



# INTERNATIONAL LEGAL RESEARCH GROUP ON HUMAN RIGHTS AND TECHNOLOGY

---



The European Law Students' Association

# Style Guide

## -For the National Research Team Report-

Dear Reader,

Welcome to one of the most time-consuming processes in publication – the adherence to a defined style guide. As the Final Report of the ILRG on Human Rights and Technology will be published by our Legal Publishing partner and brought to the international market, the report must be of the highest quality, not only with regards to its content, but also with regards to visual and technical aspects. Mistakes with footnotes or fonts would damage the reputation of the International Legal Research Groups of ELSA, and consequently, of you as a writer.

The Style Guide provides you with a guidance on the use of language, formatting and referencing aspects. Since development of the internal template and its successful implementation during the last ILRGs, **it was decided to keep use of the template for the future NRG Reports**. Most of the formatting requirements are already set-up in the template for convenience of the National Research Groups, and it helps to reduce the workload for the members of National Research Groups. However, if you want to use software other than ‘Microsoft Word’ for compilation of the NRG Report, please, ensure compliance with all the criteria set out in this guide. For any further questions related to the formatting, please, do not hesitate to contact the technical editor.

For those, who are willing to use the template – please, download it [here](#)!

Sincerely yours,

The International Coordination Team of the ILRG on Human Rights and Technology

## Section 1. Linguistic guidelines

Please, find below the main points from the linguistic guide. National Groups are expected to abide by the instructions as per the Language Manual, however, several points have their implications also on the formatting:

- All Reports must be written in British English, translate citations from other languages if used.
- **Plagiarism and political views/opinions are strictly prohibited.** With one plagiarism case identified during the check of the first drafts in the previous ILRG, please, keep in mind that the National Groups are responsible for the content of their contributions and must ensure that this rule is respected.
- Keep your answers clear and concise.
- Dates must be mentioned as follows: 12 March 2019.
- The use of **bold** and or *italicised* text ought to be minimal. No more than 10 words in a row should be bolded.
- Only use italics in the main body for legal terms that cannot be translated and if possible, follow it with a bracketed description of the legal term: e.g. *Tribunal Supremo* (Supreme Court of Justice).
- Use Latin/French/German terms sparingly, and only where it makes sense. e.g. *mutatis mutandis*, *chapeau* or *kompetenz-kompetenz*. Do not overcomplicate your text with these phrases.
- Quotations longer than three lines or 40 words are not allowed.

## Section 2. Formatting guidelines

### 2.1. General formatting requirements

The NRTs must submit their NRT Report in **.docx** format. The main body of the Report (Acknowledgements, Introduction, Research questions and Conclusion – Table of legislations and Bibliography are not counted in the main body) should be **approximately 40 – 50 pages** long, however, national discrepancies may be allowed should it be necessary to write a longer or shorter report due to jurisdictional particularities. The report must be structured as follows (you could use this as the checklist):

- Title page
- Table of content
- Acknowledgements (optional)
- Introduction
- Research questions
- Table of legislation
- Bibliography

### 2.2. Page format

Every page in the entire document must be set in portrait (vertical) orientation with each page margins set to 2.54 cm. Please, pay a particular attention that for this Final Report **A4 format would not be used** – the format of each page must be 16 cm (width) and 21 cm (height).

### 2.3. Text formatting

The main body of the text in your report must be written in **Garamond (12 pt.)** and be **justified**; in addition to that, please, ensure that **no paragraph spacing** is set up and **interlinear spacing is equal to 1.25**. **Indentation must not be used** neither for headings, nor for the main text.

Please, refrain from the use of tables, graphs, diagrams, pictures (or any other visual representation of information), unless it is absolutely necessary. If any visual representation of information is needed to be included in the NRT Report, it must be original (produced by the NRG), editable **and to be authorised by the International Technical Editor prior to the submission of the first draft.**

### 2.4. Title / heading formatting

Any reply to the research question must be put under the relevant heading. Subheadings are allowed, if considered necessary by a researcher, given that these are reasonably used. Please, ensure that the numbering of a (sub)heading is followed by a full stop, but not the (sub)heading itself. The numbering of the (sub)heading must be done via Arabic numerals only. The use of Roman numerals or letters for the numbering purposes is not allowed.

A (sub)heading must be written in the same manner as the main body of the text (please, refer to subsection 2.3.), but with the exception of the paragraph spacing, which must be set up for (sub)headings to 8 pt. No text effects (**bold**, *italics*, underlined, etc.) could be applied to (sub)headings.

