



Key points re: submitted manuscript:

Typed in Microsoft Word (or equivalent)

Font: Times New Roman

Font Size: 12

Line Spacing: 1.5

Text should be justified

Paragraphs should be flush to the left margin after headings/quotes

All other paragraphs should be indented with no spaces between them

Important Note

The guidelines presented below **must** be followed. Failure to do so will result in submissions being returned to the author.

Title

The title of the article will be formatted specifically for the volume when it comes to publication, but for the purpose of submission it should be centralised, bold, italicised and in font size 19.

The author's name should appear below the title, also centred, in capitals in font size 14. There should be an asterisk after the author's name for the first footnote (also asterisked), which provides information about the author's current level of study or position of employment.

Headings within text

Headings within the text of the article are encouraged to ensure a clear structure to the argument. It is recommended that no more than three levels of headings be used:

Main headings

Subheadings

Third-level headings

Main headings should be centralised, bold, italicised and in font size 14 – if relevant they should be ordered by number (1, 2, 3...).

Subheadings should be flush to the left margin, bold, italicised and in font size 13 – if relevant they should be ordered by upper case letters (A, B, C...).

Further subdivision headings should be flush to the left margin, italicised and in font size 12 – if relevant they should be ordered by bracketed, lower case Roman numerals ((i), (ii), (iii)...).



Quotations

Quotations of three lines or less should be incorporated into the text, within single quotation marks. Quotations which are longer than three lines should be in a double-indented single-spaced paragraph, size 11 font. Quotation marks should not be used, except for single quotation marks round quotations within quotations.

For specific rules as to how to incorporate quotations in the text, please refer to the latest version of the OSCOLA referencing guide.

Footnotes

Numbered footnotes should be inserted in the text which refer to notes containing details of the reference which appear at the bottom of the page. The number references in the main text should be font size 10, superscript. The text of the footnote text should be single spaced and should not be justified.

If using cross-citation (directing the reader to material cited in another footnote) then briefly identify the case, book or other item and specify the note in which the full citation is to be found:

²⁰ *Smith* (n12).

Generally, OSCOLA does not recommend using Latin forms such as *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit*, *contra*, because they are not widely understood. However, 'ibid', which is an abbreviation of 'ibidem' and means 'in the same place', can be used to repeat a citation in the immediately previous note.

For specific rules as to how to incorporate quotations in the text, please refer to the latest version of the OSCOLA referencing guide.