

Citation rules for Bachelor's essay and Master's theses

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1 Introduction

1.1 Citation rules

Referring to the sources you use in a clear and consistent way is an important academic skill. Quotations and references must be recorded carefully and precisely, and it must be easy for the reader (and, in the case of an essay or thesis, the assessor) to identify and retrieve the sources you have used.

This citation style is designed to provide simple and consistent rules for referring to printed and electronic legal sources (literature, case law, legislation and regulations, and official documents) – citation rules, in other words. It is largely based on *Kluwers Leidraad voor juridische auteurs* and partly on the *Oxford Standard for the Citation of Legal Authorities* (OSCOLA).

In addition, the use of layout features, commas and full stops has been kept to a minimum. Only source titles are italicised. A format is included for each type of source (highlighted in yellow), indicating the information to be included in footnotes and bibliographies. Square brackets [] indicate which punctuation marks should be placed between or around details, e.g. [comma] or [space].

1.2 Footnotes

The main principle is that, using the information in the footnotes and the specific page, section or heading to which the writer refers, it must be possible for the assessor to retrieve either the electronic or printed version of the source. It must always be possible for the assessor to recognise electronic sources in footnotes. **Footnote references should not be abbreviated, but should be as short as possible!**

1.3 Bibliography

A bibliography is a complete overview – with full bibliographical details – of the literature and jurisprudence cited in a written work. If you have consulted an electronic source, you must state which database (accessible through the Law Library) you used or give the address of the web page, blog or online journal.

Please note: a bibliography should NOT include a complete overview of legislation, regulations and official documents; clear footnote references should suffice for this purpose (see the citation rules in 2.5 and 2.6).

1.4 Consistent, clear and retrievable

If this style guide does not include a citation rule for a particular source, use the format given for the type of source that most closely resembles it. The most important thing is for the assessor to be able to retrieve the source easily, and that you refer to your sources consistently and as succinctly as possible, in accordance with this guide.

See section 4 for a sample text with footnotes and a bibliography.

2 Citation rules for source types

2.1 Literature

In terms of format, the rules for citing literature (books, manuals, anthologies, theses, reference works, and journal articles) are the same for printed and electronic sources. An increasing number of legal journals held by the Law Library are only available online. Many electronic journals and reference works do not have page numbers. Therefore the footnote should indicate to the assessor that an electronic source has been used, and pinpoint the relevant section of the source. The bibliography, in turn, should make clear *which* online source has been used. See 2.3 for specific rules for references to electronic sources.

2.1.1 Author names

Authors' names are shortened in footnotes (surname only), and given in full in the bibliography (surname, initials*).

* Give initials instead of first names. Remember to be consistent when you are citing more than one publication by the same author. Always use the same, and the same number of, initials.

FOOTNOTE FORMAT

Two authors: **Mak & Braak**

Three authors: **Mak, Braak & Brouwer**

More than three authors: **Mak et al.**

BIBLIOGRAPHY FORMAT

Two authors: **Mak, C. & Braak, P.**

Three authors: **Mak, C., Braak, P. & Brouwer, M.C.H.**

More than three authors: **Mak, C. et al.**

Authors' names with a surname prefix ('van', 'der', 'te', etc.), e.g. *Nico van Eijk*:

FOOTNOTE: **Van Eijk**

BIBLIOGRAPHY: **Eijk, N. van**

Names of Belgian authors with a surname prefix considered part of the last name, e.g. *Stef Van Gompel*:

FOOTNOTE: **Van Gompel**

BIBLIOGRAPHY: **Van Gompel, S.**

Please note! Titles (Prof., Dr, etc.) should be omitted. If a publication has more than one author, give the names in the same order as they appear on the publication (do not put them in alphabetical order).

2.1.2 Golden rules

There are a number of golden rules for all references to electronic and hard-copy literature:

- titles should always be italicised;

- the subtitle does not need to be included in the footnote ('short title'), but it must be given in the bibliography ('full title');
- series titles or numbers do not need to be included in the title details *unless* it is difficult or impossible to retrieve the publication without them;
- the publisher should be stated in the bibliography, but not the place of publication;
- state the edition (**ed**) of a book/manual, for example (**3rd ed**), in the bibliography if relevant. If the printed source is a first edition, you do not need to specify this.

2.1.3 Precise references

Footnote references must always be as precise as possible. In the case of hard-copy sources that usually means including the relevant page number.

The format for a footnote reference is **p. [space] page number**, or **p. 159**

The format of a 'from-to' reference in the bibliography is the same: a **–** without spaces, e.g. **p. 159-250**

Please note! Many electronic sources – particularly from *Kluwer Navigator* – do not have page numbers, see 2.3.4 for the citation rules for precise references to electronic sources.

2.1.4 References to a previously used source (Ibid)

Ibid (abbreviation of *ibidem* = in the same place) is only used when citing the source from the previous footnote. The format is as follows:

Ibid [comma] pinpoint

¹ Kuijper e.a., *The law of EU external relations*, 2013, p. 995

² Ibid, p. 1025

Please note! In all other cases, *ibid* must not be used to refer to sources.

2.2 References to literature from hard-copy sources

Use the details on the cover or title page when stating the title, author(s) or institute, year of publication, publisher and edition.

Literature references refer to the following types of sources: books, handbooks, dissertations, theses, commentaries, anthologies, reports and advisory documents, loose-leaf works, journal/newspaper articles.

