

House style guidelines for authors submitting work in the [Melland Schill Studies in International Law](#) and [Melland Schill Perspectives on International Law](#) series. With the prior approval of the series editors, the Melland Schill Perspectives series accepts chapters in French and Spanish, though the chapter abstract must be in English.

Please note that Melland Schill series adopt the [Oxford University Standard for Citation of Legal Authorities](#) (OSCOLA), without bibliography (see section 6). Authors and volume editors are responsible for ensuring that formatting and referencing is consistent throughout the manuscript and a typescript stylesheet must be submitted with the final manuscript.

1 General formatting

1.1 Paragraphs

2 Preliminary pages

2.1 Order of preliminary pages

2.2 Contents list

2.3 Lists of figures and tables

3 Illustrations

3.1 Graphs

3.2 Tables

3.3 Line illustrations

3.4 Positioning

3.5 Numbering

3.6 List of captions

3.7 Copyright and permissions

4 Headings

4.1 Subheadings

5 Quotations

5.1 Integrated quotations

5.2 Extracted quotations

5.3 Translations

6 Referencing

6.1 OSCOLA Fourth Edition

6.2 Footnotes

7 Spelling and punctuation

7.1 British spelling

7.2 Punctuation

7.3 Foreign terms

8 Capitalisation

8.1 Minimum capitalisation

8.2 Examples

9 Numbers

9.1 When to spell out

9.2 Elision

9.3 Units of measurement

9.4 Dates

10 Abbreviations

10.1 Punctuation and spacing

10.2 Presentation in the text

11 Italic and bold

11.1 Use of italic

11.2 Use of bold

12 Avoiding offensive and exclusionary language

1 General formatting

- All text (including footnotes) should be Times New Roman, size 12, double spaced.
- Use continuous page numbering (1, 2, 3) throughout the manuscript.

2 Preliminary pages

2.1 Order of preliminary pages

Title [full title, subtitle and author's name]
Dedication/epigraph
Contents list
Lists of figures or tables
List of contributors
Foreword
Acknowledgements
List of abbreviations

2.2 Contents list

- Use minimum capitalisation (i.e. initial capitals for first word and proper nouns only) for all headings.

3 Illustrations

- All illustrations, including photos, diagrams and graphs should be referred to as figures. Do not shorten 'figure' to 'fig.' in text references.
- Figures and tables should not be included in the final manuscript; submit all figures and tables as separate files, numbered appropriately to match the list of figures in the prelims and the list of captions.
- Any images must be submitted in a high-quality electronic format, e.g. a minimum of 1200 x 1200 pixels, suitable for reproduction at 300 DPI. Note that .jpg, .tiff and .png are accepted formats; images in PDF format are not accepted, nor are images embedded in Word documents, as they will need to be extracted and may be compressed.
- MUP may ask authors to remove images that are not suitable for reproduction.

3.1 Graphs

1.1 Paragraphs

Indent each new paragraph, except for those immediately below headings.

- Chapter numbers should use arabic numerals (1, 2, 3); Part numbers should use roman numerals (I, II, III).
- Introduction and Conclusion are not usually numbered.

2.3 Lists of figures and tables

- Lists of figures/tables should be included in the preliminary pages. Authors must provide a separate list of captions for figures.
- Place source or permission lines for figures in parentheses after each description (unless copyright holder specifically asks for these details to appear in the caption).
- For tables, the source of the data should appear below the table, not in the prelims list.
- In order for the typesetter to accurately reproduce any graphs, the original data must be provided.
- Authors must include the pertinent data in a linked Excel spreadsheet, numbered to match the corresponding figure.
- If the graph was produced using other software, authors must provide a high-resolution image, suitable for reproduction.

3.2 Tables

- Tables must be formatted consistently and submitted as separate numbered files, rather than embedded in the manuscript.
- Captions should be provided with each table, together with source/permission information, which should be placed beneath the tables.

3.3 Line illustrations

- Subject to approval, very simple diagrams can often be redrawn by the typesetter;

however, more complex line art must be professionally drawn.

- MUP urge authors to hire a professional drafter or graphic designer where appropriate.
- Line art from another book can sometimes be reproduced from the printed original – with the copyright owner’s permission – but how much it can be enlarged or reduced may be limited.

3.4 Positioning

The position of illustrations must be indicated by the author in the text using an insertion note, e.g. '[INSERT FIGURE 1.1]' '[INSERT TABLE 3.1]'.

