



GUIDELINES for MANUSCRIPTS

as of November 2013

Aim and Approach

The EuroISME book series *Studies on military ethics* was established in 2013. It is a peer reviewed series of monographs, theses and edited volumes. The Series aims to promote the scholarly analysis and practical teaching of the complete spectrum of military ethics, to include the ethical aspects of the *ius ad bellum*, the *ius in bello*, the *ius post bellum* and the ethical aspects of international peacekeeping. It will, moreover, explore interactions with related fields of interest such as humanitarian assistance, international humanitarian law, emerging military technologies and human rights. The book series will examine pertinent issues of fundamental ethics, as well as the ethical implications of decisions taken at all levels, from senior policy makers to individuals at the tactical level (applied ethics).

The volumes are edited books, to which various authors contribute. They are organised thematically by the volume editors, and the authors survey the state of the discipline, including emerging and cutting edge areas. As is the case with monographs and theses, the volumes aim to influence scholarly discussion and the research agenda for the next five to seven years, to redefine existing areas within the context of international research and to highlight emerging areas. They are aimed primarily at the international academic library market, but they would be used (and may be individually purchased) by academics, senior military officers, policy makers, researchers and postgraduate students. The book series aims to publish at the academic level (category 'A') which implies that strict standards of scholarship apply. A manuscript should, however, be well written, in order to make it accessible to the informed layman. Each book in the series will have an index.

Generally, a book in the series will be no less than 250 pages and no more than 400 pages.

A book in the series will be published by Martinus Nijhoff – an imprint of Brill publishers. In the book and near the table of contents, there will be a page which indicates that the book is published under the auspices of EuroISME.

Submitting a manuscript

All manuscripts should be original and unpublished. The editors do not assume responsibility for unsolicited manuscripts. The manuscript should not be under consideration for publication somewhere else, in order to avoid duplicity in proof-reading. If more than one author has contributed, all co-authors must have agreed with the version offered. Neither EuroISME nor the publisher can be held responsible if such agreement does not exist.

Please offer your manuscript in a recent version of MS Word.

If you submit your manuscript in the context of EuroISME's annual conference, please send it to the email address mentioned in EuroISME's call for papers. Otherwise, you may submit your solicited manuscript to the volume editor concerned, or to the Series chief editor at chiefeditor@euroisme.org. All pages of the manuscript should be numbered consecutively.

The following types of manuscripts may be considered by us:

- (1) conceptual analyses, *i.e.* papers of a philosophical nature;
- (2) empirical analyses, *i.e.* papers which have gathered data by means of interviews, statistics, etc;
- (3) participatory action research, *i.e.* papers whereby the author has participated in the developments which he has researched methodically;
- (4) self-reflective eye witness accounts, *i.e.* papers which do not claim to represent a scholarly research, but where the author was an eye witness to, and participant of, the developments of which he reports and where a measure of *phronesis* and *Bildung* is demonstrated. The author of a self-reflective eye witness account needs to make clear his own role and presence in the crisis area at hand. He/she should also describe his/her own responsibilities. The author should focus on the information which he/she has seen himself – he/she is, after all an eye witness. He/she should demonstrate self-reflection about his/her personal doubts at that time, his/her feelings, uncertainties, value system, options available, actions and perhaps his/her possible frustration about the (im)possibility to change the situation for the better. He/she should be clear about the question why he/she feels a sense of responsibility to the issue at hand, and if he/she chose to take a risk, for instance by disobeying orders, the motivation thereof should be clear.

Preparing your chapter for an edited volume

We are looking for a chapter of between 7.500 and 11.000 words, to be delivered at a date set by the volume editor, or, as the case may be, by the Series chief editor. Please also send us a summary of up to 100 words. As far as possible, the summary should detail the main argument and findings of the chapter in clear and unambiguous terms and explain why a person should read it. This summary/abstract will not appear in the book itself, but may be used by the publisher when making chapters available through an online platform.

In the case of edited volumes, the volume editor will be happy to discuss the scope of the chapters with the author, to review chapter outlines or read drafts. It is the task of the volume editor to avoid duplications in a volume or to fill potential gaps. Hence, the volume editor may offer you suggestions to that effect.

Monographs and theses

In the case of a monograph or theses, you will be in direct contact with the Series chief editor. Once it has been agreed that your manuscript will be taken into (preliminary) consideration, the Series chief editor will consult both the publisher as well as the Series Board of Editors.

