



BASIC RULES FOR THE PRESENTATION OF WRITTEN ESSAYS

Table of contents:

OUTLINE OF OBJECTIVES	2
I. PRESENTATION OF A WRITTEN ESSAY	2
1. PREPARATION OF PAGES AND FORMATTING	2
2. HEADINGS	3
3. BASIC RULES ON SPACING AND PUNCTUATION	4
II. PARTS OF AN ESSAY	5
III. QUOTATIONS AND REFERENCES IN THE TEXT	6
1. SET OF GUIDELINES.....	7
A. CONTINENTAL METHOD	7
a. Direct quotations	7
b. Indirect quotations.....	8
c. References.....	8
B. ANGLO-SAXON METHOD	9
a. Direct quotations	9
b. Indirect quotations.....	10
c. References.....	10
2. LEGISLATION	10
A. INTERNAL LEGISLATION.....	10
B. INTERNATIONAL LEGISLATION	11
C. EUROPEAN COMMUNITY LEGISLATION.....	11
3. JURISPRUDENCE.....	12
A. INTERNAL JURISPRUDENCE	12
B. INTERNATIONAL JURISPRUDENCE	12
C. EUROPEAN COMMUNITY JURISPRUDENCE	13
4. OTHERS.....	13
IV. BIBLIOGRAPHY AND SOURCES.....	13
1. BIBLIOGRAPHY	14
A. LISTING BIBLIOGRAPHICAL REFERENCES	14
B. ARRANGING A LIST OF BIBLIOGRAPHICAL REFERENCES IN ORDER	15
2. SOURCES	16
V. ADDITIONAL REFERENCES.....	16
1. RULES.....	16
2. BIBLIOGRAPHY	16



OUTLINE OF OBJECTIVES

The Law Faculty of our University is currently facing a period of major change because of alterations to our rules expected in the short term. These will involve an updating of our current Study Plan and fundamentally differences in teaching methods and students' ways of working.

To meet this challenge in the best and most efficient manner possible, the Commission for Teaching Innovations, appointed by the office of the Dean of the Faculty, is trying to introduce the necessary changes gradually so that the transition can be smooth, as much for the students, as for the teaching staff. In so doing, the quality of our service to students will improve before the system is finally in place.

With this in mind, the aim of these rules is the standardisation in accordance with a minimum set of criteria, of all written work students of the Faculty must present. The intention of this rule is not, and could never be, restriction of the lecturer and pupil's freedoms to determine the content or structure of their work. These issues will depend on the subject of study and the focus intended by the lecturer. Nevertheless, there is unquestionably a set of minimum rules regarding presentation, structure, and presentational form of quotations. These are basic rules which all university students should learn and put into practice. It is this basic set of undisputed rules which are the subject of these regulations.

Establishing rules in this area does require a selection to be made from a range of options which may all be perfectly acceptable and valid, and indeed the existence of such a range of options could also be an enriching subject at a higher level of study. At graduate level, however, and especially in the early stages of a university degree, inconsistencies in the various aspects of this issue can lead to a lack of definition in the student's work, which is easily avoided.

We are putting forward these regulations in the view that standardisation in this matter could represent one more important contribution to the impression created by our graduates. Implementation of these regulations could also simplify the workload of students and teachers, thereby improving the quality of service.

For all the above reasons, the Faculty Board approved this current set of rules during a meeting held on the 21st of January 2004.

I. PRESENTATION OF A WRITTEN ESSAY

1. PREPARATION OF PAGES AND FORMATTING

Written pieces of work should generally be written on a computer.

1. **Paper** White paper size A4 (29.6 x 21cms), plain, written on one side only, must be used.



2. **Margins** The following will be used: Top and left: 3cms; lower and right: 2cms. Margins applied by the default in word processing programmes (top 2.5cms and lower 3cms left and right) will also be accepted.

3. **Pagination** Pages must be numbered in order. The page number must appear in the left lower corner or right upper corner of the pages (except the covering page which will not be numbered). Roman numerals must be used for the Contents page.

4. **Line Spacing** Except where otherwise indicated, one and a half line spacing will be used and no spaces left between successive paragraphs. A line spacing will only be left after a paragraph which is followed by a heading.

5. **Alignment** This will always be justified, except for the contents.

6. **First line indent** This will be used to mark the beginning of a new paragraph and for long quotations. This can be done with tabulation adjusted to between a minimum of 0.5cm (advisable) and a maximum of 1.25cms.

