

## MEMORANDUM ON FORMAT AND STYLE

To: Visiting Experts, Seminar and Course Participants  
From: Linguistic Adviser  
Re: Visiting Experts' and Individual Presentation Papers

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### I. INTRODUCTION

Congratulations on your selection to attend UNAFEI for an international seminar or training course. As part of our programme, we ask that visiting experts and seminar or course participants submit papers for presentation and possible publication on the programme theme. The following information is provided to guide the preparation of your paper(s) and to assist UNAFEI in the process of editing and publishing papers for our journal: *Prevention of Crime and Treatment of Offenders, UNAFEI's Resource Materials Series* (commonly referred to as the "RMS"). When writing your papers, your adherence to our format and style requirements is greatly appreciated.

By submitting your paper to UNAFEI for publication, you represent that you are the paper's sole author and that all text requiring quotation or citation has been properly attributed to its source. Further, you authorize UNAFEI to edit your paper so that it conforms to the format, style and usage set forth herein.

#### A. Visiting Experts

The papers of all visiting experts are published in the RMS, which is printed and accessible online. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. When preparing your paper, please use the format, style and usage criteria set forth below.

#### B. Individual Presentation Papers (Participants)

Selected Individual Presentation papers of some participants and all reports of the Group Workshops prepared by the participants at UNAFEI are published in the RMS. For a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

### II. HOUSE STYLE FOR PUBLICATION

As an institute affiliated with the United Nations, UNAFEI has adopted the United Nations Editorial Manual Online (the "UN Manual") as its primary source for grammar, spelling, usage and style for our English-language publications.<sup>1</sup> For supplemental guidance on spelling, use of italics etc., consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. If there is a conflict between the UN Manual or any other sources, this memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI's publications. Please direct any questions regarding this memorandum to Tom Schmid, UNAFEI's Linguistic Adviser, at [tom@unafei.com](mailto:tom@unafei.com).

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<sup>1</sup> *United Nations Editorial Manual Online*, available at: <https://www.un.org/dgacm/en/content/editorial-manual>.

## A. Format

- *Cover pages and indexes*: not required and will not generally be published in the RMS.
- *Spacing*: submit your papers in single-space format (*not* double-spaced).
- *Title of your paper*: full capital letters, Times New Roman type, 14-point font.
- *Main text and headings*: Times New Roman type, 12-point font. UNAFEI's publications are generally printed in black and white, although some graphics (charts and other visual aids) may be printed in colour on a case-by-case basis.
- *Footnotes*: Times New Roman type, 10-point font.
- *Margins*: set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- *Indentation and paragraph spacing*: Indent the first line of each paragraph of main body text, and place of one line between paragraphs of text.
- *Enumerated lists and bullet points*: To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- *Headings*: Format as indicated in Appendix A below.
- *Block quotations*: (quotations exceeding 49 words in length) should be indented 25.4 mm from the left and right margins. The text should be single spaced, and do not use quotation marks. Please cite your authority using a footnote or string citation (legal).
- *Appendices*: Place appended material at the end of your paper; separate appendices should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

## B. Style and Usage

- Titles of works should appear in italics and should use the full title upon first mention, i.e. *International Criminal Law Review* not "ICLR". Subsequent reference may be abbreviated.
- Italics should be used for Latin or other foreign language quotations that have not been adopted into the English language (consult the Oxford English Dictionary). Well-known and common expressions, such as *ad hoc*, *a priori*, *de facto*, *ibid.*, and *inter alia*, should be left in normal font type, whereas *actus reus*, *ex officio*, *infra*, *mens rea*, *mutatis mutandis* and *supra* should be italicized.
- Italics may be used for emphasis. *Please do not underline or use bold in the text.*
- All papers must be spell checked and should be edited and proofread by the author *before* submission.

- Wherever possible, please use gender-neutral language. Use of “his or her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks “ ” and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote. Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

### C. Spelling and Hyphenation

Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (*z* v. *s*) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the UN Manual for more information.

- Generally, UN style prefers *z* to *s*. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an *s*, such as *advertise*.
- *Learned*, not *learnt*; *spelled*, not *spelt*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *reexamine*). Please consult the UN Manual for guidance.
- *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures* as *anti-money* does not exist.

## APPENDIX A

### I. FORMAT AND EXAMPLES

#### A. Format for Visiting Experts' and Individual Presentation Papers

Your paper should use the following system for headings and numbering:

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**TITLE OF PAPER CENTERED IN FULL CAPITAL LETTERS (14-PT FONT)**

*Author's Name in Italics (12-pt font)*

#### I. MAIN HEADINGS (BOLD, CAPITAL, 12-PT FONT AND CENTRED)

##### A. Secondary Headings (Alphabetized, Bold with First Letters Capitalized)

###### 1. Minor Headings (Numbered, Underlined with Key First Letters Capitalized)

*(a) Sub-headings under minor headings*

Sub-headings under minor headings should be alphabetized using bracketed lower-case letters and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

*(i) Further headings*

Any further headings should be lower-case roman numerals and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

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## B. Sample Text

Below is an example of UNAFEI's publication format. This example uses dummy text generated by Lorem Ipsum<sup>2</sup> as the body. Please note that all papers must be submitted in English.

# JUVENILE JUSTICE IN THE UNITED STATES

*John Doe*\*

## I. JUVENILE CRIME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

### A. The Legal Response

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

#### 1. The Role of the Courts

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

**[EXAMPLE OF A BLOCK QUOTE]** Ut vel odio libero, in commodo nisi. Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam vulputate risus eget metus consectetur elementum. Nullam fermentum convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.<sup>3</sup>

Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

#### *(a) Types of Courts*

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

#### *(i) Family Court*

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

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<sup>2</sup> Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 ("Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book." Ibid.).

\* In a footnote, type your position, agency or institution, and country, as well as any disclaimer required or desired by your employer.

<sup>3</sup> Ibid. (This is an example of a block quote).