

CHICAGO JOURNAL OF INTERNATIONAL LAW

STYLE SHEET



Chicago Journal of International Law
1111 East Sixtieth Street
Chicago, Illinois 60637
773.834.4464

Revised August 11, 2017
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Preface

The *Chicago Journal of International Law* Style Sheet highlights some important rules of form from the *Chicago Manual of Style*. It provides information that will prove useful both when working on citechecks and when drafting Comments. Please familiarize yourself with the *Chicago Journal of International Law* style and format conventions described on the following pages. If you have questions regarding the conventions used by the *Chicago Journal of International Law*, you should reach out to Executive Editor Sarah Gaskell (sgaskell@uchicago.edu) or to the assigning Comments or Articles Editor.

Section A: Authoritative Style and Citation Resources

The *Chicago Journal of International Law*, in keeping with the firmly rooted convention shared by the vast majority of scholarly legal publications, state and federal courts, and legal practitioners, publishes pieces that comply with the *Bluebook*, Twentieth Edition. Some publications have eschewed this norm in favor of nonstandard citation forms that favor simplicity over wide adoption. The editors of the *Chicago Journal of International Law* believe that, however well taken these criticisms of the *Bluebook* may be, its wide acceptance in scholarly academic publications and the practice of law make the *Bluebook* the appropriate citation form for pieces we publish. Furthermore, the foremost goal of the *Chicago Journal of International Law* is to publish timely and novel pieces on international law that contribute value to the body of international law scholarship and achieve technical perfection in citation, usage, and style. As such, the *Bluebook* should be the guiding source for questions of usage, style, citation, form, and syntax.

However, this Style Sheet aims to clarify the governing conventions followed in *Chicago Journal of International Law* publications, and, to that end, should be considered authoritative when questions arise regarding application of *Bluebook* principles or where the *Bluebook* is silent. The *Chicago Journal of International Law* also follows the *Chicago Manual of Style* for guidance as appropriate.

For a staffer working on a cite check or beginning the process of drafting a Comment, the foregoing can be simplified as a hierarchy of authoritative sources. The *Bluebook* normally serves as the guiding and authoritative source for questions of usage or citation in the absence of a contrary indication from the Style Sheet. This Style Sheet applies a gloss to the *Bluebook*'s provisions, and thus controls in the event of a conflict between the Style Sheet and the *Bluebook* or if the *Bluebook* is silent. The *Chicago Manual of Style* should be considered an informative resource on usage and proper syntax, but, in the event of a conflict with this Style Sheet or the *Bluebook*, those documents should control.

Section 1 Typefaces and Section Headings

1.1 Typefaces in Citations

- (a) **Roman text.** All material should appear in roman type except as otherwise specified below. Roman text is just plain text with no underlining, italicization, bolding, special capitalization, or unusual positioning. Bluebook Rule 2.1 explains this in more detail. Full case names in citations are in Roman text.

(1) The *Chicago Journal of International Law* works and publishes in Garamond. All written materials should be set in Garamond font, including Comment materials (including topic selection documents) and cite-checks.

- (b) **Small caps.** Use small caps for:

- Book authors
- Book & treatise titles
- Journal titles

- (c) **Italics.** The following should be italicized:

- Titles of periodical articles and articles in edited books
- Procedural phrases (*ex rel.*)
- Introductory signals (*see*)
- Explanatory phrases

1.2 Typefaces in Text

- (a) **Roman text.** All material should appear in roman type except as otherwise specified below.

- (b) **Small caps.** Do not use small caps in the text.

- (c) **Italics.** The following should be italicized in the main text:

- Case names (including the *v.*)
- Procedural phrases (*ex rel.*)
- Titles of publications, speeches, or articles

1.3 Internal Subdivisions

- (a) **Typeface.** Our style regarding internal headings is as follows:

- (1) First order headings should be designated by Roman numerals (e.g., I, II, III), centered, and in small caps with title capitalization. Capitalization of section headings is discussed in Section B.5.

