

## International Law

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Course Style Sheet

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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.**

### Mechanics

- All Margins: 1.00 – 1.25 in. This is the standard setting for all major word processing programs. Users of OpenOffice.org will need to change this.
- 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:

[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 citation style:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

The actual Chicago Manual of Style is an excellent book that you may wish to purchase if you are pursuing a career heavy with writing.

- For your work in this class, you will need to create *both* footnotes and a bibliography.
  - Your bibliography (titled as a first-level section on its own page, *Bibliography*) 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.

## 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 on same line in upper-right corner.
- In Microsoft Word, look at “View: Header and Footer” and “File: Page Setup” for help.

## Headings

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

## Miscellaneous

- For multi-page papers, make sure you staple it together; paper clips cause more problems than they are worth.
- 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 about a half inch. No quotation marks are used, and the citation goes *outside* the closing punctuation.
- For normal quotations, closing quotation marks *precede* the citation and the citation *precedes* the closing punctuation.
- You may print front-to-back if you wish, especially if you want to kill as few trees as possible.
- Learn when to use commas.

## General Caveats

- Proofread the paper at least twice. Have someone else proofread the paper. When you proofread the paper, make sure what you wrote makes logical and grammatical sense. Specifically, watch the logic, the spelling, and the grammar. Read what you wrote, not what you intended to write.
- Always make sure your assertions are backed up with *cited* facts.
- ‘United States’ is a singular noun, as is ‘United Nations’.
- Beware of dangling (and unnecessary) prepositions.
- Avoid unnecessary adjectives and adverbs. Avoid unnecessary words.
- Use the active voice when writing.
- Do not procrastinate. Doing so will limit your ability to follow these warnings.

### **Loyolan Honor Code**

- You are responsible for upholding the honor code for Loyola College.
- For each homework assignment *handed in* in hard-copy form (not the email-submitted assignments), you need to include the following statement at the *beginning* of the assignment. You also need to sign your name after the following statement:

**“I understand and will uphold the ideals of academic honesty as stated in the Honor Code.” Signed \_\_\_\_\_**

### **Some Helpful Books**

- These books are available in the library. All college students should have a copy of either Chicago 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

*Style Manual for Political Science*. Call Number: JA86 .A52 2001