



BAHIR DAR UNIVERSITY

SCHOOL OF LAW

A Guide to Preparing Research Paper

(1st edition)

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Table of Contents

INTRODUCTION.....	1
PART I: ACADEMIC CITATION, STRUCTURE AND FORMATTING RULES .	4
I. Thesis Structure	5
II. Layout of the Body of the Thesis/Text	13
III. Format Requirements for the Body of the Thesis	14
IV. Quotation Rules	15
V. Citation/Footnoting Rules	18
VI. Rules on Organizing Bibliography	32
PART II: NOTES AND ILLUSTRATIONS	33
I. Quoting Resources	34
II. Footnoting	43
III. The Need to Evaluate Sources	44
IV. Notes on Clarity of Writing	46
V. Sample Bibliographic Entry.....	47

INTRODUCTION

A look over some of the academic papers produced by graduating law students reveals the decline in standard of research writing. Leaving aside issues related to the substantive contributions of the papers, one would particularly note the lack of seriousness among students in adhering to one or another standard of documenting their research paper. In fact plagiarism has become rampant. Especially these days with the ease of cutting and pasting from the Internet, student plagiarism has become an issue of great concern. Apart from this, the technical presentation of the thesis or term-papers produced by students suffers from poor visual outlay and lack clarity, consistency in structure and formatting and reader friendliness.

Of course, courses on Legal Research Methods and Legal Writing have long formed part of the curriculum of the law school. Nonetheless, lack of “in house” guidelines on research writing coupled with students’ reluctance to engage in research writing contributed a lot to the growing decline in quality research papers.

This research *Guide* is prepared to help undergraduate and postgraduate law students in understanding the standard rules of academic citation and structure and format of a research paper. As such, it only deals with limited aspects of writing a research paper. Therefore, the *Guide* is not helpful in, for example, appreciating (1) the purposes of writing a research paper, and (2) types, models, approaches and procedures in legal research.¹

The purpose of this *Guide* is to develop a set of rules on academic citation and the structure and format to be followed when writing academic papers in the Law School. Hence, students are now provided with a handbook on documentation and technical arrangement of research papers. It explains the simple technical requirements in writing

¹ For an understanding of these aspects of legal research, see, e.g., Addisu D. & Hailegabriel G., *Legal Research Methods*, Commercial Printing Enterprise, Addis Ababa, 2008.

an academic paper. It is the student's responsibility to meet these requirements. There can be no valid reason for presenting a technically unsatisfactory work.

Research paper is not written in vacuum. Frequent reference is made to authorities of various sorts – books, periodicals, brochures, reports, correspondence, interviews, laws, judgements and awards. When including these sources in your research report, you have to identify these sources both individually in the text of your report and in summary fashion in a bibliography.

Documenting your research papers in accordance with the rules laid down below is important to give clear, accurate references to readers. This will in turn enable readers to follow up for themselves any interesting books and articles mentioned in the course of your discussion. If you give the wrong date of publication, omit the author's name, or misspell a title, then it might be impossible for your readers to find the source they want. Apart from providing readers with a complete body of information, it is your legal and ethical obligation to give credit where credit is due. Failure to do so will be regarded as **plagiarism** – the act of using someone else's words, ideas and thoughts as your own and it is very important to realize that any accusation of plagiarism will be serious and could be dealt with very severely. Ignorance or carelessness is no excuse. The Senate Legislation² of Bahir Dar University expressly outlaws acts of academic dishonesty including plagiarism. Plagiarism is also sanctioned under copy right and criminal laws.³

Apart from proper referencing and documentation of your research writing, proper and consistent formatting and structuring gives your research paper an attractive visual outlay which is important to properly convey your ideas and impress your reader. Hence, this *Guide* is also intended to set some technical rules that you should comply with in order to produce a paper that has attractive visual outlay.

² Article 166, Senate Legislation, Bahir Dar University.

³ Article 10, Copyright and Neighbouring Rights Protection Proclamation, *Federal Negarit Gazeta*, Proclamation No. 410/2004, 10th Year, No. 55; Article 721, Criminal Code of Ethiopia, *Federal Negarit Gazeta*, Proclamation No. 414/2004, 10th Year.

This *Guide* has two parts. Part I sets out the technical rules on quotation and referencing of sources for your research and structuring and formatting of the research paper. Part II provides explanatory notes and illustrations for some of the technical rules provided for in Part I.

We strongly believe that this *Guide* on documentation, structuring and formatting of research papers will help to improve the quality of papers to be produced by students. It should be noted that while the technical rules on formatting and structuring are designed by having in mind LLB and LLM theses, the rules on quotation, referencing and plagiarism have to be observed in producing all types of academic papers (LLM, LLB theses, term-papers, assignments) at the Law School.

Subsequent editions of this *Guide* will be improved based on recommendations from users. In this regard, any suggestion or advice for the authors is most welcome.

PART I:
ACADEMIC CITATION, STRUCTURE AND FORMATTING RULES

I. Thesis Structure

An LLB/LLM thesis should have the following organizational structure:

Cover page

Title page

Thesis approval page

Declaration page

Acknowledgement (optional)

Table of Contents

List of Tables (if any)

List of Figures (if any)

List of Maps (if any)

List of abbreviations/Acronyms

Abstract

Introduction

Main body/text (divided into chapters, sections and sub-sections)

Conclusion and Recommendation

Bibliography

Appendix/appendices (if any)

[Look of a cover page]



TITLE OF THESIS (Centre, UPPERCASE letters throughout, Times New Roman font type, font size 20)

STUDENT'S NAME (Middle of page, UPPERCASE letters throughout, Centre, Times New Roman font type, font size 18)

School of Law,
Bahir Dar University
(Times New Roman, font size 18)

Month, Year
(Times New Roman, size 16)

[Look of a title page]

THESIS TITLE (UPPERCASE letters throughout, Times New Roman, font size 18)

Thesis

Submitted in Partial Fulfillment of the Requirements for the Degree of Bachelor of Laws (LLB)/Degree of Master of Laws (LLM) [insert whichever is appropriate] at the School of Law, Bahir Dar University. (Format: Title Case, Times New Roman, font size 16. The same for the remainder of this page)

By
Name of Student

Advisor
Name of Advisor

School of Law,
Bahir Dar University

Month, Year



Thesis approval page

The thesis titled “*insert full thesis title within quotation mark*” by Mr./Ms.Mrs. [insert your full name] is approved for the degree of Bachelor of Laws (LLB)/degree of Master of Laws (LLM) (formatting: Sentence case, Times New Roman, font size 12, justified. The same for the remainder of this page)

Board of Examiners

	Name	Signature
Advisor	_____	_____
Internal Examiner	_____	_____
External Examiner (For LLM only)	_____	_____

Date: _____

Declaration page

(Note on Format: Sentence case, Times New Roman, font size 12, justified, spacing 1.5)

Declaration

I, the undersigned, declare that the thesis comprises my own work. In compliance with widely accepted practices, I have duly acknowledged and referenced all materials used in this work. I understand that non-adherence to the principles of academic honesty and integrity, misrepresentation/fabrication of any idea/data/fact/source will constitute sufficient ground for disciplinary action by the University and can also evoke criminal sanction from the State and civil action from the sources which have not been properly cited or acknowledged.

