

# INSTRUCTIONS FOR AUTHORS

## Submission and acceptance

Articles for consideration in the journal should be sent to: <[submissions@chasecambria.com](mailto:submissions@chasecambria.com)>, either as Word, WordPerfect or RTF files. Articles which are submitted for publication must not be currently under consideration by another journal.

Upon acceptance, the corresponding author will be required to sign a Copyright Transfer Form, also on behalf of any and all co-authors, transferring copyright of the article to the publishers, and warranting that all co-authors are aware of and in agreement with the contents of the article.

At this point the text must be supplied in its final form, styled according to the following guidelines.

### **It is not possible to amend texts after acceptance.**

Authors will be sent proofs of their article by e-mail, in PDF format, and are required to return corrections within 48 hours.

## House style

Articles must be written in English and be concise.

**Please prepare a short article synopsis/summary of key points in no less than 100 words, to accompany the article.** This text will be published just after the article title. Similarly, an inclusion of checklists, tables or other graphic materials summarising or demonstrating key points is very much encouraged, so please feel free to include those where possible.

## Abbreviations

Words abbreviated to capitals only do not require full points between letters (with the exception of given names abbreviated to initials, which always take a full point). Words abbreviated with lower case letters require full points if the abbreviation does not contain the last letter of the word abbreviated, but do not require a full point if the last letter is included:

e.g. BBC TUC HL USA Ltd Mr para. paras reg. regs

## Capitalisation

House style is to prefer lower case wherever possible, and use capitals only where essential.

## Currencies

Use ISO abbreviations for currencies, e.g. GBP 50; USD 100.

## Dates and times

For months, '1 January 2011'; 'January 2011'.

For years, '2001'; '2001–2002'; '2001/2002' (e.g. financial year); '1990s'.

For centuries, 'nineteenth century' or '19th century'.

For times, '9 a.m.'; '2.30 p.m.'; '10 o'clock'; '22.45'.

## Figures and numerals

Spell out all figures beginning a sentence. Spell out fractions, e.g. 'two-thirds'; 'three-quarters'.

For four or more figures, '2156'; '15 534' (i.e. with one character space, no comma, except referring to pagination).

For number spans, 2–4; 13–17; 21–22; 204–209; 214–216; 1224–1227 (i.e. numbers in full).

For decimal points, use points, not commas. For percentages, use '%'.

## Foreign and Latin words and phrases

House style is to prefer roman rather than italic wherever possible. Foreign words should be set in italic, but Latin words, and all familiar and 'Anglicised' words and expressions should be set in roman.

## Hyphens, en rules

Hyphens should be inserted where essential for sense e.g. 'doctor-assisted suicide'; 'judge-made law'. Where words are used as a phrase e.g. 'right to die', use quote marks.

En rules are used for extents, 'pp. 25–28'; '1994–1996'; also to link nouns in such expressions as 'London–Brighton run'; 'East–West relations',

Spaced en rules (dashes) may be used for interjections (e.g. 'There was a time – and indeed not very long ago – when things were very different').

## Lists

En dashes should be used where possible for short lists.

Where numbering is appropriate, lists and sub-lists should preferably use

- (a)
  - (i)
    - (A)
      - (1)

Whether using en dashes or numbered, list items should be punctuated either as full sentences (capital to begin and full point), or with lower case to begin and semi-colons, as necessary, for sense.

## Illustrations

Illustrations must be provided in PDF, EPS, TIFF or JPEG format, not Word, WordPerfect, Powerpoint etc. The journal does not print illustrations in colour, so do not rely on the use of colour to impart the message.

## Omission points

Omission points should be styled as three spaced points. Omission points should not be included at the beginning or end of quotations. When used within quotations, omit all punctuation (including full points) immediately prior to the omission points.

## Pronouns

Use non-gender specific words and phrases wherever possible. Otherwise, 'he or she' 'his or her' may be used where necessary, unless it would make the text too cumbersome. Alternatively, 'he' may be used throughout, but if this option is preferred a disclaimer must be inserted to denote that 'he' is to be understood as including the female gender in the text also.