The Series Editorial Board may take doctoral dissertations into consideration once that they have been successfully defended. Before submission, the author should have taken into account the comments of the examining committee of the university where the dissertation has been defended, and have adapted the thesis manuscript to the requirements of a book. The Series Editorial Board might suggest further alterations to the text in order to accommodate the aims of the *EuroISME Studies on Military Ethics* and its envisaged readership.

Illustrations, lengthy quotes, etc

In principle, it is the responsibility of the author to ensure that permissions for illustrations, diagrams, etc which are not your own. Please make sure that all necessary permissions have been received in writing and in a timely fashion. Such permissions should be presented to the volume editor, or in the case of theses and monographs, to the Series chief editor, at the same time that you submit the final version of your paper. Please get in touch at your earliest convenience with the owner of the copyright of that particular illustration, lengthy quote, etc, since permission could take some months to obtain. For further details, please consult www.brill.com/downloads/Manuscript-Preparation.pdf.

Assessing your manuscript

All manuscripts which are to be published in the EuroISME book series will be peer reviewed. In the case of edited volumes, the authors will send their manuscript to the volume editor. When the volume editor subsequently considers a manuscript fit for a peer review, he or she will transmit it to two members of the Series Board of Editors or other experts for a peer review. The volume editor will subsequently offer you any feedback which has been received by the peers. In the case of a manuscript which is intended for an edited volume, every effort will be made by EuroISME to give an author a feed-back within 4-6 weeks time.

The authors of theses and monographs can send their solicited manuscripts to the Series chief editor, who will subsequently transmit them to two or more members of the Series Board of Editors. You will then receive feed-back (if any) through the Series chief editor. In this case, it may take 2-3 months to read the entire manuscript and to offer feed-back.

The Series Board of Editors uses a standardised assessment form.

Consent to publish

Once your manuscript has been accepted, you will be requested to write a brief biographical note about yourself, of about 90 words, which is intended for the page 'About the authors'.

In due course, you will receive a draft contract from the publisher, Brill/Martinus Nijhoff. In this draft, it is stated that you give your consent to publish. In the case of co-authored manuscripts, all authors need to sign the draft contract. You will also be requested to read the proofs.

Complimentary copy

All authors will receive a complimentary copy of the book or volume in which they have published.

Style Guide

As you can appreciate, maintaining a consistent style is a bit of a challenge. We would therefore appreciate your efforts to adhere to the guidelines set out below. We have tried to keep them as simple and straightforward as possible. Please study them carefully. For any residual points, please consult, as the case may be, your volume editor and www.brill.com/downloads/Manuscript-Preparation.pdf.

Generally

Do not use more than 3 levels of **headings**.

Use *italics* sparingly – only for *absolutely essential* emphases, foreign language terms (e.g. *hors de combat*) and titles of cases (*Tadić*).

Adhere to British English **spelling**. It is primarily the responsibility of the authors to make sure that their use of the English language is correct (“Queen’s English”), and if you do not have English as your mother tongue, you may wish to consult a translator. On occasion, your volume editor may offer advice. The Series may occasionally accept a manuscript in the French language, after due consultation with the Series chief editor. At this point in time, the Series Board of Editors still has to develop a policy on publishing in other European languages.

Include **short quotations** in the main text, between inverted commas (‘ ’). Reserve quotation marks (“ ”) for quotes within quotes, e.g. ‘Edward found the trappings of “royalty” hung heavily.’ At the end of a quote, please leave the punctuation mark outside the inverted comma, except when it actually forms part of the text that is quoted. **A longer quotation** (more than 4 lines) should begin on a new line, without inverted commas, and be indented from the left to indicate that it is to be set as a separate block of text.

Write out **numerals** up to and including ten; give 11 and above in figures. Give number ranges in full: 1985–1988, Articles 22–24.

Write **dates** as 2 June 2012.

Avoid **capitalization** as much as possible – when used generically, do not capitalize such words or phrases as ‘state’, ‘state parties’, ‘members’, ‘contracting parties’, ‘treaty’, and so on. But capitalise ‘Article’, ‘Chapter’, and ‘Section’ when followed by a number in the main text (for footnotes, see below); ‘Resolution’, ‘Treaty’, ‘Draft’, etc. when referring to a specific text, and ‘Court’, ‘Appeals Chamber’, ‘Trial Chamber I’, etc. when referring to a specific institution.

