

## **Guidelines for the authors of the Netherlands Yearbook of International Law (NYIL) (version May 2023)**

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### **1. GENERAL**

#### **Manuscript submission to the editor of NYIL by an author**

All material submitted must be original. Submissions to NYIL must be exclusive. NYIL does not evaluate papers that are scheduled for publication or are currently under review elsewhere. A request to submit a contribution to the NYIL is not a guarantee that the contribution will be published.

All submissions should be written in 'standard' English (British English spelling preferred), and should follow NYIL's points of style and rules of citation, as formulated below, see 4. below.

NYIL has a double-blind review procedure.

#### **Manuscript submission to T.M.C. Asser Press by the editor**

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, Asser Press has a partnership with Springer-Verlag (Heidelberg/Dordrecht/New York). Via Springer you will benefit from having your chapter(s) sold both in the conventional hardcopy format and in an electronic format (as (a) chapter(s) of an e-book). This approach places certain demands upon the preparation and submission of your contribution, as a seamless transformation to the various formats, such as an e-book, requires special and consistent structures.

The author is responsible for delivering his chapter in good, readable English. If needed, language editing (preferably by a native English speaker) should have been carried out before the chapter was sent to the editor(s) of the book. The chapter should therefore be as perfect as possible and thoroughly spellchecked before it is submitted; reworking at the proof stage will not be possible, nor should a chapter need extensive language editing at that stage.

In the case of a chapter not being submitted according to these standards, there is the chance it will be returned to the author(s) for further improvement and will then need to be resubmitted or that the costs for extra corrections to be made in the proof stage will be brought into account.

### **2. CHAPTER STRUCTURE AND HEADINGS**

Your chapter should include:

- The **corresponding author's** full name(s), (primary) affiliation, address, e-mail address and if possible telephone number in an **unnumbered footnote** (denoted by an asterisk after the author's/authors' name(s)) on the title page of the chapter.  
The corresponding author is the author who will act as a contact for that particular chapter in the case of inquiries from readers; to indicate the corresponding authorship, Springer will insert an envelope after his/her name. If there is only one author, that author will of course be assigned the role of corresponding author.
- In case of more than one author, the other author's/authors' full name(s), (primary) affiliation(s) and e-mail address(es) should also be included in (an) **unnumbered footnote(s)** on the title page of the chapter.
- An abstract numbering 150 to 250 words (please note: footnotes are **not** allowed in the abstract, but internal and external links can be **if** the abstract is included in the book and is not only intended for Springer's online purposes).
- A **minimum** of six keywords.
- A separate table of contents does not have to be included; Springer will generate one using the section headings in your chapter. However, you should be allocated a chapter number by the editor at the earliest possible stage so that you can employ the correct numbering of those section headings and any internal links within your chapter.
- A reference list at the end of the chapter (see [REFERENCE LISTS](#) below)
- Please ensure the **validity** of all links just before submitting your chapter; if they refer to specific pages such as news pages that are no longer available, please add (link no longer active) after the link. Always add the date on which the link was last accessed [Accessed [Date (format: [day] [month] [year] in full, example: 1 January 2021)]] and **always** include complete links, which will mean they will generally start with either http:// or https:// Should only a few access dates be missing, Asser Press's Production Coordinator will add the current date, if more than a few or all are missing the author will have to complete the references. A spot check will be done on URLs by Asser Press to see if they work, so not all URLs will be checked.
- **Language:** either British or American English can be used, but be consistent within your contribution, so make a choice for one or the other. When no choice appears to have been made, the proofing language will be set to British English.
  - For **British spelling** you should refer to the Oxford English Dictionary if possible and otherwise to Collins English Dictionary, for **American spelling** please consult Merriam–Webster's Collegiate Dictionary. **N.B.** Asser Press prefers the use of **British English**.
  - If English is **not your native language**, please ensure a native (or a near-native) speaker reads through your text thoroughly or alternatively, arrange for your text to be checked by a professional editing service. Please incorporate their final corrections in your chapter before submitting it.
- Check for consistent spelling of names, terms and abbreviations, including the spelling contained in tables and figure captions. And remember to **always** perform a spelling check on your contribution.
- 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)
- Note: All heading levels should start with the chapter number. So all heading levels within Chapter 2 should start with a 2 (2.1, 2.1.1., etc.).
- Only *three* levels (so up to and including level 3) will be included in the **chapterwise table of contents**, so please bear this in mind when making internal cross-references.
- 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 the manuscript will have the section number removed once it is taken into production by Springer and any internal cross-reference to such a section will then be referenced by its full section title. Moreover, such a section title will not be provided with emphasis (so, for instance, no bold or italic type will be used).