2.2.1 Books, handbooks, theses and dissertations

When citing an unpublished thesis, the university is the publisher. This also applies to dissertations. Remember the golden rules (see 2.1.2)!

FOOTNOTE FORMAT:

surname of author(s) [comma] short title [comma] year of publication [comma] exact reference

Books

Peters & Beltzer, *Inleiding Europees Arbeidsrecht*, 2013, p. 75

Kuijper et al., *The law of EU external relations*, 2013, p. 995

Thesis (or dissertation)

Steer, *Translating Guilt*, 2014, p. 113

BIBLIOGRAPHY FORMAT

full names of author(s) [comma] *full title* [comma] publisher [space] year of publication [space] (#
ed)

Books

Peters, S.S.M. & Beltzer, R.M., *Inleiding Europees Arbeidsrecht*, Kluwer 2013 (2nd ed)

Kuijper, P. et .al., *The law of EU external relations: cases, materials, and commentary on the EU as an international legal actor*, Oxford University Press 2013

Thesis or dissertation

Steer, C.E., *Translating Guilt: identifying leadership liability for mass atrocity crimes*, University of Amsterdam 2014

2.2.2 Contributions in books and anthologies

In case of a book, anthology, Festschrift or other type of publication containing an edited contribution by the author, the footnote reference should cite the author's specific contribution to the work. The footnote reference should also include the title of the main work. Details of the editor(s) of the main work are given in the bibliography, not in the footnote.

FOOTNOTE FORMAT

surname of author(s) [comma] *short title of contribution* [comma] in: *short title of main work* [comma] year of publication [comma] exact reference

De Wilde, *Walter Benjamin's Other Law*, in: *Law's Environment*, 2011, p. 140

Nieuwenhuis, *De Januskop van de rechter*, in: *Dommering-bundel*, 2008, p. 245

BIBLIOGRAPHY FORMAT

full names of author(s) [comma] *full title of contribution* [comma] in: *full title of main work* [comma] editor(s) [comma] publisher [space] year of publication [comma] page numbers

Wilde, M. de, *Walter Benjamin's Other Law*, in: *Law's Environment: Critical Legal Perspectives*, Vries, U. de & Francot, L. (ed), Eleven 2011, p. 137-154

Nieuwenhuis, A., *De Januskop van de rechter: Over negatieve en positieve verplichtingen*, in: *Dommering-bundel: Opstellen over informatierecht aangeboden aan prof. mr. E.J. Dommering*, Eijk, N. van, Hugenholtz, B. (eds), Otto Cramwinkel Uitgever 2008, p. 241-252

2.2.3 Reports and recommendations

Reports and opinions are often commissioned by parties such as government bodies or European agencies. The authors are usually affiliated with university research institutes. References to reports should cite the author(s) and not the institutes they are affiliated with. The research institute should only be cited as the author if no author's name is given in the publication details or introduction of the report. In the bibliography, it is also important to state who commissioned the report or opinion (**commissioned by**). If the report or opinion comes from an institute that issues more than one report per year (e.g. the Social and Economic Research Council of the Netherlands, SER) it is helpful to state the publication number in addition to the year (e.g. **2012/17**). Reports and opinions are usually also published online, see 2.3 for additional rules.

FOOTNOTE FORMAT

surname of author(s) or abbreviated name of institute(s) [comma] *short title* [comma] year[slash]number [comma] exact reference

Margoni & Van Rompuy, *Study on sports organisers' rights in the European Union*, 2014, p. 8

SER, *Naar een Energieakkoord voor duurzame groei*, 2012/17, p. 15

BIBLIOGRAPHY FORMAT

full names of author(s) or full name of institute(s) [comma] (commissioned by) [comma] *full title* [comma] year[slash]number

Margoni, T. & Van Rompuy, B. (commissioned by the European Commission), *Study on sports organisers' rights in the European Union*, 2014

Social and Economic Council of the Netherlands (commissioned by the Minister for Economic Affairs and the State Secretary for Infrastructure and the Environment), *Naar een Energieakkoord voor duurzame groei*, 2012/17

2.2.4 Article-by-article (and updated) commentaries

Commentaries sometimes contain annotations on a single law or treaty, but they can also comprise an overview of, and commentary on, several laws, decisions, regulations, directives etc. within a particular field of law.

The footnote must clearly specify who the author is, the article of the act or decree etc. that the commentary relates to, and which commentary is being referred to. This should be followed by a pinpoint (e.g. a specific page, annotation number or letter). If a work is frequently updated, as in a loose-leaf publication, an 'updated to' date must be given **[updated to dd-mm-yyyy]**.

Depending on the nature of the commentary, the reference format is similar to that for a contribution in a book or anthology (2.2.1 or 2.2.2).

FOOTNOTE FORMAT

surname of author(s) [comma] *commentary* [comma] in: *short title of main work* [comma] year of

publication [comma] pinpoint

Schiffbauer, Article IV, in: *Convention on the Prevention and Punishment of the Crime of Genocide*, annotation 22, p. 243

BIBLIOGRAPHY FORMAT

full names of author(s) [comma] *commentary* [comma] in: *full title of main work* [comma] editor(s) [comma] publisher [space] year of publication [space] (# ed)

Tams, C.J., Berster, L. & Schiffbauer, B., *Convention on the Prevention and Punishment of the Crime of Genocide: a commentary*, Beck-Hart-Nomos 2014

Useful tips:

- the author's name is usually given on the pages of sections commented upon;
- when citing the article commented upon (commentary on), state the reference given at the top of the page, plus the article number;
- the reference to the annotation is a pinpoint (see also the recommended citation format as a guide);
- it is not essential to include a page number, but it is useful from the point of view of retrievability.