I. THE LANGUAGE, HISTORY, AND POLICY OF THE LEAD PLAINTIFF PROVISION

- (2) Second order subheadings should be designated by capital lettering (e.g., A, B, C), with title capitalization (first and last words are always capitalized, and all words *other than* articles, coordinating conjunctions, “to” in the infinitive, and prepositions are capitalized) and left-justified, with the words themselves indented one-quarter of an inch.

A. Historical Background

- (3) Third order subsection headings should be designated by Arabic numerals (e.g., 1, 2, 3) indented one-quarter of an inch from the left margin, and only the first letter should be capitalized (plus, of course, proper nouns). These headings are to be complete sentences and should end with a period. The words themselves should be indented a total of one-half of an inch.
3. There is no generalized injury cause of action, as a citizen and a taxpayer, for commission of fraud on the United States government.
- (4) Fourth order subsection headings should be designated by lower case letters followed by a close parentheses, indented one-half of an inch from the left margin, and in italics. The first letter alone should be capitalized (plus, of course, proper nouns).

b) *Incidental by-products*

- (b) **Other notes.** If a section heading extends onto a second line, ensure that a single word is not alone on the final line of the heading by using a non-breaking or “hard” space between the penultimate and ultimate words, such that the words will appear together on the last line. The *Chicago Journal of International Law* uses Sections, not Parts. Thus, when a piece, either a staffer Comment or an Article, references an internal subdivision, it should be to a Section or Subsection.

For Example, “As discussed in Section III above, the historical exemptions granted to those engaged in subsistence fishing . . .”

Section 2: Other Citation Rules

2.1 Short cites to page numbers, paragraphs, and sections.

(a) *Id.* : page numbers versus paragraphs and sections

(1) When *id.* refers to a page number, the proper citation is:

Id. at 5.

(2) When *id.* refers to a paragraph or section, the proper citation is:

Id. at ¶ 5.

Id. at § 5.

(3) When the leading word in a citation, *id.* is capitalized. When not the leading word (if, for example, preceded by an explanatory or introductory phrase), *id.* is not capitalized. *Id.* is always italicized, and always followed by an italicized period. The use of “*idem*” is not necessary.

Id.

Id. at § 5.

See also, for example, id.

For an interesting analysis of the migratory patterns of the arctic tern, see *id.* at ¶ 7.

(b) *Infra* and *supra*. Reference in the text to text or citations provided later by use of the phrase “*infra*” should not be used. Reference to text or citations given previously may be made by use of the phrase “*supra*.” The use of *supra* in citation to refer the reader to a previous footnote that gives a full citation is acceptable as a short form citation where permitted by the *Bluebook* and this Style Sheet. The use of *supra* in the text to refer to arguments made previously is highly disfavored and should be used sparingly. The proper usage is:

See Posner, *supra* note 4, at 6.

See Wood, *supra* note 4, at ¶ 6.

See Easterbrook, *supra* note 4, at § 6.

NOT:

See Kozinski, *infra* note 4, at 6.

Section B: Rules of Style, Punctuation, and Formatting

In matters not peculiar to legal writing, general rules of style are observed. We recommend use of the *Chicago Manual of Style* (Chicago 16th ed. 2010) to resolve those questions of style not addressed in this manual. For convenience, however, this section offers a few rules of style frequently needed in editing legal writing.

Please note that the *Chicago Journal of International Law* does not use two spaces between sentences. We use only one space, in keeping with the *Chicago Manual of Style*.

Section 1 Editing Quotations

1.1 Quotation Marks

- (a) Enclose quotations of less than fifty words in double quotation marks.
- (b) Enclose quoted material within a quotation in single quotation marks. Alternate double and single quotation marks for each succeeding level of quotation. Please note that quotations within quotations should be used cautiously. The use of successive levels of quotation beyond two (that is, a double quotation mark and a single quotation mark) is disfavored, and should serve as a warning that a more direct quotation is likely possible.

The author asserts that “Tribe’s analysis of Holmes’s language in Schenck, ‘The issue is whether Schenk’s conduct posed a “clear and present danger” of imminent lawless action,’ severely misrepresents the doctrine.”

