

Human Rights in Business
Student Writing Competition
Style and Format Guidelines

In drafting the titles and subtitles, the authors should take into consideration the following guidelines as concerning the format of the text, and the citation of the footnotes.

A. Format of the text

The title of the submission should be centred at the top of the first page in all caps. Centred below the title should be the author's name, faculty and university. Below, the author should include an abstract of the text.

Title – Times New Roman 14

Subtitles - Times New Roman 12

Text of the paper: Times New Roman 12

Footnotes: Times New Roman 10

Align text - Justified

Line spacing at 1.5 lines

Page format- Standard (Top-Bottom: 3, Left-Right: 2.5)

Length: maximum 8.000 words including footnotes and excluding bibliography.

Page numbers: Pages should be numbered in the lower right hand corner.

Example:

1. TITLE

1.1 Subtitle 1

1.1.1 Subtitle 2

a) Subtitle 3

B. Citations of the footnotes

1. Books

One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*, New York, Penguin, 2006, pp. 99–100.

2. Michael Pollan, *op.cit.*, p. 3.

3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....

Two authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945*, New York, Knopf, 2007, p.52.
2. Geoffrey C. Ward and Ken Burns, *op. cit.*, pp. 59–61.
3. In case of repeating immediately the reference to an author(s) or document previously referenced, it should be indicated with *Ibid.* and the page number: *Ibid.*, p....

For three or more authors

For three or more authors, in the footnote, list only the first author, followed by *et al.* (“and others”) and list all of the authors in the bibliography.

1. Dana Barnes *et al.*, *Plastics: Essays on American Corporate Ascendance in the 1960s*
2. Dana Barnes *et al.*, *op.cit.*,
3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....

2. Chapter or other part of a book

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al., University of Chicago Press, Chicago, 2010, p.77.
2. John D. Kelly, “Seeing Red,” pp. 81–82.
3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....
4. For two authors and for three or more authors, please follow the citation rules previously mentioned at point B.1 (two authors and three or more authors).

3. Books published electronically

If a book is available in electronic format, list a URL together with other elements already mentioned above, e.g.: the publishing house, year, pages etc., as follows:

1. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution*, University of Chicago Press, Chicago, 1987, p.....Available at: <http://press-pubs.uchicago.edu/founders/> accessed 18 May 2014.
2. Philip B. Kurland and Ralph Lerner, *op.cit.*, p....
3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....
4. For three or more authors, in the footnote, list only the first author, followed by *et al.* (“and others”) and list all of the authors in the bibliography, as well as the other elements as described at the beginning of the current point.

4. Journal article

Article in a print journal

1. Joshua I. Weinstein, “The Market in Plato’s Republic”, *Classical Philology Journal* no. 104, 2009, p.440.
2. Joshua I. Weinstein, *op. cit.*, pp. 452–53.
3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p...
4. For two authors and for three or more authors, please follow the citation rules previously mentioned at point B.1 (two authors and three or more authors).

Article in an online journal

Include a DOI (Digital Object Identifier) **if** the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. **If no DOI is available, list only a URL.**

1. Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” *American Journal of Sociology* no.115, 2009, p.411. Doi:10.1086/599247.
2. Gueorgi Kossinets and Duncan J. Watts, *op.cit.*, p. 439.
3. Itziar Ruiz-Giménez, “La revitalización de la “guerra justa” en la postguerra fría desde una perspectiva constructivista: la irrupción del intervencionismo humanitario”, Political Sciences and IIRR Department, Law Faculty, Madrid University, Working Paper no. 23/2004, p.30. Available at: www.uam.es/centros/derecho/cpolitica/papers.html accessed 18 May 2014.

4. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....

5. Paper presented at a national or international conference

1. Rachel Adelman, “Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition”, paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009, p...

2. Rachel Adelman, “Such Stuff as Dreams Are Made On”, p....

3. In case of repeating immediately the reference to an author/authors or document previously referenced, it should be indicated with *Ibid.*, and the page number: *Ibid.*, p....

4. For two authors and for three or more authors, please follow the citation rules previously mentioned at point B.1 (two authors and three or more authors).

C. Other citations of the footnotes and in the text

Foreign words should be in italics

- Examples: *non bis in idem*, *Ibid.*, *op.cit.*, *expressis verbis*, *strict sensu*, *lato sensu*, *a priori*, ..

Acronyms and abbreviations should be in capital letters and without spaces or dots between the letters. However, the first time it is mentioned the acronyms or abbreviations of the meaning should be given between brackets.

- United Nations (UN)
- European Union (EU)
- North Atlantic Treaty Organization (NATO)
- European Convention of Human Rights (ECHR)
- Court of Justice of the European Union (CJUE) etc.

European and national legislation will be cited as follows:

- Council Regulation (EEC) No 2658/87 of 23 July 1987 on the tariff and statistical nomenclature and on the Common Customs Tariff, published in OJ L 256 of 7 September 1987;
- Directive 2004/39/EC of the European Parliament and of the Council of 21 April 2004 on markets in financial instruments, published in OJ L 145 of 30 April 2004;
- Organic Law 4/2000, 11 of January on Rights and Freedoms of Foreigners in Spain and their social integration, BOE no. 10 of 12 January 2000.

European and national jurisprudence will be cited as follows:

- Case C-414/97, Commission of the European Communities v Kingdom of Spain, Judgment of the Court (Sixth Chamber) of 16 September 1999, published in European Court reports 1999;
- Case 25/1999, Judgment of the 2nd Room of the Constitutional Court of 8 of March, published in BOE no.89 of 14 April 1999.