

Manuscript Format and Style Guide

General Instructions

1. When manuscripts are sent for consideration, they are scrutinized by internal reviewers. After the recommendations of the internal reviewers, they are sent to external reviewers and are double-blind reviewed.
2. All manuscripts should be double-spaced and in a single column. Margins should be 2.5cm or 1 inch at the top, bottom, left, and right sides of the page. The font should be Times New Roman and the size should be 12 points on A4 size paper. Each paper should be limited to 6,000–10,000 words (excluding front and back matter) unless an exception has been granted based on discussion with the editors in advance of the submission. Case Notes and Comments should be within 2,500 words.
3. The contributor should clearly state in a distinct document (To Whom It May Concern) that the submitted manuscript has not been published, submitted, or accepted elsewhere and, in case of collective authorship (not more than three), that all authors agree with the content and the submission of the manuscript.
4. The manuscript should be submitted as a single file in *.doc (Microsoft Word) format (or edited in Open Office) and shall contain: (1) To Whom It May Concern page, (2) Manuscript, (3) List of Illustrations, and (4) List of Tables (if required). Together with the document the authors should attach *.pdf file of the manuscript.

STYLE SHEET

The submitted manuscript should be arranged as follows:

Title

Author's name

Author's affiliation, ORCID and e-mail address

Abstract

Keywords

Body of the article

Bibliography (Table of Cases, Table of Legislation, Secondary Sources)

Front Matter has to include the following:

TITLE

The title should be concise, written in Times New Roman (TNR), size 11, capitalized and centred. Authors: Two rows below the title, write the full name(s) of author(s) in TNR, size 10, font bold, centred. Affiliation: Write the affiliation(s), ORCID, and e-mail address in TNR, size 09, justified, below the author's name.

With the exception of the title page, no other page of the manuscript should contain the author's name, affiliation, or any information that might suggest the identity of the author, to preserve double-blind review.

PAGE NUMBER AND HEADER

Page numbers and headers are not required in the submitted manuscript.

ABSTRACT

Two rows under the author's name, 150–250 words, no abbreviations or footnote citations. The abstract represents a summary of the paper that refers to the issue addressed, the methodology or approach, and the main findings or arguments. The text should be written in TNR, size 09. The sub-title "Abstract" will be written in bold letters.

KEYWORDS

Include up to five keywords after the abstract. "Keywords" (without quotation marks) should appear in bold followed by a colon. Keywords in body font and size follow the colon. Keywords should not be capitalized unless it is a proper noun. Terms should be separated by commas.

Include a 1-line gap between the Keywords and the first line of the article.

Body of the article includes the following:

HEADINGS

OSCOLA 4th edition does not prescribe a heading format; the following house style applies to all submissions to this journal for consistency:

Level 1: Bold, left-aligned, TNR, size 11, spacing 12pt
before/6pt after, no indentation. Numbered with Arabic numerals (1.,
2., 3. ...). Begin the text on a new line as a new paragraph.

Level 2: Bold Italic, left-aligned, TNR, size 11, spacing 6pt before/after, no indentation. Numbered as a decimal of the parent heading (1.1, 1.2 ...). Begin the text on a new line as a new paragraph.

Level 3: Italic (not bold), left-aligned, TNR, size 11, no indentation. Numbered as a further decimal (1.1.1 ...). Use only where genuinely necessary. Begin the text on a new line as a new paragraph.

BODY OF THE ARTICLE

The entire body of the article text should be justified between the margins; font type: TNR; font size: 10; line spacing: double; paragraph spacing: 6pt; no indentation required.

FOOTNOTES (OSCOLA 4th EDITION)

Unlike some citation styles, footnotes are the required method of citation under OSCOLA 4th edition and are mandatory, not optional. Every case, statute, book, article, or other source referred to, quoted, or relied upon in the text must be cited in a footnote at that point. Footnotes should be marked in-text with a superscript numeral placed after the relevant punctuation. At the bottom of the page, the citation should be given in font type: TNR; font size: 10; single-spaced. Footnote numbering should run consecutively through the whole article and end with a full stop.

Citations should follow OSCOLA 4th edition conventions throughout, including the correct order and punctuation for cases, legislation, books, journal articles, and online sources, the use of 'ibid' for an immediately preceding citation, and cross-references in the form Author (n X) page for all other repeat citations.

IN-TEXT CITATIONS

This journal follows OSCOLA 4th edition for all in-text citation and referencing. Pinpoint citations to cases should use paragraph numbers in square brackets, e.g. [57], where the source is paragraph-numbered, or a page number with no brackets where it is not. For further information, contributors should refer to the OSCOLA 4th edition guide, published by the Faculty of Law, University of Oxford.

BIBLIOGRAPHY

A bibliography is not required for all full-length articles submitted to this journal (Case Notes and Comments are exempt, given their shorter length). The bibliography should be placed at the end of the article, after the main text, and divided into three parts in the following order:

- Table of Cases — listed alphabetically by the first named party.
- Table of Legislation — listed alphabetically by title, or chronologically where more appropriate.
- Secondary Sources — books, journal articles, reports and websites, listed alphabetically by author surname, with the surname given first.

"Bibliography" and each sub-heading ("Table of Cases", "Table of Legislation", "Secondary Sources") should be in bold; font type: TNR; font size: 08; alignment: left; paragraph spacing: 0pt; hanging indentation required.

Include only sources actually cited in the text, footnotes, illustrations, captions and tables.

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