- (c) If quoted matter should be enclosed in two pairs of double quotation marks (because it is itself quoted material), only one set of standard quotation marks should be used. In this case, reference should be made to the fact that the quotation is itself quoted material, either through the use of an explanatory parenthetical or by so mentioning when introducing the quote.

Quoting Blackstone, Gouverneur Morris asserted that “[t]he Judges in England played a central role in the legislative process.”

- (d) Block quotations.

- (1) Set off quotations of fifty or more words as a left-indented and, unlike the *Maroonbook*, right-indented block quotation. Do not enclose indented block quotations in quotation marks. Enclose quoted material within a block quotation in double quotation marks.

The common law, however, does not enforce contracts made under undue influence—where one party coerces or manipulates the other—because in these circumstances the contract does not reflect the free will of both parties. This doctrine may also include the situation where the “weaker party is for some reason under the domination of the stronger.”¹

- (2) In footnotes, the source for a block quotation should begin on a separate line after the quotation, flush left with the (original) left margin. If a block quotation is given in the text, the footnote citing the source of the quotation should follow the concluding punctuation of the block quote.
- (e) If a passage of more than one paragraph from the same source is quoted and not to be set off as an indented block quote, quotation marks are used at the beginning of each paragraph and at the end of the last paragraph.
- (f) Put all punctuation *inside* the quotation marks, except for the following:
 - (1) semi-colons or colons;
 - (2) question marks and exclamation points if they were not part of the original quotation.

- (g) When proofreading, be very careful to notice that open quotation marks look different than close quotation marks on the typeset galleys or pages.

1.2 *Ellipses*

- (a) Omissions must be noted. Indicate the omission of a word or words within a quoted sentence by replacing the omitted text with an ellipsis. An “ellipsis” is a group of three consecutive dots separated from the text by single hard spaces on the left and a regular space on the right (following the ellipsis). Thus, it is “text, hard space, dot, hard space, dot, hard space, dot, regular space.” The hard spaces prevent a line break from separating the ellipsis. The proper usage is given below. For purposes of this Subsection, hard spaces are underlined while regular spaces are not.

The creation of a corporation, it is said, appertains to sovereignty.

The creation of a corporation..... appertains to sovereignty.

In MS Word on Windows computers, press SHIFT + CONTROL + SPACE to create a hard space. On Mac computers, press OPTION + SHIFT + SPACE.

- (b) The only exception is that if the omission is at the end of the quoted material, the ellipsis may be omitted and the quoted material may end with a period unless it is important to show that material has been omitted. To indicate the omission of a word or words at the end of a quoted sentence, replace the omitted text with an ellipsis followed by the final punctuation of the sentence.

Could it be necessary to say, that a legislature should exercise legislative powers, in the shape of legislation?

Could it be necessary to say, that a legislature should exercise legislative powers.....?

- (c) Indicate the omission of a complete sentence within quoted text by replacing the omitted text with an ellipsis between the final punctuation of the preceding sentence and the first word of the following sentence.

The government of the Union, then, (whatever may be the influence of this fact on the case,) is, emphatically, and truly, a government of the people. In form and in substance it emanates from them. Its powers are granted by them, and are to be exercised directly on them, and for their benefit.

The government of the Union, then, (whatever may be the influence of this fact on the case,) is, emphatically, and truly, a government of the people..... Its powers are granted by them, and are to be exercised directly on them, and for their benefit.

- (d) When the last part of a quoted sentence is omitted and the material following starts a new sentence, use an ellipsis to indicate the omitted material, but retain the period to indicate the end of the sentence. This should appear as a hard space, dot, hard space, dot, hard space, dot, hard space, the period, a regular space, and then the beginning of the next sentence.

The law is an intensely intellectual profession..... Of course, in dealing with this problem of preliminary requirements, we must realize—and the law teacher certainly does—that some are fitted by nature for the study and practice of law and that with such students, the matter of preliminary training is of minor importance.

There's a lady who's sure all that glitters is gold..... When she gets there she knows, if the stores are all closed, with a word she can get what she came for.

- (e) However, if after material has been omitted, the remaining quotation is a single complete sentence, the omission should be indicated by one ellipsis. This is true whether the omitted material includes a fragment or complete sentence(s).