Signature

Name of Student

University Id. Number

Date

[Look of a table of contents]

Table of Contents

Title page.....	i
Thesis approval page.....	ii
Declaration page.....	iii
Acknowledgement (optional).....	iv
Table of Contents.....	v
List of abbreviations/Acronyms.....	vi
Abstract.....	vii
Introduction.....	1
CHAPTER ONE: OVERVIEW OF THE LAW OF ARMED CONFLICT.....	4
1.1 Sources of International Humanitarian Law.....	4
1.1.1 Treaties.....	5
1.1.2 Interpretation Methods of Humanitarian Treaties.....	20
1.1.3 Customary Law.....	24
1.1.4 General Principles of Law.....	29
1.1.5 Judicial Decisions.....	32
1.2 <i>Raison d'être</i> of International Humanitarian Law.....	36
1.3 Scope of Application of International Humanitarian Law.....	40
1.3.1 Personal scope of application.....	45
1.3.2 Geographical scope of application.....	50
1.3.3 Temporal scope of application.....	56
1.3.3.1 International armed conflict.....	61
1.3.3.1 Non-international armed conflict.....	66
1.4 Applicability of IHL in the Fight Against Terrorism.....	72
Conclusion and Recommendation.....	80
Bibliography.....	85

Abstract

Please provide, in no more than 400 words, a synopsis of your research. The abstract should be a miniature of your thesis and indicate its essence/central idea. It should outline the central research theme/problem with its background and a highlight of your arguments/reasoning and findings.

(Use this format: Sentence case, Times New Roman, font size 11, *italicized*, justified, single-spaced)

The Introduction

In the introduction part you should outline points that would help some one to understand the main text. You should in particular include the contextual background of the research, the main and subsidiary research questions, the research objective(s), the research method used, significance/contributions of the research, description of the contents of the chapters included in the text and scope and limitations of the research.

Some authors prefer to devote the first chapter for the introduction. That is not necessary. Simply put it immediately before the first chapter under the heading 'Introduction'. In writing the Introduction use the same format described below for the body of the text.

II. Layout of the Body of the Thesis/Text

The body of the thesis should be arranged in a logically organized chapters, sections and sub-sections. The chapter and chapter heading should be in UPPERCASE, 16 pts, bold, centered. Other headings (sections and sub-sections) should be aligned to the left margin of the page and should be in Title Case, 14 pts, bold, except for fourth, fifth and sixth headings which shall be in Sentence case and 12 pts, bold. See below:

CHAPTER ONE CHAPTER HEADING

1.1. First Heading

1.1.1. Second Heading

1.1.1.1. Third Heading

i. Fourth heading

a. Fifth heading

Conclusion (chapter conclusion)

Chapter format

There are some hints you might want to note when it comes to structuring a chapter. Each chapter should normally begin with a section that introduces the main topic of the chapter, the main sections, the way it links to the main research question and, where applicable, how it links with the previous chapter (i.e. orientate your reader). Followed by the main body of the chapter, organize it logically and economically. Make sure that your paragraphs and sections cohere logically (i.e. that they have a thread which connects them as well as form a coherent story). The use of sub-headings helps to structure your discussion, although it is advisable to avoid using too many sub-headings. Conclude the chapter with a summary of the main points that have emerged. Signpost your reader by noting which issues will be pursued at a later stage, and say how the chapter links with the next one.

III. Format Requirements for the Body of the Thesis

Font: Times New Roman, justified, 12 pts (10 pts for footnotes).

Alignment: justified

Margin: The pages of the thesis should have 3 cm margin at the bottom, top and on the right hand side, 4 cm on the left hand side (to allow space for binding).

Block quotations of more than four lines should have 4 cm margin from the left and right side with font size at 10 pts.

Spacing: 1.5 spacing (sing-spacing for footnotes and quoted materials of more than four lines).

Page size: A4 size.

Page numbering: Except the cover page, your thesis should be numbered. Numbers should appear at the bottom center of the page. Two sequences of numbers should be used: the preliminary pages, except the cover page, should be numbered with lower-case Roman numerals (e.g., i, ii, iii, iv, v, etc.). The main pages numbering in Arabic numerals (e.g., 1, 2, 3, 4, etc.) begins with the first page of your text (introduction or the first chapter) and runs through to the last page of your bibliography.

Page numbers should not be shown (rather hide) on the thesis title page, introduction, chapter, conclusion and bibliography title pages.

IV. Quotation Rules

RULE 1

- Short quotes of four lines or less should be placed in quotation marks and directly incorporated into the text. Quotes of more than four lines should be indented from margin (4 cm from left and right side), single spaced and font size 10 points. Quotation marks should not be used (the indenting signals a direct quotation). Legislative provisions may be indented even if they are less than four lines long.

RULE 2

- Quotation found within a quoted material should be indicated in single quotation mark.

RULE 3

- Quote accurately. Spelling, capitalization, and internal punctuation in a quote must be exactly the same as in the original source; **any changes and additions must be clearly indicated in brackets**. Exceptionally, when the quoted material forms only part of a sentence, the first quoted word is not capitalized, even if it was capitalized in the original source.

RULE 4

- If material that starts with a lower case letter is used to start a sentence, change it to upper case and enclose the changed letter in brackets. This should be done when *omitting* the beginning of the quoted sentence. You can also omit unimportant or inconvenient words, or even whole sentences, from any passage you are quoting from. Use an ellipsis (“...”) to indicate the omission of a passage from the middle or the end of the quoted material. An ellipsis should only be used at the beginning where the quoted sentence is deliberately left grammatically incomplete.

RULE 5

- Where the original source contains an error, enclose the correction in square brackets. Also, any words added to a quoted passage to make the meaning clearer

must be placed in square brackets. Otherwise use “[sic]” used to draw attention to the original error. When using “[sic]”, it must be added immediately after the necessary word or phrase. Do not use [sic] if the original error is corrected.

RULE 6

- Text may be emphasized by using italics and placing “[emphasis added]” at the end of the citation. If the text was emphasized in the original copy, place “[emphasis in original]” at the end of the citation.

RULE 7

- If quoting in another language, a translation may be provided. Any translation should be clearly indicated in the footnote, and the translator identified. If the work is translated by a professional, then the translator’s name should be indicated. If the work is translated by the author of the essay, include the phrase “translated by the author” in brackets.

RULE 8 & 9

- Introduce quoted passages with the author’s name and other appropriate information to provide a context for readers. Providing documentation at the end of the quotation is insufficient context for readers. Depending on the structure of your sentence, use a colon, a comma, or no punctuation before a quoted passage. A colon provides a formal introduction; use it sparingly for emphasis and to introduce a long quotation. Use a comma only when sentence structure requires it.

