

# Style Sheet for International Law

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## Rationale

For all assignments not written during class, the following style sheet must be followed. Your grade depends on presentation of ideas, not just the ideas themselves. Make sure your assignments represent what you wish to portray about yourself. I will say this here:

**Effort is irrelevant. Product is everything.**

## Rule One

- Follow directions

## Mechanics

- All Margins: 1.00–1.25 in.—the standard setting for all major word processing programs.
- Spacing: 1½ or double-spacing—your choice.
- Font: 12 point, Arial or Times New Roman.

## Citations and References

- This course is a combination of Law and International Relations—a strange hybrid. As such, the citation and reference style needs to be a hybrid of two styles.
- With respect to the *cases* you will cite in this course, we will use the ALWD citation style. ALWD, an acronym for Association of Legal Writing Directors, is one of two generally-accepted citation styles for legal work in the United States. You can find the ALWD style online at [http://www.law.cornell.edu/citation/full\\_toc.htm](http://www.law.cornell.edu/citation/full_toc.htm).
- With everything else, such as books and articles, we will use the Chicago style. You can find the Chicago style at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). For your work in this class, you will need to create both footnotes and a bibliography. There are minor differences between how you are to format your footnotes and your bibliography. Be aware of this.
- Your bibliography (titled as a first-level section on its own page) needs to be in three (second-level) sections: Articles and Books; Court Cases; and Laws, Statutes, and Treaties. If you are not citing anything in one of the sections, there is no need to create the section.
- Remember to cite (and reference) your sources of information, not just your quotes. Failure to do so is considered plagiarism.

## Page Headers

- First page: Full name in the upper-right corner, Assignment title beneath that, Date assignment done beneath that.
- Others: Last name and page number in upper-right corner.
- How? In Microsoft Word, look at *File::Page Setup* and *View::Header and Footer*.

## Section Headings

Section headings are useful for ordering and structuring your papers.

- First-level section headings are base font, **bolded**, like the section headings on this handout.
- Second-level section headings are base font, *italicized*.
- Both of these two section headings are on a separate line.

## Miscellaneous

- For multi-page papers, use *staples*, not paper clips.
- If you have a quotation that lasts *more than* three lines (extended quotation), it needs to be a separate paragraph and flush-left indent by ½ inch. No quotation marks are used, and the citation goes outside the closing punctuation.
- You may print front-to-back.
- If you wish to email your paper in lieu of handing in a hard copy, it will cost 10% of the total value of the paper. If you are late with your assignment, it will cost you 50% unless it is late by more than 14 calendar days, in which it will cost you 100%. The last day to turn in any late assignment for the course is April 18.

## General Caveats

- Proofread the paper at least twice. Have someone else proofread the paper. When you proofread the paper, make sure it makes sense. Specifically, watch the logic, the spelling, and the grammar. Read what you wrote, not what you intended; I cannot grade your intentions, only your product.
- Always make sure your assertions are backed up with cited facts and unassailable logic.
- When used as an adjective, use ‘US’; when used as a noun, use ‘United States’. The same is true for the United Nations and the European Union. However, treaty organizations with more than two words are abbreviated without periods: NATO, SEATO, IMF, etc., as well as organizations within the United Nations: UNESCO, WHO, etc.; yet, those of only two words tend to be spelled out: Rome Treaty, Atlantic Charter, and such.
- Beware of dangling (and unnecessary) prepositions. Additionally, avoid unnecessary adjectives and adverbs. Do not use two words when one will do.
- Do not procrastinate. Doing so will limit your ability to follow these warnings.

## **Plagiarism**

- Plagiarism is a very serious academic crime. It is both cheating and lying. It signifies both academic deceit and academic laziness. Failing to cite a source of information (including ideas and data) is plagiarism. Furthermore, failing to signify quoted material as being quoted is plagiarism. The punishment for plagiarism ranges from failure in the assignment to failure in the course to expulsion from the university, depending on the significance of the violation. All instances of plagiarism are subject to reporting to your department and/or dean.

## **Some Helpful Books**

These books are available in the library. All college students should have a copy of either, or both, Chicago and/or Strunk, as both are invariably helpful in writing better.

- Chicago Manual of Style (15th edition).                      Call Number: Z253 .U69 2003
- The Elements of Style, William Strunk, Jr.                      Call Number: PE1408 .S772 2000

## **Some Online Assistance**

- ALWD style                      [http://www.law.cornell.edu/citation/full\\_toc.htm](http://www.law.cornell.edu/citation/full_toc.htm)
- Chicago style                      [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
- Class Website                      <http://oforsber.kvasaheim.com/courses/pls537/>
- Text Website                      <http://home.att.net/~sломansonb/txtcsesite.html>