

INSTRUCTIONS FOR AUTHORS

CRIMINAL LAW FORUM

I. MANUSCRIPT SUBMISSION

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

II. PERMISSIONS

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of figures, tables or poems from unpublished or copyrighted material.

III. ONLINE SUBMISSION

Authors need to submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please visit the following URL: <https://www.editorialmanager.com/cril/> and upload all of your manuscript files following the instructions given on the screen. Alternatively, you may follow the hyperlink “Submit online” on the journal website (<http://www.springer.com/law/criminal/journal/10609>).

IV. ARTICLE TYPES, PEER REVIEW AND LENGTH

Criminal Law Forum accepts three different kinds of submissions.

4.1. Research Papers

Research papers are original papers which treat a specific issue in an innovative and in-depth way. They should normally not exceed 15,000 words (including footnotes). The journal also accepts longer submissions if this is justified by their substantive content. More than 20,000 words are usually not acceptable.

After submission via the Editorial Manager, manuscripts will go through the following stages:

Formal examination to ensure the information about the identity of the author is not on the manuscript, and to check length, as well as instances where the submission is self-evidently unsuitable. This stage is normally complete within two weeks of submission.

A substantive assessment by both the Editor-in-Chief and the Associate Editors to evaluate whether the manuscript is prima facie suitable and ready to be sent for anonymous review. If the manuscript is not thought suitable or ready, it will have to be rejected at this point. This normally occurs within two weeks, so at the latest one month after submission.

If the manuscript is suitable and ready for review, two anonymous reviewers will then be sought to offer independent and expert advice. If the manuscript is sent for review, the reviewers are given a standard period of thirty days (though this may be extended upon request by a reviewer).

Once the external reviews have been received, both the Editor-in-Chief and the Associate Editors will make an assessment based on those reviews and their own assessment of the paper. Normally, a decision will be made whether to reject, to accept or to seek (minor or major) revisions. Exceptionally, if there are contradictory reviews and the contradictions cannot be reconciled, a third reviewer will be sought.

If revisions are required, authors will be asked to resubmit the revised paper explaining how they have responded to the criticisms of the Reviewers/General Editors. Especially after a major revision, the amended version, once submitted, will again be sent out for review (normally to the initial reviewers, if available).

If accepted, the author will once again be asked to check all references to ensure they are correct and to ensure the manuscript complies with the 'Instructions for Authors'.

4.2. Case Notes

Case notes discuss important international or national decisions of international courts, regional courts (such as regional human rights courts) or higher national courts. If the decisions are not available in English, a short summary of the facts, procedural history/context and legal considerations is necessary. Case notes should not exceed 6,000 words (including footnotes); longer notes may be admitted exceptionally.

Case notes will also have to be submitted via the Editorial Manager. When submitting a case note authors are requested to make sure to choose "Case Note" from the drop-down menu of submission options.

The review will be carried out by the Editor-in-Chief and the Associate Editors.

4.3. Book Reviews, Review Essays and Conference Reports

The Criminal Law Forum welcomes book reviews, as well as suggestions for books to review. A longer, in-depth treatment of a book may be published as a review essay. Both book reviews and review essay are to be submitted via the Editorial Manager. When submitting book reviews be sure to choose "Book Review" from the drop-down menu of submission options.

Book Reviews should provide an external perspective to the book under review, different from the one of the author or publisher. Bear in mind that the table of contents and back cover material for many books are available online, so the review needs to cover more than that. Comparative and evaluative aspects of the review are vital. Please also inform the reader how the book aligns with the current debate and add your personal opinion.

If you have any questions regarding book reviews or any suggestions of books to review, please contact the Book Review Editor Alexander Heinze (alexander.heinze@jura.uni-goettingen.de).

The same applies, mutatis mutandis, to conference reports.

V. TITLE PAGE AND PAGINATION

Number the pages consecutively with the first page containing:

- o running head (shortened title)
- o title
- o author(s)
- o affiliation(s)
- o full address for correspondence, including telephone and fax number and e-mail address

VI. ABSTRACT

Please provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references. A list of 4-5 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

VII. COPYRIGHT

Authors will be asked, upon acceptance of an article, to transfer copyright of the article to the Publisher. This will ensure the widest possible dissemination of information under copyright laws.

VIII. FORMATTING AND CITATION RULES

8.1 General Citation Style; Spelling

All references have to be made in footnotes. The first citation of a work in a footnote should be a complete one, following citations of the same work in further footnotes should be treated by using “supra” references (see 8.6.5). The citation style has to be in line with the following citation rules. In all other respects, authors are advised to follow the Oxford University Standard for Citation of Legal Authorities (OSCOLA, see <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>). Neither Harvard style citation nor a list of references at the end of the article are accepted. Please use British English spelling.

