

## Guidelines for publishing posts and documents on the ICJ Website

This document is intended to standardise the procedures for publishing posts and documents on the ICJ website. Using these guidelines, the material on ICJ website will be more uniform and will appear to be more professional.

1. Login at <http://icjwp.huriweb.org/wp-admin>  
Use login and password that have been provided to you.

### **2. Procedures for adding texts of new documents**

New documents are to be entered as Posts. Click on the “Post” button, then “Add new”

#### *Attributing titles*

Use the title given by the author of the document. Do not put sub-titles.

If a document is available in more than one language, put only the title in English. If there is a text in another language, add the other titles in italics at the beginning of that text..

Capitalise only the first letter of the first word and the first letter of proper names (names of organisations, institutions, mechanisms and persons). For example, Special Procedures of the Human Rights Council.

#### *Adding texts*

Include the full text and the PDF for documents of less than 800 words. Remove line breaks and put the text as left-justify.

For documents of more than 800 words, include a summary and the PDF. The summary is often included as the first paragraph of the text. Otherwise, take a relevant section of the document which summarises its contents, for example the Introduction.

Also write a short lead-of no more than 25 to 30 words and separate it from the rest of the summary.

Add the documents to the post using the Post from Word option

When a document is available in more than one language, put them in one post. Put only the English title as title of the document, titles of the documents in other languages are to be added in italics at the beginning of the text in that language. Enter the different texts separated by \_\_\_\_\_ and add the different PDFs indicating in which language each one is.

The complete texts of press releases and Web stories are to be put on the site, with PDF.

#### *Adding PDFs*

The link to the PDF should be at the bottom of a small summary. The title of the PDF should be in the language of the document.

The PDFs should be given names according to the following rule: country or region (if applicable)-main words from title of document-category-year-language (three-letter code - only if the document is available in more than one language).

The visible name of the document should be its actual name. After closing the brackets, add the text "(full text, PDF)".

### *Adding images*

Include a **cropped** image with a default size of 146 pixels width and 102 pixels height. Crop the image with Paint or Photoshop, then upload the picture onto the Media. Always insert the full-size picture on the **left** side of the text. Click on the picture in the post and go to Advanced settings where you insert 146 in the Width box and 102 in the Height box.

### *Editing footnotes*

The Wordpress site for the ICJ has a footnotes plug-in which allows the display of footnotes within the text. In order for this plug-in to work, insert the following codes:

- a. within the text, the footnote number should be put within two curly brackets: {{1}}
- b. at the bottom of the text, the footnote should start with the number within two square brackets: [[1]] and also end with the number within two square brackets: [[1]].

### *Bullet points*

Replace any bulletin points in the text with the standard bullet points of WordPress - Unordered list.

## **3. Procedures for adding date**

The default is today's date. This should be modified - use the date on which the document was created (which may be earlier than the date when it was published on the website).

Click on the "edit" button and record the correct day, month and year. If the exact day is unknown, use 01. If the exact month is unknown, use 01. Ignore the exact time.

## **4. Procedures for selecting categories and tags**

The following categories and tags which have to be completed for each new entry:

### **A. Categories**

Select the appropriate main category **and** the appropriate sub-category, if applicable, from among the following:

Advocacy

- Analysis briefs
- Legal submissions
- Non-legal submissions
- Open letters
- Position papers

Agendas

Cases

Events

Multimedia items

- Photo galleries
- Podcasts
- Video clips

News

- Feature articles
- Op-eds
- Press releases
- Web stories

Publications

- Access to justice: Human rights abuses involving corporations
- Annual reports
- Attacks on Justice
- Attacks on Justice 2000
- Attacks on Justice 2002
- Attacks on Justice 2005
- CIJL Bulletin\*
- CIJL Yearbook\*
- Corporate Complicity & Legal Accountability series
- Eminent Jurists Panel on Terrorism series
- Human Rights & Rule of Law series
- ICJ Bulletin\*
- ICJ Journal\*
- ICJ Newsletter\*
- ICJ Review\*
- ICJ Yearbook\*
- ICJ/CIJL Quarterly Digest\*
- Occasional Papers
- Practitioners' Guides series

Reports

- Annual reports
- Fact-finding mission reports
- Seminar and conference reports
- Thematic reports
- Trial observation reports
- Workshop reports

Training modules  
Uncategorized

\* = these periodicals are only to be used if and when electronic copies are available.

Explanations:

**Advocacy:** document submitted to United Nations body, regional or national judicial or extra-judicial institution, or containing proposals to such institutions.

*Analysis briefs:* Definition 1: a document of various length which provides some analysis and recommendations on specific high level proposals, such as EU Directives, etc.

Definition 2: a comprehensive document issued (often jointly with other NGOs) as an input to an ongoing consultative process and/or discussions on a specific high-level, international or regional, paper, report, guidelines, provisions, proposal or declaration.

*Legal submissions:* formal submissions to **quasi-judicial bodies** such as the UN treaty Bodies or to domestic courts, seeking redress of an injustice (petitions, legal opinions etc arguing for a particular position under international human rights law and practice)

*Non-legal submissions:* formal submissions to political bodies such as the Human Rights Council and other UN Charter-based bodies, regional or national political institutions.

*Open letters:* document in the form of a public letter submitted to United Nations body, regional or national judicial or extra-judicial institution.

*Position papers:* a short document (usually not more than four pages) detailing the position of ICJ on a particular issue.

**Agenda:** announcements of upcoming conferences, seminars, training activities. The reports of these activities should be tagged as Reports.

