

## Editing guidelines for USEK's School of Law students

The font used for writing a text is Times New Roman 12, line spacing 1.5 for the Latin version, and Simplified Arabic 14, line spacing 1.0 for the Arabic version.

### Quotes

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Short quotes written in italics on the same line should be enclosed in quotation marks, and the font should be 11 for Latin text, and 13 for Arabic text.

For example:

The famous author Joseph Campbell defended the pleasure of enjoying life by saying: “*The cave you fear to enter holds the treasure you seek*”.

Long quotes written in italics should be presented as independent, fully-indented paragraphs with quotation marks, and the font size should be 11. A footnote can be added if needed; the number is inserted within the quotation marks or the parentheses.

For example:

...The idea of enjoying life came to him:

“*You must give up the life you planned in order to have the life that is waiting for you [...] Life is like arriving late for a movie, having to figure out what was going on without bothering everybody with a lot of questions, [...] and then being unexpectedly called away before you find out how it ends<sup>1</sup>*”.

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<sup>1</sup>Initial letter of the first name. LAST NAME (in capital letters), *title of the book (in italic)*, publisher, number of edition, year of publication, page number.

## Footnotes

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Notes should be in font size 10 for Latin text and 12 for Arabic text, with single line spacing (1.0) and must appear at the bottom of the page as a footnote.

The numbering should be clearly mentioned on the text line in superscript, followed directly by the text.

### Reference of a book

#### - General guidelines

The initial of the first name of the author is mentioned first, before the last name which should be written in all caps. Then, respectively, the title of the book in italics, publisher, number of edition, year of publication, number of the tome (t.) or the volume (vol.) if applicable, page number, and finally a period.

For example:

<sup>1</sup>T. HAMMARBERG, *Human Rights in Europe: no grounds for complacency*, Council of Europe Publishing, 2011, p. 176.

<sup>2</sup>L. EDWARDS, *Legal writing and analysis*, Wolters Kluwer, 2015, p. 22.

<sup>3</sup>R. W. EMERSON, *Business law*, Barron's, 6<sup>th</sup> ed., 2015, p. 191.

If the book has a subtitle, it will be mentioned after the title, separated from it by a comma, in italics as well.

#### - Guidelines related to the publisher

Where the book is part of a collection or a series, the title of the collection or the series will be mentioned after the publisher's name.

<sup>1</sup>D. RUITER, *Legal institutions*, Kluwer Academic publishers, Law and Philosophy Library, 2001, p. 38.

Where the book has more than one publisher, their names will be mentioned, separated by a dash.

## - **Plurality of authors**

Where a reference has two authors, it is necessary to join their names with an “and” as follows:

<sup>1</sup>D. TOLBERT and N. JURDI, *The special tribunal for Lebanon: law and practice*, Oxford University Press, 2014, p. 17.

Where there are three authors, list them: X, Y and Z.

<sup>1</sup>R. N. CORLEY, R. L. BLACK and O. L. REED, *The legal environment of business*, McGraw-Hill Book Company, 5<sup>th</sup> ed., 1981, p. 73.

Where there are four authors or more, the description will be: X *et al.* (Latin for: and others).

<sup>1</sup>L. CHERKASSKY *et al.*, *Legal skills*, Palgrave MacMillan, 2011, p. 34.

The same methodology should be used in an Arabic reference, after using the word: وآخرون.

## **Collective works and anthologies**

Where the book has several authors and none of them is cited on the book’s cover, the reference will start by the book’s title.

<sup>1</sup>*The Bluebook, a uniform system of citation*, Harvard Law Review Association, 20<sup>th</sup> ed., 2015, p. 121.

If one or more authors are designated as editors, directors or coordinators, their names are written after the title between parentheses, preceded by the nature of their contribution, in the following manner:

<sup>1</sup>*Land tenure and social transformation in the Middle East* (ed. T. KHALIDI), American University in Beirut, 1984, p. 56.

<sup>2</sup>*The practitioner’s guide to arbitration in the Middle-East & North Africa* (ed. E. AL TAMIMI), Jurisnet,– Excelenzia FC, 2009, p. 67.

## **Published colloquiums, conventions, conferences**

If the collective work is a colloquium or a convention, the reference will start by the title of the colloquium or the convention, followed by the names of the editors, directors or coordinators, if they are identified (and written as shown above). Will follow: the name of the

organizing institution and the date of the colloquium (or convention), all in italic. Then, the name of the publisher, the year of publication and the page number.

