

## CIL Dialogues Style Guide

### STYLE GUIDE

#### **General**

In respect to aspects not covered by this guide, the authors may exercise their discretion in opting for a particular style so long as stylistic consistency is maintained within the submission. For example:

- **Numbers:** Using ‘5’ and ‘five’
- **Currency:** Using ‘\$’ and ‘USD’
- **Titles:** Using ‘Professor Charles Xavier’ and ‘Prof. Charles Xavier’

#### **Citations:**

Insert embedded hyperlinks to relevant supporting materials and legal texts. Please do not include any footnotes.

#### Citing to the exact page (for PDFs)

Hyperlink to the exact page of a pdf, unless it is a general reference to the document. Instructions can be found [here](#).

#### Multiple hyperlinks

Multiple authorities for a proposition should be hyperlinked in the following manner:

‘Apples are red (see [here](#), [here](#) and [here](#)).’

#### **Spelling (UK English)**

- -ce: *offence* rather than *offense*
- -l: *fulfil* rather than *fulfill*
- -ise: *organise* rather than *organize*
- -mme: *programme* rather than *program* (unless referring to a computer program)
- -oe: *manoeuvre* rather than *maneuver*
- -our: *neighbour* rather than *neighbor*
- -ue: *dialogue* rather than *dialog*

#### **Quotation marks**

Use single quotation marks, and double quotation marks for quotes within quotes. Periods and commas precede closing quotation marks (unless in a direct speech).

#### **Proper nouns**

Names of places and organisations retain their original spelling (e.g., ‘International Maritime Organization’ instead of ‘International Maritime Organisation’).

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### **Abbreviated terms**

Abbreviated terms are written in full at the first mention, with the abbreviation provided in parentheses, e.g., United Nations Convention on the Law of the Sea (UNCLOS).

Abbreviations that read like a word are not preceded by ‘the’ (e.g., *UNCLOS*, but *the IMO*).

### **Direct quotations**

Direct quotations must be an exact reproduction of the original in both spelling and punctuation. Any notes or editorial comment within the extracts should appear in square brackets and any omissions should be indicated by ellipses [. . .] followed by a full point if it occurs at the end of a sentence. Use square brackets to indicate a change in capitalisation in direct quotation.

### **Capital letters**

- Article/s (when referring to a legal norm)

### **UN resolutions**

- UNSC 2264 (2022)
- UNGA 76/56

### **En dash (–)**

Used for ranges for page numbers and years (e.g., 162–63, 1957–2017)

Used to replace hyphens before an open compound (e.g., *pre–ASEAN Summit*)

### **Em dash (—)**

When using the ‘em dash’, if the main sentence resumes, a second dash is needed. Therefore, use them at the beginning and at end of a sentence, and without spaces on either side. For example:

‘It turns out that Mrs. Smith—a woman I always suspected—was the true culprit.’

### **Non-English words**

Non-English words found in the Oxford Dictionary are not italicised (e.g., faux pas, laissez-faire, vis-à-vis).

Common Latin words found in legal English are not italicised (e.g., a priori, ultra vires, stare decisis, obiter dicta and ratio decidendi).

### **Emphasis**

Italics are used for emphasis. Use them sparingly. Where italics are added to the original, indicate ‘emphasis added’ in the footnote.

### **Bio**

Include a brief author bio at the end of the blog post.

‘**Alex Tan** is Associate Professor at X University and an editor for Y Journal.’