I pledge allegiance..... with liberty and justice for all.

- (f) When the omitted material immediately follows a complete, intact sentence, the period at the end of the completed sentence remains unchanged (in other words, do not add a space between the last word of the sentence and the period). A regular, three-dot ellipsis follows the period to indicate the omitted material. The sequence is a period, a hard space, dot, hard space, dot, hard space, dot, and another space.

Well I learned to sing and play guitar and I was underage in this funky bar and I stepped outside to smoke myself a J..... I turned my amp up loud and I began to play.

Use brackets to amend the capitalization of the fragment following the ellipse.

We were just another band out of Boston, on the road to try to make ends meet..... [W]e barely made enough to survive.

- (g) If the omitted material consists of one or more complete paragraphs, then the ellipsis must appear alone on a new line.

Economists presume that consumers are rational and aware of their preferences.

.....

Over the long run markets produce efficient results.

1.3 Brackets

- (a) Where only one word is removed from a quoted sentence, use open and close brackets instead of an ellipsis. Be sure to place one space between the brackets, regardless of whether you are editing a manuscript or proof pages. Be sure to use a non-breaking space.

The court required that “each party [] submit their jury instructions immediately.”

- (b) When a letter in a quoted sentence must be changed from lower to upper case or vice versa, enclose it in brackets.

Thus, “[t]he issue is not the general immunity of the States from private suit but merely the susceptibility of the States to suit before federal tribunals.

- (c) Substituted words or letters in a quoted sentence should be bracketed. For example, “In determining whether to abbreviate, simply follow Rule 2 closely,” might be altered and quoted:

Staff Members must “determin[e] whether to abbreviate, simply follow[ing the Rule governing abbreviations] closely.”

- (d) When quoting a passage, significant mistakes in the original should be followed by “[sic],” but otherwise left as in the original.

He relies on the proposition that “a State voluntarily become [sic] a party to a cause and submits its rights for judicial determination.”

Section 2 Editing Text

2 Commas

- (a) Always place a comma after a case cite, even if not grammatically required.

Hans v. Louisiana, 134 U.S. 1 (1890), is the closest case on point.

- (b) In a series of three or more elements, separate the elements by commas. When a conjunction joins the last two elements in a series, a comma is used before the conjunction. To be clear, the *Chicago Journal of International Law* uses the Oxford or serial comma in its publications and working documents.
- (c) When the elements in a series are long and complex or involve internal punctuation, separate them by semicolons.

For examples of this reasoning, see *Auric v. Continental Casualty Co*, 111 Wis.2d 507, 331 N.W.2d 325 (1983); *Licata v. Spector*, 26 Conn. Supp. 378, 225 A.2d 28 (Ct. Comm. Pl. 1966); and *Sigman By and Through Sigman v. Seafood Ltd. Partnership I*, 817 P.2d 527 (Colo. 1991).

- (d) When an italicized title, such as a case name, ends with a quotation mark, and the title is immediately followed by a comma, place the comma inside the quotation marks but leave it unitalicized. The entire title, including the quotation marks that follow the comma, should of course be in italics.

The Legacy of Brown: "With All Deliberate Speed,"

3 Dashes

There are three different kinds of dashes: em dashes, en dashes, and hyphens. Each will be discussed separately below. In MS Word, these dashes can be inserted by clicking "Insert," "Symbol," and then selecting the "Special Characters" tab. On Mac computers, em dashes can be inserted by pressing OPTION + SHIFT + HYPHEN. En dashes can be inserted by pressing SHIFT + HYPHEN.

For more information on dashes, consult the *Chicago Manual of Style*.

3.1 Hyphens (-)

- (a) Use a hyphen:
- (1) to separate numbers that are not inclusive, such as telephone numbers and social security numbers;
 - (2) to separate the elements of a compound word that is ordinarily hyphenated in a dictionary or other authoritative source such as a word book (for example: mother-of-pearl);

- (3) to separate the elements of a compound word used as an adjective (for example: first-place kicker).
- (b) The majority of technical mistakes in manuscripts are in compound-word hyphenation. The *Chicago Manual of Style* takes the position that the hyphen may be omitted in all cases where there is little or no risk of ambiguity or hesitation. However, whenever ambiguity is likely, the compound adjective, whatever its position, should be hyphenated.