- In **cross-references** to other parts of the chapter, please give the chapter or section number in the following way: for instance, see Sect. 3.5.1. Volume, Chapter, Section, Figure etc. are abbreviated as respectively Vol., Chap., Sect., Fig. unless they are the very first word of a sentence. This only applies to cross-references to other parts of the book/chapter(s); references to parts of external publications should not be abbreviated.

Submissions must be in a **Word** format.

### 3. FOOTNOTES, FOOTNOTE NUMBERS, REFERENCES, REFERENCE LISTS

#### FOOTNOTES

- Use footnotes, not endnotes. The notation for footnote is n., for example n. 4, n. 5 etc.
- Footnotes to the text are numbered consecutively.
- Footnotes to figures/tables should be indicated by superscript lower-case letters and included directly underneath the figure table body.
- Footnotes to the title of the chapter should be unnumbered. The same holds for any acknowledgments and suchlike.

#### FOOTNOTE NUMBERS

Please insert footnote numbers directly after the punctuation mark, so ,[footnote number (in superscript)], :[footnote number (in superscript)], etc.

#### REFERENCES

As a rule, all the references given in the list of references should be cited in the body of a text (i.e., in the text proper, any appendix, any footnotes to either of these, figure legends, or tables). Any reference may of course be cited more than once.

#### References to books<sup>1</sup>

References should be cited in the footnotes. References to literature should be given in a shortened form and only include: surname(s) author(s)/name of organisation, year of publication (without brackets) and page number or paragraph (margin) number. [full stop]

#### Some examples:

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

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

#### For example:

- Barnard 2008a, p 341. [full stop]
- Barnard 2008b, p 295. [full stop]
- Barnard 2008c, p 131. [full stop]

The complete bibliographical information regarding the shortened reference should be given in a reference list at the end of the chapter (for more information, see **REFERENCE LISTS**).

**N.B.:** A shortened footnote reference **must** have a full counterpart in the **reference list** at the **end** of the chapter; a shortened reference without such a counterpart or, for that matter, a full reference in the reference list without a shortened counterpart in either a footnote or the body text will have to be deleted. For more information, see **REFERENCE LISTS**.

#### References to online documents

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<sup>1</sup> This information also applies to book chapters, (journal) articles, online documents and other documents (such as EU or UN documents).

The reference to an online document is as follows:

[Surname Author/Name organisation] [(Year)]. The full reference should be included in the reference list.

**Ibid.** is used where the preceding footnote is the same source.

### References to websites

Cross-references are **not** used for websites and websites are not included in the reference list(s).

Therefore each time they are given in the footnotes they should be given in full in the following manner:

[http://www.wcl.america.edu/warcrimes/icc/icc\\_reports.cfm](http://www.wcl.america.edu/warcrimes/icc/icc_reports.cfm). Accessed 3 September 2009. [URL preceded by either http:// or https://].[Access date (format: [day] [month] [year] in full, example: 1 January 2021)].[full stop]

### References to UN documents (e.g., UNGA reports, UNSC resolutions or Human Rights Committee reports)

UN documents should be cited in shorthand form in the following way (as with books etc.):

[UN Body] [Year], [p/para] [Page/Paragraph Number].[full stop] (where page or paragraph references are available). **Ibid.** is used where the preceding footnote is the same source.

