

Language and citation conventions

Quotations

The authors of texts in English, German and French should note at least indicate whether a translation in their article is their own, so that reviewers know how free they are to edit it.

Spelling

Please follow standard British usage. With words where there is an ‘-ise’/‘-ize’ split, give preference to ‘-ise’. In most cases, particularly for more modern words, both spellings are correct in British English, but the ‘-ise’ form is now much more commonplace in the print media. However, US spelling should be maintained in the names of organisations, titles of agreements, books, etc. where the original work uses that spelling (example: ‘the World Trade Organization’). The same applies for quoted material. Therefore, please be especially careful in the use of spelling-checkers. Please note also that the word ‘judgment’ when used in the context of the European Courts’ decisions follows the more usual US spelling, without the ‘e’.

For German texts, please follow the post-reform rules.

Capitalisation

Please capitalise all words (except for articles, co-ordinating conjunctions, and prepositions) in the title of the article (‘title case’) but use just the initial capital letter for subheadings (‘sentence case’).

Quotation marks

Double v. single quotation marks. Use single quotation marks to indicate direct speech and verbatim quotes, and double quotation marks for quotations within these. Single quotation marks may be used for shorter works, such as titles of papers in journals, pamphlet titles, and so on. Avoid back-translation of quotes. However, if you cannot find the original English version, use indirect speech without quotation marks. Quotations of more than three lines (unless in footnotes) should be indented and set off from the text, without quotation marks.

Where editorial comments, elision, or useful clarification must be included in a quotation, they are placed in square brackets, as in ‘George [Bush] actually said that!’ or ‘The Court [...] finds the defendant ugly’.

For German, use „...“. Please do not use chevrons (<<...>>).

Numbers

Write low numbers (up to nine, inclusive) in words and larger numbers (10 and above) in figures. Avoid starting a sentence with a figure or with a symbol followed by a figure. In this case, write the number out in full.

In grouping of thousands, use commas (10,000). Full stops should be used as decimal separators (‘5,500.35 EUR’).

Please do not use superscripting in ordinal numbers (‘1st’ and ‘2nd’, not ‘1st’ and ‘2nd’). Note that some word processors apply superscript automatically by default.

For German, please separate the thousands by a space (10 000).

Dates

Write out the month, preceded by a simple figure for the day—e.g., 5 July 1998. When using numeric form for a date, use the following formula: day.month.year (as in ‘5.7.1998’). Omit zeros from the number signifying the day and month.

For German, please use the following format: day.month.year (as in ‘5.7.1998’ or 5.März 1998).

Abbreviations

Please use a full stop after an abbreviation (e.g., p. 7). Note that ‘e.g.’ and ‘i.e.’ always take points and are separated by commas, except where grammar and clarity demand otherwise, as in:

He does this in all of his articles—e.g., this one.

The most commonplace abbreviations in *Juridica International* are the following:

RT	<i>Riigi Teataja</i> (‘State Gazette’)
RTL	<i>Riigi Teataja Lisa</i> (‘Appendix to the State Gazette’)
ÜNT	<i>Ülemnõukogu Teataja</i> (‘Supreme Council Gazette’)
ALCSCd	Decision of the Administrative Law Chamber of the Supreme Court
ALCSCr	Regulation of the Administrative Law Chamber of the Supreme Court
CCSCd	Decision of the Civil Chamber of the Supreme Court
CCSCr	Regulation of the Civil Chamber of the Supreme Court
CLCSCd	Decision of the Criminal Law Chamber of the Supreme Court
CLCSCr	Regulation of the Criminal Law Chamber of the Supreme Court

This list is provided separately in the journal; therefore, these initialisms may be used in the text and footnotes without explanation. All other initialisms should be introduced on first reference, as in ‘The European Court of Human Rights (ECHR) stated that [...] and ECHR policy dictates [...]’. This avoids any confusion—in this case, with, for example, the European Convention on Human Rights.

In German usage, please do not leave a space between abbreviations such as ‘z.B.’

Foreign words and phrases

Foreign words and phrases used in English text should be italicised (without inverted comma). Exceptions are words and phrases now in common use and/or considered part of the English language, such as ‘e.g.’, ‘etc.’, or ‘i.e.’. Please do not italicise personal names. However, the names by which court cases are commonly known should be italicised (e.g., *Haavapuu v. Viks*). Put verbatim quotations in foreign languages in quotation marks without italicising the text.

Lists

Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:

- ◆ an introductory colon
- ◆ no initial capitals
- ◆ no punctuation within the items (very short items) or a comma after each

◆ a full stop at the end.

Where each item completes an introductory sentence, you should:

- begin with the introductory colon;
- label each item with the appropriate bullet, number, or letter;
- end each item with a semicolon;
- close with a full stop.

If all items are complete statements without a grammatical link to the introductory sentence, proceed as follows:

- a. introduce the list with a colon;
- b. label each item with the appropriate bullet, number, or letter;
- c. start each item with a lowercase letter;
- d. end each one with a semicolon;
- e. put a full stop at the end.

If any one item consists of several complete sentences, announce the list with a complete sentence and continue as indicated below:

- 1) Introduce the list with a colon.
- 2) Label each item with the appropriate bullet, number, or letter.
- 3) Begin each item with a capital letter.
- 4) End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

Uniform system of footnotes/endnotes

In footnotes, we use 'Note' (not 'reference' or 'footnote') to refer to another footnote. A footnote ends with a full stop, even if it contains just one word.

Example: See Note 7, above.

Use your word processor's automatic footnote function so that if you change the order of footnotes, they will be renumbered automatically.