RULE 10

- Punctuations with quoted materials: When quoted material comes to the end of a sentence, use only the punctuation appropriate to complete the sentence. While you need to place commas and periods inside the closing quotation mark, place colons and semicolons outside the closing quotation mark.

RULE 11

- Quotation must not also distort the grammar, syntax, or logic of the complete sentence. Words, phrases, or clauses quoted in a series must maintain parallel structure, and quoting must be accomplished without leading to incomplete or illogical statements. Distortion of the meaning or tone of the original material must always be avoided. Finally, writers must not confuse by quoting outside the context.

RULE 12 on Paraphrases and Summaries

- Paraphrases or summaries are not placed in quotation marks. They are not also placed in quotation environment (indentation). Note however that summarising and paraphrasing texts necessitate putting a reference in a footnote. A clear understanding of the difference between quoting and paraphrasing is important as it saves you from committing plagiarism. Unless you satisfactorily handle paraphrasing, quote instead. Yet, frequent quotations are not as advisable as paraphrases and summaries.

V. Citation/Footnoting Rules

The basic rules on citation/referencing are laid down below:

RULE 1

- Citation of references should be made in the form of consecutively numbered footnotes for each chapter.

RULE 2

- **Where Footnotes Appear:** Footnotes should appear on the same page below the text to which they refer. They should be differentiated from the body of the text by coming in a smaller font (10pts, single spaced) with a horizontal line separating them from the body of the text.

RULE 3

- **How to Indicate a Footnote in the Text:** Footnotes should be indicated by superscripted Arabic numerals. Special characters such as *, †, and ‡ should be used only for the purpose of indicating special remarks, other than citation. Generally, place the footnote number at the end of the sentence after the punctuation.¹ When referring to one word, place the footnote number ² directly after the word. When quoting from a source, place the footnote number after the “the quotation marks”³ and/or “the punctuation”.⁴ [note that the footnotes 1, 2, 3,4 are meant to illustrate the rules].

RULE 4

- At the first reference to the source, full citation should be provided. The information to be incorporated in citation footnotes varies depending on the type of the source.
 - i. Books, Encyclopaedia and Dictionaries
 - a. Books by one or two authors

- ✓ Author(s) name(s)[first name, last name], *Title of Book*, [italicize], edition number, publisher, city of publication, year of publication, page number(s) [within square brackets provide shortened form of the source for subsequent cross reference]

Example: Brownlie, Ian, *Principles of Public International Law*, 6th ed., Oxford University Press, Oxford, New York, 2003, pp. 20-25.
[Here in after, Brownlie, *Principles of Public International Law*]

b. Books by three or more authors,

- ✓ The information to be incorporated is the same as above except that you can mention the name of the author whose name is mentioned first in the book and add to it *et al* (to mean ‘and others’) to shorten the list of authors.

Example: Schmid, Alex p. *et al*, *Political Terrorism: A New Guide to Actors, Authors, Concepts, Data Bases, Theories and Literature*, North Holland Publishing Company, Amsterdam, Oxford, New York, 1988, p. 140. [Here in after, Schmid *et al*, *Political Terrorism*]

c. Books by governmental or non-organizations

- ✓ Name of the organization, *Title of the Book*, publisher, place of publication, year of publication, page number(s).

Example: International Committee of The Red Cross, *Index of International Humanitarian Law*, ICRC Documentation Section, Geneva, 1987, p.60.

d. Books with no author or editor

- ✓ Omit the entry for authors and provide all the other particulars that need to be entered for a book as indicated above.

e. Chapters in edited books

- ✓ When a book is a contribution of chapters by different authors for each chapter, the information to be provided in the footnote is in the following order. Name of author(s) of the chapter/contribution, title of the contribution/chapter within single quotation mark, ‘in’, name of editor(s) of the book, ‘(ed(s)) Title of the Book, publisher, place of publication, year of publication, and page number(s).

Example: Fleck, Dieter, ‘The Law of Non-International Armed Conflicts’, in Fleck, Dieter (ed.), *The Handbook of International Humanitarian Law*, 2nd ed., Oxford University Press, Oxford, New York, 2008, p.613. [Here in after Fleck, *The Law of Non-international Armed Conflict*]

f. Dictionaries

- ✓ In citing general dictionaries such as Oxford English Dictionary, Longman English Dictionary, Black’s Law Dictionary, include, title of the dictionary, edition number, year of publication and then, instead of page number, provide in quotation marks, the word/term the entrée of which you referred to, by preceding it with an abbreviated form of “*sub verbos*”, i.e., s.v. When, however, you cite specialized dictionaries, you have to cite it as if it were a book.

Example: 1. *The Oxford Encyclopaedic Dictionary*, 1991, s.v. ‘international’.
2. *Black’s Law Dictionary*, 9th ed., s.v. “promissory estoppel”
3. Allard, F. *et al.* (eds.), *Private Law Dictionary of Obligations and Bilingual Lexicons*, Yvon Blais, Cowansville, 2003, s.v. “code”.

g. Encyclopaedia and Encyclopaedic Digests

- ✓ In citing general encyclopaedic sources that are popularly known such as *Encyclopaedia Britannica*, *World Book Encyclopaedia*,

American Jurisprudence, Corpus Juris Secundum, simply provide the title of the encyclopaedia/digest, edition, year of publication; do not include author's/editor's name. Instead of page number(s), insert, in quotation marks, the topic and the paragraph number (if it has) of the part of the digest where reference is made. However, when you cite specialized encyclopaedia, you have to cite it as if it were a book.

- Example:
1. *Encyclopaedia Britannica*, 15th ed., "politics".
 2. *American Jurisprudence*, 2nd ed., Vol. 17A, West Publishing co., Rochester, 1991, "Contract", at § 97.
 3. Smits, Jan M. (ed.), *Eglar Encyclopaedia of Comparative Law*, Edward Eglar Publishing Ltd., Cheltenham, Northampton, 2006, "Property".

ii. Periodicals

a. Journal article and Law reviews,

- ✓ The citation of references from journals and law reviews shall contain the name(s) of the author(s) (order: first name, last name) of the article, the title of the article in single quotation marks, the title of the journal or law review in italics, year of publication, volume number, issue number, beginning and end page of the article, the page number(s) where reference is made, and, in square brackets, a shortened form of the citation for subsequent cross reference. If the article has more than two authors mention the name of the first author and add to it 'et al', to mean 'and others'.

Example: Jinks, Derek, 'September 11 and the Laws of War', *Yale Journal of International Law*, 2003, Vol. 28, No. 1, PP. 5-30, at p. 24.
[Here in after, Jinks, *September 11 and the Laws of War*]

b. Magazine and Newsletter article

- ✓ The citation of contributions in magazines should provide the name of the author of the contribution, title of the contribution within single quotation marks, title of the magazine in italics, month and year of publication, volume number and issue number and page number.

