

Author's guidelines for the Yearbook of International Humanitarian Law

1. General
2. Submission of your manuscript
3. Footnotes, References, Reference list, Figures, Abbreviations and numbers and Sources

1. GENERAL

The book you are a contributor to will be published by T.M.C. Asser Press. For the production, marketing, sales and distribution of its English-language publications, T.M.C. Asser Press works with Springer-Verlag (Heidelberg, Dordrecht, New York). Via Springer you will benefit from having your contribution sold both in the conventional hardcopy format as well as electronically. This approach places certain demands on the preparation and submission of your manuscript, as seamless transformation to various formats, such as the electronic one, requires special and consistent structures.

Please note: We can only accept complete manuscripts, as incomplete manuscripts cannot be submitted to Springer due to the demands of their digital system.

2. SUBMISSION OF YOUR MANUSCRIPT

Your manuscript should include:

- Your full name, affiliation, address, e-mail address and telephone number in an *unnumbered* footnote
- An abstract of the article of 150 to 250 words (N.B.: *no* footnotes in the abstract)
- A minimum of six keywords
- A reference list at the end of the article (see section 3 below)
- Please check the validity of all links just before submitting your manuscript; if they refer to specific pages such as news pages that are no longer available please add (link no longer active) after the link

For **headings** use the decimal system:

1. Section
- 1.1 Subsection
- 1.1.1 Sub-subsection

Submissions should be in **Word** format.

3. FOOTNOTES, REFERENCES, REFERENCE LIST, FIGURES, ABBREVIATIONS AND NUMBERS AND SOURCES (SEE THE ANNEX FOR MORE DETAILED INSTRUCTIONS AND EXAMPLES)

Footnotes

- Use footnotes, not endnotes.
- Footnotes to the text are numbered consecutively.
- Footnotes to figures/tables should be indicated by superscript lower-case letters (or asterisks) and included beneath the figure table body.
- Footnotes to the title or the author(s) of the chapter should be unnumbered. The same holds for any acknowledgements and suchlike.

References

References should be cited in the footnotes. References to literature should be given in a shortened form and only include: author name(s), year of publication (without brackets) and page number or paragraph (margin) number. Some examples:

- One author: Miller 1991, p 17 *or* Miller 1991, para 30
- Two authors: Miller and Smith 1991, p 17 *or* Miller and Smith 1991, para 30
- Three authors or more: Miller et al. 1991, p 17 *or* Miller et al. 1991, para 30

In case there are two or more titles of one author in the same year, use a, b, c etc., for example:

- Barnard 2008a, p 341
- Barnard 2008b, p 295
- Barnard 2008c, p 131

The complete bibliographical information of the citation should be given in a **Reference list** at the end of the article (see 'Reference list' below).

Please note that only if the reference section is structured as outlined above, can individual references be cross-linked with other sources. This is an important benefit of the electronic version of the book. It is the responsibility of the author to hand in the article in conformity with these guidelines.

Reference list

Each article should contain a list of references (if any) cited by the author. Entries in the list must be listed alphabetically. Further rules are:

- First, all works by the author solely, ordered chronologically by year of publication
- Next, all works by the author with a co-author, ordered alphabetically by co-author
- Finally, all works by the author with several co-authors, ordered chronologically by year of publication.

Please refer to the following examples:

- *Book*
Bantekas I (2009) Trust funds under international law. T.M.C. Asser Press, The Hague

- *Journal article*
Kireeva I (2009) European case law and the WTO ruling on conflicts between geographical indications and trademarks. ERA forum 10:199-214 (volume number: page numbers)
- *Book chapter in edited volume*
Hulle K van, Tas L van der (2001) European Union – individual accounts. In: Ordelheide D (ed) Transnational accounting, 2nd edn, Palgrave, Basingstoke, pp 772-826
- *Journal article or book chapter by DOI*
McCormack G (2014) Reconciling European conflicts and insolvency law. EBOR doi:10.1017/S1566752914001153
- *Online document*
War crimes Research Office (2009) The gravity threshold of the ICC. www.wcl.america.edu/warcrimes/icc/icc_reports.cfm. Accessed 3 September 2009

Figures

- For the best quality final product, please submit all figures/illustrations – photographs, line drawings, charts, tables etc. – in an electronic format and in as high a quality as possible. Preferably in a jpeg format (150 dpi black&white / 300 dpi color minimum).
- Figures and/or other illustrations should be numbered consecutively in Arabic numbering.
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file itself.
- Footnotes in figures/tables should be indicated by superscript lower-case letters (or asterisks) and included beneath the figure table body.
- In principle figures will be printed in black and white (and grey scales), so do not refer to colour in the captions. In the electronic version they may appear in colour.
- When preparing your illustrations/figures, please size them to fit in the page width, which in most cases will not exceed 120 mm wide and 198 mm high.

Abbreviations and numbers

- If used in connection with numbers, the following items are abbreviated:
 - Units, for instance 20 ml or 40 km
 - Cross-references to other parts of the manuscript (Vol., Chap., Sect., Fig.); they are not abbreviated if they appear at the beginning of a sentence.
- Digits are used for all numbers larger than ten, the numbers 1-10 are written as words.
 - When a number is used with a unit, the numeral is used and the unit is abbreviated (for instance 20 ml).

Sources

If you copy long text passages, figures or tables from other works, you must obtain **permission** from the copyright holder (usually the original publisher) for both the print and online format.

The source must be acknowledged in the legend or table heading. If the source is in a foreign language, please provide a translation.

ANNEX: more detailed instructions, including examples, for referencing

Style Guidelines

Font and Size

- Articles should be written Times New Roman and use size 12 font, excluding headings and quotations over 50 words (see below).

Quotations

- Double quotation marks are used for quotations. Where there is a source quoted inside a larger quotation, single quotation marks are used.
 - Eg: Van Ginkel et al. state that, according to the Danish “Ministry of Justice [...] officials [...] ‘the individuals that leave Denmark to join IS are mainly young Sunni Muslim’, including ‘a number of converts’”.
- Where removing words from a quotation or altering the quotation, use [...].
 - Eg: According to Van Ginkel et al., amongst other strategies, the “EU has sought to confront the group’s use of the Internet for radicalisation [...] and] to share information more effectively and cooperate with third countries”.
- Quotations that are 50 words or more must be separated from the main body of the text. They should be: on a new line; indented; only use single quotation marks if the source quotes another source; and use size 11 font. (Eg Example 1.)

Example 1

In their concluding remarks about the EU’s counter-terrorism strategy, van Ginkel et al. have found that:

[the Strategy] based on the four PPPR pillars remains the primary prism through which the FF phenomenon is perceived and policy options formulated. It was only in 2013 that the EU began to respond to the FF threat, with the CTC outlining 22 proposals. The following year the council of JHA Ministers set out four priority areas: ‘[1] to prevent radicalisation and extremism, [2] share information more effectively – including with relevant third countries, [3] dissuade, detect, and disrupt suspicious travel and [4] investigate and prosecute foreign fighters’, which has remained the core of the EU’s policy response to FF.¹⁹

Abbreviations

- When abbreviating a commonly used term or name, the full name is given initially in the main text of the article and it is followed by the abbreviation in brackets. Following this, the abbreviation may be used in the remainder of the article.

- Eg: international humanitarian law (IHL) or the International Committee of the Red Cross (ICRC) or the Vienna Convention on the Law of Treaties (VCLT).
- In footnotes, the following abbreviations are used:
 - Page becomes “p” and Pages become “pp”
 - Article becomes “art” and Articles become “arts”
 - Paragraph becomes “para” and Paragraphs become “paras”
 - Eg: footnotes 1, 3 and 5 of Example 2a; and footnotes 10 and 12 of Example 4a.

References & Examples

1. **Books, chapters and articles** are referenced in the reference list as per the Author’s Guidelines above.
 - For footnotes, the reference is as follows:
[AuthorLastName] [Year], [p / para] [Page/ParaNumber] (Eg footnotes 1, 3 and 4 of Example 2a, which correspond to the reference list in Example 2b.)
 - This reference is repeated in full each time unless the reference is in the preceding footnote. In this case – **Ibid, [para / p] [Page/ParaNumber]** (see footnote 5 of Example 2a) – is used.
 - When using Ibid, a pinpoint reference is only necessary if the new footnote pinpoint reference differs from the footnote directly above.
 - Cross-references are not used.

Example 2a

¹ Kalshoven and Zegveld 2011, p 151.

² Doherty D (2016) Vietnamese asylum seekers forcibly returned by Australia face jail.

<http://www.theguardian.com/australia-news/2016/may/24/vietnamese-asylum-seekers-forcibly-returned-by-australia-face-jail>. Accessed 10 June 2016.

³ Talmon 2015, pp 418-450.

⁴ Akande 2012, pp 44-48.

⁵ Ibid, p 46.

Example 2b

References

Akande D (2012) Classification of Armed Conflicts: Relevant Legal Concepts. In: Elizabeth Wilmshurst (ed) *International Law and the Classification of Conflicts*, Oxford University Press, Oxford, pp 32-79.

Kalshoven F and Zegveld L (2011) *Constraints on the Waging of War*, 4th edn, Cambridge University Press, UK.

Schmid A (2016) Links between Terrorism and Migration: An Exploration. <http://icct.nl/wp-content/uploads/2016/05/Alex-P.-Schmid-Links-between-Terrorism-and-Migration-1.pdf>. Accessed 10 June 2016.

Talmon S (2015) Determining Customary International Law: The ICJ’s Methodology between Induction, Deduction and Assertion. *European Journal of International Law* 26(2):417-443.

2. **Websites (PART I)** (news articles, blogs, etc) are given in full the first time they are used as per the Spring 2016 guidelines. They are **not included** in the Reference List.
- The citation for the first footnote is as follows:
[AuthorLastName] [AuthorFirstInitial] (Year) [TitleOfArticle]. [URL]. Accessed [Date]. OR
[AuthorLastName] [AuthorFirstInitial] (Year) [TitleOfArticle]. [URL]. Accessed [Date], [p / para] [Page/ParaNumber]. (Where page or paragraph references are available.)
 - See footnotes 2 (a news article) and 8 (a blog post) in Example 3.
 - For some websites, there may not be an author listed. When this occurs, list the institution, company, name of the website or whatever seems most appropriate depending on the source. This is then used in the footnotes instead of the author's last name.
 - After the first reference, cross-references are used for websites (Eg footnote 6 in Example 3.) This is done as follows:
 - **[AuthorLastName], above n [OriginalFootnoteNumber], [p / para] [Page/ParaNumber].** (Where page or paragraph references are available.)
 - **Ibid** is used (as described in point 1 above) where the preceding footnote is the same source (Eg footnote 9 of Example 3.)

Example 3

¹ Kalshoven and Zegveld 2011, p 151.

² Doherty D (2016) Vietnamese asylum seekers forcibly returned by Australia face jail. <http://www.theguardian.com/australia-news/2016/may/24/vietnamese-asylum-seekers-forcibly-returned-by-australia-face-jail>. Accessed 10 June 2016.

³ Talmon 2015, pp 418-450.

⁴ Akande 2012, pp 44-48.

⁵ Ibid, p 46.

⁶ Doherty, above n 2.

⁷ UN Security Council (1992) Resolution 787 (1992), UN Doc. S/RES/787.

⁸ Lazarus L (2016) United Nations Working Group on Arbitrary Detention Decision on Assange: The Balanced View. <http://opiniojuris.org/2016/03/01/united-nations-working-group-on-arbitrary-detention-decision-on-assange-the-balanced-view/>. Accessed 10 June 2016.

⁹ Ibid.

3. **Websites (PART II)** (scholarly articles or reports that are only available online) are referenced in the reference list as per the Author's Guidelines.
- The citation for the reference list is as follows:
[AuthorLastName] [AuthorFirstInitial] (Year) [TitleOfArticle]. [URL]. Accessed [Date].
 - For footnotes, the reference is as follows:
[AuthorLastName] [Year], [p / para] [Page/ParaNumber]. (Where page or paragraph references are available.) (Eg footnotes 11 and 13 in Example 4a which correspond to the References in Example 4b.)
 - **Ibid** is used (as described in point 1 above) where the preceding footnote is the same source.
 - Cross references are not used.

Example 4a

¹⁰ ICC, *Prosecutor v Thomas Lubanga Dyilo*, Judgment pursuant to Article 74 of the Statute, Case No. ICC-01/04-01/06-2842, 14 March 2012 (*Lubanga* 2012), paras 4-10.

¹¹ Jayawardane and Divin 2014, p 7.

¹² UN General Assembly (2015) Compilation prepared by the Office of the United Nations High Commissioner for Human Rights in accordance with paragraph 15 (b) of the annex to Human Rights Council resolution 5/1 and paragraph 5 of the annex to Council resolution 16/21, UN Doc. A/HRC/WG.6/23/AUS/2. <https://documents-dds-ny.un.org/doc/UNDOC/GEN/G15/195/70/PDF/G1519570.pdf?OpenElement>. Accessed 10 June 2016, paras 62, 66 and 69-70.

¹³ Schmid 2016, pp 6-10.

Example 4b

References

Akande D (2012) Classification of Armed Conflicts: Relevant Legal Concepts. In: Elizabeth Wilmshurst (ed) *International Law and the Classification of Conflicts*, Oxford University Press, Oxford, pp 32-79.

Jayawardane S and Divin C (2014) *The Gotovina, Perišić and Šainović Appeal Judgments: Implications for International Criminal Justice Mechanisms*. <http://www.thehagueinstituteforglobaljustice.org/wp-content/uploads/2015/10/PB13-Gotovina-Perisic-Sainovic-Appeal-Judgments.pdf>. Accessed 10 June 2016.

Kalshoven F and Zegveld L (2011) *Constraints on the Waging of War*, 4th edn, Cambridge University Press, UK.

Schmid A (2016) Links between Terrorism and Migration: An Exploration. <http://icct.nl/wp-content/uploads/2016/05/Alex-P.-Schmid-Links-between-Terrorism-and-Migration-1.pdf>. Accessed 10 June 2016.

Talmon S (2015) Determining Customary International Law: The ICJ's Methodology between Induction, Deduction and Assertion. *European Journal of International Law* 26(2):417-443.

4. **Case references** are given in full the first time they are used in footnotes as per the following format (eg footnotes 5, 6 & 10 in Example 5):
[Court], [CaseName], [TypeOfJudgment], [CaseNumber or ICJReportCitation], [Date], [para / p] [Page/ParaNumber].
- After the first reference, cross-references are used for cases. This is done as follows:
[CaseAbbreviation], above n [OriginalFootnoteNumber], [p / para] [Page/ParaNumber].
 - An abbreviation of the case name, usually the defendant’s last name, is used for cross-references. If a case is referenced more than once, this abbreviation should be put with the initial case reference as follows:
[Court], [CaseName], [TypeOfJudgment], [CaseNumber or ICJReportCitation], [Date], [(CaseAbbreviation)]. (Eg footnotes 5, 6 and 10 in Example 5.)
 - Where multiple cases concerning the same defendants are used, add the year of the judgment after the initial abbreviation (Eg footnotes 6, 10 and 12 in Example 5.)
 - **Ibid** is used (as described in point 1 above) where the preceding footnote is the same source.
 - Where there are multiple references in the preceding text, use the ordinary cross-references.
 - Cases are not listed in the reference list at the end of the article.

Example 5

⁴ Akande 2012, pp 44-48.

⁵ ICJ, *Case Concerning Military and Paramilitary Activities in and against Nicaragua (Nicaragua v United States of America)*, Judgment, [1986] ICJ Rep 14, 27 June 1986 (*Nicaragua*), para 30.

⁶ ICC, *Prosecutor v Thomas Lubanga Dyilo*, Decision on the Confirmation of Charges, Case No. ICC-01/04-01/06-830-tEN, 29 January 2007 (*Lubanga 2007*).

⁷ UN Security Council (1992) Resolution 787 (1992), UN Doc. S/RES/787.

⁸ *Ibid*.

⁹ *Nicaragua*, above n 5, paras 55-60.

¹⁰ ICC, *Prosecutor v Thomas Lubanga Dyilo*, Judgment pursuant to Article 74 of the Statute, Case No. ICC-01/04-01/06-2842, 14 March 2012 (*Lubanga 2012*), paras 4-10.

¹¹ Jayawardane and Divin 2014, p 7.

¹² *Lubanga 2007*, above n 6, paras 4-5; *Lubanga 2012*, above n 10, para 17.

¹³ Schmid 2016, pp 6-10.

5. **Treaty references** are given in full the first time they are used in footnotes as per the following format (Eg footnotes 14 and 15 in Example 6):

[Title], [(Parties) (where relevant)], opened for signature [Date], [TreatySeries] (entered into force [Date]), [art / arts] [Article Number].

- After the first reference, cross-references are used for treaties. This is done as follows:

[TreatyAbbreviation], above n [OriginalFootnoteNumber], [art / arts] [Article Number]. (Eg footnote 17 in Example 6.)

- An abbreviation of the treaty, usually a shorter version of the treaty's title, is used for cross-references. If a treaty is referenced more than once, this abbreviation should be put with the initial treaty reference as follows:
[Title], [(Parties) (where relevant)], opened for signature [Date], [Treaty Series] (entered into force [Date]) [(TreatyAbbreviation)]. (Eg footnote 15 in Example 6.)
- **Ibid** is used (as described in point 1 above) where the preceding footnote is the same source.
- Treaties are not listed in the reference list at the end of the article.

Example 6

¹⁴ Treaty on the elimination of their intermediate-range and shorter-range missiles (Union of Soviet Socialist Republics and United States of America), opened for signature 8 December 1987, 1657 UNTS 2 (entered into force 1 June 1988).

¹⁵ Geneva Convention (I) for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field, opened for signature 12 August 1949, 75 UNTS 31 (entered into force 21 October 1950) (GC I), art 3.

¹⁶ Human Rights Council (2016) Detailed findings of the commission of inquiry on human rights in Eritrea, UN Doc. A/HRC/32/CRP.1, paras 4-5.

¹⁷ GC I, above n 15, art 4.

¹⁸ Lazarus L (2016) United Nations Working Group on Arbitrary Detention Decision on Assange: The Balanced View. <http://opiniojuris.org/2016/03/01/united-nations-working-group-on-arbitrary-detention-decision-on-assange-the-balanced-view/>. Accessed 10 June 2016.

6. **References for UN documents** (eg UNGA reports, UNSC resolutions or Human Rights Council reports) are given in full the first time they are used in footnotes as per the following format:

[UNBody] (Year) [Title of Report or Document], UN Doc. [Number]. (Eg footnote 7 in Example 7.)

- If providing a URL with a UN document, cite as follows: **[UNBody] (Year) [Title of Report or Document], UN Doc. [Number]. [URL]. Accessed [Date].** (Eg footnote 12 in Example 7.)
- After the first reference, cross-references are used for UN documents. This is done as follows:
[UNBody or DocumentAbbreviation], above n [OriginalFootnoteNumber], [p / para] [Page / ParaNumber]. (Eg footnote 11 in Example 7.)
 - An abbreviation of the UN document may be used for cross-references. If an UN document is referenced more than once, this abbreviation should be put with the initial reference as follows:
[UNBody] (Year) [Title of Report or Document], UN Doc. [Number] [(DocumentAbbreviation)]. (Eg footnote 7 in Example 7.)
- **Ibid** is used (as described in point 1 above) where the preceding footnote is the same source. (Eg footnote 8 in Example 7.)
- UN documents are not listed in the reference list at the end of the article.

Example 7

⁷ UN Security Council (1992) Resolution 787 (1992), UN Doc. S/RES/787.

⁸ Ibid.

⁹ *Nicaragua*, above n 5, paras 55-60.

¹⁰ ICC, *Prosecutor v Thomas Lubanga Dyilo*, Judgment pursuant to Article 74 of the Statute, Case No. ICC-01/04-01/06-2842, 14 March 2012 (*Lubanga* 2012), paras 4-10.

¹¹ Resolution 787, above n 7, preamble.

¹² UN General Assembly (2015) Compilation prepared by the Office of the United Nations High Commissioner for Human Rights in accordance with paragraph 15 (b) of the annex to Human Rights Council resolution 5/1 and paragraph 5 of the annex to Council resolution 16/21, UN Doc. A/HRC/WG.6/23/AUS/2. <https://documents-dds-ny.un.org/doc/UNDOC/GEN/G15/195/70/PDF/G1519570.pdf?OpenElement>. Accessed 10 June 2016, paras 62, 66 and 69-70.

List of Reference

The reference list should only include **books, book chapters in edited volumes, journal articles or book chapters by DOI and online documents, with the latter referring to scholarly articles or reports that are only available online** (see Examples 2b and 4b above for the appropriate formatting). No additional headings are used in the reference list. Each source should be cited in full and listed alphabetically in one list as per the Spring 2016 guidelines above.

Where an author wishes to include sources that are not referenced in the footnotes, the heading **Other Consulted Sources** is used after the reference list. Sources must be cited in full and listed alphabetically.