FORMATTING GUIDELINES FOR AUTHORS AND EDITORS OF THE WIPO-WTO COLLOQUIUM PAPERS

Contents

ABBREVIATIONS

Abbreviation should be explained before being used in every chapter

Do not use full stops after every letter of an abbreviation: e.g. TRIPS not T.R.I.P.S.

BIBLIOGRAPHIES

No page breaks before bibliographies

Write surname followed by initial(s) with no punctuation between them. A comma is placed after the final initial: e.g. Smith J,

BOLD FONT

Bold font and not italics should be used for highlighting or emphasizing text.

CITATIONS

Any citations should be referenced according to the fourth edition of the OSCOLA University Standard for Citation of Legal Authorities reference guide.:

Additional information can be found in the OSCOLA FAQ page:

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf

COLOUR

All text should be in black colour, with the exception of headings, which should be in dark blue (Blue, Accent 1, Darker 25%), and links to the Web.

CONTRACTION

There should be no contractions, i.e. --- "do not" but not "don't"

DATES

Day, month, year: '22 March 2015' but not 'March 22, 2015' or '24.01.2003', '23 March 2015' etc.

ENDNOTES

There should be no endnotes i.e. citations at the end of the chapter. Any endnotes should be converted to footnotes. There is an automatic function for doing this.

FONT, SIZE AND COLOUR

- Opening pages headings - Calibri 9, dark blue (Blue, Accent 1, Darker 25%), **bold**

- Body text - Calibri 9, black

- Footnotes - Calibri 7, black

- Chapter Headers (including Abstract, Introduction, Conclusion, Bibliography) – Calibri 9, dark blue (Blue, Accent 1, Darker 25%), **bold**

FOOTNOTES

Write forename(s) before surname e.g. John NR Smith.

PAGE NUMBERS

Arabic numbers in the centre at the bottom of the page.

QUOTATIONS

Single quotation marks should be used for all quotations; however,

No quotation marks should be used for long quotations (exceeding three lines): and

Double quotation marks should be used for all quotations within quotations.

Large quotations should be indented 1 cm from the left side and separated by empty lines on the top and bottom from the rest of the text.

Use straight quotation marks and not curly quotation marks.

SPACING

Space between words in a sentence should be single-spaced (no double spacing).

WEB LINKS (URL ADDRESSES)

Add 'accessed [date])' after the address.