7. **Font and size of font** Throughout the body of the text, only one type of black font will be used. For example , “Times New Roman size 12 ” or “Arial size 11 ” will be used. In the footnotes, the same font will be used, but one or two points smaller.

8. **Italics and bold** Italics and bold functions should not be overused. *Italics* should be used to highlight book titles and other documents, as shown in the paragraph heading on contents and bibliographical references. The **bold** function should only be used for highlighting headings and paragraph headings. Underlining should not be used at all.

9. **Capital letters** These will only be used for the title of the piece of work on the first page and for each of the section headings.

10. **Dashes and other signs** For lists of sequences, only dashes will be used. Other symbols like arrows (→), thick points (•), squares (□), etc. will not be used.

11. **Binding** The pages will be presented stapled together in the top left corner, without any other form of binding, except when a stapler cannot fit through the volume of pages.

2. HEADINGS

Headings are to be written in bold with all headings of the same importance given the same font size. Additionally, these headings must be numbered to improve structure and allow easier understanding of the content. Here is an example of three levels of headings. (It is better if there are not more than three.)

I. PERSONAL INFORMATION



1. Birth and death civil register information

A. Information on physical persons

B. Legal personal information

2. Address Information

II. INFORMATION ON ASSETS, PROPERTY AND CHANGES TO PROPERTY

3. BASIC RULES ON SPACING AND PUNCTUATION

Texts written on a computer are governed by a basic set of rules of spacing and punctuation. Some of these are as follows¹:

1. Punctuation marks are always placed immediately after the text, without blank spaces.

2. A space is left after a full-stop, comma, semi-colon, and colon.

3. No space should be left between an opening of curved or square brackets, question marks, exclamation marks or dashes, and the first word of text which follows. There should also be no space between the last word and the final punctuation mark.

4. There should be a space after a closed bracket, if this is followed by further text. If the bracket is followed by a punctuation mark (full-stop, comma, semi-colon, or colon...) there should be no space between the bracket and the punctuation mark.

5. A space should be left after full-stops following a person's initials².

6. No full-stop will follow a question mark or exclamation mark.

7. If a sentence finishes with part of the text in brackets, the full-stop is placed after the brackets (as in this example). (If a sentence is entirely in brackets, the full-stop is placed inside the brackets.)

8. To indicate a list of things within a sentence or paragraph, lower case letters are used followed by brackets, separating each part of the list with a colon:

a)... ;b)...; c) ... ;d) ...

9. To indicate a list of things in separate paragraphs, indented numbers relating to the parts of the list are used, followed by a full-stop:

1.

¹ For more precise details on grammatical rules of punctuation, please consult the web page of the Royal Academy for the Spanish Language REAL ACADEMIA DE LA LENGUA ESPAÑOLA <http://www.rae.es> (last consulted 2nd of June 2004).

² Cases where an author has more than two initials in his name are the exception to this rule, because in these circumstances the two initials are separated by one point with no space.



2.

3.

II. PARTS OF AN ESSAY

As a general rule, medium length essays - anything over six or eight pages in content - should comprise at least six distinct parts, as listed below. Two additional parts may be added to this minimum list of required sections, but these are not essential in all work.

1. Covering page and first page
2. Contents
3. List of abbreviations (where applicable)
4. Introduction to the work (including objectives)
5. Content (this must be divided clearly into different parts)
6. Conclusions
7. List of references
8. Annexes (where applicable)

1. "Universidad de Deusto" must appear, centred, at the top of the **covering page or first page**. "Faculty of Law" must appear on the next line. The title, sufficiently reflective of the content's objectives, should appear centred half-way down the page in bold capitals. The surnames and name of the author, name of the subject for which the essay has been written, academic year and student's section, should all appear on the lower half of the page, right justified. An e-mail contact address and telephone number can also be added.

2. A **contents or table of contents** must appear on the second page, and include all parts of the essay (except the covering page and the contents themselves), using all levels of title headings. The different levels will be distinguishable using indents. The page number where the part or paragraph begins must be written at the end of each line.

3. If the content of the work is likely to include several abbreviations, it is useful to include a **list of abbreviations** of all acronyms used, together with the terms to which these relate, in order to make the work easier to read. It is also advisable to add a note of the full version of the abbreviation the first time it appears in the text, explaining that this abbreviation form will be used from that point onwards and throughout the document.

