

Immigration, Asylum and Nationality Law

Style Sheet

1 **FORMAT**

Manuscripts should be sent by email or presented on disk (IBM-compatible 3¹/₂ inch). Preferred software packages are Word and Wordperfect.

Disks should be clearly labelled and sent with an original printout: A4 size, on one side only, double-spaced, with ample margins and consecutively numbered pages.

2 **TEXTUAL POINTS**

Presentation must be clear and easy to follow. The author's conclusion should be unequivocal, wherever possible, or where ambiguous, reasons should be made clear. Short sentences are preferred over a verbose style, where possible.

At a glance

Articles should feature an 'at a glance' summary at the beginning of the text to enable the reader to discern the main points with ease. Contributors should provide a short paragraph summarising the content, to be placed in a shaded box before the main body of the article.

Chapter headings, headings and subheadings

The relative importance of headings must be clearly indicated. Much confusion can be caused by ill-thought out headings and subheadings and it is important that a consistent system is used throughout.

Ideally, after the main article heading, no more than four levels of subheadings should be used. It is important to label the grades of headings in a consistent manner. The following labelling system is suggested:

Level 1 - Main article heading (24pt bold)

Level 2 – Subheading (14pt bold)

Level 3 – Subheading (12pt bold)

Level 4 – Subheading (12pt italic)

Level 5 – Subheading (10pt bold)

Punctuation

Full points are avoided where possible; they are only used at the end of a sentence.

Quotation marks: use single quotes throughout, except for a quote within a quote – for this use double quotes.

Abbreviations

No full points in abbreviations. Use:

UK, US, BBC, A-G, HL, EC, EU, J, LJ, CA, ChD, HMRC
am, pm, eg, ie, Mr, Dr, ed, edn, Co, Ltd, No, etc

For the style of abbreviations for law reports and statutory references see the relevant section

below.

If you use an abbreviation in the article please ensure that the full title is given on first use with the abbreviation in parentheses. For example:

Asylum and Immigration (Treatment of Claimants, etc) Act 2004 (AIA 2004)
alternative dispute resolution (ADR)

Capitals

Do not use capitals except where essential in Standard English. Use capitals for proper names; nationalities; place names; titles of publications; Acts of Parliament; titles of courts: Court of Appeal, High Court, etc (except use magistrates' court).

Dates

Use:

10 July 2003
2002-03
1990s
nineteenth century

Numerals

Use words for the numbers one to nine and figures for the number 10 and higher except at the beginning of a sentence where the number should be spelt out. However where numbers below and above 10 appear in the same sentence/paragraph it is acceptable to use figures.

Use: 1,000
10,000
100,000
or 1 million

For zero use the character for the figure '0'. Do not use capital letter 'O'.

Use figures in tables and illustrations.

Lists and sublists

Lists and sublists are set in the following format:

- (a)
- (b)
- (i)
- (ii)
-
-
-
-

A semicolon or full stop is inserted at the end of the text of each list point.

Use of italic

Italic is used for Case references (see below), for emphasising key words, and for Latin or foreign words not in general usage.

Quoted material

Short extracts of up to approximately three typed lines may be included in the main body of the text, enclosed within single quotation marks. Double quotation marks should be used for a quote within a quote.

Longer extracts should be set out as a separate paragraph. Quotation marks are not used in display quotations but it is acceptable to include quotation marks at the manuscript stage as this helps the editor to distinguish quoted material from the text.

Any omission from quoted material should be indicated by three full stops ... or the ellipsis character. Any additions to the quoted material should be enclosed in square brackets. If you add emphasis to a quote (by italicising certain words, for example) this should be acknowledged at the end of the quote in the form: emphasis added.

Spelling

Use 'ise' spelling unless quoting from a publication where 'ize' spelling has been used.

Use: adviser (not advisor)
 judgment (not judgement)

When working in Word please ensure that you are working in 'English (UK)' spelling.

Miscellaneous

Act
Statutory Instrument
Bill
paragraph
section (section ... of ...)
subsection
Schedule (Schedule ... to ...)
Article
Order
rule
Court of Appeal
magistrates' court
High Court
court
courts
county court
judge
per cent (% in tabular material)

Abbreviations

Reg(s)	(Regulation(s))
s(s)	(section(s))
SI	(Statutory Instrument)
para(s)	(paragraph(s))

Art(s)	(Article(s))
O	(Order)
r	(rule)
ed	(editor)
edn	(edition)
n(n)	(note(s))
p(p)	(page(s))

3 CASES

Case references

The case name is set in italic, the report reference following it in Roman. For example:

A-G for Hong Kong v Reid [1994] 1 AC 324 (PC)

Generally, where a case is referred to in the text, the case name is followed by a superscript footnote number, and the case reference set in the Footnotes (see below).