8.2 Citation of Individual Regulations

Section = s.

Art. = Article (i.e.: **not** abbreviated)

8.3 Laws and Documents

The **bold** letters show how laws and documents should be abbreviated.

8.3.1 ICTY, ICTR, ICC Documents and Texts

8.3.1.1 Statutes

International Criminal Tribunal for the former Yugoslavia

Article 21(4)(e) **ICTYS**

International Criminal Tribunal for Rwanda

Article 20(4)(f) **ICTRS**

International Criminal Court

Article 99(4)(a) **ICCS**

8.3.1.2 ICC Elements of Crimes

Article 7(1)(a) **Elements of Crimes**

8.3.1.3 Rules of Procedure and Evidence

International Criminal Tribunal for the former Yugoslavia

Rule 44(A)(i) **ICTY RPE**

International Criminal Tribunal for Rwanda

Rule 48bis (A)(ii) **ICTR RPE**

International Criminal Court

Rule 12(1)(a) **ICC RPE**

8.3.2 ECHR Documents and Texts

Article 6(3)(a) **ECHR**

The abbreviation “ECHR” can be left out, if the context makes clear that the subject can only be the European Convention of Human Rights.

8.3.3 Notation of National Laws

8.3.3.1 First Entry

First you give the (translated) title and then, in brackets and quotation marks how it would be originally abbreviated, for example: s. 7 of the German Criminal Code („Strafgesetzbuch - StGB“)

8.3.3.2 Following Entries

You use the original abbreviation of the law, for example: s. 7 StGB

8.4 Names in Text

8.4.1 Rule

Names should not to be written in italics. Please use the English notation, for example:

Geneva Law, inspired by the battle of Solferino and Henry Dunant's moving portrayal of the suffering and bloodshed there.

The ICC in The Hague (not: Den Haag)

8.4.2 Exception from the Rule

The names of parties in the proceedings, for example:

In the case against *Jean-Pierre Bemba*, the Pre-Trial Chamber reluctantly...

8.5 Accentuations

8.5.1 Names of the Accused and of Trial Participants

These are italicized, for example: „*Karadzole v. Artukovic*, *Blockburger* test, *Tadić* case, *Pinochet* decision, ... in *Delalić et al.*“

8.5.2 Book and Journal Titles

Titles are italicized, too:

M. Cherif Bassiouni's book, *Crimes Against Humanity in International Criminal Law...*

8.5.3 Foreign Words

Finally, foreign words are italicized, unless they have become accepted usage. Examples: *ibid*, *cf*, *but sic*, *passim*, *Cour de cassation*, *sui generis*, *ratione temporis*, *de jure*, *mens rea*, *actus reus*, *raison d'être*, *amicus curiae* (or *amici curiae*). Example:

While Hague Law and Geneva Law constitute laws regulating war time conduct, which are called *jus in bello*, laws governing the resort to force are called *jus ad bellum*.

8.6 Footnotes

8.6.1 General

Footnotes should be placed behind punctuation marks, for example:

Therewith civil war crimes have been recognized in the context of a non-international conflict.¹

While the work of the court was initially supposed to last until the reconstitution of peace and security and the pacification of the situation in the Former Republic of Yugoslavia,² the Security Council...

The intention of that provision was to punish ‘all forms of criminal activity’ because of the ‘gravity of the offences enumerated in paragraphs 1 to 11’.³

This rule can be disregarded if a phrase specifically has to be explained or documented through a footnote, for example:

Thus, what this formulation does is to recognize the possibility of voluntary abandonment using a negative-implicit approach⁴.

8.6.2 Font and Font Size

Footnotes should use Times New Roman and the font size 10.

8.6.3 Titles

Titles of book and journals should be written in accordance to the New Hart’s Rules, meaning all words except of prepositions and articles are capitalized.

8.6.4 Page numbers

Page numbers should abbreviated like this: 25-6 instead of 25-26; 100-2 instead of 100-102, 110-19 instead of 110-119.

As a general rule, every citation that contains page numbers requires a “p.” in front of a number with a space in between. For multiple pages, “pp.” should be used instead:

Ambos, *Allgemeiner Teil* (2002/2004), p. 30.

If a book/article/etc. also contains margin numbers, those are preferred as they are more precise. They should be abbreviated by “mn.” in front of the number and a space in between:

Ambos, ‘Art. 25’, in Triffterer and Ambos, *ICC Commentary* (2016), mn. 26.