Example: Phelan, B., 'Buried Truths', *Harper's Magazine*, Vol. 309, No. 1855, December 2004, 73.

c. Newspaper article

- ✓ The citation of articles from newspaper shall provide the name of the contributor of the article, title of the contribution within single quotation marks, title of the contribution in italics, volume and issue numbers, date, month and year of publication within brackets and the page numbers where the article appears.

Example: Assefa F., 'In Defense of Federalism, Multiculturalism and the Constitutional Order', *Addis Fortune*, Vol. X, No. 1111, (25 Nov. 2005), p. 4.

iii. Series (publications in the form of series)

- ✓ Citation of sources from publication that appear in the form of series by contribution of articles by different authors should provide the name of the author of the contribution, the title of the contribution in single quotation marks, name(s) of the editor(s) of the series, the title of the series in italics and underlined, theme of the particular series in italics, number of the series, name of publisher, place of publication, year of publication and page number.

Example: Solomon Nigussie, 'Ethiopia's Fiscal Federalism: A Constitutional Overview' in Assefa Fisseha and Getachew Assefa (eds.), *Ethiopian Constitutional Law Series*,

Institutionalizing Constitutionalism and Rule of Law: Towards a Constitutional Practice in Ethiopia, Series 3, Faculty of Law, Addis Ababa University, Addis Ababa, 2009, p.84.

iv. Proceedings of conferences and symposia (if published, single or multiple volumes)

- ✓ Citation of papers presented in conferences or symposia, if they are published as conference proceeding, shall provide the name of the author of the paper, the title of the paper in single quotation mark, the title of the conference proceeding publication in italics, place of conference, the date(s) the conference is conducted, volume number (if any), and the page number.

Example: Getachew Assefa, ‘Problems of Implementing International Human Rights Law by Ethiopian Courts’, in *Proceedings of the Symposium on the Role of the Courts in the Enforcement of the Constitution*, Addis Ababa, 19-20, 2001, Vol. I, p. 88.

v. Unpublished doctoral dissertation, master’s thesis, senior essay and other unpublished materials

- ✓ Citation of unpublished materials should provide the name of the author, title of the manuscript, the nature of the manuscript (i.e., dissertation, thesis, senior essay or conference proceeding), the institution where it is presented (if any), the year the manuscript is completed, the remark ‘Unpublished’ and the place where it can be found within square brackets and the page number.

Example: 1. Hailegabriel G. *The Constitutional Recognition of the Rights of Nations & Its Effect on State Viability: The Ethiopian Case*, LLB Thesis, Bahir Dar University, Law Faculty, 2006, [Unpublished, available at Law library], p. 5.

2. Colter, I., *Canadian Charter of Rights and Freedoms*, 1998, [unpublished, archived at McGill University Law Library] p. 13.
3. Kokebe W., *Applicability of International Humanitarian Law to (Counter-) Terrorism*, 2010, [unpublished, on file with the author] p. 13.

vi. Electronic/Internet based resources

- ✓ It is always better to cite printed/hard copies of your sources. If that is not possible follow these rules.

For e-journals (internet only journals) mention the name of the author of the article, title of the article in single quotation mark, then the word ‘online’, title of the e-journal in italics, volume number, paragraph number (not page number) and the URL of the home (first) page of the e-journal. For other internet based sources, mention the title of the document, the URL link to the document and the date when it is accessed.

- Example: 1. Yang, G., ‘Stop the Abuse of Gmail!’, online, *Duke Law and Technology Review*, Vol.14, No., 2005, Para. 23. <<http://www.law.duke.edu/journals/dltr/>>.
2. “The History of Aviation in Ethiopia” at <www.ecaa.gov.et> [last accessed December 23, 2010].

vii. Legislation (domestic laws and treaties) and policy documents

- a. Domestic laws (published in the official legal gazette, Federal and Region)
 - ✓ When citing domestic legislation published in official legal journal, mention, in order, the title of the proclamation/regulation, the year it is issued, the title of the official journal, proclamation/regulation number, year number, issue number and the article or sub-article number that is referred to. When the reference is to the codes, insert, in between the

title of the gazette and the proclamation number, the phrase ‘Extraordinary issue’. In square brackets, provide a shortened form of the citation for future cross-reference.

Example: 1. Civil Aviation Proclamation, 2008, *Federal Negarit Gazzeta*, Proc. No. 616, 15th year, No. 23, article 69. [here in after, Proc. No. 616/2008]

2. The Amhara National Regional State Civil Servants Revised Proclamation, 2010, *ZIKIRE-HIG*, Proc. No. 171, 15th year, No. 7, article 4. [here in after, Amhara Civil Servants Proclamation 171/2010]

3. Commercial Code of the Empire of Ethiopia, 1966, *Negarit Gazzeta*, Extraordinary issue, Proc. No. 166, 19th year, No. 3, Art. 21.

b. Domestic laws (not published in the official gazette, eg., Directives)

- ✓ In citing Directives that are not published in the official gazette, mention in order, the title of the directive in italics, the name of the issuing agency, and the date of issue and the article number that is referred to.

Example: *Federal Public Procurement Directive*, Ministry of Finance and Economic Development, June 2010.

c. Policy documents

- ✓ In citing government policy documents mention in order, the title of the title of the policy document in italics, the name of the issuing body, place of issuance and the date of issue and the article/paragraph number that is referred to.

Example: Criminal Justice Policy of the Federal Democratic Republic of Ethiopia, Council of Ministers, February 4, 2004, Art. 5(1).

c. International legal instruments

- ✓ Citation of international legal instruments, such as conventions, declarations, treaties and resolutions should provide the title of the instrument, the year it is adopted, and must be associated with a published collection of legal instruments or official website of organization (such as UN, AU, EU) that archive them online.

Example: 1. Universal Declaration of Human Rights, 1948, reprinted in Brownlie, I., and Goodwin-Gill, G., (eds.), *Basic documents on International Human Rights*, 5th ed., Oxford University Press, Oxford, New York, 2006, Pp. 24-28.

2. Security Council Resolution 1368, 2001, at <http://daccessdds.un.org/doc/UNDOC/GEN/N0153382.pdf?OpenElement> (Last accessed 10, August 2008)

viii. Cases and awards

a. Cases from domestic judicial organs

- ✓ Citation of cases from domestic courts shall indicate the name of the parties to the case in italics, the name of the court that rendered the decision, year decision is made, file number and if found in published collection, the full information of the publication or, if not published an indication that it is ‘unpublished’.