- 1 *Re Hallett* (1880) 13 Ch D 696 (CA) at 708, per Jessel MR.
- 2 *Ibid* at 730.
- 3 *Supra* n 1 at 697, 699.
- 4 *Bishopsgate Investment v Homan* [1995] 1 All ER 347 at 353–356.

If a case is mentioned frequently in an article, it is cited in full when first mentioned, and abbreviated subsequently. For example, *Agip (Africa) Ltd v Jackson*^A [reference in footnotes] would simply be abbreviated to *Agip*, and these abbreviated case names would not need to be footnoted.

A single ‘best’ reference should be given for each case cited. Where possible provide two references. For UK cases, the reference should, where possible, be to the Official Law Reports; if the case has not been reported there, then the Weekly Law Reports or All England Reports are preferred. In certain specialist areas it will be necessary to refer to the relevant specialist series.

The Times etc references

A report in The Times newspaper (or other newspapers such as The Guardian or The Independent) should only be cited if there is no other published report. It should be cited as follows:

Cripps v Heritage Distribution Corpn (1999) Times, 10 November

Unreported cases

Unreported cases should be cited as follows:

Natras R v Marks & Spencer Ltd (25 March 2001, unreported), DC

Where possible reference should be made to the court of decision since otherwise readers may find it difficult to locate the case.

Neutral citations

From 11 January 2001, judgments in the superior courts in England and Wales are given in writing with official paragraph numbering and a neutral citation number. They are referred to as follows:

[2001] EWCA Civ 1 (for Court of Appeal, Civil Division)
[2001] EWCA Crim 1 (for Court of Appeal, Criminal Division)
[2001] UKHL 22 (for the House of Lords)
[2002] EWHC 33 (Admin) (High Court—Administrative Court)
[2002] EWHC 44 (Ch) (High Court—Chancery Division)
[2002] EWHC 55 (Comm) (High Court—Commercial Court)
[2002] EWHC 66 (QB) (High Court—Queen’s Bench Division)

EC cases

Which reports to cite

A reference to the official reports of the EC, the *European Court Reports* (ECR), should always be cited, where available, ahead of other reports. The second best reference will usually be to the *Common Market Law Reports* (CMLR). However, where a case is reported by the (UK) Official Law Reports, the *Weekly Law Reports* or the *All England Law Reports*, that may be cited in preference.

For example:

Hurd v Jones Case 44/84 [1986] ECR 891

Case numbers

Following the creation of the European Court of First Instance (CFI) in 1989, cases have been numbered and prefixed according to whether they are registered there or at the European Court of Justice (ECJ). Cases registered at the CFI are prefixed by T- and cases registered at the ECJ are prefixed C-.

Similarly, the parts of the *European Court Reports* were divided so that C cases are reported in ECR I- and T cases are reported in ECR II-.

For example:

ICI v Colmer Case C-264/96 [1998] ECR I-4695

Dysan Magnetics v Commission T-134/95 [1996] ECR II-181

European Human Rights cases

Judgments of the European Court of Human Rights should cite the European Human Rights Reports (EHRR) where available.

Botta v Italy (1998) 26 EHRR 241

4 LEGISLATIVE REFERENCES

These are set in roman.

Primary legislation

Citation and abbreviations

Except where the word usually abbreviated is the first word of a sentence, the following abbreviations should be used: s, ss, Pt, Sch. For example, subsection (1) of section 20 of the Law of Property Act 1925 should be expressed as follows:

Law of Property Act 1925, s 20(1)
s 20(1) of the LPA 1925

The first time in a chapter that a statute is referred to, the title should be set out in full and then followed by the acronym in parentheses. Thereafter the acronym can be used throughout the chapter. For example: the Disability Discrimination Act 1995 (DDA 1995). It is also acceptable to use in the text: 's 20 of the DDA 1995' or 'DDA 1995, s 20'.

In the Footnotes (see below), abbreviated references are used; for example:

- 1 LPA 1925, s 184.
- 2 DDA 1995, s 1(3)(d)(iii).