4. The **introduction** follows on the next page, presenting the essay, the reasons why the subject was chosen, and the different parts it contains. A reference to the methodology and



sources employed can also be added at this stage. This part is an introduction to the essay the student has presented, and should not be confused with an introduction to the subject the student has studied. (If an introduction to the subject studied is to be included, this should be added at the start of the body of the work). One or two pages is sufficient for the introduction.

5. Given that the **content** is the central body of the work, it is reasonable to expect it to be divided into different paragraphs and headed by appropriate titles. This part should be markedly longer than any other sections of the work. The internal structure of this central part will be determined by the objectives and content of the essay presented.

6. Then the **conclusions** will be added. This will include a summary of the work presented, potential implications, future applications, and any other relevant points.

7. The list of **references** must always include bibliographies listing the books consulted in alphabetical order of author, and only those books consulted in the writing of the essay should be included, as specified in the relevant section. List of original and secondary sources can also be added. These are dealt with later in this document.

8. A section of **annexes** can be added if considered necessary. This is where additional information can be provided which is not central to the essay, and because of its length, can be grouped separately. Annexes can include documents, tables, graphs, graphics, etc. If there is more than one, they should be numbered and accompanied by a title explaining their content, with a foot-note indicating the source from where they were obtained, unless they are the student's own work. The pages will be numbered in relation to the numbering of the rest of the work.

Once completed, the work should be carefully revised to correct any possible errors or spelling mistakes. The student should check the pagination and the order of the different parts of the essay, as well as ensuring there are no gaps in the content. The bibliographical references should also be checked to ensure they are in the correct order. This is a final check to ensure that all aspects of the essay meet the standards of the rules set.

A simplified structure is acceptable for shorter essays, of around five pages. Identification information is placed on the first page, followed by a summary of all paragraphs, without need to provide page numbering next to each paragraph heading. The other structural aspects do apply.

III. QUOTATIONS AND REFERENCES IN THE TEXT

It is advisable to base the essay on quotations and references to other authors' work, regulations, rulings and other documents. There will be experts in the field of any subject studied or studied in depth, and their opinions, analyses or theories are worth mentioning. Students may never mention these without providing the source. It is also important to quote the legal or



jurisprudential basis for an argument presented or the documental sources for facts or information featured in the work.

1. SET OF GUIDELINES

There are several different methods of presenting quotations and these are all generally acceptable in the set of guidelines for different scientific disciplines. None of these can be considered better than any other, which is why the use of one method has not prevailed over any other. What is indisputable is the importance of using one single form of presenting quotations to ensure complete uniformity in the method of listing references throughout each essay.

We will now list two different ways of presenting quotations. The first of these, which we will call the continental method, is considered the most widely used in the science of law, and therefore the method we are most likely to see in the manuals and monographs of Law. We have opted, nevertheless, to give second place to another method of presenting quotations more commonly found in Anglo-Saxon guidelines, and used in the areas of Economics, and other Social Sciences.

The decision between one method and another will be the student's, except where the lecturer specifies a preference, but we must stress once again, however, that use of both systems in one essay, or inadequate use of any one system will be viewed as a serious error of form.

We will use the first system, possibly the most commonly used among students of the Faculty of Law, to explain the differences between three types of quotations and we will call these direct, indirect and references.

A. CONTINENTAL METHOD

Each time a reference or direct or indirect quotation is introduced into the text, a note must be made at the foot of the page. When a source is used for the first time, the reference will be noted accurately and fully in this note, respecting the system of quotations which will now be explained. When a volume of work is quoted again, an abbreviation for the author is used with the beginning of the title followed by two full-stops and the reference *op. cit.* (abbreviation for the Latin *opus citatum*. This should be italicised because it appears in a different language). This system can be used to introduce a list of bibliographical references in which all the volumes consulted are listed with the information required to identify and find them.

a. Direct quotations

A direct quotation is a piece of text transcribed from an author. If these are forty words or less, they are divided into short quotations, and long quotations if there are more than forty words.

Short quotations will be entered in the text in inverted commas.



The European Community Justice Tribunal has stated that, in accordance with the principle of cooperation established in article 5 of the Treaty, “each national legal body must provide the legal protection for actionable cases from the direct effect of the rulings of European Community Law”³

Large quotations will be written in a separate paragraph which must be completely indented (as must all further paragraphs if the quotation includes more than one), between quotation marks and in a smaller font size than the main text.

