

## ELSA NL LAW REVIEW TECHNICAL GUIDE<sup>1</sup>

### 1. Type of Submissions

ELSA NL Law Review accepts the following types of legal writing as submissions:

- Articles
- Case notes

### 2. Formatting Rules

- General formatting
  - Submissions must be submitted in a Word readable format (.doc or .docx files are preferred).
  - Submissions must be written in British English and should be in compliance with the Language Guide
  - The following word count limits apply to submissions:
    - i. Articles must be a minimum of 2,000 words and may not exceed of 7,000 words.
    - ii. Case notes must be a minimum of 1,000 words and may not exceed 4,000 words.
    - iii. Footnotes and appendices do not count towards a submission's word count.
- Page formatting
  - Submissions should be laid out in A4 portrait pages.
  - All page margins should be 2.5 cm.
- Structure
  - The submission should include a cover page including the title, the name of the author and the abstract.
  - The title of the submission should be in bold, capitalised and centred at the top of the first page in font size 14.
  - The name of the author should be in a line directly below the submission title in font size 12.
  - The name of the author should be followed by a footnote containing the author's biography (not exceeding 100 words).
  - The body of the submission should follow on the page thereafter.

### 3. Text formatting

- The main body of text must be written in Garamond (12 pt.)
- The main body of text must be justified.
  - When you justify text in Word, you give your text straight edges on both sides of the paragraph. Justifying extends each line of your text to the left and right margins. Justifying text might make the last line of text in a paragraph considerably shorter than the other lines.
  - This a setting in Word that can be easily found.
- The main body of text must have 1.5 line spacing.

### 4. Titles

- Where the structure of a submission divides its content into separate sections, it is preferred for those sections to have titles.

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<sup>1</sup> This Technical Guide is modelled on the 2019/2020 ELSA Law Review Style Guide: ELSA Law Review, *ELSA Law Review Style Guide* (ELSA Law Review 2019/20) [https://files.elsa.org/AA/ELR/Style\\_Guide.pdf](https://files.elsa.org/AA/ELR/Style_Guide.pdf) accessed 10 September 2020.

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- Where it makes sense in the context of the submission, it is preferred for titles to be numbered (i.e. 1, 1.1, 1.1.1) - Titles should be laid out in descending levels corresponding to smaller font, as follows:
  - i. Title 1 – (14 pt.)
  - ii. Title 1.1 – (12 pt.)
  - iii. Title 1.1.1 – (12 pt.)
- The Editorial Board advises against the use of more than three levels of titles.

### 5. Footnote formatting

- Footnotes should be written in Garamond (10 pt.) with 1.0 line spacing. - Footnotes should not be justified and have no paragraph spacing. - Footnotes should normally be inserted after the next punctuation mark in a sentence, without any space between the punctuation mark and the footnote. (See the Oxford University Standard for the Citation of Legal Authorities for further information)

### 6. Reference styles

- The ELSA Law Review uses the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) for the citation of sources. All references should be cited as footnotes.
- Quotations used by the author(s) must be faithful to the original and must be introduced by single quotation marks ('quote using single quotation marks').
  - Double quotation marks shall be used when a second quotation is embedded within a quotation ('quotation including a "second quote using double quotation marks".')
  - Quotations used in a submission should be as brief as necessary.
  - Quotations shorter than three lines shall be embedded within the text of the paragraph. If a quotation exceeds three lines and using it in an unabridged form is considered necessary, it shall be laid out in a separate paragraph with an indentation.
  - If a quotation exceeds three lines and has been embedded in a separate paragraph, single quotation marks shall be used when a second quotation is included within that quotation.

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