Estonian legislation

Where a legislative act is referenced to for the first time in the body text, you should provide, after the title of the act, a reference detailing the publication of the act.

Example: Estonia, in enacting its Public Information Act^{*2} (PIA), was among ...

Such a reference should be provided as a footnote and detail the title of the act in Estonian; give information regarding its publication in *Riigi Teataja* (the State Gazette); and indicate that the source is in the Estonian language.

A reference to *Riigi Teataja* should provide information regarding the publication of the original redaction and the publication of the latest amendments; references to different *Riigi Teataja* editions should be separated by a semicolon. The date of *Riigi Teataja* should not be mentioned. The title *Riigi Teataja* is abbreviated to RT, but not translated.

If a translation of an act in a major language is available, the footnote should also refer to that translation.

Example of a reference in a footnote: Avaliku teabe seadus (Public Information Act). – RT I 2000, 92, 597; 2010, 41, 241 (in Estonian). English text available at <http://www.legaltext.ee/> (1.5.2006).

Note that where the title of an Estonian legislative act is provided in the body text, the title does not need to be translated in the footnote.

If the context of the article requires emphasis of the time of adoption of an act (date of entry into force), the footnote should provide that information. As a general rule, however, we do not provide such information.

Where a legislative instrument is for the first time mentioned in a footnote, the title of the instrument should be followed by a reference to where it was published (in brackets).

Example: Public Information Act (avaliku teabe seadus. – RT I 2003, 27, 166 (in Estonian)).

Where that instrument is referred to recurrently, the place of publication is not mentioned after first reference (also, no reference is made to the footnote that specifies the place of publication).

Example: Public Information Act, §1.

Foreign legislative instruments

The same principles apply as are used in referring to legislative acts in the country concerned. You may use abbreviations; however, you should write them out in full upon first mention. If a certain abbreviation occurs throughout the issue, a list of frequent abbreviations is provided separately and they do not need to be written out in full.

References to court cases

Estonian court cases

You should provide the name of the judging court (preferably in an abbreviated form); the type of the judgement (a decision or a regulation); the date of the judgement; the case number; and, should you prefer it, the short name of the judgement and the relevant paragraph therein. If the judgement comes from the Supreme Court, you should also give information about its publication in *Riigi Teataja*.

Example: SCCCd 3.10.1996, 3-2-1-104-96, *Haavapuu v. Viks*, paragraph 1. – RT III 1996, 26, 350 (in Estonian).

Where some of the information is provided in the body text of the article, that information need not be supplied in the footnote.

Example (body text): Such is the position the Civil Chamber of the Supreme Court adopted in case 3-2-1-104-96.

Footnote: RT III 1996, 26, 350 (in Estonian).

Upon a second mention of the same judgement, you should refer back to the previous reference.

Example: *Haavapuu v. Viks* (Note 52), paragraph 33.

Foreign court cases

The same system that applies to Estonian court cases is used; i.e., the reference should indicate the name of the court and the number of the case. The date of a judgement should be provided if the number of the case does not contain the year of the judgement. Reference to the publication of the case should be provided.

Literature

When referring to literature, you should cite the author of the source (initial and surname), the title of the source in the original language, the number of the edition (e.g., ‘5th edition’), the volume or book number, the publisher (if unknown, the place of publication), the year of publication, the page number, and (if desired) the margin number or other information.

Example: W. Cornish, D. Llewelyn. *Intellectual Property: Patents, Copyright, Trade Marks and Allied Rights*. 6th ed. London: Sweet & Maxwell 2007, p. 6.

Where the source has been published in a major language different from that of the body text, all information *up to* the page number should be given in the original language (this obviously does not apply to German and French texts where citations should be entirely respectively in German or French).

Example: T. P. Ruetschi. *Das schweizerische Stockwerkeigentum*. Zürich 1980, pp. 31, 36.

Where the source has been published in a smaller language, such as Estonian, you should provide a translation of the title in round brackets and add the language of the source.

Example: I. Kull, M. Käerdi, V. Kõve. Võlaõigus I. Üldosa (Law of Obligations I. General Part). Tallinn 2004, p. 419 (in Estonian).

Where the same source has already been referenced in the article, full reference to the source later is not necessary. You should just give the name of the author and refer to the note that contains the full reference.

Example: T. P. Ruetschi (Note 1), p. 700.

Where two references to the same source occur one immediately after another, write just '*Ibid.*' in the second case.

Example: T. P. Ruetschi (Note 1), p. 700.

Ibid., p. 701.

Journals

You should refer to journals in the same way as to the source literature, taking into account the specifics of journal references; i.e., you should provide information about the title of the article, the year of publication, and the volume number of the journal.

Example (journal): K. Saare. Seltsing – kas leping või ühing (Partnership—Agreement or Association)? – *Juridica* 2003/1, p. 64 (in Estonian).

When referring to journal, you should indicate the page containing the referenced or cited text.

Only when you wish to refer to an article as such should you give the first and final page of the article (e.g., 'pp. 1–12').

Sources on the Web

Where the source material has been published on the Web, you should provide the following information: the fact that the source is available on the Internet, a full reference to the Web address, and the date on which the author last accessed the material on that Web page.

Example: Õiguskantsleri 2006. aasta tegevuse ülevaade (Overview of the Activities of the Chancellor of Justice in 2006), pp. 75–76. Available at http://www.oiguskantsler.ee/public/resources/editor/File/levaade_2006_e_k_L_P_LIK.pdf (23.3.2009) (in Estonian).