Thus, to aid you in your hyphenation several rules of thumb are set out below:

- Compound adjectives consisting of an adjective + a noun bearing the suffix “ed” (coarse-grained wood, able-bodied sailor); a noun plus an adjective (fuel-efficient furnace, labor-intensive workforce); or a noun plus a participle (dust-catching law books, state-created right, interest-bearing loan) are generally hyphenated before the modified noun and open after.
- Compound adjectives consisting of an adverb ending in “ly” and another word (highly developed system, truly great man) are always open.
- Compound adjectives consisting of an adverb not ending in “ly” plus a participle or adjective are hyphenated before the noun only if they would be confusing (e.g., ever faithful groupie, well developed biceps, but less-appreciated art).

The rules above apply to “temporary” compounds, not “permanent” compounds. Sometimes when two words are often together, the reader will see them as one word and hyphenation is not necessary (e.g., social security benefits, income tax reform, free speech rights, Commander in Chief). Note that some words are so often used together that they should be written as one word, lacking both hyphenation and spacing (policymaking, decisionmaker).

- Many words, like “self,” “quasi,” “all,” and sometimes “cross,” form compounds that are hyphenated regardless of where they are in relation to the noun (e.g., people are self-interested, quasi-conceited, and all-encompassing).
- Many prefixes like anti, co, extra, inter, micro, mid, mini, multi, non, over, post, pre, re, semi, socio, sub, super, supra, trans, ultra, un, and under form one word (except where a repeated vowel would result). For example, nonviolent, midsummer, multifaceted, postoperative, semireligious, socioeconomic, ultraorganized, antiwar; but anti-intellectual and ultra-arrogant; but preempted.

The bottom line is: follow the above rules where they apply; if you ever have a question, look at Table 6.1 in the *Chicago Manual of Style* or look in a dictionary. As always, however, usage should be consistent within an individual piece in all cases. Consistency amongst all pieces in a volume, and past pieces in previous volumes should be attempted as far as is practicable.

3.2 En Dashes (–)

- (a) Use an en dash:

- (1) to connect continuing or inclusive numbers, such as dates, times, and reference numbers (for example: 1975–1982, 9:30 AM–1:00 PM, notes 83–95);

Note that for the connecting range of pages 100 to 105, the correct citation is: 100–5, not 100–05.

- (2) in place of a hyphen to separate the elements of a compound word used as an adjective, when one of the elements is an open compound or when two or more of the elements are hyphenated compounds (For example, Los Angeles–Dallas shuttle, US–Russian agreement, quasi-executive–quasi-judicial court, post–Civil War period).
- (b) An en dash is longer than a hyphen, but shorter than an em dash.
 - (c) Note en dashes are not used in the following examples:

non-English-speaking

separation-of-powers principle

Israeli-Palestinian (compare with 3.2(a)(2), where “US–Russian agreement” uses an en dash only because “US” is already a compound word)

3.3 Em Dashes (—)

Em dashes are generally used to break up text.

- (a) Use an em dash:
 - (1) to denote a sudden break in thought that causes an abrupt change in sentence structure.

Absent such aggravating factors, the defendant would receive the presumptive punishment—the victim’s conduct would be excluded from the court’s sentencing decision.
 - (2) to set off an element added to give emphasis or explanation by expanding a phrase occurring in the main clause.

It is these cases—*Weems v. United States* and *Coker v. Georgia*—that reveal the Court’s redistributive bent.
- (b) An em dash is twice as long as an en dash, and is generally used to break up text.
- (c) Em dashes (or double hyphens) should neither be preceded nor followed by a space.
- (d) To avoid confusion, do not use more than a single em dash—or pair of em dashes—in any given sentence.

4 Parentheses

- (a) Parentheses, like em dashes, may be used to set off an amplifying, explanatory, or digressive element.
- (b) When parentheses are used to enclose an independent sentence, the period belongs inside the parentheses. When parentheses are used to enclose only part of a sentence, the period belongs outside. Compare:

Thus, markets dominate command systems. (Of course, others loudly dispute this view.)