Example: 1. *Awash Steel Rolling Mill v Awash Insurance s.c.*, Federal Supreme Court Cassation Division, 1998 E.C., in የኢ.ፌ.ዲ.ሪ ጠቅላይ ፍርድ ቤት ሰበር ሰሚ ችሎት ወሳኔዎች፤ ቅጽ 2፤ የኢ.ፌ.ዲ.ሪ ጠቅላይ ፍርድ ቤት፤ አዲስ አበባ፤ 1998፤ ገጽ 82-89፡፡

2. *Nigist Mekonnen et al. v Ethiopian Airlines et al.*, Addis Ababa High Court, 1955, Civil Case No. 701/55. [Unpublished]

b. Arbitral award

- Citation of arbitral awards should include the name of the parties to the arbitration in italics, name of the arbitrating institution, case number (if any), year of award, and the paragraph number (if numbered). If published, mention the full information of the publication.

Example: *Salini Constructory Spa v Federal Democratic Republic of Ethiopia, Addis Ababa Water & Sewage Authority*, ICC Arbitration, Case no. 10623/AER/ACS, 2001, ¶ 110.

c. Cases from international judicial organs

- Citation to decisions of international judicial and quasi-judicial organs should include name of the organ that rendered the decision (when appropriate mention whether the decision is rendered by the trial chamber or appeals chamber of that organ), in the case of ICJ, title of the case and nature of the case (advisory opinion/judgment/merit/jurisdiction), the parties to the case, the date the judgment is rendered, and the source where the case can be accessed, i.e., published compilation of cases or the URL of the case in the official website of the organ that rendered the judgment. Reference must be made to the relevant paragraph of the case.

Example: 1. International Court of Justice, *Military and Paramilitary Activities in and Against Nicaragua (Nicaragua v. United States of America)*, Merits, 27 June 1986, Para. 207, at

<<http://www.icj-cij.org/docket/files/70/6503.pdf>> (Last accessed 1 July 2008),

2. International Court of Justice, *The Legality of the Threat or Use of Nuclear Weapons*, Advisory Opinion, 8 July 1996, Para. 25,

at <<http://www.icj-cij.org/docket/files/95/7495.pdf>> (Last accessed 1 July 2008)

3. European Court of Human Rights, *Airey v. Ireland*, Judgment of 9 October 1979, at
<<http://cmiskp.echr.coe.int/tkp197/portal.asp?sessionId=3722577&skin=hudoc-en&action=request>> (Last accessed 29 November 2010).

4. Human Rights Committee, *E.H.P V Canada*, Communication No. 67/1980, U.N. Doc. CCPR/C/OP/1 at 20 (1984), at
<<http://www1.umn.edu/humanrts/undocs/html/67-1980.htm>> (Last accessed 28 November 2007).

5. International Criminal Tribunal for the former Yugoslavia, *Prosecutor v. Dusko Tadic*, Appeals Chamber, Judgement, 15 July 1999, para. 120, at
<<http://www.un.org/icty/tadic/appeal/judgement/tad-aj990715e.pdf>> (Last accessed 7 August 2008), [hereinafter, ITY, *Tadic case*, Appeals Chamber, Judgement].

ix. Statements, interviews and lectures (seminars)

a. Statemet/adresse/declarations by leaders, government institutions or orgaizations

- ✓ Citation of references to statement/adresse should provide the full title of the statement by associating with the issuing body, the date the statement is made and the source document or internet link where the document may be accessed.

Example: US President Address to a Joint Session of Congress and the American People (September 20, 2001), at WWW
<<http://www.whitehouse.gov/news/releases/2001/09/20010920-8.html>> (Last accessed 29 July 2008)

b. Interview

- ✓ Citation of interview should provide an indication of with whom the interview is made, the institutional affiliation/distinguishing

mark of the interviewee, the topic/issue of interview in italics and the date the interview is made.

Example: Interview with Tegene Getaneh, President of the Federal Democratic Republic of Ethiopia Supreme Court, on *the judicial application of human rights conventions in Ethiopia*, September 12, 2011.

c. Lecture and speech

- Lecture and seminar speech, when used in your research, must be acknowledged. Not all lecture and seminar speech may be important for your research. But sometimes you may need to quote lecture or speech by authoritative persons to support your arguments. In this case your citation should provide the name of the person that delivered the lecture/made the speech, the theme of the lecture/speech in italics, the place where the lecture is delivered and the date.

Example: Marry Robinson, *The Plight of African Refugees*, Lecture delivered at the School of Law, Pretoria University, 29 May 2004.

RULE 5

- If you are citing a source (Books, articles, encyclopaedia) as cited in another source but you are unable to get the original source and check/read it, the citation should be as follows: full information of the original source including (but depends on the type of source, i.e., book, journal article, etc.) author's name, title, edition number, year of publication, name of publisher, place of publication, page number(s), interject the phrase '*as quoted by*' followed by the full information of the source where in you found it quoted.

Example: If you find a quotation from Walzer's book, *Just and Unjust Wars* in Kretzmer's writing, and you want to quote and use it for your

research but are unable to get the book and read it for yourself firsthand, your citation should be as follows:-

Walzer, M., *Just and Unjust Wars*, 3rd ed., Basic Books, New York, 2000, pp. 144-147, as quoted by, Kretzmer, D., 'Targeted Killing of Suspected Terrorists: Extra-Judicial Execution or Legitimate Means of Defence?', *European Journal of International Law*, 2005, Vol. 16, no. 2, pp. 171-212, at p.195.

RULE 6

- At every subsequent quotation from a source already cited in full, a shortened form shall be used. If a citation refers to the same source in the preceding footnote use *Ibd.* when the reference is to the same page of the source referred to in the preceding footnote or *Id.* followed by the page number, when the reference is to the same source cited in the preceding footnote but the page number differs. If the citation refers a source already cited but there is a different source cited in between, use the shorted form of citation you created in square brackets when you first cited the source, followed by the page number(s) you referred to.

Example: FN. 1. Greenwood, Christopher, *Essays on War in International Law*, Cameron May, London, 2006, pp. 34-37, [hereinafter Greenwood, *Essays on War in International Law*].

FN. 2. Fleck, Dieter, 'The Law of Non-International Armed Conflicts', in Fleck, Dieter (ed.), *The Handbook of International Humanitarian Law*, Second Edition, Oxford University Press, Oxford, New York, 2008, p. 613.

(If your next three citations refer to the source indicated in footnote 1 above, provide the citation as follows)

FN. 3. Greenwood, *Essays on War in International Law*, p. 233.

FN. 4. *Ibid.* (means, same source and same page as in FN.3.)

FN. 5. *Id.*, p. 234. (means, same source as in FN.3 but different page.)

RULE 7

- An introductory signal is sometimes appropriate to explain the logical relationship between the source cited and the proposition stated in the text. **See, See especially, See e.g., See generally, See also, Accord, Cf., Compare, But see, Contra** are the most frequently used introductory signals. *cf.* and *contra* should be italicized, if used, for they are non-English words.

RULE 8

- **How to cross-refer discussions made within the same research:** If you want to cross-refer in your research discussions/issues that are addressed in the preceding or following part of your writing, use *supra* and *infra* (italicized) followed by the page/chapter/section/sub-section number where the issue is addressed.