According to REMIRO BROTONS, the Union’s Institutions are attempting to preserve a monopoly on the interpretation of European Community regulation:

“In this way the institutions of the European Union hope to maintain a monopoly on the interpretation of European Union regulations thus preventing judicial guardians of national constitutions from creating too many problems in their anxiety to protect their citizens on all occasions when the application of a European Union law adversely affects their rights and freedoms.”

b. Indirect quotations

Indirect quotations are those in which text is transcribed from the work of one author quoting another.

As KELSEN said “I do not know, nor can I confirm what justice is; this absolute justice which humanity so anxiously strives to reach. I can only agree that a relative justice exists, and I can confirm what justice means to me”⁴.

This is an indirect quotation because we have taken text from one author (KELSEN) through other authors (MARTÍNEZ ROLDAN and FERNÁNDEZ SUÁREZ). Our reference will always be the work we dealt with directly (MARTÍNEZ ROLDÁN, FERNÁNDEZ SUÁREZ, and this work should be the one which appears in the bibliographical reference index), not the work quoted indirectly (KELSEN), which should not appear in the bibliography except when we expressly refer to the original source. In any case, and wherever possible, it is better to go to the original source, particularly with works of research.

c. References

We use a reference when we take a piece of information or idea (criticism, opinion...) from a volume of work or author. It is not necessary in these cases, to write the text in inverted commas (because we are using a direct quotation), but it will be necessary to identify the author and the volume of work used.

³ Ruling of the European Justice Tribunal on the 19th of June 1990, as. C-213/89, The Queen v. Secretary of State for Transport, ex parte, Factortame Ltd. y otros, Rec. 1990, p. 2433, § 19.

⁴ KELSEN, H. *What is justice?*. Barcelona: Ed. Ariel, 1991, p. 63, taken from MARTINEZ ROLDÁN, L. y FERNÁNDEZ SUÁREZ, J.A. *Course on Law Theory and Legal Methodology*. Barcelona: Ed. Ariel, 1994, p. 89.



It will be enough in this case to add a foot-note reference in an appropriate place (preferably at the end of a sentence) with the complete quotation and the place where the idea came from.

Under the heading Sources of Law, the traditional set of guidelines encompass all problem areas surrounding how and when rules arise. These guidelines, as Professor DIEZ PICAZO points out so well, turn out mostly to be incorrect and insufficient.⁵

B. ANGLO-SAXON METHOD

With this system, also known as author-date, the first surname of the author and the year of publication of the work is included. (If it's a quotation, the number of the page is also added). This system requires a list of bibliographical references in which all the volumes of work consulted must be listed in order (for references and quotations) with the information required to identify and find each one. If more than one work from the same author of the same year is consulted, we add as many lower case letters required in relation to the number of documents there are in these circumstances. (See paragraph heading IV.1.B).

a. Direct quotations

As with the previous system, quotations are divided into short and long ones with the only differences being the way the reference is lifted from the source.

Short quotations are entered in the text in inverted commas.

In the opinion of NASSIF (1980, p.18), as far as education is concerned, man "is simultaneously author and interpreter, judge and interested party. In some respects, his individual and social destinies are won and lost there too."

Large quotations are written without inverted commas and in a separate paragraph which must be completely indented (as must all further paragraphs if the quotation includes more than one).

According to REMIRO BROTONS, the Union's Institutions are attempting to preserve a monopoly on the interpretation of European Community regulation:

"In this way the institutions of the European Union hope to maintain a monopoly on the interpretation of European Union regulations thus preventing judicial guardians of national constitutions from creating too many problems in their anxiety to protect their citizens on all occasions when the application of a European Union law adversely affects their rights and freedoms."

⁵ DIEZ PICAZO, L. *Legal Experiences and Law Theory*. Barcelona: Ed. Ariel, 1993, p. 136. The study by MARTINEZ ROLDÁN, L. y FERNÁNDEZ SUÁREZ, J.A. *Course... op. cit*, p. 155 can be analysed in the same way.



b. Indirect quotations

We will recall that indirect quotations are text taken not from the original source, but from an author quoting another author. Our reference is always the work which we have directly quoted and the one which must appear in the list of bibliographical references.