<sup>1</sup>*Proceedings of the 15<sup>th</sup> international conference on artificial intelligence and law, University of San Diego School of Law, June 8-12, 2015, ACM, 2015, p. 15.*

### **Reference of a thesis or a dissertation**

- Typewritten thesis

The initial of the first name, followed by the last name in all caps, are written first. Then, the title of the thesis in italics, the field of study, the city of the thesis defense, the year and the page number.

<sup>1</sup>Ch. EL KHOURY, *Shopping motivations and store environment: a value based approach*, thesis in management, Kaslik, 2015, p. 35.

- Published thesis

A published thesis is cited as a book, without the place of defense. Published theses are often included in special series or collections: in such cases, the name of the collection and the volume number are mentioned after the publisher's name.

<sup>1</sup>D. MAZEAUD, *La notion de clause pénale*, LGDJ, Bibliothèque de droit privé, t. 223, 1992, p. 63.

<sup>2</sup>M. PENDU, *Le fait religieux en droit privé*, Defrénois, Doctorat et notariat, t. 29, p. 33.

### **Reference of journal article**

A journal article should be cited as follow:

The initial of the first name of the author should be placed before the last name, which should be written in all caps. Then, the title of the article stated in quotation marks, followed by the title of the Journal which should be in italics, the date and finally the page number. Thus:

<sup>1</sup>J. PLUNKETT, "Principle and policy in private law reasoning", *Cambridge Law Journal*, vol. 2, n° 2, p. 366.

<sup>2</sup>R. SPECTOR, "The doctor/patient relationship and immunity from malpractice", *The Journal of the Louisiana State Medical Society*, 2001, p. 501.

## **Reference of an article or a chapter in an anthology, collective book, published colloquium or convention**

The initial of the first name of the author and his last name in all caps, the title of the article or chapter between quotation marks, then the word 'in', followed by the reference of the anthology or colloquium (as explained above), and finally the page number.

<sup>1</sup>I. NAJJAR, "Chapter seven: Lebanese Republic", in *The practitioner's guide to arbitration in the Middle-East & North Africa* (ed. E. AL TAMIMI), Jurisnet – Excelenzia FC, 2009, p. 197.

<sup>2</sup>W. WARD, "Some aspects of private land ownership and inheritance in Ancient Egypt, ca. 2500-1000 B.C.", in *Land tenure and social transformation in the Middle East* (ed. T. KHALIDI), American University in Beirut, 1984, p. 63.

## **Reference of a dictionary**

The reference of the dictionary is written first, followed by v<sup>o</sup> (*verbo*) or v<sup>is</sup> in plural (*verbis*), and the consulted word or expression between quotation marks.

<sup>1</sup>P. H. COLLIN, *York dictionary of Law*, York Press – Librairie du Liban publishers, 2<sup>nd</sup> ed., 1992, reprinted 2000, v<sup>o</sup> "Justice", v<sup>is</sup> "Council" and "Privy councillor".

## **Reference of a legal text**

- Codified legal texts (Codes that cover all dispositions related to one subject).

The name of the Code is mentioned, followed by the number of the article.

<sup>1</sup>Civil Code, art. 1101.

<sup>2</sup>COC, art. 268.

<sup>3</sup>Uniform commercial Code, art. 1, § 1 – 103.

- Non-codified legal texts

First, is mentioned the information allowing an identification of the text itself: its title, type (law, decree, etc), number, date. Then the information related to the source in which it was published. And finally the number of the article or section.

<sup>1</sup>Legislative decree n° 34 of March 24<sup>th</sup>, 2014, Commercial representation, *Official Gazette of the Lebanese Republic*, n° 64, August 10<sup>th</sup>, 1967, p. 1225, art. 2.

<sup>2</sup> Patient protection and affordable care Act (Obamacare), 2010, *U.S. Code*, title 42, section 18001.

### **Reference of a judicial decision**

Judicial decisions should be mentioned as follows:

The jurisdiction, the date of the decision, then the review or journal in which the decision was published in italic.

<sup>1</sup>Ass. plén., 21 déc. 2006, *D.* 2007, p. 835, note P. Morvan.

References related to the chambers of the Cassation court, should be stated as follows:

Cass. civ. 1<sup>re</sup>; Cass. civ. 2<sup>e</sup>; Cass. civ. 3<sup>e</sup>; Cass. com., Cass. soc., Cass. crim., Ass. plén., Ch. mixte.

### **Reference of a website**

If the text refers to a website, mention the date of consultation of the source as follows:

<sup>1</sup>C. VALENZUELA-BOCK, “International criminal court and Inter-American court of Human Rights”, <<http://www.asil.org/blogs>>, consulted on March 2, 2016.

