

THE VINDOBONA JOURNAL

OF INTERNATIONAL COMMERCIAL LAW AND ARBITRATION

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The *Vindobona Journal of International Commercial Law and Arbitration* welcomes contributions from authors writing on international commercial law and arbitration.

In preparing manuscripts, authors are asked to comply with the following:

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I. Main Text

- 1 All manuscripts must include full title and position of the author(s).
- 2 Generally, manuscripts must not exceed 10,000 words for articles and 4,000 words for case commentaries; we recommend not more than 6,000 to 8,000 words for articles and 3,000 words for case commentaries.
- 3 The manuscript must be in Microsoft Word format.
- 4 Authors are responsible for ensuring the veracity of case names, citations and other references, and spelling.

II. Microsoft Word Template

- 5 The VJ Submission Template for manuscripts is available for those authors who would like to make use of it; it is strongly recommended to proceed so. Briefly, the following layout is used:

Article Title - Style Title; Palatino Linotype; bold; capitalize first letter of each word, other than articles, prepositions and conjunctions; 12 point;

Article Subtitle (where applicable) – Style Title; Palatino Linotype; bold; capitalize first letter of each word, other than articles, prepositions and conjunctions; 11,5 point.

Author's Name – Style Subtitle; Times New Roman; 11 point.

Table of Contents – Times New Roman, bold; 11,5 point.

Abstract – Times New Roman; 11,5 point.

Main Text – Style Normal; Times New Roman; 11,5 point.

Headings – Style Heading 1; Palatino Linotype; bold; capital text; 11,5 point.

Sub-Headings – Style Headings 2; Palatino Linotype; bold; capitalize first letter of each nouns; 11,5 point.

Sub-Sub-Headings – Style Headings 3; Palatino Linotype; bold; capitalize first letter of each nouns; 11,5 point.

Header – Times New Roman; Small Caps; 10 point.

Footnote – Style Footnote; Times New Roman; 9 point.

- 6 All text besides title, subtitle (where applicable) and by-line shall be in Justify.

III. Abstracts

- 7 Manuscripts should be accompanied by an abstract of not more than 150 words summarising the article's main points and conclusions. Authors are advised that this abstract may be printed in the Journal and/or published on the Vindobona Journal's website.

IV. Style Preferences

- 8 The Journal is published in English and spelling should be British rather than American, except where quotes in American language are provided. Language in the manuscript should be gender-neutral.

A. Headings

- 9 Levels of headings in the manuscript should be clearly indicated.
- 10 All levels of headings have indentation left of 0 cm. The headings shall be in below style:

- 1 Heading Capitalizing the Nouns (hanging of 0,75cm)
- 1.1 Sub-heading capitalizing only the first letter (hanging of 1cm)
- 1.1.1 Sub-sub-heading capitalizing only the first letter (hanging of 1,25cm)

- 11 It is advised not to have more than three (3) levels of headings.

B. Spelling

- 12 Standard English spelling and grammar (eg -ise/-isation endings, where the word can be spelt with either -ise or -ize endings; -re not -er ending).
- 13 Note that in British English the following words are spelt differently depending on whether they are verbs or nouns: (i) nouns: licence, practice; (ii) verbs: license, practise.

C. Capital letters

- 14 Do not use capitalisation except where strictly required.
- 15 Do not capitalise 'government' regardless of whether the reference is general or concerns the government of a specific country.

eg 'The British government declined to adopt the CISG.'

- 16 Names containing prefixes: Refer to the name as preferred by the holder. If not known, use lower case.

eg Albert Jan van den Berg

- 17 Titles of persons: Capitalise title when used as part of a title of a specific person.

eg 'In her latest book, **Professor** Schwenzer argues that [...].'

Do not capitalise title when used for general references.

eg 'There a number of international arbitration **professors** who also sit as arbitrators.'

- 18 Titles of books/films etc: Capitalise the first letter of all words in the title. Do not capitalise articles (a/an/the), prepositions (in/from etc) and conjunctions (and/or etc).

