

# Editorial Charter for articles in the English Language

*In order to ensure coherency throughout the university, the rules laid out in the present Editorial Charter are inspired from the [recommendations](#) (in French) of the Éditions de la Sorbonne, adjusted for the needs of our Review. Authors are invited to follow these recommendations for references not listed in this Charter. In the case of a conflict between the two, the rules of the present document prevail.*

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## Text

*The corpus of the text* must be written in Times New Roman 12, 1.5 spacing, and must be justified. We ask authors not to use indents in their manuscripts, only to use spaces between words, and to adopt a simple layout.

- *Manuscripts written on the basis of the template provided by the Review can apply the style “normal”.*

*Each paragraph* must start on a new line without indent (it will be added in post-production). Please do not double space between paragraphs.

*Short quotes* (under 4 lines) are integrated into the paragraph. They are cited between quotation marks (see *infra* “Use of quotation marks”).

*Long quotes* (more than 4 lines) are placed in a separate paragraph formatted in Times New Roman 12, simple spacing, between quotation marks. Authors who do not use the Review's template insert the phrase “(long quote)” at the beginning of the paragraph.

- *Authors using the Review's template apply the style « citation longue ».*

*Words or sentences in a foreign language* are always written in italics. Quotations in either of the two languages of the Review do not require any translation. Other languages, including Latin, must be translated in a footnote. Translation is not necessary for terms and expressions, especially in Latin, that are common to the legal field.

*Italics* will be preferred over bold or underlining to emphasise a word or group of words. We ask authors to use it sparingly.

*Numbers* must be preceded by a non-breaking space. The rule is applicable both in the body and in the footnotes.

## Structure of the article

Articles must contain an introduction and a conclusion, and the developments must be organised in sections, subsections, etc. The Review uses a hierarchical numeric structure and advises authors not to partition their article beyond the fourth level (1.1.1.1).

*Example:*

### Introduction

#### 1. Title of the section

##### 1.1. Title of the subsection

##### 1.1.1. Title of the third level section

#### 2. Title of the section

##### 2.1. Title of the subsection

##### 2.1.1. Title of the third level section

### Conclusion

- *Manuscripts using the Review's template can apply the styles "introduction/conclusion", "1st level", "2nd level" etc.*

## Use of quotation marks

Double quotation marks (“ ”) are used for first-level quotations and simple quotation marks ( ' ') for second-level quotations.

## Use of capital letters

Capital letters are required at the beginning of sentences as well as for proper nouns and their related adjectives (Shakespeare, Shakespearean). Apart from these, the use of capital letters should be limited to the following cases:

- Acronyms and initialisms (ICE, FAO), except for acronyms for which lower case is commonly admitted (laser).
- Titles of books, journals, organisations, etc. Main words should be capitalised, but not connecting words (Pride and Prejudice, House of Lords).

Titles of sections and subsections should not be capitalised except for the first letter of the phrase and words mentioned above.

### English regional variations

The Review accepts all regional variations of the English language provided that it is consistent throughout the article. However, authors should note that most of our copyeditors are only familiar with British or American English and may proof articles accordingly.

The “consistency rule” also applies to words that have alternative spellings within the same regional variation (*e.g.* whilst/while).

### Miscellaneous grammatical indications

*Contractions* should not be used in manuscripts and the pronoun, noun, or negation should be written in full: “you are” instead of “you’re”, “shall not” instead of “shan’t”, etc.

*Possessives* should be used whenever applicable.

*The use of Oxford commas* is strongly recommended by the Review.

The Review recommends not to end sentences with a preposition unless it is necessary for its understanding.

*Fewer* is used for countable objects while *less* is used for uncountable ones. Some authors uneasy with the distinction might find it a useful tip to apply *fewer* to plural objects and *less* to singular or invariable ones (fewer books, less noise, fewer cars, less damage).

*People* is the plural of *person* (*persons*, albeit formal, is also acceptable), but can also be singular to mean “all the men, women, and children who live in a particular country, or who have the same culture or language” (*Cambridge Dictionary*, 2018), in which case its plural is *peoples*. For example: the people of France, the peoples of Europe.

## Footnotes

The footnote number must be placed *before* punctuation marks. The numbering must be continuous.

Footnotes must be written in Times New Roman 10, simple spacing, and the text must be justified.

- *Template users can use the style “footnotes”.*

## Mode of citation

Pages are referred to as follows:

- One page: p. 3.
- Group of pages: p. 3-10.
- Various pages: p. 3, 8, 10.

This rule applies *mutatis mutandis* to paragraphs, with the letter p. replaced with para.

### I. Secondary sources

#### a. Books

First letter of first name. Surname, *Title*, Editor, edition (ed.), year.

- M. Partington, *Introduction to the English Legal System*, Oxford University Press, 13<sup>th</sup> ed., 2018.

Multiple authors must all be cited and separated by commas. For collective books, add (ed.) after the name of the editor. In case of multiple editors, add (eds.) after the name of the last one.

#### b. Chapters

First letter of first name. Surname, “Title of the chapter”, *in* followed by the reference to the book, first page-last page.

#### c. Articles

Author, “Title”, *Journal's Name (in full)*, year, vol. x, issue y, first page-last page

- P. Passaglia, “L’abolition de la peine de mort entre politique et juridiction”, *Sorbonne Student Law Review*, 2018, vol. 1, issue 1, p. 1-55.

#### d. Conferences

If published, it is cited as a book (the organiser acts as the name of the author). If not:  
Author, “Title of the presentation”, presentation at the conference “Title of the conference”,  
place, date.

e. *PhD thesis*

If published, the book must be cited. If unpublished:  
Author, *Title*, PhD thesis, university, year.

f. *Dictionary*

Cited as books. Entries are indicated between quotation marks, followed by a comma and *in*.

- “Law”, *in The Oxford English Dictionary*, 2<sup>nd</sup> ed., 1989.

## II. Cases

Citation mode of case law is left at the discretion of the author under two conditions:

- Citations must be clear and understandable;
- They must be consistent throughout the article.

Whenever possible, references to open access reports will be favoured.

## III. Links

online link (retrieved on [date]).

[DOIs](#), when available, will be preferred to URLs. We also invite authors to indicate the [ELI](#) and [ECLI](#) identifiers to European Union's texts and case law.