2.2.5 Journal articles

As in other literature references, titles are always italicised and subtitles are not included in the footnotes. State the short journal title in the footnote and the full journal title in the bibliography.

Please note! Do not include the volume number in the references; generally speaking, this detail is not required to retrieve the article. Obviously, the year or issue *does* need to be included (e.g. **2013/4**).

Abbreviations of journal titles

For Dutch journals, use the *Kluwer afkortingenlijst/citeerwijzer* (<http://goo.gl/f3hezq>) as a guide (CTRL-F for fast searches). For U.S. and U.K. journals, there is the *Cardiff Index to Legal Abbreviations* (<http://goo.gl/LLnK90>); use the 'Preferred Abbrev'. The titles and abbreviations of Belgian, German, French and Swiss journals can be found in the University of Leuven list of abbreviations of legal journals (<http://goo.gl/1VFRHv>). These resources can also be used to find a full title based on an abbreviated journal title.

Many international databases (*HeinOnline*, *Westlaw International*) show the abbreviated title by default.

Please note: not all journals have an official abbreviation. In these cases, use the full title in the footnote and bibliography - do not 'invent' an abbreviation!

FOOTNOTE FORMAT

surnames of author(s) [comma] *short title* [comma] abbreviated journal title [space] year of publication[/]issue or volume [comma] exact reference

Mak, *Aansprakelijkheid voor afgebroken onderhandelingen*, AA 2002/2, p. 65

Nollkaemper & Jacobs, *Shared Responsibility in International Law*, Mich.J.Int'l L.

2013/2, p. 362

BIBLIOGRAPHY FORMAT

full names of author(s) [comma] *full title* [comma] full journal title [space] year of publication[slash]issue or volume[comma] page numbers

Mak, C., *Aansprakelijkheid voor afgebroken onderhandelingen*, *Ars Aequi* 2002/2, p. 62-70

Nollkaemper, A. & Jacobs, D., *Shared Responsibility in International Law: a conceptual framework*, *Michigan Journal of International Law* 2013/2, p. 359-438

2.2.6 Newspaper articles

As with journals, use the abbreviated newspaper name (if available) in footnote references. The footnote *and* bibliography should also include the **publication date** (dd-mm-yyyy) of the newspaper.

FOOTNOTE FORMAT

surname of author(s) [comma] *short title* [comma] abbreviated newspaper name [comma] publication date [space] pinpoint

Sengupta, *Why the U.N. Can't Solve the World's Problems*, *NYT* 27-07-2014, p. 5

BIBLIOGRAPHY FORMAT

full names of author(s) [comma] *full title* [comma] full name of newspaper [space] publication date [comma] page numbers

Sengupta, S., *Why the U.N. Can't Solve the World's Problems*, *New York Times* 27-07-2014, p. 5-6

2.3 References to literature from electronic sources

As stated in 2.1, the rules for electronic sources are the same as those for hard-copy sources. In the case of electronic sources, it must be clear to the assessor that an online source is being cited, *and* that an online source has been consulted! This is specified by including **[online]** in the footnote, and **[online via ...]** in the bibliography, for example **[online via Rechtsorde]**. The web address (URL) of the website, online journal or the name of the online database are given only in the bibliography (see 2.3.1 and 2.3.2). The idea is that information provided (e.g. the title) enables the assessor to find the source without problems, on the website or in the database.

Please note! The addition of 'online' as mentioned above does not automatically apply to jurisprudence, official publications, legislation, regulations or treaties. See the specific instructions in 2.4 and 2.5.

2.3.1 Databases

When citing a well-known online legal database, use the name given in the Law Library's *Database-selector* (<http://databases.uba.uva.nl/?d=34>). For example: *Annotated Leading Cases*, *HeinOnline*, *Beck-online* etc. No URL is required in these cases!

For well-known public legal databases, cite the name used at the website itself (e.g. EUR-Lex). In cases of doubt, follow the instructions under 2.3.2.

For example in a bibliography:

Zeegers, K., *Defence Counsel Immunity at the Ad Hoc Tribunals*, International Criminal Law Review 2011/11, p. 869-890 [online via HeinOnline]

Please note: *Google Scholar* is a search engine, not a database, and must not be included in references!

2.3.2 Web addresses

If the source is not a well-known legal database, but a website, blog or online journal, in principle you should always cite only the primary address (URL) of these online sources, i.e. www.ivir.nl and not <http://www.ivir.nl/publicaties/download/1353>. It is preferable to omit the part of the address after the /. The full web address should only be used when the source cannot be easily found via *Google* using the primary address and title details. For example, there is no alternative with this reference: [online via <http://journals.cambridge.org/action/displayJournal?jid=LIM>]. The URL <http://journals.cambridge.org> by itself takes the reader to the general website of *Cambridge University Press*, not to the online journal *Legal Information Management*.

You must always cite the homepage of a journal - do not include a deep link or DOI for an article!

Please note! The use of *TinyURL* or other 'URL shorteners' is not permitted.