Please define all **acronyms** on first use. The following acronyms need no definition and may be used freely in the main text as well as footnotes:

AU	African Union
EU	European Union
ICC	International Criminal Court
ICJ	International Court of Justice
ICRC	International Committee of the Red Cross
IFRC	International Federation of Red Cross and Red Crescent Societies
ICTY	International Criminal Tribunal for the Former Yugoslavia
ICTR	International Criminal Tribunal for Rwanda

NATO	North Atlantic Treaty Organisation
OAS	Organisation of American States
OSCE	Organisation for Security and Co-operation in Europe
RoE	Rules of Engagement
UK	United Kingdom
UN	United Nations
UNHCR	United Nations High Commissioner for Refugees
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNICEF	United Nations Children's Fund
US	United States
WHO	World Health Organisation

See also abbreviations for treaties below, page 9. For the abbreviations of journals see below, page 7.

Avoid discursive footnotes; incorporate material in the main text whenever possible. Heavy footnoting customary to American law reviews is actively discouraged.

Key points not to forget....

- There should not be any 'track changes' in the manuscript.
- Footnotes should be numbered *per chapter*, not consecutively throughout the book. If numbered consecutively, the footnotes (and any cross-references to footnotes in the text) should be adjusted by the author.
- Section headings and subheadings should be clearly distinguishable.
- The resolution of illustrations should be sufficient for printing: 300 d.p.i. for grey-scale illustrations and 600 d.p.i. for line illustrations (black lines only) at a minimum width of 11 cm. Illustrations in Word, PowerPoint, Excel (only tabular data can be used by the typesetters to create a new illustration) and PDF are not acceptable; the source files should be requested instead. TIFF, EPS and JPEG are the preferred formats.
- The author/editor should obtain all permissions of illustrations/maps/tables etc. used in the manuscript and should send a proof of that permission to Brill.
- All illustrations/maps/tables etc. will be printed in black and white only (unless agreed otherwise).
- Chapters should be numbered consecutively even if the book is divided into parts.
- The author/editor should make the index on the basis of the proof (unless agreed otherwise).

References

As far as theses and monographs are concerned, any academically recognised method of referencing may be used, provided it is used consistently.

As far as volumes are concerned, we have opted for using the **Oxford Standard for the Citation of Legal Authorities (OSCOLA)**. This standard is outlined below. The comparative advantage of OSCOLA is that the guide itself is much simpler than, say, *The Bluebook* or the *Australian Guide to Legal Citation*. Also, unlike the citation systems used by some journals, it produces conveniently brief citations. Unfortunately, the guide to citing international law materials, published separately as an annex to OSCOLA, is somewhat inconsistent and cryptic. In view of this, please feel free refer to the following streamlined summary of OSCOLA. For all matters not covered below, please consult the full version of OSCOLA which can be downloaded from <www.law.ox.ac.uk/publications/oscola.php>.

General Pointers

Do not use full stops in abbreviations.

Separate citations with a semi-colon.

When pinpointing, append to the full citation the specific page number (*without* a preceding p/pp) or paragraph number (*with* a preceding para/paras).¹

Books

author, | title | (additional information, | edition, | publisher | year)

Frits Kalshoven and Liesbeth Zegveld, *Constraints on the Waging of War: An Introduction to International Humanitarian Law* (4th edn, CUP 2011) 125–126

Cornelius van Bynkershoek, *A Treatise on the Law of War* (first published 1737, Peter Stephen du Ponceau tr, Farrand & Nicholas, 1810)

Oxford University Press (OUP) and Cambridge University Press (CUP) should be abbreviated.

Contributions to edited books

author, | 'title' | in editor (ed), | book title | (additional information, | publisher | year) | first page

Stefan Oeter, 'Methods and Means of Combat' in Dieter Fleck (ed), *The Handbook of International Humanitarian Law* (2nd edn, OUP 2008) 119

A P V Rogers, 'The Principle of Proportionality' in Howard M Hensel (ed), *The Legitimate Use of Military Force: The Just War Tradition and the Customary Law of Armed Conflict* (Ashgate 2008) 189, 195–196

¹ Do not use square brackets to indicate paragraph numbers (as suggested by OSCOLA) because in some countries bracketed numbers refer to *pages* cited.