With regard to journal articles, “p.” and “pp.” are not necessary:

Ambos, ‘Impunity and International Criminal Law’, *HRLJ*, 18 (1997), 45.

8.6.5 Cross Referencing

When cross referencing, you should use: „Author, *supra* note + footnote number, page number“.

¹¹ cf. *supra* note

¹¹ *Supra* note 3

If *supra* is the first word of a footnote, capitalize it.

8.6.6 Citing the Footnotes of another Work

Use “n.” or “nn.” (for plural) to cite footnotes from another work:

⁵ Ambos, *Allgemeiner Teil* (2002/2004), p. 145 n. 32.

⁶ Ambos, *Allgemeiner Teil* (2002/2004), p. 145 nn. 32-5.

8.7 Dates

Dates should be written in a DD/MM/YYYY format:

27/02/2002

8.8 Dashes

En-Dashes should be used instead of hyphens or em-dashes, for example:

Charles the Bold, Duke of Burgundy – known by his enemies as Charles the Terrible – had placed Landvogt Peter von Hagenbach...

There is an exception for footnotes however. Here, a hyphen should be used when giving page numbers:

Ambos, K., 'Impunity and International Criminal Law', *HRLJ*, 18 (1997), 1-45.

8.9 Formatting

8.9.1 General

The font size of manuscripts should be set to twelve with a line spacing of 1.5

8.9.2 Capitalization

The use of upper case letters should be kept to a minimum in text. In general, besides proper nouns, use capital initials for the full formal names of institutions, organizations, buildings, and the like.

In addition laws, guidelines, treaties and organizations (here in bold), are capitalized if the author refers to a specific law, etc.:

Directive 76/206; Article 130; ... in the Treaty of Rome ...; the Court of Justice went on ...; ... the **Industrial Relations Tribunals**; in its judgment of ... the **Tribunal** went on to say

If a specific law is not determined, use lower case:

... as decided by a **tribunal** the year before ...; ... among **indictments** issued by the ...,

Contrary to the New Hart's rule, the following should be capitalized, if referring to a specific case:

Prosecutor, Defense, Chamber, Judge

The beginning of every footnote should be capitalized, unless it starts with cf, eg, ie, ...

² eg service outside the jurisdiction.

³ cf Copyright, Designs & Patents Act 1988, s 4.

⁴ Taxes Act 1995 s 2(1).

8.9.3 Titles and Headlines

Important words like nouns, adjectives and verbs should be capitalized. Conjunctions, prepositions and articles should be kept lower case. Pronouns and adverbs can be capitalized, this is up to the author's judgment.

Only three structure levels should be used. The headlines should be kept as short as possible but should not contain abbreviations or special characters. Example:

TITLE (Font size 14, all letters capitalized, centered)

I. PART ONE (Font size 12, all letters capitalized, centered)

1.1 First Subheading (Font size 12, italic, left-aligned)

1.1.1 Second Subheading (Font size 12, italic, left-aligned)

If necessary: *1.1.1.1 Third subheading* (Font size 12, italic, left-aligned)

8.10 Quotations in the Text

8.10.1 Direct Quotes with Less than 60 Words

These should be in single quotation marks, for example:

The Allies set up the IMT to prosecute the ‘Major War Criminals’.⁵

If there is a quote within a quote, double quotation marks (“”) should be used.

8.10.2 Direct Quotes with 60 or more Words

These should go into a separate paragraph, which is preceded by a colon. The paragraph should be indented by 1cm on each side. The text should be single-spaced, but the same font and font size as the rest of the text. No quotation marks are needed, but before and after the quote, there should be a space line. Example:

Accordingly, it does not matter whether the ‘serious violation’ has occurred within the context of an international or an internal armed conflict, as long as the following requirements are met:

- (i) the violation must constitute an infringement of a rule of international humanitarian law;
- (ii) the rule must be customary in nature or, if it belongs to treaty law, the required conditions must be met;
- (iii) the violation must be ‘serious’, that is to say, it must constitute a breach of a rule protecting important values, and the breach must involve grave consequences for the victim. Thus, for instance, the fact of a combatant simply appropriating a loaf of bread in an occupied village would not amount to a ‘serious violation of international humanitarian law’ although it may be regarded as falling foul of the basic principle laid down in Article 46 (1), of the Hague Regulations (and the corresponding rule of customary international law) whereby ‘private property must be respected’ by any army occupying an enemy territory;
- (iv) the violation of the rule must entail, under customary or conventional law, the individual criminal responsibility of the person breaching the rule.⁶

8.11 Punctuation

8.11.1 Commas

Commas should be used as usual, as well as before “and” and “or”:

red, white, and blue; feminine, masculine, or neuter.