Citing examples using the report details in 2.2.3:

FOOTNOTE

Margoni & Van Rompuy, *Study on sports organisers' rights in the European Union*, 2014, p. 8 [online]

BIBLIOGRAPHY

Margoni, T. & Van Rompuy, B. (commissioned by the European Commission), *Study on sports organisers' rights in the European Union*, 2014 [online via www.ivir.nl, accessed on 01-06-13]

An electronic journal article:

FOOTNOTE

Zieck, *Codification of the Law on Diplomatic Protection*, LJIL 2001/01, p. 215 [online]

BIBLIOGRAPHY

Zieck, M.Y.A., *Codification of the Law on Diplomatic Protection: the First Eight Draft Articles*, Leiden Journal of International Law 2001/01, p. 209-232 [online via <http://journals.cambridge.org/action/displayJournal?jid=LJL>]

A search combined with the report title (between quotes "") and www.ivir.nl in *Google* (see <http://goo.gl/OACc wd>) immediately produces the PDF version of the report as a result. Ditto for the journal article by Zieck (see <http://goo.gl/vPSYb6>).

2.3.3 How to specify the dates of online sources in a bibliography

In the case of websites/blogs, give the date on which they were consulted/accessed. For loose-leaf and other frequently updated online sources, state the 'updated to' date in the format **dd-mm-yyyy**.

Examples:

[online via www.ivir.nl, accessed on 01-06-2013]

[online via Westlaw International, updated to 23-10-2014]

Please note! A date is not required for online journal articles or books because these are not amended or updated (see also 2.3.5 and 2.3.7)

2.3.4 Exact references (pinpoints) for literature from electronic sources

If the pages are not numbered, a section number is sufficient (e.g. § 1.2 or § III). Or – if the sections are not numbered – give the title of the section*. The section symbol can be typed in *MS Office Word* by simultaneously pressing the **ALT** key and typing the numbers **0167**.

In the case of online books without page numbering, give the number of the chapter.

* If the sections do not have titles, determine the number by counting...

In the footnotes, if pages are not numbered and

- sections are numbered: , § 1.2 [online]
- sections are numbered: , § III [online]
- sections are not numbered*: , under heading *The Separate Property business* [online]
- only chapters are numbered: , Ch. 5.1 [online]

In principle, a combination of chapter and section is acceptable, where applicable (zie 2.3.5).

In the footnotes, if pages are numbered: , p. 14 [online]

In the bibliography

If an electronic version has no page numbering, 'from-to' page numbers obviously cannot be given in the bibliography. It serves no purpose to specify the 'from-to' sections.

Please note! Some databases produce text versions of journal articles or books. The appearance of these versions may differ from the printed versions, but they do have precise page references (e.g. this is the case with *Westlaw International* and *Oxford Scholarship Online*). In these sources, the text includes references to the pages of the printed version in the formats * 57 and (p. 57) respectively.

2.3.5 Books

Online books should be cited in the same way as printed books: see the golden rules in 2.2.1.

Although online versions are often identical to the printed versions, it is still necessary to give the online reference, because the library may not have the printed version. For specific instructions, see 2.3.4.

In the case of online books, it may be difficult to identify the publisher; the online catalogues *PiCarta* (www.picarta.nl) and *WorldCat* (www.worldcat.org) are useful in this regard.

Here are a few examples:

FOOTNOTE

Kjos, *Applicable Law in Investor-State Arbitration*, 2013, p. 60 [online]

BIBLIOGRAPHY

Kjos, H.E., *Applicable Law in Investor-State Arbitration: The Interplay Between National and International Law*, Oxford University Press 2013 [online via Oxford Scholarship Online]

The same rules apply to contributions in books and anthologies available online, see 2.2.2.

2.3.6 Journal articles

Digital journal articles can be found via databases such as *HeinOnline*, *Beck-Online* and *Westlaw International* and also, for example, through *Google Scholar* or *Google*. The latter two are search engines, not online sources, and should not be included in references. However, the websites of individual online journals found with *Google (Scholar)*, e.g. www.ntkr.nl or <http://www.ingentaconnect.com/content/hart/tlt>, do need to be cited.

Follow the citation rules for hard-copy sources in 2.2.6, plus the instructions in 2.3.2 and 4.

Here are a few examples:

FOOTNOTE

Rijkema, *The Concept of a Global Rule of Law*, TLT 2013/2, p. 168 [online]

BIBLIOGRAPHY

Rijkema, P., *The Concept of a Global Rule of Law*, Transnational Legal Theory, 2013/2, p. 167-196 [online via <http://www.ingentaconnect.com/content/hart/tlt>]

FOOTNOTE

Besselink, *Curing a 'Childhood Sickness'?*, Maastricht J. Eur. External L. 1996/3, p. 166 [online]

BIBLIOGRAPHY

Besselink, L., *Curing a 'Childhood Sickness'? On Direct Effect, Internal Effect, Primacy and Derogation from Civil Rights*, Maastricht Journal of European and Comparative Law 1996/3 [online via HeinOnline]

Online sources used for the above references*:

- Beltzer (<http://goo.gl/KHm85Z>)
- Besselink (<http://goo.gl/MhIH9>)

* Only accessible via a connection to the UvA network (at home via Junos Pulse or proxy).

2.3.7 Newspaper articles, website articles and blogs

The citation rules for online newspaper articles are the same as those for printed newspaper articles (see 2.2.7). The online source must also be included in the reference (see 2.3.1).

In the case of an integrated (identical) online version of the newspaper article from a database (e.g. via *LexisNexis academic NL*), the access date does not need to be cited, but the publication date of the article obviously does.