RULE 9

- **How to Cite Non-English Sources:** In writing in English, use the English citation rules regardless of the language of the source. Though the title of the source should remain in the original language and should follow that language's rules for capitalization, all other items in the citation should follow the English rules, particularly the rules on the use of punctuation (see Part II, Explanatory notes).

VI. Rules on Organizing Bibliography

The bibliography lives at the end of your research report and tells your reader what sources you have used while preparing your essay. In general, anything you have read, or even sniffed at, belongs in the bibliography. In this section, you will find the basic conventional rules of bibliographic citation.

RULE 1

- Bibliographies and tables of authorities of legal texts should be divided in to sections: I. Secondary sources (books, reports, materials, articles), II. Legislation (further classify them into a. Treaties, Declaration and Conventions, and b. National Legislation (then by country/state), III. Cases (classify them into International (then, by the organ that made the decision, alphabetically) and National (then, by country/state), IV. Others (for interviews, statements, lectures, magazines, newspapers). Within each section, the entries should be in alphabetical order. In case of secondary sources, if a citation directly follows a citation to another work by the same author, replace the author's names with 3-cm dash. Cite a work by a single author before citing a work by that author and others.

RULE 2

- Bibliographical citation should follow the same rules relating to footnotes. In other words, bibliographical citation is similar to footnotes citation. Except references to page numbers all other information of a source indicated in a footnote must be reproduced in the bibliography.

See the sample bibliographic entry in Part II.

PART II:
NOTES AND ILLUSTRATIONS

I. Quoting Resources

When you use information from other sources, you may either quote directly or paraphrase the information. A **paraphrase** is a restatement in your own words of a passage from other sources. Most of your quotation should be in your own words, i.e. most of it should be paraphrases rather than **direct quotations**.

It is legitimate to use direct quotations in a research paper when, for example, conveying statistical information, giving examples of a writer's ideas or style of writing, citing authoritative opinion, or capturing special phrasing. Put in other words, you should quote directly when the wording is distinctive or when using the source's own words will add credibility to the information you are presenting. If you cannot justify a direct quotation, paraphrase instead.

Both quotes and paraphrases require documentation/citation. Paraphrased materials are acknowledged but not differentiated from the text. Direct quotations are also acknowledged. Yet, direct quotations are distinguished from the text either by *quotation marks* or *indentation*, depending on the length of the quoted text. Here are some tips on the documentation of quoted materials:

RULE 1

- Short quotes of four lines or less should be placed in quotation marks and directly incorporated into the text. Quotes of more than four lines should be indented from both margins and single spaced. Quotation marks should not be used (the indenting signals a direct quotation). Legislative provisions may be indented even if they are less than four lines long.

Examples:

Studies show that many people, including urban merchants, had widely used *shimguilina* “to save time and expense and to preserve business relations,”⁵ even well after the transplantation of Western-style dispute settlement systems.

In the above example, the quoted material is made part of the text but placed in quotation marks to acknowledge that the phrases are someone else's. Also, note that the superscripted footnote entry is meant to supply a reference to the quoted text.

The Penal Code of 1957 introduces the concept of rehabilitation into Ethiopia while also retaining deterrence as a basic principle. His Imperial Majesty's Preface to the Code states:

New concepts, not only juridical but also those contributed by the sciences of sociology, psychology and, indeed penology, have been developed and must be taken into consideration in the elaboration of any criminal code which would be inspired by the principles of justice and liberty and by concern for the prevention and suppression crime, for the welfare and, indeed, the rehabilitation of the individual accused of crime. Punishment cannot be avoided since it acts as a deterrent to crimes; as, indeed, it has been said, 'one who witnesses the punishment of a wrongdoer will become prudent.' It will serve as a lesson to prospective wrong-doers.

As you could see the long quotation is separated from the main body of the text by 4-cm indentation from the left and right side and smaller (10 pts) font size. Though tempting, italicizing, emboldening, or underlining such quotations is not appropriate unless emphasis is needed. Also, note that neither blank lines before and after the quotation nor quotation marks (but there is some divergence in practice) are used in documenting quotations over four lines.

RULE 2

- Quote accurately. Spelling, capitalization, and internal punctuation in a quote must be exactly the same as in the original source; **any changes and additions must be clearly indicated in brackets**. Exceptionally, when the quoted material forms only part of a sentence, the first quoted word is not capitalized, even if it was capitalized in the original source.

Examples

It was clear from this moment that “[t]he centre ... of American jurisprudence had changed.”²²

The letter “t” does not appear as it appears here in the text. The bracket indicates that there is some change made to the original in the source material. In the original it may probably appear as “T”.

Joseph Warren Beach says that “the most important common feature of American fiction today [between 1920 and 1940] is that it has all been produced in the interval between the two world wars”¹¹

The phrase in bracket is added to clarify the quoted passage. Without the clarification, one may take the word “today” in the quoted text for granted. The clarification is put in rectangular bracket for it does not form part of the quoted material.

In his book *Taking a Stand Against Environment Pollution*, David Newton asserts that “every living organism, from the simplest to the complex, affects the environment and is in turn affected by it.”

Though “e” appears “E” in the original, the use of “e” instead of “E” should not be condemned as not exactly reproducing the “E” in the original. The non-capitalization of “e,” is justified because the quoted material forms part of a sentence. Note also that you can, alternatively, use “[]” to show that “e” does not appear in the same way as it appear in your text.

RULE 3

- If material that starts with a lower case letter is used to start a sentence, change it to upper case and enclose the changed letter in brackets. This should be done when *omitting* the beginning of the quoted sentence. You can also omit unimportant or inconvenient words, or even whole sentences, from any passage you are quoting from. Use an ellipsis (“...”) to indicate the omission of a passage from the middle or the end of the quoted material. An ellipsis should only be used at the beginning where the quoted sentence is deliberately left grammatically incomplete.

Examples

However, the unqualified permission of vertical (distribution) agreements may impact on efficiency and, particularly consumer welfare:

...if practices such as resale price maintenance, exclusive and selective distribution are widespread, retailers engaged in significant price discounts will be eliminated from the market, consumers may be deprived of innovative retailing and price discounting so that prices may increase, price competition between suppliers may be softened, [and importantly the situation] may foreclose the market to competitors.¹⁰

The writer, in the above example, uses ellipsis at the beginning of the quote with the deliberate intent to signify the incompleteness of the quoted sentences. Besides, the ellipsis indicates the omission of sentences or parts of sentences which the writer thinks unimportant or inconvenient.

“[A] mixed question of fact and law” must be appealable.

Here, the writer used “A” instead of the originally appearing “a” so as to start a sentence while, at the same time, use quoted materials.

It is to be noted that “the process of determining an equitable utilization is not imprisoned by the status quo...Nor is the delimitation of equitable utilization final at all times. Changing circumstances may require revaluation and a new determination.”