3.5 Numbering

- In an edited collection, figures and tables should be numbered according to their chapter placement (Figure 1.1, Figure 1.2; Table 2.1, Figure 2.1).
- Figures and tables may be numbered consecutively (Figure 1, Table 1, Figure 2, Figure 3) in single or co-authored volumes.

4 Headings

- Use minimum capitalisation in all headings: i.e. initial capitals for first word and proper nouns only.
- Use arabic numbers (1, 2, 3) for Chapter headings.
- Use roman numerals (I, II, III) for Part headings.

4.1 Subheadings

- Do not use numbered subheadings.

5 Quotations

Authors are responsible for checking that all quotations are correct.

- Quotations shorter than about five lines long should be in the text and placed in single quotation marks.
- Quotations longer than about five lines should be extracted.
- Use ellipses (three unspaced dots with space before and after) to indicate missing material

3.6 List of captions

- Figures: Authors must supply a separate captions list for figures; these captions will appear with the illustrations in the book, rather than in the prelims list. The captions may contain the same information as the prelims list, or they may provide further details about the figure. Source/permission details for illustrations should be listed in the prelims list only, unless the copyright holder specifically requests the information to appear with the illustration.
- Tables: there is no need to supply a separate list of captions for tables. Include the caption and source information below each table.

3.7 Copyright and permissions

Images in copyright must be cleared by the copyright holder before the manuscript can enter production. Authors are responsible for clearing all copyright and must complete a log of permissions when submitting their final manuscript.

- To distinguish levels of subheadings, use bold or different sized type. This must be consistently applied throughout the manuscript.
- Use no more than three levels of subheadings, unless absolutely necessary.
- Do not use just numbers as subheadings, as this doesn’t convey any useful information to the reader.
- Do not use asterisks to distinguish between sections.

within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets around ellipses only where a large chunk of text is omitted.

- Indicate whether italics occurred in the original or have been added, either in parentheses or in a numbered note.
- Use square brackets to indicate material that has been added by you.

5.1 Integrated quotations

- Use single quotation marks. Double quotation marks should be used only for a quotation within a quotation.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation.
- When quotation marks enclose a complete sentence or more, the closing quote mark should follow the final punctuation.

5.2 Extracted quotations

6 Referencing

6.1 OSCOLA Fourth Edition

- Melland Schill series adopt the [Oxford University Standard for Citation of Legal Authorities](#), without bibliography.
- **The referencing must be consistent throughout the manuscript.** Volume editors are responsible for ensuring that contributors use the same referencing system in each chapter. Manuscripts with significant issues in referencing may be returned to the authors or editors for further work.
- In certain cases, the general editors may accept departures from OSCOLA; however, this must be agreed in advance of submission.

7 Spelling and punctuation

7.1 British spelling

- Use British/~ise spelling rather than American spelling.
- Retain American spelling in American proper names and in quotations.

7.2 Punctuation

- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Initials: forename initials should be spaced. All other initials are unspaced, e.g. U. K. Le Guin, not U.K. Le Guin.
- Parenthetical dash: use a spaced en-rule (–) to indicate a parenthetical dash, e.g. 'Left – right'.

- Indent the quotation on a new line, with a space above and below. Do not italicise the quotation or enclose it in quotation marks.

5.3 Translations

- If a quotation is in a language other than the language of the text, a translation should be given in the text and the original quotation in a numbered footnote.
- Particular points relating to individual translations can be given in the notes.

- MUP encourages authors and editors to consult the [OSCOLA Quick Reference Guide](#) for further advice on citing primary and secondary sources.

6.2 Footnotes

- Generate footnotes automatically using your chosen word processor. Do not manually add note numbers. If you have difficulty doing this, please contact MUP.
- Footnotes should use arabic numerals and be numbered consecutively by chapter.
- Try to keep notes brief. Incorporate material into the main text if necessary.
- Footnotes should be used essentially for referencing and the clarification of specific points in the text.
- Do not use endnotes.

- Parentheses: use round brackets instead of square brackets, unless indicating the placement of illustrations.
- Quotation marks: use single quotation marks. Only use double quotation marks for a quote within a quote.

7.3 Foreign terms

- Do not use accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.
- MUP advise authors to consider whether the italicisation of foreign words or phrases is appropriate for their project.

8 Capitalisation

8.1 Minimum capitalisation

- Use minimum caps for all headings (i.e. initial capital for first word and proper nouns only).