In the case of articles from websites or blogs, cite the usual name of the website or blog instead of the name of the newspaper. If an article has a 'posting date', give this as the 'publication date', and always state precisely when the article was consulted (see 2.3.3).

For pinpoints, follow the rules under 2.3.4.

Here are a few examples:

FOOTNOTE

Sengupta, *Why the U.N. Can't Solve the World's Problems*, NYT 27-07-2014, p. 5 [online]

Groenewegen, *Moderne kunst en kennelijke onredelijkheid in Amsterdam*, Publiekrecht & Politiek 12-09-2013, § 3 [online]

Zimmermann, *Does 19 + 11 Equal 30?*, EJIL Talk! 27-11-2014, § 5 [online]

BIBLIOGRAPHY

Sengupta, S., *Why the U.N. Can't Solve the World's Problems*, New York Times 27-07-2014, p. 5-6 [online via LexisNexis academic NL]

Groenewegen, T., *Moderne kunst en kennelijke onredelijkheid in Amsterdam*, Publiekrecht & Politiek 12-09-2013 [online via <http://www.publiekrechtenpolitiek.nl>, accessed on 01-11-13]

Zimmermann, A., *Does 19 + 11 Equal 30?: the Nitty Gritty of the Law of Treaties and the Kampala Amendment to the Rome Statute on the Crime of Aggression*, EJIL Talk! 27-11-2014 [online via <http://www.ejiltalk.org>, accessed on 30-11-14]

Electronic sources used for the above references:

- Sengupta (<http://goo.gl/FcHp5G>) *
- Groenewege (<http://goo.gl/eWgJdQ>)
- Zimmerman (<http://goo.gl/wzWYgS>)

* Only accessible via a connection to the UvA network (at home via Junos Pulse or proxy).

2.4 Case law

Rulings and decisions can be found on the public websites of judicial bodies or in online or printed jurisprudence journals (with or without annotations). When citing jurisprudence, always give the

(abbreviated) name of the judicial body, the date (**dd-mm-yyyy**) of the ruling/decision and the identification number*. The names of the parties can also be included if required. This can be followed by a pinpoint, i.e. a paragraph (or in Dutch law, a *rechtsoverweging*, **r.o.**), section (**§**) or page number (see 2.1.3) where relevant.

* an identification number is a unique number assigned to a decision/ruling by a judicial body; this can be an ECLI (see <http://goo.gl/HdauW5>) or a number specific to the body (e.g. a roll number or application number).

The reference format for rulings/decisions in footnotes and jurisprudence lists is virtually the same as for online and printed literature: as brief as possible in footnotes, in full in the jurisprudence list. In the case of jurisprudence this does not make a great deal of difference, but take note when including online references: in the footnotes these are shortened to **[online]** and given in full **[online via ...]** in the bibliography. See the rules under 2.3.1 and 2.3.2.

Any jurisprudence that is cited must be specified in a *Table of cases* (see 3.2).

2.4.1 Rulings and decisions published on the internet

In the Netherlands, a selection of rulings and decisions is published via the website *De Rechtspraak* – known as www.rechtspraak.nl. Other countries have similar national jurisprudence databases (see e.g. *e-Justice portal*, <http://goo.gl/YXvdIC>). In addition, of course, various European and international judicial bodies and tribunals also publish their decisions.

2.4.1.1 The Netherlands

In the case of decisions and rulings published by judicial bodies in the Netherlands via www.rechtspraak.nl, the footnote format is as follows:

(abbreviated) name of body [bracket]specification*[bracket] [space] date of decision [space] identification number [space] [bracket]name of case/parties if relevant[bracket] [space] pinpoint

* For example: OK, vrz., pres., conclusie A-G

Hof Amsterdam (OK) 08-12-2006, ECLI:NL:GHAMS:2006:AZ4007 [online]

HR 06-01-1998, ECLI:NL:HR:1998:AA9342 (Pikmeer), r.o. 5.6 [online]

2.4.1.2 International

For rulings and decisions by international and/or judicial bodies and tribunals outside the Netherlands, the citation format must be as close as possible conform the format below. If a body has a specify way of citing dates, for example, or it does not have an official abbreviated name (see Cour de cassation) deviations from the format are allowed. Keep the reference as brief as possible and be consistent in subsequent references to decisions by the same body.

Please note! It is not necessary to specify in the footnotes that a judicial body is in the U.S., U.K., France or Germany; this must be evident from the text.

(abbreviated) name of body [bracket]specification*[bracket] [space] date of decision [space] identification number [space] [bracket]name of case/parties if relevant[bracket] [space] pinpoint

* For example: GC, Deuxième chambre civile, Civil division etc.

ECHR (GC) 09-12-2014, 65282/09 (Peter Armstrong v. The United Kingdom), § 33 [online]

ICC, 14-03-2012, ICC-01/04-01/06 (The Prosecutor v. Thomas Lubanga Dyilo) [online]

Cour de cassation (Deuxième chambre civile), Arrêt n° 980 du 13 juin 2013, ECLI:FR:CCASS:2013:C200980, § 3 [online]

ECJ 02-04-1998, C-321/95 P (Greenpeace International v Commission) [online]

BVerfG 19-11-2014, 1 BvR 2843/14, r.o. II bb [online]

High Court (Queen's Bench Division, Commercial Court) 31-01-2014, [2014] EWHC 113 (Comm), r.o. 40 [online]

United States District Court (S.D. New York) 10-10-2012, 902 F.Supp.2d 445 (Authors Guild v. Haiti Trust), p. 449 [online]

It should be easy to find the source via *Google* using the identification number in the footnote (see <http://goo.gl/hLcsHI> or <http://goo.gl/AwIC6n>)

The full online source must be given in the jurisprudence list, see also 2.3.1. and 2. The date on which the source was accessed is not required for jurisprudence.