8.11.2 Punctuation

As a general rule, abbreviations should be written without dots. Thus ‘eg’ is correct rather than ‘e.g.’, ‘LQR’ rather than ‘L.Q.R.’, ‘HL’ rather than ‘H.L.’, etc.

An ellipsis in a quote should be signaled by three dots:

“she . . . said”

If the ellipsis is at the end of a sentence, a fourth dot is added:

he exclaimed

8.12 Numbers in Text

8.12.1 Rule

Numbers from one to twelve are spelled out, after that, digits are used.

8.12.2 Exception

This rule can be disregarded when using figures for units of measure (8 kilometers), for dates (9 September 2001), for people’s ages (she was 9 years old), for words at the beginning of a sentence (Two hundred and fifty gold bars were stolen), for approximate numbers (At least a thousand people were present.) or when using a mixture of figures and words for round numbers of a million or more (£8.5 million).

8.12.3 Decimals

Decimals are written with a period, not a comma.

8.12.4 Multi-digit numbers

For numbers with four or more digits, the comma should be used as a thousands separator:

1,000; 250,000

8.12.5 Number ranges

Numbers from – till like this: 1-9 (no space and a hyphen)

When using page numbers, you should shorten them like this: 25-6 instead of 25-26; 100-2 instead of 100-102, 110-19 instead of 110-119.

As an exception, when referring to years, please use the full year like this:

1910-1945

8.13 Gender

The gender-specific pronouns ‘he’, ‘his’, ‘him’ should be avoided in any reference relevant to both males *and* females; to achieve this, pluralize the reference, repeat the noun, use the

passive voice, or use both pronoun forms (though the last solution is clumsy and undesirable for more than occasional use).

8.14 Abbreviations

8.14.1 Common Abbreviations

8.14.1.1 Periods

As above, avoid unnecessary dots

8.14.1.2 Plurals

Chapter = ch; chapters = chs;

Volume = vol; volumes = vols

8.14.1.3 Important examples

cf = conferre = compare (lower case, even in footnotes; not in italics)

et al. = et alii = and others (lower case; not in italics)

etc = et cetera = and other things (lower case; not in italics)

eg = exempli gratia = for example (lower case; not in italics)

ibid = ibidem = in the same place (book, etc.) (lower case; not in italics)

id = idem = the same (man) (lower case; not in italics)

ia = inter alia = among other things (lower case; not in italics)

ie = id est = that is, in other words (lower case; not in italics)

scil = scilicet = that is (as a clarification, not to be confused with „ie“ in the sense of an equivalent) (lower case; not in italics)

sv = sub verbo = under the word or heading (lower case; not in italics)

vs = versus = against (lower case; not in italics)

8.14.2 Specific Abbreviations

When first naming something, write out the full name, then the abbreviation in brackets:

International Criminal Court (“ICC”)

After that, always use the abbreviation:

In the ICC, there are...

8.15 Tables

Tables should be numbered with Arabic numerals and referred to by number in the text (without abbreviation of the word “table”). For each table, please supply a table caption (title) explaining the components of the table.

8.16 Artwork and Illustrations

If possible, supply all figures electronically. Name your figure files with “Fig” and the figure number:

Fig1.pdf

8.16.1 Line Art

This includes all black and white graphics with no shading. Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.

Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi. Vector graphics containing fonts must have the fonts embedded in the files.

8.16.2 Halftone Art

This includes photographs, drawings or paintings with fine shading. If any magnification is used, please indicate this by using scale bars.

The minimum resolution for these is 300 dpi

8.16.3 Combination Art

This includes a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc and should have a minimum resolution of 600 dpi.

8.16.4 Color Art

Color figures are published online at no extra expense, and in print at the author’s expense only. If black and white shall be used for the print version, please make sure that the main information will be clearly visible. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent. Furthermore, do not refer to color in the captions. Color illustrations should be submitted as RGB (8 bits per channel).

8.16.5 Figure Numbering

All figures should be numbered using Arabic numerals and cited in consecutive numerical order.

8.16.6 Figure Captions

Each figure should have a caption that accurately describes what the figure is showing. Include the captions in your main document, not the figure file.

Figure captions begin with the term **Fig.** in bold type, followed by the figure number as an Arabic numeral and also in bold type.

No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

IX. ADDITIONAL INFORMATION

Additional information can be obtained from:

Stefanie Bock (stefanie.bock@jura.uni-marburg.de) or Stefan Harrendorf (stefan.harrendorf@uni-greifswald.de), Associate Editors of the journal.



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