- 19 Do not use small caps for 'BC' and 'AD'

eg 1700 BC

D. Punctuation and symbols

- 20 In general, keep punctuation to a minimum if the meaning of the sentence can be preserved.

- 21 No contraction. Properly spell out words.

eg 'It **is** possible to opt out from the CISG' not 'it's possible [...].'

- 22 Have a space after a comma (', ').

- 23 Indicate points of omission using three points in square brackets with one space either side ([...]). Do not use full stop after this symbol even if the entire part of the sentence is omitted up to its end.

eg 'Article X provides that [...].' not 'Article X provides that [...].'

- 24 Also use square brackets for comments, corrections, translations, etc made by other person than the initial author of the text (eg '[sic]').

- 25 Limit the hyphenation of words (where the word can be spelt with or without a hyphen), eg worldwide.

- 26 Use en-rule (-) for elision (eg pp.78-9) and parenthetical dashes.

eg '... reading properly - and then ...'.

- 27 Only use ampersands (&) where part of official names or titles (eg Sweet & Maxwell). Otherwise, use 'and'.

- 28 Round brackets '(...)'. You may use them instead of a pair of commas or dashes around a sentence adding additional information.

eg 'The UNIDROIT Principles (recently revised) provide a comprehensive framework of the usages governing international commercial contracts.'

29 If you choose to use round brackets, commas or dashes to separate such sentences, then be consistent throughout the article.

30 Do not use m-dashes (—) but instead use n-dashes (–). Be mindful that dashes are different from hyphens (-) and serve different purposes

eg hyphens may be used for adjectives: ‘an up-to-date account of the international law of treaties’.

31 But do not use hyphens for words which can be spelt in simpler form (eg ‘email’ instead of ‘e-mail’).

32 Do not use ‘and/or’. You can convey the same meaning by simply using ‘or’.

33 As a rule, avoid using slashes (eg ‘/’). Use instead ‘or’. Where the context requires the use of ‘/’ (eg UN documents’ numbers) do not use space before or after the slash unless the official title does so.

34 Do not use an apostrophe to create a plural (eg ‘websites’, not ‘website’s’).

35 Do not use a comma between the penultimate and last word in a cumulative (‘and’) or alternative (‘or’) enumeration unless in order to avoid ambiguous sentences.

eg ‘This article examines the CISG, the New York Convention and the UNCITRAL Model Law.’;
 ‘The bibliography includes the Vindobona Journal of International Commercial Law and Arbitration, and books’

36 Do not use full stops at the end of headings or titles.

37 For currency, use the abbreviation, not the symbol, before the amount.

eg ‘USD 100’ instead of ‘\$100’ or ‘100 USD’, etc

E. Italics

38 Do not underline words to indicate emphasis. Use italics.

39 Do not automatically italicise the text within quotations.

40 Do not italicise Acts, Conventions, Treaties, Codes, and so forth.

41 Italicise case names, book titles and the full name of a report or journal. Names of authors should not be italicised.

F. Spacing

42 Single space only between words and after punctuation, including full stops.

43 Single space after the initials of personal names (eg A. W. Smith).

G. Quotations

44 Single quotation marks should be used when indicating a quotation. Double quotation marks are used for quotes within quotes.

- 45 Use '[sic]' where errors in quotes have been noticed.
- 46 For quotes, right indent with one-line space top and bottom from main text.
- 47 Place punctuation which is not part of the quote outside the quotation marks. The exception: punctuation at the end of the quote which is also the end of the sentence.

eg 'Professor X stated that "[t]he CISG is not widely used in commodity transactions."

(Note that there is no full stop after the quotation marks because the quoted sentence already ends with a full stop.)

- 48 When quoting the beginning of the sentence within your sentence use square brackets ('[...]') to indicate omitted capitals.

eg 'According to Article 1 of the Convention: "[t]his Convention shall apply to [...]"

- 49 Do not use 'http://' where the URL of the website referenced begins with 'www'.
- 50 Do not use slashes ('/') at the end of the URL if the URL works without them (check). However, include https:// for secure websites.