Secondary legislation

Citation and abbreviations

Statutory instruments should be referred to by their name, date and serial number, for example:

Race Relations (Amendment) Act 2000 (Commencement) Order 2001 (SI 2001/566)
Income Support (General) Regulations 1987 (SI 1987/1967)

Except where the word usually abbreviated is the first word of a sentence, the following abbreviations should be used (as appropriate): r, rr, reg, regs, art, arts, para, paras, Pt, Pts, Sch

EC treaties

For example:

EC Treaty, art 10
art 10 of the Euratom Treaty

EC legislation

References to EC legislation (Regulations, Directives and Decisions) and to other instruments (Recommendations, Opinions, etc) should be to the texts in the *Official Journal* of the European Communities. The *Official Journal* should be cited as follows:

[year]/OJ series/OJ number/page
[1990] OJ L180/26

References should take the following form:

Council Directive 90/364/EEC ([1990] OJ L180/26) on the right of residence

International Treaties

Except for the EC treaties (see above) where the short name usually suffices, the full name of the treaty, convention, etc, should be set out with the following information in brackets:

- the familiar name of the treaty, convention, etc
- the place and date of signature

For example, a reference to the European Human Rights Convention should be expressed as follows:

Article 1 of the Convention for the Protection of Human Rights and Fundamental Freedoms (Rome, 4 November 1950)

For subsequent references in the same chapter, the short title (the European Convention on Human Rights) or the abbreviation (ECHR) will suffice.

5 OTHER MATERIALS

Rules of Court

The Civil Procedure Rules 1998 can be cited without reference to their statutory instrument serial number, for example:

Civil Procedure Rules, Pt 54
CPR 36.13
Practice Direction 6
PD 52, para 8.2
RSC, Ord 81, r 5(3)

The Criminal Procedure Rules 2005 should be cited as follows:

CrimPR 1.1

House of Lords, Commons, etc Papers

Such papers should be referred to by name and number and year, as follows:

Second Report from the Committee of Privileges HC 221 (1969–70)

Hansard

Reports of parliamentary debates should be referred to, for example, as follows:

Hansard, HC (series 5) Vol 357, cols 234-245 (13 April 1965)

Command Papers

The reference to the number of Command papers depends upon the year of publication and should be cited in parentheses as follows:

1833-1869	(C (1st series) 21)
1870-1899	(C (2nd series) 32)
1900-1918	(Cd 451)
1919-1956	(Cmd 1234)
1957-1986	(Cmnd 5678)
1986 to date	(Cm 691)

Law Commission

Law Commission reports should be cited by name and Commission number, with the year of publication, for example:

Company Directors: Regulating Conflicts of Interest (Law Com No 1261, 1999) para 7.41

References to Publications

In text and Footnotes, full-title references to books, journals, magazines and newspapers are set in italic. Titles of publications such as HMSO booklets, Inland Revenue press releases, consultation papers etc are set in Roman within quotation marks. Titles of individual chapters within books, and articles within journals, are also set in Roman within quotation marks.

Examples of references in footnotes:

- 1 (2005) Vol 19, No 3 *LANL* 24. [ie year, volume and number, title in italics, page number.]
- 2 *Hanbury & Martin: Modern Equity* (14th edn) at p 656.
- 3 Underhill and Hayton *Law of Trust and Trustees* (14th edn, 1987) at pp 732-736.
- 4 See (eg) H Nonnan 'Tracing the Proceeds of Crime: An Inequitable Solution?' in Birks, P (ed) *Laundering and Tracing* (1995).

It is not compulsory to include the name of the publisher or the place of publication when citing books, although it is helpful for readers to have the additional information if you wish to provide it, for example:

G S Goodwin-Gill *The Refugee in International Law* (2nd edn, Oxford, Oxford University Press, 1998) at p 12.

The following abbreviations may be used in the citation of journals:

Crim	Criminal
Eur	European
I	International
J	Journal
L	Law
Q	Quarterly
R	Report(s)
Rev	Review
U	University
Y	Yearbook

6 FOOTNOTES

These are set at the foot of the page on which the corresponding number appears in the text, and should be kept to a minimum. See Case references, Legislative references and References to Publications above.

Repetition is to be avoided; therefore *ibid* and *supra* (set in Roman) should be used as much as possible, except where repetition of a reference would make the note clearer.

No important point should be relegated to the footnotes; however, they may be useful for further supplementary information where an article is (eg) in-depth analysis of a complex subject.

7 COPYRIGHT MATERIAL/PERMISSIONS

It is the author's responsibility to seek permission to use any copyright material that is needed in a publication. Therefore, if you envisage that you will be including any copyright material in your book you should discuss this at an early stage with your commissioning editor in order that we

are aware of any fees that may be involved.