Hof Amsterdam (OK) 08-12-2006, ECLI:NL:GHAMS:2006:AZ4007 [online via www.rechtspraak.nl]

ECJ 02-04-1998, C-321/95 P (Greenpeace International v Commission) [online via EUR-Lex]

ICC, 14-03-2012, ICC-01/04-01/06 (The Prosecutor v. Thomas Lubanga Dyilo) [online via www.icc-cpi.int/EN_Menus/icc/Pages/default.aspx]

Cour de cassation - Deuxième chambre civile, Arrêt n° 980 du 13 juin 2013, ECLI:FR:CCASS:2013:C200980 [online via <https://www.courdecassation.fr>]

High Court (Queen's Bench Division, Commercial Court) 31-01-2014, [2014] EWHC 113 (Comm) [online via <http://www.bailii.org/ew/cases/EWHC/Comm/>]

United States District Court (S.D. New York) 10-10-2012, 902 F.Supp.2d 445 (Authors Guild v. Haiti Trust) [online via Westlaw International]

2.4.2 Citing rulings and decisions published in jurisprudence and specialist journals

Not all rulings and decisions are published online or in a database by the relevant judicial bodies themselves. They may be published in a legal journal, for example.

When citing these sources, the principles for 2.4.1.1 and 2 apply; the reference must include at least the name (or abbreviated name) of the judicial body, the date of the decision/ruling and the identification number. Then include a reference to the journal in which the ruling/decision was found. The pinpoint must follow after this. If you are citing an electronic journal, the rules for

footnotes and bibliographies are the same as for electronic literature (2.3). The journal title is shortened in the footnote, and given in full in the bibliography (see 2.2.6).

FORMAT

abbreviated name of body [bracket]specification*[bracket] [space] date (dd-mm-yyyy) [space] identification number [space] [bracket]name of case/parties if relevant[bracket] [space] name of journal [space] pinpoint

Here are a few examples:

FOOTNOTE

HR (Civiele kamer) 08-07-2011, ECLI:NL:HR:2011:BQ5081, RvdW 2011/844, r.o. 13

Hof Den Haag (conclusie A-G) 30-08-2009, no. 43265, V-N 2007/54.20, § 5.24.1. [online]

BGH 10-01-2005, AnwZ (B) 27 u. 28/03 (AnwGH Nordrhein-Westfalen), NJW 2005, 1569, § 8 [online]

Court of Appeal (Civil Division) 27-02-2007, [2007] EWCA Civ 148 (Barbados Trust Company Ltd v Bank of Zambia & Anor), Lloyd's Rep. 2007/1, p. 496

JURISPRUDENCE

HR (Civiele kamer) 08-07-2011, ECLI:NL:HR:2011:BQ5081, Rechtspraak van de Week 2011/844

Hof Den Haag (conclusie A-G) 30-08-2009, no. 43265, Vakstudie Nieuws 2007/54.20 [online via Legal Intelligence]

BGH 10-01-2005, AnwZ (B) 27 u. 28/03 (AnwGH Nordrhein-Westfalen), Neue Juristische Wochenschrift 2005, 1569 [online via Beck-online]

Court of Appeal (Civil Division) 27-02-2007, [2007] EWCA Civ 148 (Barbados Trust Company Ltd v Bank of Zambia & Anor), Lloyd's Law Reports 2007/1, p. 494-502

2.4.3 How to cite annotations (notes) to a decision or ruling

The citation rules for specific parts of a judgment differ from the rules that apply to an annotation or note (commentary/explanation by a legal expert) to a decision or ruling. In the case of annotations/notes, the reference must specify the ruling to which the annotation applies and the printed or online journal in which it was published, according to the rules in 2.4.1 and 2. This is followed by **m.nt.** ('with note') in Dutch sources, or '**case note, analysis or report by**' and the author of the note. The citation rules for authors' names apply (shortened in the footnote, full in the bibliography), see 2.1.1. Finally, give the pinpoint for the annotation.

Here are a few examples:

FOOTNOTE

HR (Civiele kamer) 03-12-2010, ECLI:NL:HR:2010:BN6241, NJ 2012/195, m.nt. Du Perron, onder kopje *Bekendheid met de schade* [online]

Supreme Court (HR) 23-10-2009, LJ BI9632, ILDC 1464 (NL 2009), analysis by Brölmann, § A7 [online]

ECJ 03-09-2014, C-201/13 (Deckmyn v Vandersteen), EHRC 2014/249, m.nt. Breemen

BVerfG 06-07-2010, 2 BvR 2661/06, NJW 2010/3405 en 3422, m.nt. Karpenstein en Johann [online]

BIBLIOGRAPHY

HR (Civiele kamer) 03-12-2010, ECLI:NL:HR:2010:BN6241, Nederlandse Jurisprudentie 2012/195, m.nt. Du Perron, E. [online via Kluwer Navigator]

Supreme Court (HR) 23-10-2009, LJ BI9632, ILDC 1464 (NL 2009), analysis by Brölmann, § A7 [online via Oxford Reports on International Law – International Law in Domestic Courts]

ECJ 03-09-2014, C-201/13 (Deckmyn v Vandersteen), European Human Rights Cases 2014/249, m.nt. Breemen, J.M.