8.2 Examples

- the State (when referring to the legal entity), but the southern states
- the President (referring to a specific individual), but a president and a presidential candidate
- the Vice-President, the Co-Director, the Deputy-Principal

9 Numbers

9.1 When to spell out

Spell out numbers (whether ordinal or cardinal) below 100: 'one, first'. Observe the following exceptions:

- In a series of numbers appearing close together in a mixed sequence (under and over 100), use digits for all numbers in that section.
- Use digits for numbers that give exact measurements or appear with abbreviated units of measurement such as 7 kg, 15.8 mm.
- Use words in phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand).
- Always use digits with 'per cent,' which should appear spelled out rather than %, except within tables and diagrams.

9.2 Elision

- Use minimum digits in number spans, e.g. 133–4, not 133–34 or 133–134.
- Elide number spans except for the teens, e.g. 112–13, not 112–3.
- Numbers greater than 999 should show a comma after the thousands digit, e.g. 3,500, 11,650.

9.3 Units of measurement

- Use metric units of measurement. Do not add an 's' for plural, e.g. 5 kg, not 5 kgs.

- the Government (specific) but government (general)
- House of Commons and House of Lords (always initial capitals)
- Liberal (referring to the Liberal Party or a party member); also applies to Conservative, Labour, Communist, etc.
- the Parliament (but parliamentary); Member of Parliament
- the Senate (always capitalised)
- the West, Western Europe, but western England
- COVID-19 (rather than Covid-19)

- If pre-decimal currency is used, follow this style: £5 15s 6d.
- Use abbreviated units of measurement, except for per cent. Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out, e.g. 5 cm, but five centimetres.
- Always put a number either side of a decimal point, e.g. 0.6, not .6.

9.4 Dates

- Use the following style: 31 January 1986, not 31st January or January 31.
- Elide years to double digits: 1985–86, not 1985–6 or 1985–1986. Observe the following exceptions: 1999–2001, 2001–3.
- 1985/86 may be used where years form a unit, such as a financial year.
- BCE years must be given in full: 536–514, not 536–14.
- Spell out 'nineteenth century' (not 19th). Hyphenate only when attributive, e.g. 'nineteenth-century law' but 'in the nineteenth century'.
- Use 1930s, not thirties, 30s or '30s.
- Avoid phrases such as 'over the last few decades', 'in recent years', 'currently', which will be misleading for readers the longer the book is in print. Consider alternatives such as 'since the mid-1970s'.

10 Abbreviations

- Avoid uncommon abbreviations. If used, explain meaning at their first occurrence and/or list in the preliminary pages.
- A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
- *idem*, *loc. cit.*, *op. cit.* must not be used.
- ‘&’ may be used for names of companies and institutions (e.g. Faber & Faber) but use ‘and’ when referring to two authors of a publication.
- *cf.* (not italic): note that *cf.* means ‘compare’, not ‘see’.

10.1 Punctuation and spacing

- Use full stops after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.). Insert a space after the full stop (p. 67, not p.67).

11 Italic and bold

11.1 Use of italic

Avoid using italic for emphasis unless absolutely necessary.

Observe the following usages of italic:

- titles of publications, including books (except the Bible, the Quran, etc.), journals, films, videos, plays, TV and radio programmes, titled musical works
- titles of paintings and sculptures
- names of ships

12 Avoiding offensive and exclusionary language

MUP expects authors to use non-discriminatory language. Where appropriate, authors must familiarise themselves with the terms generally in use by the specific people they are writing about and the reasons certain terms are preferred.

- Do not use a full stop after the following:
 - units of measurement (kg, mm)
 - contractions (vols, eds, Dr: i.e. where first and last letters are given), except no. (number)
 - initials (BBC, DNA, GMT, NATO, USA). First name initials are an exception.

10.2 Presentation in the text

- Abbreviations should appear in full at their first occurrence in the text (except those used in references, such as i.e., ed., vols), followed by the abbreviation in parentheses. The abbreviation only should be used thereafter, unless the context demands that the full form should be used.
- Abbreviations should appear in full at the beginning of a new chapter.
 - genera, species and varieties
 - names of parties in legal cases
 - *ibid.*, *et al.*, *c.* (do not use *ca.*), but *via*, *vice versa*, i.e., e.g. are not italic

See the [OSCOLA Quick Reference Guide](#) for further guidance on the use of italic.

11.2 Use of bold

As a general rule, avoid using bold type except to indicate heading style. Do not use bold for emphasis.

MUP requests that authors take responsibility for their language choices and consider their use of terminology carefully. Authors may wish or may be asked to include notes on any terms used to explain their rationale.

Please consult MUP’s house style guidelines for detailed advice on writing about disability, race and ethnicity, gender and gender identity, sexuality, and religion.