H. Numbers and page numbers

- 51 When using numerals to convey amounts above 999, use a comma to separate thousands and a full stop for decimals.

eg '1,000.5', not '1.000,5', nor '1000,5', etc.

- 52 Write out numbers in full from one to ten, using figures for numbers above ten, unless the context is overtly statistical or scientific, or units of measure are given; leave one space between quantity and measure (eg '2 in.').
- 53 Write out per cent unless it is given in a statistical context.
- 54 Page numbers: insert one space after the 'p.' (eg p. 5), elide following numbers except tens.

eg pp. 4-8, pp. 9-34, pp. 12-14, pp. 23-5

- 55 Use 'pp. 4ff.' for 'page 4 and following pages' although if available the full page interval should be provided. Avoid 'passim' as much as possible.
- 56 Spell out 'first', 'second', up to 'tenth' (included). For larger numbers, use numbers followed by 'st'/'nd', etc; in this case, do not use superscript.

eg first, second, ... ninth, tenth, 11th, 12th, ... 21st, 22nd, ...

I. Umlaut

- 57 Use 'ä' instead of 'ae', 'ö' instead of 'oe' and 'ü' instead of 'ue', eg Düsseldorf.

J. Dates

58 Format: 13 December 1996 or Friday, 13 December 1996.

59 En-dash to denote an exact twelve-month period (eg 1996-7).

60 When referring to decades, there is no apostrophe between the year and the 's'.

eg 1990s, not 1990's

61 Spell out centuries.

eg 'in the nineteenth century'

62 When referring to time intervals, use 'between [...] and [...]', rather than 'between [...]-[...]'.
 eg 'between 1991 and 1995', not 'between 1991-1995'

Same with 'from' ('from [...] to'). If using an n-dash, do not use 'and' or 'to'.

eg 'The events occurred in 1993-5'

K. Abbreviations, acronyms and contractions

63 Abbreviations and acronyms should be spelt out in the first instance with the abbreviated form following in brackets. Do not make quotation marks for the abbreviations.

eg Moot Alumni Association (MAA)

64 Use common abbreviations without full stops.

eg UN Convention, UNCITRAL, USA

65 Authors should use the following expressions: 'eg'; 'ie' (without full stops, not italicised). Where used outside of brackets, use commas before but not after these abbreviations.

eg 'The CISG regulates international sales, eg the buyer's obligations.'

66 'Article' at the beginning of a sentence 'Art.' or 'Arts.' when appearing within a sentence.

67 Make the Article or Provision number before the name of Code, Convention, Treaty, Act etc.

eg 'Article 27 of the CISG ...' at the beginning of a sentence.

'The principle reflected in Art. 26 CISG ...' within a sentence.

68 'Section' at the beginning of a sentence and 's.' or 'ss.' when appearing within a sentence.

- 69 No full stop for contractions (ie words the middle letters of which have been omitted and only the first and last letters of which have been left).

eg use 'Mr' instead of 'Mr.', 'Dr' instead of 'Dr.'

- 70 As a general rule, no full stop should be used for any abbreviations, contractions and acronyms subject to the exceptions above or unless that abbreviation, contraction or acronym is usually used with a full stop.

- 71 No space between letters of abbreviations, contractions and acronyms.

- 72 Avoid Latin abbreviations (eg 'supra'; 'infra' etc). If you use them, make sure you understand them and that they can be used in the context. Do not use full stops after them (unless they are placed at the end of the sentence, in which case only one full stop should be used) and do not italicise them (eg 'etc', 'eg', 'ie', etc). Note: no comma after 'ie' and 'eg', only use commas before them.

- 73 If using initials of people's names do not use full stop.

eg Gary B Born instead of Gary B. Born

When the same name includes multiple initials use a space to separate them.

eg C S Lewis

L. Footnotes

- 74 Positioned at foot of page; separated from text by short rule; key number closed up to first word; each part of a reference separated by commas, within the footnote by semi-colons, conclude with full stop; single spacing in between footnotes; hanging of 0,75cm (see below).