BVerfG 06-07-2010, 2 BvR 2661/06, Neue Juristische Wochenschrift 2010/3405 and 3422, m.nt. Karpenstein, U. and Johann, C. [online via Beck-online]

2.5 Legislation, regulations and treaties

This category, of legislation, regulations and treaties, is understood to comprise the following types of sources: laws/acts, decrees, directives, bylaws and treaties. Legislation and regulations are not included in a list at the end of the thesis/essay.

2.5.1 No source reference (short title)

Legislation and regulations known under a short title do not require a reference to the official source in which they are published. It is sufficient to cite the short title only.

A general rule for citing short titles is to give – in the text or footnote – the full title on the first mention, followed by the shortened form between (). The shortened form is sufficient for subsequent references.

Here are a few examples:

- **art. 120 Grondwet (Gw)** then **art. 120**
- **art. 1 Treaty on the Functioning of the European Union (TFEU)** then **art. 1 TFEU**
- **art. 8 European Human Rights Convention (EHRC)** then **art. 9 EHRC**
- **art. 1 Grundgesetz (GG)** vervolgens **art. 1 GG**
- **art. 1131 Code civil (C. civ.)** then **art. 1131 C. civ.**

In footnotes, always use **art.** for 'article'. Use **article** for references in the text. Be consistent.

If you use a large number of different and unfamiliar abbreviations, it is useful to provide a list of these in your thesis or essay. The list is usually placed between the table of contents and the first chapter of a work.

Please note! For legislation and regulations it is not necessary to include **[online]** in the footnotes, since these will not be included in a fuller form in the bibliography or a specific list.

2.5.2 Source references required

If legislation or regulations are not known under a short title, you must cite the date of the legislation or regulations and the shortened name of the official source in which they were published. The identification number of the (online) publication must always be included. A common format is the following: **specific reference, name of law/act, date, identification number**.

The details to be included in the reference depend on the amount of information included in the text of the project or thesis (full name of act/law, decree or directive, effective date).

Here are a few examples:

Art. 2 van de Rijkswet van 30 juni 1982, Stb. 1982, 455

Decision 2014/107/EU, PBEU L 359/1

Décret n° 2014-1523 du 16 décembre 2014, JORF n°0292 du 18 décembre 2014 page 21379 texte n° 43

Council of Europe Convention on the Conservation of European Wildlife and Natural Habitats, entry into force 01-06-1982, CETS No.: 104

Please note! For legislation and regulations it is not necessary to include **[online]** in the footnotes, since these will not be included in a fuller form in the bibliography or a specific list.

2.6 Parliamentary and other official documents

In principle, there is no fixed citation rule for official documents (draft bills, parliamentary debates, meeting documents, explanatory memorandums, etc.) because the document features are too diverse.

As far as possible, use the identifying details indicated in the document itself; important details for retrieving the document are the reference of the body (or an abbreviation thereof), date and identification number(s). Be consistent when citing documents of a similar type. A pinpoint can be added if relevant, in accordance with the rules under 2.1.3.

Keep footnote references as brief as possible. References must contain enough information for the reader to find the printed or electronic document. It should be clear from the running text of the project or thesis what the purport of the cited document is (title, content, body, country), for example: “letter from ... regarding ...”, “explanatory note to ...”, “proposal by ...”, “report by ... about ...” etc.

Please note! For parliamentary and other official documents it is not necessary to include **[online]** in the footnote, given that the document reference will not be included in full in the bibliography or a specific list.

2.6.1 Dutch parliamentary documents

The details on the documents themselves (at the bottom of each page) can be used for references, with the addition of a pinpoint if necessary.

Here are a few examples:

Tweede Kamer, vergaderjaar 2013–2014, 33 902, nr. 3 p. 2

Eerste Kamer, vergaderjaar 2014–2015, 33 902, B

2.6.2 Other countries, European Union, international organisations

Some official documents have a clearly structured identification, others do not. Tip: consult a handbook for the relevant country, the EU or the international organisation to check citation conventions, and follow these consistently.

Here are a few examples:

United Kingdom: **HL Bill 29 of 2014–15, p. 25**

Germany: **BT-Drucks 18/3317 (25.11.2014), p. 19**

Belgium: **Doc. Parl. Sénat, 2007/2008, no 4-603/1**

France: **JO Sénat du 07/08/2014, n° 12822, p. 2764**

United States of America: **Congressional Record, Vol. 160, No. 12 (August 1, 2014) p. H7192**

European Union: **COM(2012) 788 final**

United Nations: **A/57/387, 9 September 2002, § 109**

3 Bibliography: literature and jurisprudence lists

The essay or thesis should include an overview of works consulted in a **literature list**. Any Jurisprudence cited should be included in a Table of cases a **Jurisprudencel**. Legislation, parliamentary documents and other official publications are not listed.

3.1 Literature

The list of literature is at the end of the essay/thesis, under the heading **Literature**. All sources under 2.1, 2.2 and 2.3 must be included in this list, in the formats described for the bibliography. In the literature list, authors' names are given in alphabetical order.

For readability, it is usual to leave a line between each source. For an example, see the appendix under 4.

3.2 Case law

All jurisprudence cited – including annotated rulings/decisions (see 2.4.3) – should be included in the Table of cases, under the heading Table of cases The list is categorised by judicial body (separated by a blank line), according to jurisdiction. Decisions and rulings are listed in chronological order for each body. For readability, groups of decisions/rulings from a particular body can be placed under headings (name of country or body).

