

# Humanitäres Völkerrecht (HuV) | Journal of International Law of Peace and Armed Conflict (JILPAC)

BWV | Berliner Wissenschafts-Verlag

## Instructions for Contributors

Thank you for contributing to the *JILPAC*. The following remarks are intended to simplify the drafting process of your manuscript as well as the editorial work. We kindly thank you for your cooperation. If you have any questions, please do not hesitate to contact Ms. Lisa Cohen ([lisa.cohen@ruhr-uni-bochum.de](mailto:lisa.cohen@ruhr-uni-bochum.de)).

## Table of Contents

1. Academic Responsibility
2. Submission of Manuscripts
3. Further Requirements
4. Additional Instructions for Conference Reports / Book Reviews
5. Word Count
6. Font, Size, and Margins
7. Punctuation
8. Headings
9. Abbreviations
10. Spelling
11. References
12. Editorial process
13. Summary of Footnote Style

### 1. Academic Responsibility

The author bears the responsibility for the content of the contribution.

### 2. Submission of Manuscripts

- Manuscripts should be sent as a word file (.docx, .rtf, .doc) to [lisa.cohen@ruhr-uni-bochum.de](mailto:lisa.cohen@ruhr-uni-bochum.de) and [ifhv-publications@rub.de](mailto:ifhv-publications@rub.de).
- The *JILPAC* is published twice a year in June and in December. The deadline for submissions for the June issue is the 15<sup>th</sup> of January; the deadline for the December issue is the 15<sup>th</sup> of July.
- Contributions can be submitted in German or English. Spelling should follow the *Duden* or the *Oxford Dictionary* respectively. We prefer the endings –ise and –isation as opposed to –ize and –ization.

**3. Please ensure that your manuscript conforms with the following requirements:**

- Your manuscript should include a title in both German and English as well as the name(s) of the author(s) and a correspondence address (name, academic title, position, institution, postal address, email address). Please indicate this information using an asterisk footnote after your name. You are invited to provide further information on your person, your work, or the manuscript.
- If you are submitting an article, please also provide a/an:
  - **English and German abstract** (max. 1.200 characters including spaces, single line spacing).
  - **German translation of the original title, short title** (abbreviated heading for columns).
  - **4–6 Keywords in English and German.**
  - **Format:** title (English and German), author, abstracts, keywords, followed by the article.
- **Figures, Illustrations, Tables** etc. that are not offered by Microsoft Office should be provided as a separate file with a minimum resolution of 300 dpi and contain a Grayscale with at least 10% black content. It is the author's responsibility to obtain the copyright to reprint the used material (if applicable).
- **If you do not speak German, the editorial board – with the help of the editorial assistants – will provide for a German translation of your manuscript title, abstract, and key words.**

**4. Additional Instructions for Conference Reports / Book Reviews**

Abstracts are not required. Please provide the following information for book reviews: name of the author, title of the book, edition, publisher, place and year of publication, number of pages, price.

Please indicate the **name of the author** as well as the **correspondence address** (name, academic title, position, institution, postal address, email address) in an asterisk footnote.

**5. Word Count**

Please consult the deputy editor about the length of the article.

The following word counts serve as a rough guideline:

<b>Section</b>	<b>Word Count (including footnotes)</b>
Articles	approx. 6.000 (~ 14 pages in JILPAC)
Conference Reports	approx. 1.400 (~ 4 pages in JILPAC)
Book Reviews	approx. 1.400 (~ 4 pages in JILPAC)

**6. Font, Size, and Margins**

- **Clarity:** The different elements of the manuscript should be clearly marked (headings, running text, large quotations, foot notes etc.)
- **Simplicity:** Less is more. Please reduce the usage of paragraphs, accentuations (italics or bold) etc. Please do not underline words.
- The publisher is responsible for setting font, size, margins, space and indentions.
- Please refrain from formatting your manuscript manually (including hyphenation, foot notes, active references, indentions). Please use the formatting tools.

## 7. Punctuation

- Blank spaces should be inserted both before and after an oblique.
- An en dash ( – ) is only used for separating sentences (blank spaces before and after the dash, exceptions: p. 5–10, 1995–1998). In any other cases, please make use of hyphens ( - ).
- Please use double inverted commas for direct citations. Please do not set direct citations in italics.
- Omissions should be indicated by a bracketed ellipsis.
- If you wish to highlight certain passages or words please use italics.
- .

## 8. Headings

Heading levels should be clearly marked and each level should be uniformly formatted and numbered. Please use the following heading levels: 1 / 1.1 / 1.1.1 etc.

## 9. Abbreviations

On its first mention within the text, please state the word in full with the abbreviation in parentheses. The following abbreviations do not need to be introduced.

para. / paras.	JILPAC	e.g.	i.a.
i.e.	ed. / eds.	ff.	Vol.
cf.	etc.	approx.	p. / pp.
et al.	Art. / Arts.	No.	sect.
UNTS	ICJ		
UN	US	UK	EU

## 10. Spelling

- Please capitalise words in headings except for prepositions, conjunctions, and articles, regardless of the words' length.
- In the running text use of small letters is common with the following exceptions: titles of organisations, programs, employment titles, established terms etc. There are various spellings for English words which are standardised as follows: *peacebuilding*, *nation-building*, *state-building*, *capacity-building*, *powersharing*
- If you refer to a legal discipline, please use lower case letters, e.g. “international humanitarian law”.
- “state” should be spelled in lower case letters, e.g. “state parties”.
- If you use the word “Article” in the main body of the text, please use capital letters. In footnotes, “Article” must be abbreviated as “Art.” Generally, Arabic numbers are used. Please indicate the paragraph in parenthesis with a non-breaking space, e.g. “Article 3 (2)”. The space is also inserted after the article followed by a litera, e.g. “Art. 15 (c)”. In case the quotation style differs exceptions are possible.
- Use a hyphen when using the word „non-international“ (armed conflict).