The use of ellipsis points between sentences that are continuously quoted indicates that one or more complete sentences have been omitted.

RULE 4

- Where the original source contains an error, enclose the correction in square brackets. Also, any words added to a quoted passage to make the meaning clearer must be placed in square brackets. Otherwise use “[sic]” used to draw attention to the original error. When using “[sic]”, it must be added immediately after the necessary word or phrase. Do not use [sic] if the original error is corrected.

Examples

In the letter to parents it said: “The school is proud of it’s [sic] record of excellence.”

Here, the “[sic]” implies a grammatical error in the original material is not corrected while quoting. If “it’s” is corrected to “its”, we don’t need to use “[sic]”. Rather, we put the corrected word/phrase in rectangular bracket (see below).

In the letter to parents it said: “The school is proud of [its] record of excellence.”

RULE 5

- Text may be emphasized by using italics and placing “[emphasis added]” at the end of the citation. If the text was emphasized in the original copy, place “[emphasis in original]” at the end of the citation.

Examples

As one writer notes:

The party making the challenge should bear a heavy burden of proof, and challenges should not be sustained merely to avoid controversy, lest they be used for *ad terrorem* effect. Once decided within the arbitral regime the matter should be final and not subject to interlocutory judicial review. Even after the award has been rendered the challenge should not be subject to further litigation in a reviewing court, unless it can be shown that the direct result of the decision rejecting the challenge was a seriously tainted award.¹²⁹ [Italics in the original].

In providing additional information in rectangular brackets, the writer acknowledges that the italicised texts (which in some cases signify the emphasis provided by the author of the original texts) are original to the quoted author.

Given these differences and in particular the difference in the amount of money provided under the two laws, it appears that Article 198 of the Code is much closer to Carriage of Goods by Sea Act(COGSA) of the USA than the Hague Rules. Section 1304(5) of COGSA reads as follows:

Neither the carrier nor the ship shall in any event be or become liable for any loss or damage to or in connection with the transportation of goods in amount exceeding \$ 500 per package lawful money of the United States, or in case of *goods shipped in packages, per customary freight unit*, or the equivalent of that sum in other currency... (Emphasis added).

The italics added were not in the original. The words/phrases are italicized because the writer wants to draw the attention of the readers to these words for they are considered important for the thesis he develops. Apart from the phrase “emphasis added,” the writer may alternatively use “underlines added” by simultaneously underlining the emphasized phrases or sentences. Note however that italics (not underlines) are more commonly employed to distinguish emphasized phrases from the main text.

RULE 6

- If quoting in another language, a translation may be provided. Any translation should be clearly indicated in the footnote, and the translator identified. If the work is translated by a professional, then the translator’s name should be

indicated. If the work is translated by the author of the essay, include the phrase “translated by the author” in brackets.

Examples

The Ethiopian law on deck carriage is contained in a single provision of the Maritime Code – Art.180 (4). As could be understood from the facts of the case summarized above, the Amharic and the English versions of this provision are not equivalent. While the English version stipulates the exclusion, from the scope of Section 5, Chapter 2, Title IV of the Maritime Code, of the transport of *live animals* and *goods carried on deck*, the Amharic version excludes only *the transport of live animals carried on-deck* [it reads: በመሬት ላይ (on land) ለሌሎች ሕይወት ለመጓጓዣ ያላቸው እንስሶች እነዚህ ድንጋጌዎች አይፈፀሙ ባቸውም]. Thus, the discrepancy has practically become a cause for judicial litigations. Called to rule on the issue, the High Court of Addis Ababa held:

“The discrepancy between the Amharic and English version of Art.180 (4), Maritime Code, should not have been a bone of contention. Rather, one should look into why the legislator has treated on-deck carriage and under-deck carriage separately.”¹

1. Translation by author.

As you can see from the excerpts of the case comment above, the writer quoted sentences from a decision of the High Court of Addis Ababa. The decision was rendered in Amharic. Yet, for the purpose of his thesis, the author provided readers with an English version of the quoted sentences. The corresponding footnote entry indicates the translation is done by the author. Of course, the writer uses the phrase “translation mine” instead of the more formal “translated by the author”.

RULE 7 & 8

- Introduce quoted passages with the author’s name and other appropriate information to provide a context for readers. Providing documentation at the end of the quotation is insufficient context for readers. Depending on the structure of your sentence, use a colon, a comma, or no punctuation before a quoted passage. A colon provides a formal introduction; use it sparingly for emphasis and to

introduce a long quotation (See examples above). Use a comma only when sentence structure requires it.

- Punctuations with quoted materials: When quoted material comes to the end of a sentence, use only the punctuation appropriate to complete the sentence. While you need to place commas and periods inside the closing quotation mark, place colons and semicolons outside the closing quotation mark. Finally, use single quotation marks to identify quoted material within quoted material.

Examples

According to Professor Krzeczunowicz, who wrote an excellent book on the Ethiopian law of extra-contractual liability, responsibility for minors “covers all extra-contractual liabilities of the child and not merely those based on fault.”

As you can see the period is placed inside the closing quotation mark.

Responsibility for minors under Ethiopian law “covers all extra-contractual liabilities of the child and not merely those based on fault,” argues Professor Krzeczunowicz.

Look where the comma is situated.

Rousseau believed that “the words ‘slavery’ and ‘right’ are contradictory”; his thinking was in advance of his time.

Do you see how single quotation marks are employed to identify quoted material within quoted material? Also, do you see that the semicolon is not placed inside the closing quotation mark?

RULE 10

- Quotation must not also distort the grammar, syntax, or logic of the complete sentence. Words, phrases, or clauses quoted in a series must maintain parallel structure, and quoting must be accomplished without leading to incomplete or illogical statements. Distortion of the meaning or tone of the original material must always be avoided. Finally, writers must not confuse by quoting outside the context.

RULE 11 on Paraphrases and Summaries

- The above discussed rules concern direct quotation. Rule 11 however relates to paraphrases and summaries which are restatements of other ideas in your own words. Paraphrases or summaries are not placed in quotation marks. They are not also placed in quotation environment (indentation). Note, however, that summarising and paraphrasing texts necessitate putting a reference in a footnote. A clear understanding of the difference between quoting and paraphrasing is important as it saves you from committing plagiarism. Unless you satisfactorily handle paraphrasing, quote instead. Yet, frequent quotations are not as advisable as paraphrases and summaries.

The first two of the following examples illustrate common methods of introducing a summary or a paraphrase into your paper. The other example shows how students may avoid plagiarism while paraphrasing or summarising.