As KELSEN said (quoted from MARTÍNEZ ROLDÁN, FERNÁNDEZ SUÁREZ 1994, p. 89) "I do not know, nor can I confirm what justice is; this justice which humanity is so anxious to achieve. I can only agree that relative justice exists, and I can confirm what justice means to me"

As with the previous system, it is preferable, where possible, to quote the original source.

c. References

We recall that we provided a reference to a volume of work or author when we have taken information or an idea from this work or author. For the identification of the author or the volume of work quoted, we must place the author's name, followed by a comma, the year of publication and the name of the work and the page, in brackets in an appropriate place.

Under the heading Sources of Law, the traditional guidelines encompass all the problem areas surrounding how and when rules arise. These set of guidelines are, in most cases, incorrect and insufficient (DIEZ PICAZO, 1993, p.136).

2. LEGISLATION

Any legislation on which our arguments are based, or which are the subject of our studies, can be sourced from a number of different places and so referencing these presents some issues worth taking into account. Legislation used in a piece of work must be correctly quoted.

A. INTERNAL LEGISLATION

Internal legislation can originate from various ruling bodies (The State, Autonomous Communities, local organisations...). These regulations are published in different Official Bulletins and it may be necessary to provide references for these. It is usually accepted that when laws of major significance are included in a piece of work and known by all jurists (like for example the Spanish Constitution or Civil Law), it is not necessary to quote the Bulletin in which this law was published.

When a law is being analysed, the full reference is usually added as a footnote the first time it is mentioned. This footnote must be a complete reference and include the following: the area of law, the range of laws (Organic Law, Law, Royal Decree...), the number followed by the year, the precise and full name of the law and the Official Bulletin in which it was published with its exact name, number, year and the pages on which the law was published. In other words, the model to follow in terms of ordering and format would be this: Place. Title. *Publication*, date of publication, number, pages.



Spain Organic Law 8/2003, of the 9th of July, for Competitive Reform, thereby modifying Organic Law of 6/1985 of 1st July, relating to Judicial Power. 10th of July of 2003, no.164, p. 26901.

Navarra 502/2003 of 25th of August, regulating the organisation and operation of the Tourism Register of Navarra. 17th of September of 2003, no. 119, p. 76685.

Autonomous Community of the Basque Country 5/1983 of the 3rd of October, on the failure to provide all aid assistance granted as a result of recent torrential flooding. 7th of October 1983, no. 149, p. 9541.

References used as the bases for an argument or analysis are usually grouped together with the articles sourced and placed in brackets in the text. In cases where the law referred to is unusual or difficult for the reader to find, an annex to the piece of work may be justified.

B. INTERNATIONAL LEGISLATION

International legislation is usually grouped together in International Conventions. Where applicable, the reference to the Official State Bulletin where it was published would be required.

The complete quotation would require the full name of the International Convention, the International Organisation under whose auspices this legislation was introduced (where applicable), the place and date it was signed, the date it was ratified by Spain (where applicable), and the Official State Bulletin in which it was published (where applicable).

Treaty of Friendship, Neighbourliness and Cooperation between the Kingdom of Spain and the Republic of Tunisia, signed in Tunisia on the 26th of October 1995, Official State Bulletin, 9th of January 1997, no. 8/1997, p. 636.

United Nations Convention of 11th April 1980 on contracts of international sales of merchandise, drawn up in Vienna. Instrument for the Joining of Spain of the 17th of July 1990, Official State Bulletin, 30th of January 1991, no. 26/1991, p. 3170.

C. EUROPEAN COMMUNITY LEGISLATION

Within European Community Law, there are two large blocks of laws. These are the so-called laws of origin, and those which are known as Derived Law. Original Law is quoted as International Conventions.

The principle laws within Derived Law are Regulations, Directives and Decisions. The quotation method in this area is clear and rigid, and follows the structure shown in the following examples:

Regulations (EC) no. 2201/2003 of the Council, 27th November 2003, relating to jurisdiction, recognition and execution of judicial rulings regarding marriage and parental responsibility, thereby overturning Regulation (EC) no. 1347/2000, Official Diary of the European Union no. L 338, of the 23rd of December 2003, p.1.



Council Decision of the 19th of December 2002 authorising member States to sign, in the interest of the Community, the Convention of the Hague of 1996 relating to jurisdiction, applicable law, recognition, execution and cooperation on matters of parental responsibility, and child protection measures, Official Diary of European Union no. L 48, of 21st of February 2003, p.1.