It is also possible for a separate list of UN documents to be included at the end of a chapter after the reference list, but internal cross-references will in that case **not** be made to such a list.

### References to news articles

News articles should be given in full the first time they are used per the following format: [Surname Author/Surnames Authors/Surname Author et al (in the case of more than two authors)] [initial(s)] [(Year)], [title article], [p/para] [Page/Paragraph Number] (where page or paragraph references are available), [name publication], [url]. [full stop] Accessed [date (day-month-year)]. [full stop] **Ibid.** is used where the preceding footnote is the same source.

### References to cases

Case references are given in full the first time they are used in the footnotes in the following manner: [Court], [Case Name], [Type of Judgment], [Date (format: [day] [month] [year] in full, example: 1 January 2021)], [Case Number or ICJ Report Citation], [para/p] [Page/Paragraph Number].[full stop]

### References to treaties

Treaty references are given in full the first time they are used in the footnotes in the following manner: [Title], [Parties (where relevant)], [opened for signature [Date] (format: [day] [month] [year] in full, example: 1 January 2021)], [Treaty Series], [entered into force [Date] (format: [day] [month] [year] in full, example: 1 January 2021)]], [art./arts.][Article number]. [full stop]

After the first reference, cross-references are used for treaties in the following manner:

[Treaty Abbreviation], [above n. [Original Footnote Number]], [art./arts.][Article Number].[full stop]

An abbreviation of the treaty, usually a shorter version of the treaty's title (for example, TFEU), is used for cross-references.

If a treaty is referenced more than once, this abbreviation should be placed with the initial treaty reference in the following manner:

[Title], [Parties (where relevant)], [opened for signature [Date] (format: [day] [month] [year] in full, example: 1 January 2021)], [Treaty Series][entered into force [Date] (format: [day] [month] [year] in full, example: 1 January 2021)]][Treaty Abbreviation].[full stop]

**Please note:** websites, news articles, case references and treaty references are **only** included in footnotes, **not** in reference lists. However, it is possible for a **separate** list of cases to be included at the end of a chapter after the reference list, but internal cross-references will not be made to such a list.

A **separate** list of treaties can also be included at the end of a chapter after the reference list, but internal cross-references will also not be made to such a list.

**Please also note:** if the title of the (journal) article is not in English, please provide a translation in the source language in square brackets after the reference.

## REFERENCE LISTS

Your chapter should contain a reference list. Entries must be listed in alphabetical order according to the surname of the (first) author. The rules for alphabetization are:

- First, all works by the author alone, 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.
- Authors whose surname starts with de or De should be listed in the relevant position under the D, authors whose surname starts with a v or V should be listed under the V. Therefore, for example, van der Wilt does not belong under the W but under the V.
- Please ensure uppercase letters (and lowercase letters) are used where and when necessary, for instance where names of treaties, countries or persons are concerned.
- Please use uppercase letters for the initial letters of major words in the titles in the reference list unless you have ascertained that this was not the case in the original title (in English-language titles it mostly will be the case).
- A reference list should only include **books, book chapters, (journal) articles, online documents and UN documents.**
- Websites, news articles, cases and treaties should NOT be included in the reference list but should remain in the footnotes. Cases should preferably be listed in a **Table of Cases**, which would be included at the end of a chapter after the reference list.
- If a book or article to be included in the reference list is not an English-language publication, please provide a translation of the title between square brackets after the foreign-language title; this translation will preferably be the official one, or, if such a translation is not available, your own.

### Examples of referencing in reference lists:

- **Books in reference lists**  
Bantekas I (2009) Trust Funds under International Law. T.M.C. Asser Press, The Hague
- **(Journal) articles in reference lists**  
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 chapters forming part of an edited volume in reference lists**  
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 or book chapter by DOI in reference lists**  
McCormack G (2014) Reconciling European Conflicts and Insolvency Law. EBOR  
DOI:10.1017/S1566752914001153
- **Online documents in reference lists**  
War Crimes Research Office (2009) The Gravity Threshold of the ICC.  
[http://www.wcl.america.edu/warcrimes/icc/icc\\_reports.cfm](http://www.wcl.america.edu/warcrimes/icc/icc_reports.cfm). Accessed 3 September 2009

[Surname Author/Name Organisation][First Initial Author][Year]<sup>2</sup>[Title of Article].[URL preceded by http:// or https://]. Accessed [Date (format: [day] [month] [year] in full, example: 1 January 2021)]

**Please note:** for some online documents, as in the example given above, there may not be an author listed. Should this be the case, 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 surname.