Examples

The controversy regarding the arbitrability of administrative contracts survived the 20th century. In *Water Resource Ministry v. Siyoum & Ambaye General Contractors*,¹⁰⁹ the government agency argued the contract in which the arbitral clause was contained was an administrative one, in respect of which arbitration was prohibited by law. In deciding the matter, the court went on to define, in light of the principles of Ethiopian administrative contract law, which contracts are administrative and which are not. Eventually, it adopted a narrow definition of administrative contracts which resulted in the exclusion of the contract at issue from what might constitute an administrative contract for the purpose of Ethiopian law.

Here, the writer summarises a court judgment. The summary proceeds with the title of the court case, with a superscripted footnote immediately after it. Providing the name of the author (authority) at the beginning of the paraphrase, the author seizes the opportunity to state (at the earliest instance possible) the credentials of the authority he cited while at the same time informing his readers that he is about to paraphrase.

Scholars suggest *ex ante* or preventive, as opposed to curative, measures is a better way to fight anticompetitive practices in smaller economies like Ethiopia.²⁸

28 Adhikari R. & Knight-Jhon M., *What Type of Competition Policy and Law Should a Developing Country Have?*, South Asia Economic Journal, 5(2004), at 14-15.

The author provides readers with a footnote reference where one may find the suggestion discussed in the main body. Accordingly, a look at page 14 of the cited work reveals the stand of the authors in the following way: “rather than focusing on the curative measures (that is, penalising the wrongdoers after the offence has been committed), competition law should be such that would facilitate the prevention of the offence itself...While competition authorities around the world have been moving towards ‘conduct’ as the criterion to trigger action, focus on ‘structure’ could help them adopt preventive measures...For smaller economies, therefore, focus on ‘structure’ is a better tool to prevent anti-competitive practices from taking place.”

Ex ante or preventive, as opposed to curative, a measure is a better way to fight anticompetitive practices in smaller economies like Ethiopia.

Unless footnotes are provided to acknowledge authorities, this paraphrase is plagiarism. Even when footnote is provided, a satisfactory way of paraphrasing the material would include phrases like “Scholars suggest” as in the previous example.

II. Footnoting

Footnote is a note placed at the bottom of the page in a research paper. It gives more information about sources cited or something that is marginally important to be mentioned in the main body of the research paper.

Footnotes may either be **textual footnotes** or **citation footnotes**. Textual footnotes contain matters of related interest to the subject but that are sufficiently peripheral that their presence in the body of the paper would detract from the thrust of the argument. Citation footnotes are used to indicate sources from which the argument or quotation has been drawn. Citation and textual footnotes can be interchanged, and both can occur within the same footnote.

In some cases, writers prefer endnotes to footnotes. Endnotes serve the same purpose as footnotes. They are different from the later only in that they are placed at the end of each chapter or section.

Some disciplines do not accept the footnote/endnote style of documentation. Although, the research process is much the same regardless of the area of study, the presentation of the results of research varies from one discipline to another. Instead of footnotes, **parenthetical documentation** providing author and page number is acceptable in many disciplines such as psychology, sociology, education, economics and political science. Parenthetical documentation is not common in legal research.

III. The Need to Evaluate Sources

In writing your papers it is essential that you refer to different resources, primary and secondary. There are a good number of reasons to do that. It tells the reader of your text that you understand the topic and have read about it. You give authority to your statements and add value to your writing by showing that other writers have supported your arguments. Reference also shows how well you know the field and up-to-date your reading has been. It is important to show that you know who the important writers are in a specific field.

But at the same time, in writing your paper, do not refer to every potentially interesting material you come across; differentiate the credible and academically weighty material from the junk. Generally, you should refer to authoritative and authentic materials. These may include legislation, government policy documents, cases and arbitral awards. In so far as secondary materials (books, journal articles and related materials) are concerned, use generally those writings that are researched and peer reviewed; do not refer to textbooks, teaching materials, distance teaching modules. You have to prefer researched and peer reviewed sources. Research and peer review produces more authentic papers than textbooks or articles in newspapers and magazines.

An important area of increasing concern in this regard is the use of internet based sources. Students are increasingly relying on using information resources from the World Wide Web for their own learning and researching. It is important that you understand that Web sources might be substantially different in its reliability from sources that you might find in the academic library.

The major difference is that articles on the Web are not peer reviewed. Anybody can publish anything on the Web. Peer review consists of a rigorous process of anonymous review of all papers that are offered for publication in academic journals/other materials. It is a lengthy and time consuming process which (even though not entirely immune to abuse) ensures accountability and reliability in the transfer of knowledge.

The first question you, therefore, have to answer when faced with some potentially interesting information source on the Web is to establish where it comes from. Are the

authors named and do they belong to a creditable organization? Look at the Web address or the URL: “.ac” or “.edu” indicates an academic and “.gov” a governmental origin, while “.com” or “.co” clearly has commercial implications. If a site is anonymous you should be careful, as you would when there are readily apparent language errors. Reputable authors sign their work and check their language. References to **Wikipedia** should totally be avoided in academic works.

The tone of a text should also be considered. Extravagant statements or over-emphatic claims are not found in serious academic writing, nor are sweeping or vague statements without backup. You should look at the sources cited. An absence of citations, or only references to what other people have *said* but not published, are not hallmarks of reliable information. Beware of one-sided positions or evidence of bias; reputable writers tend to try and present different points of view or balanced arguments. Evidence of ulterior motives such as promotion or advertising does not point to reliable information either. It is your responsibility as a writer to ensure that you use only reliable information in your own written work.

IV. Notes on Clarity of Writing

Keep your writing clear and understandable to your readers. An irritated reader is likely to read your work with less sympathy than you would like. Do not irritate your readers, and especially your examiners, by making it difficult for them to understand what you are doing, or trying to do.

Show that you are a serious scholar by ensuring that your thesis is presented with care. There are some technical rules that need serious attention to help you in this regard:

- Make sure that the pages are in the correct sequence.
- Avoid unorthodox spelling and punctuation.
- Be consistent in your style and presentation of the thesis. Especially in headings, subheadings and in introductory, bridging and concluding paragraphs, keep your key vocabulary and rhetoric rigorously consistent. Take special care to be consistent in your use of referencing conventions. Make sure that headings which appear in the Contents correspond exactly to those given in the text. Consistency signals that you care about your work.
- Write as plainly and clearly as possible. Clarity is one of the chief virtues of academic writing. You should be definite in the statements you make (are you making a claim; is this the third, or the fourth, point in your argument?; is this a claim or an argument put forward by someone else? etc), and you should orientate your reader, explain what you are doing and remind your reader of the main line of argument of your text, etc.
- Avoid inappropriate jargon, flowery language and unnecessarily long and complex sentences. In general, shorter sentences are preferable to longer ones.
- Prefer literal and direct language. The trend in academic writing is to avoid using passive constructions.
- Orientate your reader. Provide your reader with advance notice of what is to come, crisp and succinct summaries of the point reached in the overall argument, and brief bridging paragraphs as the argument moves from one phase to the next. (As you proceed articulate lucidly what you are doing and how it contributes to your overall project in the thesis).

V. Sample Bibliographic Entry

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