun)

workplace

World Intellectual Property Organization (WIPO) Mediation Rules

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

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

worldwide

## Z

Zivilprozessordnung (ZPO)