## 11. References

Please use footnotes, not endnotes. Each footnote should end with a full stop. If a footnote refers to several sources, a semicolon should separate the sources.

- If a source contains several authors, please list them by name and separated the names using an oblique. If a source contains more than three authors, only the first one should be listed by name, complemented by “et al.”
- Please use commas to separate the specific details of a source, e.g. „sect. 5, para. 3“.
- When referring to a source published in an academic journal or an edited collection, please do not include the first page number of the cited article / chapter.

### • Reference style (Cross references)

Use „*supra* note xx“, not „see note xx above“.

When referring to the same page of the same source in the following footnote, please use „*Ibid.*“. If you are referring to the same source, but a difference page number, use „*Id.*, p. x“.

e.g.

P. Thielbörger, *supra* note 1, p. 7.

*Ibid.*

*Id.*, p. 12.

### • Court rulings

Please state the name of the Court, parties (common title), the publication date as well as the citation and page number.

e.g.

International Court of Justice, Hungary vs. Slovakia (Gabčíkovo-Nagymaros) Project, 25.09.1997, I.C.J. Reports 1997, p.7.

### • Journals

Name of the author(s), title of the article, in: name of the journal volume (No.) (year of publication).

e.g.

H.-J. Heintze, Vereinbartes Ziel der Staatengemeinschaft: Vernichtung aller Chemiewaffen, in: Journal of International Law of Peace and Armed Conflict 1 (1–2) (2018), p. 97.

### • Textbooks, Monographs

Name of the author(s), book title, edition / place and year of publication, page number/paragraph/margin number.

e.g.

P. Thielbörger, The Right(s) to Water, Berlin / Heidelberg 2014, pp. 7–14.

### • Treaties

Official title of the Treaty, Citation (e.g. UNTS Number), Page number.

e.g.

Vienna Convention on the Law of Treaties, 1155 UNTS 331.

- **Internet Sources**

References to internet sources should be cited as follows:

Author / Organisation, Title, insert full URL, page number (if applicable) (accessed on [dd.mm.yyyy]).

*e.g.*

UNHCR, Asylum and Migration, <https://www.unhcr.org/asylum-and-migration.html> (accessed on 20.11.2018).

- Exact page numbers should be indicated, if applicable “from ... to” (with an dash without spaces). Do not use f./ff.

## 12. Editorial Process

- Following a preliminary review by the editorial board, each contribution is subject to a double-blind peer review. The result of the peer review is shared with the author(s). You may be asked to revise your contribution in accordance with the comments and the feedback of the peer reviewer.
- Copy-editing: the editorial board may suggest improvements on the draft. The proofs will be checked by the author(s) and, in case of formatting errors, by the editorial board. Only minor formatting, grammatical and spelling errors as well as minor errors concerning the content will be corrected. Bigger changes within the text are not possible.
- Authors do not receive remuneration; they are provided with digital access to the respective volume of the *JILPAC* in the e-Library of the Berliner Wissenschafts-Verlag. Additionally, they receive a digital PDF reprint on request. For more information on self-archiving and rules for the use of PDF reprints: <https://www.bwv-verlag.de/selbstarchivierungself-archiving>
- If you wish for a special print of your article, please contact Berliner Wissenschafts-Verlag (bwv@bwv-verlag.de) before printing and let us know how many copies you need.
- We calculate 0,15€ per printed page multiplied by the number of copies plus postage and value-added tax.

## 13. Summary of Footnote Style

Source	Citation	Example
<b>Monograph / Textbook</b>	A. Surname, title, ed., place year, page.	L. Heyse, Choosing the Lesser Evil: Understanding Decision Making in Humanitarian Aid NGOs, Milton Park 2006, pp. 7–14..
<b>Edited Collection</b>	A. Surname, title, in: A. Surname (ed.), title, ed., place year, page.	H.-J. Heintze, Terrorism and Asymmetric Conflicts – A Role for the Martens Clause?, in: T. Giegerich (ed.), A Wiser Century?, Berlin 2009, p. 429.
<b>Paper / Journal Article</b>	A. Surname, title, in: Journal Volume (no.) (year), page.	H.-J. Heintze, Vereinbartes Ziel der Staatengemeinschaft: Vernichtung aller Chemiewaffen, in: Journal of International Law of Peace and Armed Conflict 1 (1-2) (2018), p. 97.
<b>UN Document</b>	UN organ / author, title, UN-Doc., date.	UNGA, Resolution 55/2, A/RES/55/2, 18 September 2000.
<b>Court Ruling</b>	Court, parties (common titles), source, date, page.	International Court of Justice, Hungary vs. Slovakia (Gabčíkovo-Nagymaros Project), 25 September 1997, I.C.J. Reports 1997, p. 7.
<b>Internet Source</b>	A. Surname / editor / institution, title, link (date of access only once).	UNHCR, Asylum and Migration, <a href="https://www.unhcr.org/asylum-and-migration.html">https://www.unhcr.org/asylum-and-migration.html</a> (accessed on 20.11.2018).
<b>Treaty</b>	Official title (short title), source (UNTS, BGBl etc.), page.	Vienna Convention on the Law of Treaties, 1155 UNTS 331.
<b>Consecutive reference to the same source and same page(s)</b>	<i>Ibid.</i>	<i>Ibid.</i>
<b>Consecutive reference to the same source but different page(s)</b>	<i>Id.</i> , page.	<i>Id.</i> , p. 12.
<b>Subsequent reference to the same source</b>	A. Surname, <i>supra</i> note no., page.	P. Thielbörger, <i>supra</i> note 1, p. 7.

Berlin, 12.07.2021