

STEP RESEARCH PROJECT STYLE GUIDE

ELSA INTERNATIONAL
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elsa

The European Law Students' Association

STEP Research Project Style Guide

Dear National Officers & Members of the SRP Working Groups,

After many discussions with the whole network, we have come to the conclusion that the STEP Research Project is an international legal research worth formal publishing. As we already have possible legal publishing partners, it is of utmost importance that our final report is of highest quality, not only with regards to its content, but also style-wise.

This is the reason why we are happy to introduce you to this Style Guide, which will give you some basic guidelines about how the format of the National Reports should be as well as help you with the whole process of drafting.

As you can see, these guidelines share similar knowledge with the ones used in the ELSA's International Legal Research Groups. Hence, with this Guide, as well as the Language Manual and the updated SRP Guide published as well, we firmly believe that all National Reports and the final one will meet all the needed criteria and have an excellent quality in general!

For any further inquiries, do not hesitate to contact us via email at assistant.srp@elsa.org.

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1. Linguistic Guidelines

All reports should be written in British English (citations concluded). Please, be sure that you use English (United Kingdom) and not any other region.

Plagiarism as well as political opinions and statements are strictly prohibited.

The use of **bold** and or *italicised* text should be minimal.

Only use *italics* for legal terms that cannot be translated, and if possible, follow with a bracketed description of the legal term, f.e. *Tribunal Supremo* (Supreme Court of Justice).

Also do not over-use Latin/French/German terms, use them only when it makes sense, f.e. *mutatis mutandis*.

Quotations should be as brief as necessary.

2. Formatting Guidelines

General requirements

We highly recommend that the National Reports are formed with 'Microsoft Word' software. Also, the reports must be submitted in .docx format.

Text formatting

Garamond, size 12 pt., justified, no paragraph spacing, 1.5 line spacing.

Titles and subtitles should conform to the questions and be numbered respectively:

a) Titles: Garamond, bold, size 14 pt., justified, no paragraph spacing, 1.5 line spacing;

b) Sub-titles: Garamond, size 13 pt., justified, no paragraph spacing, 1.5 line spacing.

d) Further subtitles: Garamond, italic, size 12 pt., justified, no paragraph spacing, 1.5 line spacing.

Please, ensure that the numbering of a (sub)title is followed by a full stop, but not the (sub)title itself. The numbering of the (sub)title must be done via Arabic numerals only. A (sub)title must be written in the same manner as the main body of the text.

Footnote formatting

The use of footnotes is allowed for the purposes of quotations or referencing to the source of information, if considered necessary. All references should be cited as footnotes! 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.

Quotation formatting

- Single quotation marks ('like these') are for quotations by the author; they must be faithful to the original text.
- Double quotation marks ("like these") are for quotations when a second quotation is embedded within a quotation ('so when a quote "includes another quote therein"?).

- **Quotations should be:**

a) Shorter than three lines: embedded within the text of the paragraph.

b) Over three lines: laid out in a separate paragraph with an indentation.

3. Referencing Guidelines

Reports must follow the OSCOLA Referencing Style Guide (you may find the full guide here [oscola 4th edn hart 2012.pdf \(ox.ac.uk\)](#), or you may find a quick reference guide here [oscola 4th edn hart 2012quickreferenceguide.pdf \(ox.ac.uk\)](#)).

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.
- Links to digital resources must precede with the title, be included in brackets, and follow with the date of most recent access.

It is vital to check all footnotes and links before submission!

4. Bibliography

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.