The analysis was thorough (albeit brief).

- (c) If a full sentence is quoted in parentheses, periods belong both inside and outside the parentheses.

See Susan E. Jones, *Voir Dire and Jury Selection*, 22 TRIAL 60, 66 (1966) (“If you handle voir dire well, by the time you reach opening statement, you will be preaching to the converted.”).

5 Capitalization

- (a) Quotations embedded in the text of a piece may begin with an uppercase or lowercase letter, depending on the context. As the *Chicago Manual of Style* directs, a quotation used as an essential syntactic part of a sentence should begin with a lowercase letter while a quotation that has a more remote syntactic relation to the rest of the sentence should begin with a capital. In most cases, this rule means that a quotation introduced by “that” will not be capitalized, but one introduced as a free-standing sentence will be.

Justice Brandeis stated that “[s]unlight is said to be the best of disinfectants; electric light the most efficient policeman.”

Justice Brandeis stated, “Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”

Justice Brandeis reiterated the value of publicity: “Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”

- (b) The words “Comment” and “Article” should be capitalized when referring to themselves.
- (c) When referring to a specific part, section, or chapter of an article, comment, or book, do not capitalize “part,” “section,” or “chapter.” “Part,” “Section,” or “Chapter” should be capitalized, however, when used in an English sentence as proper nouns. To be clear, when used self-referentially, that is, in a piece as a means of directing the reader to a different internal subdivision, the usage of Section should be capitalized. If used to refer to a part, section, or chapter of a different work, the words should not be capitalized.
- (d) Capitalize nouns referring to people or groups (for example, “the Administrator” or the “Board,” etc.) only when they identify specific persons, officials, groups, or government offices. Similarly, capitalize such phrases as “the Act,” “the Code,” “the Circuit,” and so forth only when the referent is unambiguously identified.
- (e) The term “circuit” should not be capitalized unless it appears in the title of a particular circuit. Thus:

The Seventh Circuit has generally taken a conservative approach with respect to the imposition of a fiduciary relationship upon contracting parties. On the other hand, the circuit’s First Amendment jurisprudence is rather activist.

- (f) Names of parts of a constitution or statute may be capitalized when used in an English sentence as proper nouns, as in “First Amendment,” “Article III,” or “Section 8(e)” if the referent is unambiguous. This practice should be consistent within a journal, article, brief, or memorandum. The phrases “the Court” and “the Constitution” should be capitalized only when referring to the United States Supreme Court and Constitution. State constitutions and supreme courts are not to be referred to as “Court” or “Constitution.”
- (g) When referring to the United States Congress, “Congress” is capitalized. The adjective “congressional,” however, is not. Similarly, when referring to the United States Constitution, “Constitution” is capitalized. However, the adjective “constitutional” is not.
- (h) For titles, the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that,* etc.) are capitalized. Articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions, regardless of length, are lowercase unless they are the first or last word of the title or subtitle. The *to* in infinitives is also lowercase. The capitalization defined by this Rule should be adhered to for titles and section headings in articles of the journal. In addition, the titles of all books, treatises, newspapers, and other articles cited by an author should be adjusted to reflect the capitalization of this rule.
- (i) The subsequent word in a hyphenated word is capitalized in the title unless it is an article, preposition, coordinating conjunction, or modifier (such as “flat,” “sharp,” and “natural” when following a musical key symbol).

Global Governance in a Multi-Cultural World.

6 Other Rules of Style

- (a) Use “for example” in place of “e.g.” and “in other words” in place of “i.e.”
- (b) When a single noun is made possessive, always use an “apostrophe-s,” even if the noun ends in an “s.” With a plural noun, only add an apostrophe to indicate possession. Thus:

Justice Holmes’s jurisprudence

the Justices’ perennial squabbling

- (c) The word “none” is singular, not plural. For example, “none of the editors knows anything about the law.”
- (d) If one were to use the subjunctive tense in a sentence, one would be wise to use that tense consistently across all verbs that one would wish to include in the sentence.
- (e) The standard rule is that “that” should be used only to introduce a restrictive (or “defining”) clause, which serves to identify the entity being talked about; in this use it should never be preceded by a comma. Only “which” is to be used with nonrestrictive (or “nondefining”) clauses, which give additional information about an entity that has already been identified in the context; in this use, “which” is always preceded by a comma. For further enlightenment, see *Fowlers Guide to English Usage*.