Directive 2002/8/EC from the Council, of 27th January 2003, designed to improve access to justice for cross-border litigations by establishing minimum common rules relating to free justice for said litigations, Official Diary of the European Communities no. L 26, of 31st of January 2003, p. 41.

3. JURISPRUDENCE

Despite the fact that our legal code is based on law and not jurisprudence, decisions taken by different courts are often the basis for legal arguments. As in the previously mentioned case, jurisprudential sources are varied, and so are the means of referring to them. The aim of all these methods of referencing is to make the ruling used easily recognisable by the reader and, where necessary, easy to find.

A. INTERNAL JURISPRUDENCE

Within the internal legal code, we find different jurisprudential sources. We can refer to the Courts for First Hearings in jurisdictional order (Courts for First Hearings, Courts for Preliminary Hearings, Courts for Social Cases...). Then we go on to find the rulings of District Courts, and High Courts of Justice. In all these cases, reference must be made to the specific court from where the ruling came, with the area of jurisdiction, the date it was pronounced, and the publication where it can be found.

Rulings more often referenced usually come from the High Court or Constitutional Court. In these cases, reference to the publication where it can be found (Law, Aranzadi, The Law...) is added with the ruling.

Judgment the Constitutional Tribunal no. 36/1991, of 14th February, F. j.3.

Judgment the High Court of the 28th of June 2002, no. 669/2002, Ref. The Law, 2002/23844

Judgment the District Court of Vizcaya, section 4, 30th April 2003, no. 288/2003, Ref. The Law, 2003/34348

Ruling of the High Court of Justice the Basque Country of 24th December 2002, Ref. The Law, 2002/72225

Judgment the High Court of the 14th April 1992, Ref. Aranzadi, no. 3055.

B. INTERNATIONAL JURISPRUDENCE

Jurisprudence can originate from the International Courts and the most important of these governing our area is the International Court of Justice (at the heart of the United Nations) and the European Court of Human Rights (from the Council of Europe).



Judgment the International Court of Justice in the Hague of 18th of December 2003, no. 2003/4, resolving the Appeal against the Ruling of 11th of September 1992 in the case of the cross-border insular and maritime territorial disagreement (EL SALVADOR v. HONDURAS; NICARAGUA (Intervening Party) on the web page of the International Court of Justice <http://www.icj-cij.org/cijwww/cdoCKET/cesh/ceshframe.htm> (last consulted on the 19th of January 2004).

Judgment the International Court of Human Rights in Strasbourg on the 15th of January 2004, As. YAGTZILAR & OTHERS v. Greece no. 41727/98 on the web page of the European Court of Human Rights, <http://www.echr.coe.int/Fr/Judgments.htm> (last consulted on the 19th of January 2004).

Judgment the European Court of Human Rights on the 21st of February 1984, Öztürk. Publications of the European Court, Series A, Vol. 73.

C. EUROPEAN COMMUNITY JURISPRUDENCE

The following must be included in the reference: the hearing from which the ruling originated, the date of the ruling, case number, parties concerned and the number of the *Volume of Jurisprudence* where it can be found, with page numbers. European Community rulings are structured in numbered paragraphs where the quote is provided, and where possible the reference.

Judgment the European Union Court of Justice (Court 6), 15th of January 2004 as C-230/01, Intervention Board for Agricultural Produce against Enycoed Farming Partnership, Rec. 2004, p. 175.

Judgment the European Community Court of First Hearing (Court 1) of the 16th of December 2003, cases between T-5/00 and T-6/00, Nederlandse Federatieve Vereniging voor de Groothandel op Elektrotechnisch Gebied against the European Community Commission, Record. 2003, p. 1985.

4. OTHERS

Other documents of a diverse nature are especially relevant to other disciplines, and these documents have their own rules of reference. For example in the case of Circulars from the State Treasury, Resolutions from the Security Council of the United Nations, Resolutions from the Department of the Civil Register and Public Notary, old volumes of work like the *Corpus Iuris Civilis*, etc.

The methods for referencing the above mentioned documents will be explained by the lecturer in the relevant subject.

IV. BIBLIOGRAPHY AND SOURCES

The aim of this list is to provide the required information to identify and locate all the different kinds of sources used for the piece of work. The bibliography must include them all, but



those included must only be those directly consulted. In the subparagraph for sources, legislation and jurisprudence are essential elements.