### **Repetition of same references**

The Latin *op. cit.*, *art. cit.* and *loc. cit.* are not used anymore. If the same reference is subsequently repeated throughout the article, a brief mention of the book’s title or the article’s title will be enough (without mentioning the publisher, the colloquium or the journal). For example:

<sup>1</sup>T. HAMMARBERG, *Human Rights in Europe: no grounds for complacency*, p. 30.

<sup>2</sup>R. SPECTOR, “The doctor/patient relationship and immunity from malpractice”, p. 501.

If two different references by the same author are in sequence, “ID.” should be mentioned at the beginning of the reference followed by the appropriate reference. Thus:

<sup>1</sup>L. EDWARDS, *Legal writing and analysis*, Walters Kluwer, 2015, p. 22.

<sup>2</sup>ID., *Legal writing: process, analysis and organization*, Walters Kluwer, 2010, p. 41.

If two identical references are in sequence on the same page, “*Ibid.*” is used for the second reference followed by the page number if necessary (in case of different pages).

<sup>1</sup>L. EDWARDS, *Legal Writing and Analysis*, Walters Kluwer, 2015, p. 22.

<sup>2</sup>*Ibid.*

<sup>3</sup>*Ibid.*, p. 25.

### **General guidelines**

If the note refers to a translated text, the name of the translator should be mentioned, followed by : trans. If the text is translated by the student, it must include the following: “we translate” or “our translation” (and not “I translate” or “my translation”).

The page is written as p. even in case of several pages, the number written as n° even in case of several numbers, the tome as t., and the volume as vol., which should be written in small letter followed by a period and a space.

The elements of a reference are separated by a comma. If a footnote has more than one reference, they are separated by a semicolon.

Arabic footnotes should be written as follows:

الحرف الأول من الاسم. الشهرة، عنوان الكتاب في خط مائل، أو عنوان المقال ضمن مزدوجين، دار النشر، الطبعة (حرف ط دون نقطة)، السنة، الجزء في حال وجوده، الصفحة (حرف ص دون نقطة).

<sup>1</sup>إ. عيد وك. عيد، *الحقوق العينية العقارية الأصلية*، المنشورات الحقوقية صادر، 2012، ج 1، ص 67.

<sup>2</sup>ش. حاتم، "قسمة الوقف وانتهائه"، *ن.ق.ل.* 1952، ص 47.

## Bibliography

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Bibliographical references are written in Time New Roman, size 12, line spacing 1.5 for Latin text, and in Simplified Arabic, size 14, line spacing 1.0 for Arabic text.

The references are listed in alphabetical order of authors' last names, written in capital letters. The very first letter of the last name is taken into consideration for the alphabetical order, even if it is a particle such as: Von, De, De La, El, ال, etc.

The page of an article should be mentioned in the bibliography, but not for a book. For example:

DALRYMPLE A.J., "Cross-validating factors associated with discharge against medical advice", *Canadian journal of psychiatry*, 1993, p. 899.

HAMMARBERG T., *Human Rights in Europe: no grounds for complacency*, Council of Europe Publishing, 2011.

If the bibliography is listed in two or three languages, it is better to classify the references according to the following order of languages: References in Arabic / French / English...

All the elements of the reference are separated by a comma, not a period.

The sitography referring to the web page should be written as follows:

LAST NAME Initial of the first name., "title" [online], <webpage>. (without the date of consultation).

References in Arabic are structured as follows:

الشهرة الحرف الأول من الاسم، عنوان المقالة ضمن مزدوجين، متوافر على صفحة <عنوان الصفحة الإلكتروني>.



## Examples:

DALRYMPLE A.J., "Cross-validating factors associated with discharge against medical advice", *Canadian journal of psychiatry*, 1993, p. 899.

HAMMARBERG T., *Human Rights in Europe: no grounds for complacency*, Council of Europe Publishing, 2011.

NAJJAR I., "Chapter seven: Lebanese Republic", in *The practitioner's guide to arbitration in the Middle-East & North Africa* (ed. E. AL TAMIMI), Jurisnet – Excelenzia FC, 2009, p. 197.

VALENZUELA-BOCK C., "International criminal court and Inter-American court of Human Rights", <<http://www.asil.org/blogs>>.

WATSON A., *Rome of the XII Tables*, Princeton University Press, 1975.

حاتم ش.، "قسمة الوقف وانتهائه"، ن.ق.ل. 1952، ص 47.

عيد إ. و عيد ك.، *الحقوق العينية العقارية الأصلية*، المنشورات الحقوقية صادر، 2012، ج 1.