- (1) Take the following sentence:

The cricket hopped away unharmed.

To answer the question, “Which cricket hopped away unharmed?” one would write as follows:

The cricket that Beavis tried to burn hopped away unharmed.

This would elicit the response, “Oh, *that* cricket.” If there is only one cricket, however, the speaker may simply wish to provide supplemental information about the cricket:

The cricket, which Beavis tried to burn, hopped away unharmed.

Thus:

The case that announced “separate but equal” was decided in 1896. But,

Plessy v. Ferguson, which announced “separate but equal,” was decided in 1896.

- (2) The easy rule of thumb is if removing the clause forces you to ask, “Which?” then you use “that.”
- (f) In keeping with the *Chicago Manual of Style*, use only one space between sentences and after colons.
- (g) In keeping with the *Chicago Manual of Style*, we minimize capitalization and unnecessarily long words where practicable.
 - (1) Do not capitalize “state,” “party,” etc. in the text unless it is part of a proper name.
 - (2) Do not write out names of countries that are known more commonly by an abbreviation beyond the first usage. This includes:
 - “U.S.” rather than “United States”
 - “U.K.” rather than “United Kingdom,” “Britain,” or “England”
 - “U.N.” rather than “United Nations”
 - “U.A.E.” rather than “United Arab Emirates”
- (h) Always refer to subdivisions within an article as “Section.” Always capitalize Section and Subsection.
- (i) Refer to countries who are parties to a treaty as “States Party.”
- (j) In keeping with the *Chicago Manual of Style*, except at the beginning of a sentence, percentages are usually expressed in numerals.

Fewer than 3 percent of employees use public transportation.

With 90–95 percent of the work complete, we can relax.

Section C: Document Formatting Basics (Margins, Font Size, etc.)

This section contains basic information on the proper Word document formatting for each Article and Comment. These are not the full details—if you have questions about something not contained here, please reach out to the EE.

1 Margins

Header and footer margins:

- Header, 1.25” from the top
- Footer, 1” from bottom

Document margins:

- Top, 1.55”
- Bottom, 1.5”
- Left, 1.64”
- Right, 1.64”

2 Fonts

- Body text: Justified, font size 12, .35” first line indentation, 1 pt before, 0 pt after, line spacing exactly at 13.5” font.
- Titles: Centered, font size 17, 1 pt before, 4 pt after, line spacing exactly at 17 pt font.
- Author Name: Centered, font size 13, 1 pt before, 26 pt after, line spacing exactly at 13.5 pt font, the asterisk is superscript but the author name itself is not
- “Abstract”: Bold, centered, font size 14, 0 pt before, 0 pt after, line spacing exactly at 13.5 pt font.
- Hit “enter” once. This line should be: centered, font size 12, 0 pt before, 0 pt after, line spacing single.
- Text of abstract: Italicized, justified, font size 12, 1 pt before, 0 pt after, line spacing exactly at 13.5 pt font, .35” first line indent.
- “Table of Contents”: Centered, font size 17, 1 pt before, 0 pt after, spacing single.

3 Headings

- Make sure they actually show up as headings according to Microsoft Word so that they are automatically recognized for the table of contents.
- If any headings have just one word on the final line (obviously excepting the first line), hold shift and press enter on the penultimate word in the title such that two words now appear on the final line. (Make the space between the penultimate and last words non-breaking).