Journal and yearbook articles

**author, | 'title' | (year) | volume | (issue if necessary) | journal name or abbreviation
| first page**

William J Fenrick, 'The Rule of Proportionality and Protocol I in Conventional Warfare' (1982) 98 MLR 91

Michael N Schmitt, 'Wired Warfare: Computer Network Attack and Jus in Bello' (2002) 84(846) IRRC 365

Nobuo Hayashi, 'Requirements of Military Necessity in International Humanitarian Law and International Criminal Law' (2010) 28 *Boston University International Law Journal* (2010) 39, 52

Here is a list of abbreviated titles of law journals that we anticipate will be regularly cited:

AJIL	<i>American Journal of International Law</i>
BYBIL	<i>British Year Book of International Law</i>
EJIL	<i>European Journal of International Law</i>
HRQ	<i>Human Rights Quarterly</i>
ICLQ	<i>International and Comparative Law Quarterly</i>
JCSL	<i>Journal of Conflict and Security Law</i>
JICJ	<i>Journal of International Criminal Justice</i>
JME	<i>Journal of Military Ethics</i>
RCADI	<i>Recueil des Cours de l'Académie de droit international de la Haye</i>
RDMDG	<i>Revue de Droit Militaire et de Droit de la Guerre / Military Law and Law of War Review</i>
YJIL	<i>Yale Journal of International Law</i>
YBIHL	<i>Yearbook of International Humanitarian Law</i>

For all other journals provide the full title. Any further recurring journal titles will be abbreviated during the editorial process.

Online journals without page numbers

**author, | 'title' | (year) | volume | (issue if necessary) | journal name or abbreviation
| <web address>**

Hitoshi Nasu and Thomas Faunce, 'The Proposed Ban on Certain Nanomaterials for Electrical and Electronic Equipment in Europe and Its Global Security Implications: A Search for an Alternative Regulatory Approach' (2011) 2(3) *European Journal of Law and Technology* <<http://ejlt.org//article/view/79>>

Working papers

**author, | 'title' | (year) | volume | (issue if necessary) | *journal name* or abbreviation
| <web address>**

Geoffrey S Corn, 'Multi-National Operations, Unity of Effort, and the Law of Armed Conflict' (2009) HPCR Working Paper
<http://ihl.ihlresearch.org/_data/global/images/HPCR-WPS-Corn%20Final.pdf>

Websites and blogs

author, | 'title' | (*blog title*, | date) | <web address>

Mike Navarre, 'Defense Legal Policy Board Subcommittee to Review Military Justice in Combat Zones' (*NIMJblog – CAAFlog*, 1 August 2012)
<<http://www.caaflog.com/2012/08/01/defense-legal-policy-board-subcommittee-to-review-military-justice-in-combat-zones>>

Newspaper articles

author, | 'title' | *newspaper* | (city of publication, | date) | page

Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010) 3

Domestic cases

Please follow the relevant national citation style but omit full stops in abbreviations as far as possible.

United Kingdom

For cases, give the party names, followed by the neutral citation or, if one is not available, a reference to the official Law Reports (eg AC, Ch, QB) or another well-regarded series of reports (eg All ER or WLR). If the court is not evident from the citation, please add it at the end in brackets.

R (Al-Jedda) v Secretary of State for Defence [2006] EWCA Civ 327
Page v Smith [1996] AC 155 (House of Lords)

When pinpointing, specify paragraph numbers – or, if the judgment has no paragraph numbers, page numbers – at the end of the citation.

In re Amand [1942] 1 All ER 480 (Court of Appeal) 482
Al-Skeini and others v Secretary of State for Defence [2007] UKHL 26, para 9 (Lord Bingham)

United States

Boumediene v Bush, 553 US 723 (2008)
Alvarez-Machain v US, 331 F3d 604 (9th Cir, 2003)

Statutes and statutory instruments

Please follow the relevant national citation style but omit full stops in abbreviations as far as possible.

Human Rights Act 1998, s 15(1)(b)

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

Military Extraterritorial Jurisdiction Act, 18 USC §§ 3261-3267 (West 2012)

John Warner National Defense Authorization Act for Fiscal Year 2007, Pub L No 109-364, 120 Stat 2083 (2006)

Völkerstrafgesetzbuch vom 26. Juni 2002 (BGBl I S 2254)

Treaties

Cite an official international treaty series (UNTS, LNTS) or, failing that, a well-known national treaty series (eg UKTS, TIAS) or unofficial publication (eg CTS, ILM, or AJIL).

title | (date of adoption) | volume | publication | first page

Agreement on the Privileges and Immunities of the International Criminal Court (9 September 2002) 2271 UNTS 3

Both in the main text and in the footnotes, abbreviate the following treaty titles and dispense with full citations:

