

## NOTES FOR CONTRIBUTORS

### Submissions

Please submit your article in electronic format (preferably a Word document but OpenOffice and rtf files are also acceptable) via our online submissions system. To do so, you need to contact the Production Editor – [Marie Selwood](#) – who will set up a user account for you. Articles should normally be no more than 10,000 words, but longer pieces will be considered.

Submissions in the same format are also invited for shorter items (approx 2,000 words) on ‘Notes and Commentaries’.

The Chief Editor [Dr Mark Flear](#) also invites submissions of proposals for special issues. Please email him with your special issue proposal.

### Abstracts and keywords

All full-length articles must have an abstract (max 150 words) and at least three keywords (max 10).

### Formatting

Your document should be double-spaced throughout in 12-point Times New Roman, with ample margins. Please remember to number your pages and include full contact details in a separate document or in the body of your email (name and affiliation, address, phone and email).

### References and citations

The NILQ uses the Oxford Standard for Citation of Legal Authorities (OSCOLA). OSCOLA is a footnote style for citations that gives rules and examples for the main UK primary sources and

for many types of secondary sources. It is designed to facilitate accurate citation of authorities, legislation and other legal materials. The latest version is the fourth edition published in February 2012 by Hart Publishing. It is available as a [free download](#) and there is also an excellent *Quick Reference Guide* available.

## **Style points**

Please note the following style points for contributions:

- use single quotation marks (use double quotation marks inside single);
- number footnotes consecutively and place at the bottom of each page;
- cite books in full in footnote at first mention in OSCOLA style and use author surname and footnote number for subsequent mentions;
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- use OSCOLA format for law reports.

## **Headings**

Please use the following formats for headings and subheadings within your article.

- **Heading level 1**
- *Heading level 2*
- Heading level 3
- *Heading level 4*

Please feel free to number headings if necessary.

### **Tables, diagrams and other illustrations**

Please include all tables, diagrams and other illustrations in the correct position within the text and supply photos/illustrations in their original file formats if necessary at the time of submission.

### **Proofs**

Once articles have been copyedited and typeset, each contributor is sent a set of proofs for checking and correction. The production team aims to give our authors approximately two to three weeks to check their proofs. Please do your best to meet the return date you are given as our production schedule is tight.

### **Final version**

Now that the NILQ has made the transition away from print to online electronic publication, we are unable to supply offprints or hard copies of the journal to contributors. However, authors will each receive an electronic version of their article in pdf format.

### **Contact**

If you have any queries about preparing your article for submission, please contact the production editor [Marie Selwood](#).

If you have any queries about the suitability of your article for publication in the NILQ, please contact the Chief Editor [Dr Mark Flear](#).