1. BIBLIOGRAPHY

A. LISTING BIBLIOGRAPHICAL REFERENCES

The minimum information required, and the order in which they are presented on the list of bibliographical references, will now be explained for the following types of documents: books, chapters of books, articles published in journals and newspapers, reports from organisations and documents published on the Internet⁶. (The order refers to the information [author, title, editorial...] in each document type, not the order of the documents in the list of bibliographical references. This will be dealt with in paragraph IV. 2).

Books. SURNAME/S, First name. *Title of the book*. N° of the edition. Place of publication: Publishing company, year of publication⁷. When there are a number of authors, these should be separated with a semi-colon, except for the last two which are separated with an "and"; and if there more than three, the first will be noted followed by the abbreviation *et al*.

BOBBIO, Norberto. Autobiography. Madrid: Taurus Edition 1988.

CASTAN TOBEÑAS, José. Spanish Civil Law Common Law and Autonomous Law. Madrid: Reus Edition, 1988.

CLAVER, E. et al. Business Administration Manual. Madrid: Cívitas Edition, 1995.

KRUGMAN, P.R. y OBSTFELD, M. International Economics Theory and Practice. Madrid: McGraw Hill, 1995.

LIPSET, S.M.; TROW, M.A. y COLLEMAN, J.S. Union Democracy. New York: Anchor Books, 1962.

Chapters of Books. A chapter written by an identified author and published in a book of various authors: SURNAME/S, First name. "Title of the Section". In: *Title of the volume of work*. No. of the edition. Place of publication: Publishing Company, year of publication, pages.

MIR PUIG, Santiago. "The Principle of Proportionality and objectives of Penal Law". En ECHANO BASALDUA, Juan Ignacio (Coord.). *Recollections of Legal Studies by José María Lidón*. Bilbao: Universidad de Deusto Edition, 2002, pp. 349-366.

Articles published in journals and in newspapers. The author' s article: SURNAME/S, First name. "Title of the article". *Title of the publication*. year, number and pages.

⁶ Although there are other correct ways of listing bibliographical references, The Faculty of Law has decided to use the one presented on these pages and known by the rule ISO 690/1987.

⁷ When a book has had several versions published, the correct thing to do is to quote the edition from which the mention was taken and state this in the mention. In general it is better to use the most recent edition of any volume of work, except in cases where for some reason, another is considered better. The edition number is not specified if it is the first edition.



AREILZA CARVAJAL, José María. "The European Convention". Foreign Policy. July/August 2003, Vol. XVII, no. 94, pp. 43-52.

SEGOVIA, C. "In 2004, the USA will control boats in Spanish ports". El Mundo. 30th of November 2003, p. 13.

Reports from organisations

ORGANISATION. *Title of the report*. Place of publication: Publishing company, year. Number, pages. Series, no. in the series.

EUROPEAN COMMISSION. White Book on the modernisation of the rules for applying articles 85 and 86 of the EC Treaty. Brussels: Published by the Office of Publications for the European Commission, 1999.

WORLD BANK. Report on world development. Washington DC: World Bank, 2000.

CAJA LABORAL. The Basque Economy Report 2000. Bilbao: Caja Laboral Popular S. Coop, 2001.

Documents published on the Internet

SURNAME/S, First name. "Title of the document". *Name of the person responsible for the web page, if other than the author*. Web page(date last consulted).

ARCE JIMENEZ, E. "Under-age, but not that much". College of Lawyers of Zaragoza Web page on immigration laws <http://www.extranjeria.info/publico/revista/016/16-04.pdf> (last consulted on the 3rd of December 2003).

When other types of documents from those previously mentioned are used, the method which best provides the minimum information required to identify and locate the source should be used: author, title, year and place of publication, and publishing company.

Although the specific page number must be quoted in the footnote, it is also important to check that the bibliographical reference contains the entire volume of work. Therefore references to books do not include pages, but articles only contain the first and last page.

B. ARRANGING A LIST OF BIBLIOGRAPHICAL REFERENCES IN ORDER

The volumes of work quoted, or from which references have been taken (and only such works), are to be listed in alphabetical order of authors' surnames. If various works of an author (or of more than two authors) from various years have been quoted, these must be placed in chronological order, beginning with the oldest edition. If various works of an author (or of more than two authors) published in the same year have been quoted, these must be placed in alphabetical order of titles; in the Anglo-Saxon system, as many relevant lower case letters must be added to the date (1999a, 1999b, etc.) as are required.



