OSLS Style Guide

Grammar and spelling

A consistent approach to the style of the text and footnotes should be adopted at all times. The following are Oñati's style guidelines for Oñati Socio-legal Series (OSLS). For any point not directly addressed here, the author is free to choose a preferred approach, but consistency is essential. Any departure from these guidelines should be notified to the editors.

1. Quotation marks

- Use double quotation marks. Single quotation marks are preferred when we're quoting words within a quote.
- Double quotation marks should be used for short quotes (or embedded in the text), lead into with colons. Long quotes (or block quotes, displayed quotes) are presented in a separate indented paragraph and should not have quotation marks around them.
- The closing quotation mark precedes all punctuation except an exclamation mark, question mark, dash or parenthesis belonging only to the quotation. The full stop must be placed before the closing quotation mark when we have quoted a full sentence or group of sentences; otherwise, it must be placed right after the closing quotation mark.
- A word used as a word (metalinguistic function) is put between quotation marks. This is usually the case when we are offering a definition of a word, or using a word as a label or category, or when we are referring to ideas, notions, etc. Eg: " The Greek term 'parabolê' has given the French word 'parole' and the Spanish word 'palabra' ".

2. Italics

- Italics are used for titles or fictional works (literary, cinematographic, artistic, etc.), for titles of essays and nonfictional, scientific works, and for titles of pieces of work that are part of bigger works (ie book chapters, acts of theatre plays, etc.).
  NB: Names/titles of short works that are part of larger bodies of work must be written in italics, too, except when we are writing the References.
- Italics should be used to indicate a particular use of a word or phrase, eg neologism, slang, irony, etc.
- Italics can be used for emphasis (see NB below).
- Use italics to write names of cases: eg *Avery Jones v IRC*.
- Foreign words should be italicized in the first instance, and written in round after that. Foreign words that have become familiar in the main language that the article is written in should not be italicized, although it is not always clear what the case is. There is no hard and fast rule to this –the author must choose a style and be consistent.

NB: Both italics and quotation marks must be used in moderation. The author should strive to convey a given purpose through his/her writing rather than typographic effects.

3. Abbreviations and acronyms

It is best to give the full name of an Institution or Official Body in the first instance and indicate in parentheses the abbreviation or acronym by which it will be referred to in the following text: The Department of Trade and Industry (DTI).

It is not necessary to use full stops. For example: eg (*e.g.). If the author chooses to use them, he/she must stick to that rule across the text.

4. Capital letters

- Do not capitalize initials of charges, titles, positions, etc. of persons. Eg: the president of the United States, the prime minister of Spain. An exception would be if the title is used as the name of the person: eg Pope Francis.
- Do capitalize initials of institutions, governing bodies, corporations/firms, projects, official texts, etc. "State" is capitalized when it is referring to individual States (also capitalize "Member States" for example). However, it is not capitalized when we're referring to administrative units inside a national State. Eg: state of Texas.
- In the case of official texts, reports, recommendations, etc. do not italicize the titles, but capitalize every word except for conjunctions, prepositions, and adverbs.
- The following words should not be capitalized:
    - common law, and other names of legal classification (eg, criminal law), except when they are being used as names of study subjects, eg "I got a good degree in Criminal Law".
    - court (unless naming it— eg, High Court. **Beware**, 'Court' remains capitalised if it is an abbreviated reference to a specific Court: eg, 'in *Avery Jones v IRC* the Court' (because here it is referring to the 'High Court')
    - judiciary
    - legislature
    - local government
    - press
    - schedule
    - statute
- The first word after a colon (:) is capitalized when it is the beginning of a sentence; otherwise, do not capitalize it. To indicate that we are capitalizing a word that was originally lowercase, we will use square brackets around the initial.
- Names of official texts (laws, bills, acts, statutes, recommendations, declarations, etc.) are not italicized or written between quotation marks; however, if necessary, every word is capitalized. This is especially recommended for long names or titles which, if written as a run-on name (ie not part of a separate reference), may be confusing to the reader.
- Some words are capitalized when they are being used as part of a particular name, but aren't capitalized when they are used as generic nouns. Eg: University of the

Basque Country, but "my university". When the generic noun is being used as an abbreviated reference to a specific institution, object, place, etc. then it can either be capitalized or not (consistently across the text).

5. Ellipses

An ellipsis (three dots) must be used to indicate omission of part of a quote. When the omission is somewhere other than the very beginning or the very end of the quote, the ellipsis should be typed between round brackets. Otherwise, no brackets are necessary.

6. Block quotations and lead-on quotations.

A **block quotation** should be used for passages that are more than 30 words long and should be set in a smaller font size than the main text, *without* any inverted commas. Attention must be called to any **alterations to** and **omissions from quotations**. *Omissions* should be marked thus (...), while *alterations* should be inserted between square brackets. Any added italics should be marked clearly as 'my italics' at the end of the quotation in question, immediately after the indication of the source.

Lead-on quotes are those that flow naturally in the text. They can be introduced by a colon or not. In either case, first-person references should be left out of the quote so that the sentence sounds natural and correct when read aloud.

7. Footnotes

All references to footnotes must be placed at the very end of the sentence or after the punctuation mark (comma, colon, closing bracket, etc.).

Footnotes must not be used to give a citation. They can be used to give a citation that is either preceded by, or followed by a comment, or for citations that, if inserted in the text, would disrupt the flow of the text considerably.

In the case of papers with heavy references to legal and normative materials, footnotes will be allowed for citation of these materials.

8. Spelling

All accents and other spelling marks and linguistic particularities of the language that is being used must be inserted correctly. For words with accents, these must always be incorporated to the letter that carry them. This rule applies too for words in languages other than the main language in which the text is written. Attention must be paid in the case of languages that have acute and grave accents to insert the correct type of accent.

9. Tables and graphs

Table and graphs should be numbered in sequence. The reference to the source used for the data should be placed at the foot of the table or the graph. All tables and graphs must have a short title that explains the content.

10. Round brackets

Round brackets will be the default option, with few exceptions: to indicate alteration from the quoted text, for example. When a set of round brackets must be surrounded by another, use square brackets to surround them.

11. Latin words

Latin words for inner referencing, such as supra, infra, op cit, etc. should not be used, or used very sparingly. *Ibidem* (*Ibid.*) should only be used to mean *exactly* the same citation as the one immediately above, including page, chapter, paragraph, etc. Other words and abbreviations, such as cf., ss., etc. can be used. Whenever they are used, they must be italicized.