- 75 Authorised versions of case reports should be used in footnotes.

- 76 When referring to a footnote, use 'fn'.

eg 'Please see fn 7.'

M. Form of references

- 77 Pinpoint the page number(s) the reference. Where paragraph numbers are available, pinpoint the paragraph number(s).

- 78 Please incorporate all bibliographical references in footnotes and base on the following formats:

- 79 **Cases:** According to the custom of the court; the information of year or full date in round brackets.

eg *Smith v Brown* (1999) 198 CLR 555
Micula v Romania, ICISD Case No. ARB/05/20, Final Award (11 December 2013) at para 643.

- 80 **Legislations:** According to the custom of the State; add year at the end when necessary.

eg 'Human Rights Act 1998'.
 'Article 11(a) of the Human Rights Act 1998.' at the beginning.
 'ibid at p. 32; Art. 11(a) Human Rights Act 1998.'

- 81 **Books:** Full name of the author; title in italic; relevant information of editions, year of publication, publisher and so forth in round brackets; page number at the end of the citation after the brackets. No comma needed after brackets.

eg Alan Redfern and Martin Hunter, *Law and Practice of International Commercial Arbitration* (1st ed, 2004, Sweet & Maxwell, London) at p. 20.

- 82 **Chapters:** Full name of the author and the title of chapter before the surname of the editor(s) and the book title. Italicise the book title, not the chapter title. No comma needed after brackets.

eg Ulrich G Schroeter, 'Article 25' in Schwenzer (ed), *Commentary on the UN Convention on the International Sale of Goods (CISG)* (4th ed, 2016, Oxford University Press) at p. 428.
 Alice Erh-Soon Tay, 'People's Republic of China' in Tan (ed), *Asian Legal Systems: Law, Society and Pluralism in East Asia* (1997, Butterworths) at p. 14.

- 83 **Journals:** Full name of the author and the title of article before the information on the journal. Publication year and volume number of the journal year before the journal title. Italicise the journal title, not the article title.

eg Henry Gabriel, 'The International Chamber of Commerce Incoterms 1990: A Guide to Their Usage' (1999) 3 *Vindobona Journal of International Commercial Law and Arbitration* 61, at p. 67.
 (Where '(2000)' indicates the year of publication, '3', the number of the issue, '61', the page where the article starts, and '67', the page where the citation may be found.)

- 84 **Online Resources:** Include the source address in angel brackets ('<>'), and state the date when the source was last accessed at the end of the citation.

eg UNCITRAL digest of CISG Article 78 case law, available at: <www.cisg.law.pace.edu/cisg/digest/art78.html> (accessed 2 June 2018)

 'Could a Trade War Derail Global Growth?' (21 June 2018, The Economist), available at <https://www.economist.com/leaders/2018/06/21/could-a-trade-war-derail-global-growth> (accessed 26 June 2018)

N. Cross-references

- 85 When repeating a preceding reference, the surname(s) of the author(s) followed by the title (or an abbreviated form of the title) should be followed by the preceding footnote number in round brackets.

eg ¹ Alan Redfern and Martin Hunter, *Law and Practice of International Commercial Arbitration* (1st ed, 2004, Sweet & Maxwell, London) at p. 20.

 [...]

⁵ Redfern and Hunter, *Law and Practice* (fn 1) at p. 35.

- 86 When repeating an **immediately preceding reference**, use 'ibid'.

eg ¹ Alan Redfern and Martin Hunter, *Law and Practice of International Commercial Arbitration* (1st ed, 2004, Sweet & Maxwell, London) at p. 20.

² *ibid.*

³ *ibid* at p. 35.

⁴ Ulrich G Schroeter, 'Article 25' in Schwenzer (ed), *Commentary on the UN Convention on the International Sale of Goods (CISG)* (4th ed, 2016, Oxford University Press) at p. 428.

⁵ Redfern and Hunter, *Law and Practice* (fn 1) at p. 40.

⁶ Schroeter, 'Article 25' (fn 4) at p. 430.