- Number-level (third order) subheadings should be sentences with punctuation at the end.
- First order (Roman numeral) headings should be small caps, centered, size 13 font, hanging .35” indentation, 10 pt before, 9 pt after, line spacing single.
- Second order (Roman lettering) subheadings should be font size 13, justified, hanging .35” indentation, 10 pt before, 9 pt after, line spacing single.
- Third order (Arabic numeral) subheadings should be font size 13, justified, left indentation .35”, hanging .19”, 6 pt before, 5 pt after, line spacing single. NOTE: Third order subheadings are to be sentences with punctuation at the end.
- Fourth order (lower-case Roman lettering with a close paren (e.g., “a”)) subheadings should be font size 12, italicized, justified, left indentation 0.7”, hanging 0.17”, 6 pt before, 5 pt after, line spacing single. NOTE: Fourth and lower subdivisions do not need punctuation at the end
- Fifth order (Roman lettering in parens) subheadings should be font size 11, italicized, justified, 1.05” left indentation, no hanging indentation, 6 pt before, 5 pt after, line spacing single.

4 Block Quotes

- Block quotes in body text: Justified, font size 11, .35” left line indentation, .35” right line indentation, 3 pt before, 2 pt after, exactly at 11.25 pt font.
- Block quotes in footnotes: Justified, font size 9, left indentation .7”, right indentation .7”, spacing before 3 pt, spacing after 2 pt, line spacing exactly at 9.25 pt.

5 Footnotes

- Each footnote should start with a space and then a tab.
- Font: justified, font size 9, right indentation .22”, hanging indentation .25”, spacing before 3 pt, spacing after 0 pt, line spacing exactly at 10.5 pt font. Be sure to click and unclick (so that it is totally unselected) the don’t add space between ¶ of the same style box.
- There should always be nonbreaking spaces (control + shift + space) between § and ¶ and the preceding number.
- Block quotes: Justified, font size 9, left indentation .7”, right indentation .7”, spacing before 3 pt, spacing after 2 pt, line spacing exactly at 9.25 pt.

Section D: The Mechanics of Cite Checks

In order to make the publication process more streamlined, please follow the conventions laid out below.

1 Permalinks

You should permalink any web materials cited by an author using www.perma.cc. Save any permalinks you create under the correct publication number and author name. Please do not add any additional sub-folders.



Be sure to double check the links that you create—sites that are behind paywalls will allow you to create the permalink but will not work when used. Such sites include the *Wall Street Journal*.

2 Box.com

CJIL collaborates through Box.com. You will be granted access to any materials that you may need in order to complete your staffer duties. If you feel that you have not been given the correct permissions (which does occasionally happen), please reach out to Caroline Wood at mcwood@uchicago.edu.

Please save all of your sources to the appropriate author’s folder. All sources and your source list should be placed in the “Sources” sub-folder within the author’s folder. If the cite check is split between multiple staffers, please place both cite-checkers’ sources in the same folder “Sources” folder. However, source lists can be divided and accordingly named Source List_Author_Cite Checker Last Name.xls.

3 Source Naming Conventions

Please name all downloaded sources according to the following conventions. Use the same naming conventions for both files placed into the “Sources” folder in Box and your Source List. Note that for all sources, please include the file type in the actual file name (.pdf, .doc, etc)

- Journal Articles: 111 Yale LJ 443.pdf
- Cases: 187 F2d 759
- Statutes: Number Statute Name Year (If Relevant)
- Other: something descriptive but short!

Appendix: Other International Law Journals

The *Chicago Journal of International Law* switched from the *Maroonbook* to the *Bluebook* several years ago. As a result, some past volumes of CJIL do not contain relevant citation precedent. To the extent that past precedent is necessary to determine the appropriate citation usage and guidance cannot be found in recent volumes, consideration of usage in other international law publications may be useful as a last resort. Below is a list of some of Washington and Lee Law Library's top-ranking international law journals. For a more complete list, consult <http://lawlib.wlu.edu/LJ/index.aspx>

- Harvard International Law Journal
- Virginia Journal of International Law
- American Journal of International Law
- Tulane Law Review
- Columbia Journal of Transnational Law
- Michigan Journal of International Law
- The Yale Journal of International Law
- Vanderbilt Journal of Transnational Law
- Cornell International Law Journal
- Minnesota Journal of International Law
- Fordham International Law Journal
- University of Pennsylvania Journal of International Law
- Berkeley Journal of International Law
- Brooklyn Journal of International Law
- Georgetown Journal of International Law
- Stanford Journal of International Law
- Texas International Law Journal