**Do not add a paragraph** (by pressing “Enter” once) **before or after subheading** of the second or third level. A paragraph before a heading of the first level is already added in the template.

## 2.5. Footnote formatting

The use of footnotes is allowed for the purposes of quotations or referencing to the source of information, if considered necessary. However, footnotes should not be used for clarifications of author's notes; additionally, endnotes must not be used in the NRG Report.

Footnote text must be written in Garamond (10 pt.) and **may not be justified**; no paragraph spacing must be set up and interlinear spacing must be set up to 1.

## Section 3. Referencing guidelines

### 3.1. Main text and footnotes

The general rule remains the same as in the previous ILRGs – reports must follow the **OSCOLA Referencing Style**.

In addition to that, the following points must be respected:

- A footnote number must follow punctuation mark (after full stop, semicolon, etc.) in the main body of the text. Footnote body must end with a full stop.
- There is no need to insert a footnote, if the full reference is given in the main body of the text. For example: “According to the Article 12 of the Treaty of the European Union...”.
- Quotations from publications / legislation / case law must always be identical to the original and be provided with the footnote (unless referencing is sufficient in the text).
- Links to digital resources must precede with the title, be included in brackets <link>, and follow with the date of most recent access. Please, see example in the footnote.

It is highly recommended that National Technical Editor (or the National Coordinator in the absence of editor) **checks all footnotes and links** in the Report before submission of its first and final drafts.

### 3.2. Tables

The presence of the **tables of legislation in the first draft of the NRG Report is mandatory**. One of the two tables provided in the template must be used.

**Disclaimer:** during the last ILRG there was confusion about how to fill-in tables of legislation. Please, find two visual examples of the filled-in tables.

1) Example for the countries, where **legislation is not officially adopted in English**

Provision in Latvian language	Corresponding translation in English
Latvijas Republikas Satversme, 89. pants:  Valsts atzīst un aizsargā cilvēka pamattiesības saskaņā ar šo Satversmi, likumiem un Latvijai saistošiem starptautiskajiem līgumiem.	The Constitution of the Republic of Latvia, Article 89:  The State shall recognise and protect fundamental human rights in accordance with this Constitution, laws and international agreements binding upon Latvia.
Fizisko personu datu apstrādes likums, 2. pants: Likuma mērķis ir radīt tiesiskus priekšnoteikumus fiziskās personas datu (turpmāk — dati) aizsardzības sistēmas izveidošanai nacionālajā līmenī, paredzot šim nolūkam nepieciešamās	Personal Data Processing Law, Article 2:  The purpose of this Law is to create legal preconditions for setting up of a system for the protection of personal data (hereinafter - the data)

<p>institūcijas, nosakot to kompetenci un darbības pamatprincipus, kā arī reglamentējot datu aizsardzības speciālistu darbību un datu apstrādes un brīvas aprites noteikumus.</p>	<p>of a natural person at a national level by providing for the institutions necessary for such purpose, determining the competence and basic principles of operation thereof, as well as regulating operation of data protection officers and provisions of data processing and free movement.</p>
---	---

2) Example for the countries, where **legislation is officially adopted in English**

Title of the legal act	Provision text in English language
Offensive Weapons Act 2019, Article 63	<p>(1) Any expression used in this Part as it applies in relation to England and Wales and Scotland and which is defined in the Firearms Act 1968 has the same meaning as in that Act.</p> <p>(2) Any expression used in this Part as it applies in relation to Northern Ireland and which is defined in the Firearms (Northern Ireland) Order 2004 (SI 2004/702 (NI 3)) has the same meaning as in that Order.</p>

### 3.3. Bibliography

Please, ensure that all sources of information used in the course of your research are included in the bibliography. No formatting effects could be applied to bibliography (**bold**, *italics*, underline). The bibliography must follow the structure and consists of two different sections: English titles and titles in another language. The structure of the bibliography must be the following:

#### *English titles*

##### Legislation

- 

##### Reports

- 

##### Books

- 

##### Periodicals

- 

##### Digital resources

- 

##### Case law

-

*[Native language] titles*

Legislation

- 

Reports

- 

Books

- 

Periodicals

- 

Digital resources

- 

Case law

- 

Should you have any questions, please contact us via [lrg@elsa.org](mailto:lrg@elsa.org) or [academicactivities@elsa.org](mailto:academicactivities@elsa.org).