- **UN documents in reference lists**

- Should be cited as follows: [UN Body][Year][Title of Report or Document], [UN Doc.][Number].
- If providing a URL with a UN document, cite as follows: [UN Body][Year] [Title of Report/Document], [UN Doc.][Number]. [URL]. Accessed [Date (format: [day] [month] [year] in full, example: 1 January 2021)].

**N.B.:** Only if the footnotes and reference lists are structured as set out above, can references be cross-linked with other sources. This is an important benefit of an e-book. If the footnotes and references are not submitted according to the provided examples, they may not be included correctly in the published book.

#### **4. ILLUSTRATIONS, TERMINOLOGY, UNITS, ABBREVIATIONS, NUMBERS, TEXT FORMATTING, SOURCES AND PERMISSIONS**

##### **ILLUSTRATIONS**

- 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 are included in and the figure referred to in the text should be positioned as close as possible to the section of text where it is first referred to. So if Figure 4.1 is referenced in the text, the figure itself should be positioned closely 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)]); sources are mandatory even if the source is the author.

##### **TERMINOLOGY, UNITS, ABBREVIATIONS AND NUMBERS**

- Technical terms and abbreviations should be defined the first time they appear in the text.
  - Cross-references to other parts of the manuscript should be made as follows: Vol.; Chap.; Sect.; Fig. They are not abbreviated if they appear at the beginning of a sentence.
- Please always use internationally accepted signs and symbols for units, so-called SI units.
  - If used in connection with numbers, the following items are abbreviated:
    - Units, for instance 20 ml or 40 km
- Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.
- Digits are used for all numbers larger than ten, the numbers 1-10 should be written as words.
  - When a number is used with a unit, the numeral is used and the unit is abbreviated (for instance 10 ml).

##### **TEXT FORMATTING**

- Italics should be used for emphasized words or phrases in the text, but do not format entire paragraphs in italics as this affects online readability.

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<sup>2</sup> ([ ]) = if information is available, please provide it

- Do not set entire pages as boxes as this also affects online readability.

## **SOURCES AND PERMISSIONS**

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 the online format. The source must be acknowledged in the figure or table caption. If the reference to the source is not in English, please provide a translation in the source language in square brackets after the reference.

## **5. SUBMISSION OF YOUR CHAPTER**

- 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 all links shortly before submitting the chapter to the editor to ensure they are still correct.
- Save your chapter, including the accompanying references, figure and table captions as separate Word files (\*.doc or \*.docx) and give the file the chapter number allocated to you by the editor.
- Save any illustrations as separate files, preferably as jpegs to ensure the highest possible quality (see **ILLUSTRATIONS** for more information) and name each file as follows: Figure/Table [Chapter number].[figure number], for example Figure 2.1.
- Check all links shortly before submitting the contribution to ensure they are still correct.
- Ensure all third-party permissions have been obtained.
- Please enclose a list of all the files when submitting your contribution to the editor.
- 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 should be as short as possible to prevent an increase in the number of pages of the book. Asser Press does not provide editing services.

**N.B.:** Once Asser Press has submitted the manuscript to Springer Production, changes to title, subtitle (if applicable) or authorship will **no** longer be possible. Nor, as is also set out under **GENERAL**, can a reworking of the chapter text be undertaken at any point during the production period.

So if in the course of that period developments regarding the contents of your contribution take place, while small changes/additions to the introduction or the addition of a short post scriptum at the end of the conclusions to a chapter would be possible, more fundamental changes to the chapter as a whole would not.

**May 2023**