

ELSA NL LAW REVIEW TECHNICAL GUIDE

ELSA NL LAW REVIEW TECHNICAL GUIDE¹

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 as a Google Docs file and format, with open sharing settings.
 - 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 7 000 words.
 - ii. Case notes must be a minimum of 1 250 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 title and the name of the author.
 - 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 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 thereafter.

3. Text formatting

- The main body of text must be written in Garamond (12 pt.)
- The main body of text must be left aligned.

¹ 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 accessed 10 September 2020.

ELSA NL LAW REVIEW TECHNICAL GUIDE

- The main body of text must have 1.5 line spacing.

4. Titles

- The use of titles and subheadings in a submission is at the discretion of the author. The Editorial Board offers the following points as a guide to authors.
- Where the structure of a submission and its content calls divides its content into separate sections, those sections may be titled.
- 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 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 double marks (“quote using double quotation marks”).
 - Single 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.

ELSA The Netherlands

Email: legalwriting@nl.elsa.org

Web: <http://elsa-thenetherlands.org/elsa-nl-law-review>

elsa

The European Law Students' Association
THE NETHERLANDS

2 of 2