GARCIA, E. (2000a) The professionalisation of Andalusian olive oil pressing cooperatives: an agency in focus. Jaen: University of Jaen.

GARCIA, E. (2000b) "The principles of cooperatives at the heart of Andalusian olive oil pressing cooperatives. Revesco. no. 70, pp. 103-125.

2. SOURCES

Just as we commented previously, it is preferable to list legislation and jurisprudence separately.

The method for making these lists depends on the type of quotation for each of the different sources, as we commented in previous paragraphs. Organising these into lists by regulation or rulings gives particularly good results, with the same types listed in chronological order.

V. ADDITIONAL REFERENCES

A number of sources and publications of interest are listed below to develop this theme.

1. RULES

INTERNATIONAL STANDARIZATION ORGANIZATION. *Documentation -Références bibliographiques- contenu, forme et structure*. International Rule ISO 690: 1987 (F) Second edition. Genève: ISO, 1987, 11 p.

INTERNATIONAL STANDARIZATION ORGANIZATION. *Information -Références bibliographiques. Part 2 Documents électroniques, documents ou parties de documents*. International Rule ISO 690-2: 1997 (F) Genève: ISO, 1997, 18 p.

INTERNATIONAL STANDARIZATION ORGANIZATION. *Information and documentation - Identification and description ISO TC 46/SC 9* <http://www.nlc-bnc.ca/iso/tc46sc9/#What%20is>

AENOR. *Documentation. Bibliographical references. Content, form and structure*. UNE 50 104 94. Madrid: AENOR, 1994.

AENOR. *Documentation: Publication of Rules UNE/AENOR Second edition*. Madrid: AENOR, 1997.

ISBD(ER). *International Standard Bibliographic Description for Electronic Resources* <http://www.ifla.org/VII/s13/pubs/isbd2.htm#6>

2. BIBLIOGRAPHY

AMERICAN PSYCHOLOGICAL ASSOCIATION. *ApaStyle.org. Style tips*. APA, s.d. <http://www.apastyle.org/styletips.html> (Consultation: 21st January 2004)



BARRIBEAU, Susan (comp.). *Internet citation guides. Citing Electronic Sources in Research Papers and Bibliographies*. University of Wisconsin. <http://www.library.wisc.edu/libraries/Memorial/citing.htm> (Consulted: 21st January 2004)

CALVO GARCIA, Manuel, *Legal Argument and Interpretation. Essays from the Seminar on Legal Methodology*. Volume 1. Zaragoza: Zaragoza University Press, 2000.

CONCORDIA UNIVERSITY LIBRARIES. *Citation & Style Guides*. <http://juno.concordia.ca/services/citations.html> (Consulted: 21st January 2004)

ECO, Umberto. *How to write a thesis: techniques and procedures for study, research and writing*. Barcelona: Gedisa, 2003.

ESTIVILL, Assumpció and URBANO, Cristóbal. *How to quote from electronic resources*. University of Barcelona. Faculty for Library Studies and Documentation <http://www.ub.es/biblio/citae-e.htm> (Consulted: 21st January 2004)

HARNACK, Andrew and KLEPPINGER, Eugene. *Online! A reference guide to use internet sources*. Chapters 5-8. Citation styles. Bedford and St. Martins. <http://www.bedfordstmartins.com/online/citex.html> (Consulted: 21st January 2004)

HERNÁNDEZ, A. and QUINTERO, A. *Written comprehension and composition*. Strategies for learning. Madrid: Síntesis Publications, 2001.

MILLAN GARRIDO, Antonio. *Book of style for jurists*. (Basic rules and technique for academic work). Barcelona: Bosch, Second edition. 1999.

PÉREZ MARTÍN, Santos. *How to produce and present a written piece of work*. Bilbao: University of Deusto, 1993.

THE MODERN LANGUAGE ASSOCIATION OF AMERICA. *MLA Handbook for Writers of Research Papers*. Fifth edition. 1999.

THE MODERN LANGUAGE ASSOCIATION OF AMERICA. *MLA Style Manual and Guide to Scholarly Publishing*. Second edition. 1998.

TRIGO ARANDA, Vicente. *Writing and presenting essays in class*. Madrid: Pearson Education, 2001.

UNIVERSITY OF CHICAGO *The Chicago manual of style*. 14th edition Chicago: University of Chicago Press, 1993.



University of
Deusto

School of
Law

.