**Cases:** legal documents such as Amicus curiae briefs or third party intervention submitted by the ICJ to **judicial bodies**.

**Events:** documents related to conferences, seminars, training activities, including programmes, presentations. Not including Agendas nor Reports. When a larger number of documents is available for a particular event, they can be grouped as a Collection (see below under I)

**Multimedia item:** photo gallery, podcast or video clip

*Photo gallery:* collection of photos related to a particular event

*Podcast:* (series of) audio files available for viewing and downloading

*Video clip:* video file available for viewing and downloading

**News:** press statement, press release, web news, feature articles, newsletter, op-ed, interview. Including press releases related to new publications and reports.

*Feature article:* in between op-ed and press release

*Op-ed:* opinion editorial - written by the ICJ in a journalistic style, published on-line or in a newspaper

*Press release*: text intended for the media, with background on the issue and recommendations  
*Web stories*: document that does not fall within the other categories, and in particular any piece of information that is not newsworthy or strong enough for a press release.

**Publications**: published documents that are not reports, such as background studies on particular themes and countries, regular publications such as Attacks on Justice and chapters therein.

**Reports**: various types of specific documents in report form, such as fact-finding mission report, trial observation report, thematic report, workshop report, seminar and conference report, annual report

**Training Modules**: Various tools (from powerpoint, pdf files to database) that can be used for training/capacity building

## ***B. Tags***

Select one to five keywords which best reflect the contents of the document.

Add each tag by typing its name.

After entering the first letters of a tag, suggestions will appear with terms previously used. By preference, use these terms. Add new terms only if no appropriate term is displayed.

After adding a term, click on the “Add” button before adding another term.

## ***C. Themes***

Themes related to the programmes of the ICJ as included in its Plan of Action. Select the most appropriate theme from among the following:

- Administration of Justice
- Business and Human Rights
- Economic, Social and Cultural Rights
- Global Security & Rule of Law
- Independence of Judges and Lawyers
- Integrity Rights
- Sexual Orientation and Gender Identity
- United Nations
- Women’s Human Rights

Administration of Justice and Integrity Rights are cross-cutting themes, and should only be used in case none of the other terms is appropriate.

Older themes that are no longer relevant to ICJ research should be indexed like this:

Disappearances --> Integrity Rights  
Counter-Terrorism and Human Rights-->Global Security and the Rule of Law  
Impunity and Reparations-->Administration of Justice  
Military Tribunals-->Administration of Justice  
Torture-->Integrity Rights

Posts about the United Nations may have two themes, for example United Nations and Women's Human Rights):

#### ***D. Region and Country***

Select the most appropriate region(s) and country (countries) to which the contents of the document relates. If there is no particular region or country, use Universal.

#### ***E. UN Bodies***

If the document contains substantial references to particular United Nations organs or is a submission to one of these organs, select the most appropriate term from among the following:

Commission on Human Rights (1946-2006)

Human Rights Council

    Special Procedures of the Human Rights Council

        Special Rapporteur on extrajudicial, summary or arbitrary executions

        Special Rapporteur on freedom of religion or belief

        Special Rapporteur on the promotion and protection of the right to freedom of opinion and expression

        Special Rapporteur on the question of torture

        Special Rapporteur on the situation of Human Rights Defenders

        Special Rapporteur on violence against women, its causes and consequences

        Working Group on Arbitrary Detention

        Working Group on Enforced or Involuntary Disappearances

ICC (International Criminal Court)

ICJ (International Court of Justice)

Other UN-related bodies

UN Charter-based Bodies

UN Treaty-based Bodies

    Committee against Torture (CAT)

    Committee on Economic, Social and Cultural Rights (CESCR)

    Committee on Enforced Disappearance (CED)

    Committee on Migrant Workers (CMW)

    Committee on the Elimination of Discrimination against Women (CEDAW)

    Committee on the Elimination of Racial Discrimination (CERD)

    Committee on the Rights of Persons with Disabilities (CRPD)

    Committee on the Rights of the Child (CRC)

    Human Rights Committee (CCPR)

    Subcommittee on Prevention of Torture (SPT)

Universal Periodic Review

## ***F. Regional Mechanisms***

If the document contains substantial references to particular regional organs or is a submission to one of these organs, select the most appropriate term from among the following:

### Political

- African Commission on Human and Peoples' Rights (ACHPR)
- Arab League
- Council of Europe
- European Union
- Inter-American Commission on Human Rights (IACHR)

### Judicial (regional Courts)

- African Court on Human and Peoples' Rights (ACtHPR)
- European Court of Human Rights
- Inter-American Court of Human Rights (IACtHR)

## ***G. National Mechanisms***

If the document contains substantial references to particular national organs or is a submission to one of these organs, select the most appropriate term from among the following:

### Political

- Governments

### Judicial (domestic Courts)

## ***H. Available Languages***

Select each language in which the document is available.

- English
- French
- Russian
- Spanish
- Turkish

Add new languages as applicable.

## ***I. Collections***

Collections are a series of different types of documents with related contents, for example all documents related to the Eminent Jurists Panel on Terrorism, Counter-terrorism and Human Rights, the NGO Forum of the African Commission on Human and Peoples' Rights or major seminars/conferences. The "Collection" tag should not be used to refer to themes of documents.

## ***J. Partners***

Include other organisations with which ICJ has undertaken common initiatives when they co-authored documents.

Include ICJ sections when they (co-)authored documents.