All corporate and collegiate bodies should be treated as singular. Countries are always gender neutral. Ships should be denoted as 'she'.

### Proper names

When using proper nouns, including the names of organisations, the original spelling of all names should be retained.

### Punctuation

The English grammatical style (see as follows) should be adopted, unless American English is being used for the whole of the publication.

Use single quote marks for all purposes, except for double quote marks used for quotations within quotations.

Quote marks should come before all punctuation, except where the whole sentence is a quotation e.g. He said 'I agree with you.' 'Don't do it!' Footnote indicators should follow all punctuation.

### Quotations

In general, quotations will be displayed if they will extend to three or more lines of printed text. Otherwise they will be run on in the text inside quote marks.

Quotations must be verbatim from the original source, even if the original contains an error; this can be indicated by the use of '[sic]'. Quotations should retain their original text style, with no re-editing or house styling applied.

Any emphasis should specifically be denoted (i.e. whether original or added), and it should also be specified, where the material is translated, whether it was translated by the author or someone else.

Quotations beginning with or containing only part of a sentence may take the form e.g. '[T]he office of the person elected shall become vacant'; '[An elected person] shall make a declaration of acceptance of office' etc. Omission points should not be used at the beginning of a quotation.

**NB. Permissions to reproduce relevant material should always be sought.**

### Spelling

House style is to use English spellings, but to prefer 'ise' and 'isation' to 'ize' and 'ization'. Our preferred reference source is the Oxford English Dictionary.

### References

#### Cross-references and short references

Cross-references within the article should generally be to section numbers in headings (e.g. 'see 1.1.1. above'). Cross-referencing by page numbers should be avoided.

Use of either 'above' and 'below' or 'supra' and 'infra' is acceptable, if used consistently. *Ibid.* may be used if desired; it must always refer to the immediately preceding reference only.

Short references: where short references for books, articles etc (e.g. reference by title, part of title or author name only) are to be used, the reference should be set out in full on first mention; for second and subsequent mention, use the preferred short reference with a cross-reference to the location of the full reference (e.g. 'n. 1 above').

Use of '*op. cit.*' and '*loc. cit.*' should be avoided.

### Citations

#### Articles in journals

In references to journals the date and volume should be cited first. The usual rule is that where the year is essential in the reference, it is in square brackets; where the report uses volume numbers, and the year is additional information only, it

is in round brackets. The name of the journal should be in italic unless abbreviated, when it should be roman. No full points in abbreviations. Author's names should have initials first. Use '25pp.' for extent (not 'pp. 25'); 'et seq.' is preferred to 'ff.': e.g.

J. Eekelaar and A. Willems, 'Second Thoughts on Illegitimacy Reform', (1995) 25 *Family Law* 261.

M. Dickens, 'The Modern Function and Limits of Parental Rights', (2007) 95 *LQR* 462.

K. Montgomery et al., 'Children as Property', (1988) 51 *MLR* 323.

J. Bainham, 'When is a parent not a parent?', (2011) 3 *Int. J. Law and Fam.* 208.

J. Moss, 'Parental Responsibility', [2017] *Journal of Social Welfare Law* 37.

### Books

The year of publication should always be given, and the edition (if not the 1st). The place of publication and the publisher should be specified wherever possible. Author's names should have initials first. Editors should be specified as 'ed.' or 'eds'; 'et seq.' is preferred to 'ff.': e.g.

G.J. Mangone, *United States Admiralty Law* (Kluwer Law International, London, 1997), 25.

D. McGoldrick, *The Human Rights Committee* (OUP, Oxford, 2009), 20–23.

E. Cotran and C. Mallat (eds), *The Arab-Israeli Accords: Legal Perspectives* (Kluwer Law International, London, 1996).

M. Leder (ed.), *Consumer Law Statutes* (Sweet and Maxwell, London, 2002), 66 et seq.

*Klaus Vogel on Double Taxation Conventions* (3rd edn, Kluwer Law International, London, 1997), para. 24a.

### Chapters in books

The page reference at which the cited chapter begins should always be specified: e.g.

K. Fungér, 'Marriage, Parenthood and the Law', in J. Wainman and P. