

# Yearbook of International Humanitarian Law (YIHL) Author's Guidelines (version August 2020)

## Introduction

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## Manuscript Preparation

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic platforms, the manuscript needs to be structured as follows:

- Front Matter, in this order:
  - Series pages (incl. title page)
  - Dedication (optional)
  - Foreword (optional)
  - Editorial (only in YIHL; in other books this is called the Preface)
  - Acknowledgments (optional)
  - Table of Contents
  - List of Editors and Contributors
  - List of Abbreviations (optional)
  - List of Figures and/or Tables (optional)

The series pages and table of contents **MUST** appear in the manuscript's front matter as must the editorial and the list of editors and contributors. All other sections listed above are optional. The above order is not flexible. Springer have defined this order as their house style and optimized their publication process to follow it strictly.

- **Text Body:** comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.

- **Back Matter:** After the last chapter comes the back matter, which can contain appendices, a glossary, a bibliography, a table of cases, and/or an index – all of which except the table of cases and index are optional.

## Front Matter

The front matter content in the published book is freely downloadable on SpringerLink to provide potential readers with more information about your work. **Please note: An introduction should be treated as the first chapter in the text body.**

## Title Page

- Please include all author/editor names, their affiliations, the book title and the subtitle. Ensure that the sequence of the author names is correct and the title of your book is final when you submit your manuscript. Please note: in the published book, affiliations are not included on the title page; they are included on the copyright page which immediately follows the title page. Once the manuscript has been delivered to Production, changes to title, subtitle, or authorship are no longer possible.

Your chapter should include:

- Your contact details (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 4 below);
- You do not need to provide a separate table of contents for your contribution; Springer will generate this using the table of contents for the book in its entirety compiled by the editor of the volume.
- Headings:
  - The numbering of titles and sub-titles will start with your chapter number, which will be allocated later by the editor.
- Please do not use more than **four heading levels** and use the decimal system:
  1. Chapter title (level 1)
  - 1.1. Section (level 2)
  - 1.1.1. Subsection (level 3)
  - 1.1.1.1. Sub-subsection (level 4)
    - Only *three* levels (so up to and including level 3) will be included in a chapter's **table of contents**.
    - Only *four* levels (so up to and including level 4) will be included as sections in the chapters, so please bear this in mind when making internal cross-references. Any section numbered above level 4 in your submission, will have the section number removed once it is taken into production by Springer and any internal cross-references to such a section will be referenced by its full section title.

- In cross-references to other parts of the chapter, please give the section number in the following way: for instance, see Sect. 1.5.1. Volume, Chapter, Section, Figure etc. are abbreviated as respectively Vol., Chap., Sect., Fig.; they are not abbreviated if they appear at the beginning of a sentence. This only applies to cross-references to other parts of the chapter; references to parts of external publications are not abbreviated.
- Language: Either British or American English can be used, but be consistent within your contribution.
  - For American spelling please consult Merriam–Webster’s Collegiate Dictionary; for British spelling you should refer to the Oxford English Dictionary if possible and otherwise to Collins English Dictionary.
  - If English is not your native language, please ask a native (or a near-native) speaker to read through your text thoroughly or arrange for your text to be checked by a professional editing service.

### 3. Footnotes

#### General remarks:

- Use footnotes, not endnotes. The notation for footnote is n., for example n. 4, n. 5 etc.
- Footnotes to figures/tables should be indicated by superscript lower-case letters (or asterisks) and included beneath the figure table body.
- Pages and paragraph numbers are cited as follows: p / pp and para / paras
- Ibid. is used when the preceding footnote is the same source, as follows: Ibid., [page or paragraph number].
- If the title of a reference is not in English, please provide a translation in square brackets after the reference in the source language.
- Please note: 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.

#### Books, chapters, journal articles and online documents:<sup>1</sup>

References to literature in the footnotes should be given in a shortened form as follows:

[Author’s last name(s)] [Year], [page or paragraph number].

- 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.

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<sup>1</sup> Online documents include all documents such as (but not limited to) research or conference papers, policy briefs or reports from organisations, agencies, governmental bodies or tribunals that do not qualify as news articles (see section 4 for examples).

In case there are two or more titles by one author in the same year, use a, b, c etc., as follows:

- Barnard 2008a, p 341.
- Barnard 2008b, pp 341-342.
- Barnard 2008c, p 341 and 343.

### **UN documents:**

References to UN documents in the footnotes should be cited as follows:

[UN Body] ([Year]) [Title of Report or Document], UN Doc. [Number], [page or paragraph number].

- UN Security Council (2003) Resolution 1493 (2003), UN Doc. S/RES/1493, para 7.
- UN General Assembly (2012) Human Rights Council: Report of the Independent International Commission of Inquiry on the Syrian Arab Republic, UN Doc. A/HRC/19/69, p 1.
- Human Rights Committee (1999) General Comment 27: Freedom of Movement, UN Doc. CCPR/C/21/Rev.1/Add.9, paras 8-10.

### **Cases:**

Case references are given in full the first time they are used in the footnotes as follows:

[Court (abbreviated if possible)], [Case Name], [Type of judgment], [Date], [Case number or ICJ Report Citation] ([Case abbreviation] [Year]),<sup>2</sup> [page or paragraph number].

- ICC, *Prosecutor v Thomas Lubanga Dyilo*, Judgment Pursuant to Article 74 of the Statute, 14 March 2012, Case No. ICC-01/04-01/06-2842 (*Lubanga 2012*), para 536.
- ICJ, *Case Concerning Application of the Convention on the Prevention and Punishment of the Crime of Genocide (Bosnia and Herzegovina v Serbia and Montenegro)*, Judgment, 26 February 2007 (*Bosnia Genocide*), [2007] ICJ Rep 43, paras 399-400.
- ECtHR, *Al-Skeini and Others v UK*, Grand Chamber Judgment, 7 July 2011, Application No. 55721/07 (*Al-Skeini*), para 24.

After the first reference, cross-references are used as follows:

[Case abbreviation], above n [Original footnote number], [page or paragraph number].

- *Lubanga 2012*, above n 47, para 536.
- *Bosnia Genocide Case*, above n 55, paras 399-400.

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<sup>2</sup> An abbreviation of the case name, usually the defendant's last name, is used for cross-references when the case is referenced more than once. This abbreviation should be placed with the initial case reference. When multiple cases concerning the same defendant are cited, add the year of the judgment after the initial abbreviation. (e.g. *Lubanga 2012*).

- *Al-Skeini*, above n 49, para 24.

### **Treaties:**

Treaty references are given in full the first time they are used in the footnotes as follows:

[Title], [Parties (where relevant)], opened for signature [Date], [Treaty Series], entered into force [Date] ([Treaty abbreviation, if applicable]),<sup>3</sup> Article [Number].

- Protocol Additional to the Geneva Conventions of 12 August 1949, and relating to the Protection of Victims of Non-International Armed Conflicts, opened for signature 8 June 1977, 1125 UNTS 609 (entered into force 7 December 1978) (Additional Protocol II), Article 4 (2)(b).
- Vienna Convention on the Law of Treaties, opened for signature 23 May 1969, 1155 UNTS 331 (entered into force 27 January 1980) (VCLT), Article 33 (1).

After the first reference, cross-references are used as follows:

[Treaty abbreviation], above n [Original footnote number], Article [Number].

- Additional Protocol II, above n 1, Article 4 (2)(b).
- VCLT, above n 2, Article 33 (1).

### **News articles:**

References to news articles should be cited as follows:

[Author's surname and initial(s) or source]<sup>4</sup> ([Year]) [Title of article]. [URL]. Accessed [Date].

- Hoffman B (2008) The Myth of Grass-Roots Terrorism. <https://www.foreignaffairs.com/reviews/review-essay/2008-05-03/myth-grass-roots-terrorism>. Accessed 30 October 2016.
- The Guardian (2016) Ex-child soldier Dominic Ongwen denies war crimes at ICC trial. <https://www.theguardian.com/world/2016/dec/06/dominic-ongwen-the-hague-trial-war-crimes-ira-uganda>. Accessed 7 June 2017.

## **4. Reference list**

Each chapter should end with a list of references cited in the chapter. The reference list should include all books, chapters, journal articles, online documents and UN documents

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<sup>3</sup> An abbreviation of the treaty, usually a shorter version of the treaty's title, is used for cross-references when the treaty is referenced more than once. This abbreviation should be placed with the initial treaty reference.

<sup>4</sup> For some websites, there may not be an author listed. If this is the case, list the institution/organisation/company/ name of the website or whatever seems most appropriate depending on the source.

(and not news articles) referenced in the footnotes, as well cases and treaties, which should be listed under separate headings (see below). The first group of documents will be placed under the heading **Articles, Books and Other Documents**.

Entries must be listed alphabetically. Further rules are:

- All works by the author (or editor) on their own should be ordered chronologically by year of publication.
- All works by the author (or editor) with a co-author (or co-editor) should be ordered alphabetically by author (or editor) and then co-author (or co-editor).
- All works by the author (or editor) with several co-authors (or co-editors) should be ordered chronologically by year of publication. All authors (or editors) must be cited (“et al.” is not used in the reference list but should be used in the abbreviated references used in the footnotes where there is more than one co-author (or co-editor)).
- Authors or editors whose surname starts with de or De should be listed in the relevant position under the D, authors or editors whose surname starts with a l or L should be listed under the L, authors or editors whose surname starts with a v or V should be listed under the V, etc.
- Please ensure capital letters (and lower case letters) are used where and when necessary, for instance where names of treaties, countries or persons are concerned.

The following examples illustrate how different sources of texts should be referenced:

### **Articles, Books and Other Documents:**

#### *Book:*

[Author’s last name and initial(s)] (Year) [Title, Edition number]. [Publisher], [City]

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

#### *Book chapter in edited volume:*

[Author’s last name and initial(s)] (Year) [Title of chapter]. In: [Editor(s)] (ed(s)) [Book Title, Edition Number]. [Publisher], [City], pp [page range]

- Van Hulle K, Van der Tas L (2001) European Union – individual accounts. In: Ordelheide D (ed) Transnational accounting, 2nd edn. Palgrave, Basingstoke, pp 772-826

#### *Journal article:*

[Author’s last name and initial(s)] ([Year]) [Title]. [Journal] [Volume number (Issue number, if applicable)]: [page range]

- Sivakumaran S (2009) Courts of Armed Opposition Groups: Fair Trials or Summary Justice. *Journal of International Criminal Justice* 7:489-513

*Online document:*

[Name Organisation/Author's Last Name and initial(s)] ([Year]) [Title of Article] [source, if applicable]. [URL]. Accessed [date]

- ICRC (2011) International humanitarian law and the challenges of contemporary armed conflicts. <https://www.icrc.org/eng/resources/documents/report/31-international-conference-ihl-challenges-report-2011-10-31.htm>. Accessed 29 June 2017
- Bellal A (2017) The War Report 2016. Geneva Academy of International Humanitarian Law and Human Rights, Geneva. <https://www.geneva-academy.ch/joomlatools-files/docman-files/TheWarReport2016.pdf>. Accessed 8 July 2017

*UN document:*

UN documents are cited in the same way as in the footnotes.

### **Cases:**

Cases are cited in the same way as the first reference in the footnotes, without the abbreviation.

### **Treaties:**

Treaties are cited in the same way as the first reference in the footnotes, without the abbreviation.

## **5. Figures, terminology, units, abbreviations and numbers, text formatting, and sources and permissions**

### **Figures:**

- For the best quality final product, please submit all figures/illustrations – photographs, line drawings, charts, tables etc. – to the editor in an electronic format and in as high a quality as possible. Preferably in a jpeg format (150 dpi black&white / 300 dpi colour minimum).
- Figures and/or other illustrations should be numbered consecutively per chapter in Arabic numbering, for instance Figure 4.1, Figure 4.2, etc.
- Reference to the figures in the text should be in the same order as the figures and the figure referred to in the text should be positioned as close as possible to the section of text where it is first mentioned. So, if Figure 4.1 is referenced in the text, the figure

itself should be positioned as closely as possible either above or below that section of text.

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the contribution, not in the figure file itself.
- Each caption to a figure should be followed by the source in the following manner: (Source: [name source and year of publication if applicable])

### **Terminology, units, abbreviations and numbers:**

- Technical terms and abbreviations should be defined the first time they appear in the text.
- Please always use internationally accepted signs and symbols for units, so-called SI units.
  - If used in connection with numbers, units are abbreviated: e.g. 20 ml or 40 km
- Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands. E.g. 1 000
- Digits are used for all numbers larger than ten (except when used at the beginning of a sentence – but this is to be avoided); 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. E.g. 10 ml.
- Centuries and ordinal numbers are written as words. E.g. Nineteenth Century; Third Conference.

### **Text formatting:**

- Italics should be used for emphasised words or phrases in the text, but do not format entire paragraphs (such as quotations) in italics as this affects online readability.
- Quotations should be placed between double quotation marks. Single quotation marks are used only within a quote. Quotations longer than 50 words should start on a new line, without quotation marks and should be indented. Please use a smaller font size than you would for the regular text.

### **Sources and permissions:**

If excerpts from copyrighted works (including websites), such as photos, illustrations, tables, animations, videos, or text quotations are included in the manuscript, it is the author's responsibility to obtain permission from the copyright holder (and where required also from recognizable persons in photos) for both the print and online format, unless they can be used without permission under a copyright exception. We require "nonexclusive world rights in all languages for all media and all editions of the manuscript, including advertising, publicity, and promotional materials for the book.

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### **Links to web pages:**

Under current law, there is a risk that the author and the publisher will be held liable if a web page to which there is a link in the author's work contains content that infringes copyright (e.g. images or texts for which the rights were not clarified in a proper manner). In order to reduce this risk, the following measures should be taken if you include links in your work:

- Please only link to trustworthy websites (e.g. websites of renowned publishers, scientific societies, well-known companies and associations).
- Please do not link to user-generated content and other “unprofessional” websites, for which it is unlikely that the content has undergone adequate rights checks.
- If possible, please link to specific subpages or items (images, charts, etc.) in order to reduce possible liability.

## **6. Submission of your contribution**

- Check for consistent spelling of names, terms and abbreviations, including the text used in tables and figure captions. In addition, please remember to always perform a thorough spelling check on your text.
- Check for consistent use of italics, for instance in the case of foreign words. Either do or do not use italics for foreign terms.
- Check all links shortly before submitting your chapter to ensure they are still correct; if the link refers to a specific page such as a news page that is no longer available, please add “link no longer active” after the link.
- Save your chapter, including the accompanying references, figure legends and tables in a Word file (.doc or .docx). Save any illustrations as separate files, preferably as jpegs to ensure the highest possible quality.

Important note: Please ensure the text contained in your contribution is of the highest possible quality as corrections to be made in both the uncorrected and the revised proof stages will be restricted to those regarding typographical errors and serious errors of fact. Any corrections at the final stage should be as short as possible to prevent an increase in the number of pages of the total manuscript.

## Manuscript Submission Checklist

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Table of contents	Chapter titles and author names included	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
Book structure	Number of parts: ... Number of chapters: ...	<input type="checkbox"/>
	All chapters numbered sequentially throughout the book	<input type="checkbox"/>
	Chapter sequencing and numbering final	<input type="checkbox"/>
Abstract	Included for/in each chapter (with the possible exception of the first and last chapters if these form the introduction and the conclusion respectively)	<input type="checkbox"/>
Keywords	Included for/in each chapter (with the possible exception of the first and last chapters if these form the introduction and the conclusion respectively)	<input type="checkbox"/>
Text	Heading levels and special text elements consistently styled and heading levels correctly numbered according to chapter number	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>

References	Reference lists included at the end of each chapter	<input type="checkbox"/>
	Citations in text correspond with reference list (so shortened footnote references are complemented by their full equivalent in the reference list)	<input type="checkbox"/>
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	Table captions (incl. sources) included in the text file	<input type="checkbox"/>
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