ACHR	1969 American Convention on Human Rights
API	1977 Additional Protocol I to the 1949 Geneva Conventions
APII	1977 Additional Protocol II to the 1949 Geneva Conventions
APIII	2005 Additional Protocol III to the 1949 Geneva Conventions
ECHR	1950 European Convention on Fundamental Freedoms
GCI	1949 Geneva Convention I
GCII	1949 Geneva Convention II
GCIII	1949 Geneva Convention III
GCIV	1949 Geneva Convention IV
HR	1907 Hague Regulations (as attached to the Hague Convention IV)
ICCPR	1976 International Covenant on Civil and Political Rights
ICESCR	1976 International Covenant on Economic, Social and Cultural Rights
ICTY Statute	Statute of the ICTY
ICTR Statute	Statute of the ICTR
Rome Statute	1998 Rome Statute of the International Criminal Court
UN Charter	1945 Charter of the United Nations
UDHR	1948 Universal Declaration of Human Rights

Cases before the ICJ/PCIJ

Factory at Chorzów (Germany v Poland) PCIJ Rep Series A No 17

Nuclear Tests (Australia v France) [1974] ICJ Rep 253

Military and Paramilitary Activities in and against Nicaragua (Nicaragua v US) (Provisional Measures) [1984] ICJ Rep 169

Legality of the Threat or Use of Nuclear Weapons (Advisory Opinion) [1996] ICJ Rep 226

If not referring to a judgment on the merits, indicate the stage of proceedings and/or the type of decision.

Cases before international(ised) criminal tribunals

title | (type of decision) | (case no, | court/chamber, | date)

Prosecutor v Tadić (Decision on the Defence Motion for Interlocutory Appeal on Jurisdiction) (Case no IT-94-1, ICTY Appeals Chamber, 2 October 1995)

Prosecutor v Bemba (Decision on the Confirmation of Charges) (Case no ICC-01/05-01/08, Pre-Trial Chamber III, 15 June 2009)

Prosecutor v Lubanga (Case no ICC-01/04-01/06, Trial Chamber I, 14 March 2012)

Prosecutor v Taylor (Decision on Immunity from Jurisdiction) (Doc no SCSL-03-01-I-059, Appeals Chamber, 31 May 2004)

Prosecutor v Kaing (Case no 001 001/18-07-2007-ECCC/SC, Supreme Court Chamber, 3 February 2012)

If not referring to a judgment, indicate the type of decision/order. There is no need to specify the tribunal if that is already clear from the case or document number.

Cases before human rights treaty bodies

title | (type of decision) | (application/case no, | court/chamber, | date)

Banković et al v Belgium et al (Decision on Admissibility) (App no 52207/99, ECtHR Grand Chamber, 12 December 2001)

Alejandro et al v Cuba (Case no 11.589, IACmHR, 29 September 1999)

López Burgos v Uruguay (Comm no 52/1979, HRC, 29 July 1981)

In footnotes, abbreviate the names of the following judicial and supervisory bodies:

ECmHR European Commission of Human Rights

ECtHR European Court of Human Rights

HRC UN Human Rights Committee

IACmHR Inter-American Commission of Human Rights

IACtHR Inter-American Court of Human Rights

UN documents

document title, | document type and number | (date)

UNSC Res 1373 (28 September 2001)

UNGA Res 3314 (XXIX) (14 December 1974)

Declaration on Principles of International Law concerning Friendly Relations and Cooperation among States in accordance with the Charter of the United Nations, UNGA Res 2625 (XXV) (24 October 1970)

Model Status-of-Forces Agreement for Peacekeeping Operations, UN Doc A/45/594 (9 October 1990)

Customary International Humanitarian Law Study

Whenever possible, please cite the online database in the following manner:

CIHL r 7

CIHL commentary to r 15

CIHL practice pt A(IV) to r 10

If there is a need to refer to the book (e.g., the introduction), cite it as any other book:

Jean-Marie Henckaerts and Louise Doswald-Beck, *Customary International Humanitarian Law* (CUP 2005) xviii

Recurring citations

Provide an abbreviated case name and the number of the footnote where a full citation can be found. If there are similarly titled cases, give an indication of which one is referred to:

Nuclear Tests (n 5)

Al-Skeini (House of Lords) (n 10) para 26

Tadić (Jurisdictional Appeal) (n 17)

For secondary sources, provide the name(s) of the author(s) and the number of the footnote where a full citation can be found. If several works by the same author(s) are cited, provide a short title of the work:

Kalshoven and Zegveld (n 1) 25

Walzer, *Just and Unjust Wars* (n 5) 125

Schmitt, 'Wired Warfare' (n 28) 370