

INTERNATIONAL LEGAL RESEARCH GROUP ON RENEWABLE ENERGY



LRG
ELSA LEGAL RESEARCH GROUPS

elsa
The European Law Students' Association

Style Guide for National Research Group (NRG) Reports

Dear Reader,

Welcome to one of the most time-consuming processes in publication – the adherence to a defined style guide. Why is this important? As the LRG 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 content, but also with regards to visual aspects. Mistakes with footnotes or fonts would **damage the reputation** of the LRG, of ELSA, and consequently, of you as a writer.

The Style Guide is built as follows:

- Linguistic Guidelines (how to write your main body text);
- Formatting Guidelines (such as page size, font, how to style your headings, etc.);
- Referencing Styles (how to cite legislation, case law, etc).

Here's a short and fast guide to get started:

- Report must be submitted in Word format (.doc or .docx), 25-35 pages of A4 format;
- Main body of text must be in Garamond (12 pt), no indents for new paragraphs and [justified](#);
- [British English](#) **must** be used (-ise instead of -ize, colour instead of color, etc);
- Political views and plagiarism are strictly forbidden (obviously);
- Use **short** sentences and only use foreign terminology as little as possible;
- Format your citations in OSCOLA Referencing Style, that means **no endnotes or in-text citations**. Please find a quick reference guide [here](#), and the full guide [here](#);
- Each Report must have one, unified bibliography at the end of the Report, listing all cited sources.;
- Bibliographies should be divided into separate sections based on language and type of source.

[Download](#) the handy template file to make your life easier!

If you do not wish to use the template, please set the requirements mentioned below in the 'Styles' section. Edit the 'Normal', 'Heading 1', 'Heading 2', 'Heading 3' and 'Footnote' styles to fit this guide. You may edit styles by right clicking on the specific section and modifying the relevant parts (format, paragraph and tabulations).

In case you have any further questions about the formatting rules or need help with editing or troubleshooting, the International Technical Editor is more than willing to help you. You may reach him (Olegs), via lrg.technical@elsa.org.

Best of luck and enjoy the LRG,

Eva te Dorsthorst

Vice President for Academic Activities

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1. Linguistic Guidelines

- All Reports must be written in British English, translate citations from other languages if used.
- Plagiarism and political views/opinions are strictly prohibited.
- Keep your answers clear and concise.
- Dates should 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 may 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*
- Quotations longer than three lines or 40 words are not allowed.

2. Formatting Guidelines

2.1 General formatting

- The Reports must be submitted in Word format (.doc or .docx).
- The Reports should be 25 – 35 pages, including footnotes. Covers, tables and bibliographies are not included.
- The Reports must include a front page with the National Group as well as the full names and positions of all the NRG participants.
- Use this document and the abovementioned template as a point of reference.

2.2 Page formatting

- Every page must be set to the standard A4 format.
- Portrait/vertical orientation must be used in the entire document.
- All (four) [page margins](#) must be set to 2.54 cm.

2.3 Text formatting

- The main body of text must be written in Garamond, already present on most computers. Please find the downloadable file [here](#) if you do not already have Garamond on your computer.
- The main body of text must be [justified](#).
- The main body of text must have no **paragraph** spacing, and 1.25 **line** spacing. The difference is explained [here](#).
- Do not indent paragraphs.
- When creating a list, use the ‘en’ dash (–), not the ‘em’ (—)dash or the figure dash (-). The difference is explained [here](#). See these lists as an example.

2.4 Title/heading formatting

- All sections should be preceded by the applicable heading, that is, the full question from the Academic Framework.
- The heading shall be numbered with the respective number of the question from the academic framework.
- The numbers of the heading shall be followed by a full stop, but the heading itself shall not. See the example below.
- Do not indent headings.
- Use the following numbering system, only making use of numbers and full stops. Any other hierarchy (such as 1.a, 1.II, 1.bis) will not be allowed.

1. This is Heading 1 – (15 pt)

1.1. This is Heading 2 – (14 pt)

1.1.1. This Is Heading 3 – (13 pt)

- Do not use more than 3 levels of hierarchy, for the sake of clarity.
- All titles must be formatted in Garamond, justified, with 8 pt paragraph spacing (above and below), as well as 1.25 line spacing (see instructions above for main text).
- Note that the difference in formatting between main body text and heading text is therefore only the **font size** and the **paragraph spacing**, and nothing else.
- Making the headings bold, italicised, underlined, another colour or any other diversion of this Style Guide is not allowed.
- Press enter once after finishing a paragraph, and before starting with a new heading. Do not press enter between the line of the heading and the first line.
- Please make use of an [automatically generated](#) Table of Contents.

2.5 Footnote formatting

- Footnotes will be written in Garamond (10 pt).
- Footnotes are **not justified**, have no paragraph spacing, and 1.0 line spacing.
- Footnotes are added at the **end** of a sentence, after the punctuation, without a space between the punctuation mark and the footnote.¹
- Footnotes shall be used strictly for citations (no clarifications or authors' notes).

¹ Please use this footnote as an example.

3. Reference styles

3.1. Main text and footnotes

- The Reports must adhere to the OSCOLA Referencing Style, this means that there will be no endnotes or in-text citations.
- Please find a quick reference guide [here](#), and the full guide [here](#).
- Footnotes close with a full stop. If you wish to include more than one citation per footnote, please separate them with semi-colons.
- When citing legislation, a footnote is not required if the reader may find all necessary information about the source in the main text.
 - e.g. ‘According to Article 5 of the Statute of the International Criminal Court
- ‘ibid’ is short for ‘ibidem’, meaning ‘in the same place’.
- ‘cf’ is short for confer, meaning ‘compare’.
- **Never** italicise or capitalise ibid or cf, and only use when referring to the source that was cited in the directly preceding footnote.
- Quotations from other works/legislation/case law must be faithful to the original and must be introduced by single quotation marks (“quote”).
- Quotations over 3 lines or 40 words are not allowed.

3.2. Tables

- Tables of case law/legislation are mandatory.
- Tables should be divided into separate sections for different jurisdictions and should be listed in numerical order, or, if impossible, alphabetical order of the first significant word.
- Case names and numbers are **not** be italicised in the tables.

3.3. Bibliographies

- Bibliographies of all cited sources (of all questions and paragraphs, spanning the work of all National Researchers) must be included.
- Bibliographies should be divided into separate sections based on language and type of source.

Example:

- 9. Bibliography
- 9.1. English titles
- 9.1.1. Books
- 9.1.2. Articles
- ...
- 9.2 [Language] titles
- 9.2.1. Books
- 9.2.2. Articles.

etc.

- Titles of publications are **not** italicised in bibliographies.
- Items in bibliographies take the same form as in the footnotes, with the exception that the author’s last name should precede their initials, with a comma after the final initial.
 - e.g. Te Dorsthorst E, Style Guide for NRG Reports: LRG on Renewable Energy (ELSA Publications 2019).