Any questions, comments and/or suggestions for improvements can be addressed to:

Pascal Braak (p.braak@uva.nl), Law Library

4 Appendix: sample text with footnotes, literature list and jurisprudence list

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Lorem¹ ipsum dolor sit amet, consectetur adipiscing elit². Sed tristique ex in sem viverra pellentesque. In hac habitasse³ platea dictumst⁴. Sed viverra neque vitae lacus commodo, eget molestie⁵ lorem porta⁶. Cras aliquam⁷ eros sollicitudin quam⁸ maximus, vitae porttitor justo ornare. Maecenas venenatis⁹ mauris eros¹⁰, vel pellentesque sem pharetra id. Integer a quam nec mi sagittis bibendum vel non lacus¹¹. Nam non elit mauris.

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¹ Besselink, *Curing a 'Childhood Sickness'?*, Maastricht J. Eur. & Comp. L. 1996/3, p. 166 [online]

² Groenewegen, *Moderne kunst en kennelijke onredelijkheid in Amsterdam*, Publiekrecht & Politiek 12-09-2013, § 3 [online]

³ Kjos, *Applicable Law in Investor-State Arbitration*, 2013, p. 60 [online]

⁴ BGH 10-01-2005, AnwZ (B) 27 u. 28/03 (AnwGH Nordrhein-Westfalen), NJW 2005, 1569, § 8 [online]

⁵ Tweede Kamer, vergaderjaar 2013–2014, 33 902, nr. 3 p. 2

⁶ Mak, *Aansprakelijkheid voor afgebroken onderhandelingen*, AA 2002/2, p. 65

⁷ Nollkaemper & Jacobs, *Shared Responsibility in International Law*, Mich.J.Int'l L. 2013/2, p. 362

⁸ Art. 2 van de Rijkswet van 30 juni 1982, Stb. 1982, 455

⁹ Hof Amsterdam (OK) 08-12-2006, ECLI:NL:GHAMS:2006:AZ4007 [online]

¹⁰ Peters & Beltzer, *Inleiding Europees Arbeidsrecht*, 2013, p. 75

¹¹ Sengupta, *Why the U.N. Can't Solve the World's Problems*, NYT 27-07-2014, p. 5

¹² SER, *Naar een Energieakkoord voor duurzame groei*, 2012/17, p. 15

¹³ ICC, 14-03-2012, ICC-01/04-01/06 (The Prosecutor v. Thomas Lubanga Dyilo) [online]

¹⁴ art. 8 European Human Rights Convention (EHRC)

¹⁵ Steer, *Translating Guilt*, 2014, p. 113

¹⁶ ECJ 03-09-2014, C-201/13 (Deckmyn v Vandersteen), EHRC 2014/249, m.nt. Breemen

¹⁷ ECJ 02-04-1998, C-321/95 P (Greenpeace International v Commission) [online]

¹⁸ United States District Court (S.D. New York) 10-10-2012, 902 F.Supp.2d 445 (Authors Guild v. Haiti Trust), p. 449 [online]

¹⁹ art. 1131 C. civ.

²⁰ De Wilde, *Walter Benjamin's Other Law*, in: *Law's Environment*, 2011, p. 140

²¹ Zieck, *Codification of the Law on Diplomatic Protection*, LJIL 2001/01, p. 215 [online]

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Kjos, H.E., *Applicable Law in Investor-State Arbitration: The Interplay Between National and International Law*, Oxford University Press 2013 [online via Oxford Scholarship Online]

Mak, C., *Aansprakelijkheid voor afgebroken onderhandelingen*, Ars Aequi 2002/2, p. 62-70

Nollkaemper, A. & Jacobs, D., *Shared Responsibility in International Law: a conceptual framework*, Michigan Journal of International Law 2013/2, p. 359-438

Peters, S.S.M. & Beltzer, R.M., *Inleiding Europees Arbeidsrecht*, Kluwer 2014 (2nd ed)

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Social and Economic Council of the Netherlands (commissioned by the Minister for Economic Affairs and the State Secretary for Infrastructure and the Environment), ***Naar een Energieakkoord voor duurzame groei***, 2012/17

Steer, C., *Translating Guilt: identifying leadership liability for mass atrocity crimes*, University of Amsterdam 2014

Wilde, M. de, *Walter Benjamin's Other Law*, in: *Law's Environment: Critical Legal Perspectives*, Vries, U. de & Francot, L. (eds), Eleven 2011, p. 137-154

Zieck, M.Y.A., *Codification of the Law on Diplomatic Protection: the First Eight Draft Articles*, Leiden Journal of International Law 2001/01, p. 209-232 [online via <http://journals.cambridge.org/action/displayJournal?jid=LJL>]

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ECJ 03-09-2014, C-201/13 (Deckmyn v Vandersteen), European Human Rights Cases 2014/249, m.nt. Breemen, J.M.

Hof Amsterdam (OK) 08-12-2006, ECLI:NL:GHAMS:2006:AZ4007 [online via www.rechtspraak.nl]

BGH 10-01-2005, AnwZ (B) 27 u. 28/03 (AnwGH Nordrhein-Westfalen), Neue Juristisch
Wochenschrift 2005, 1569 [online via Beck-online]

United States District Court (S.D. New York) 10-10-2012, 902 F.Supp.2d 445 (Authors Guild v. Haiti
Trust) [online via Westlaw International]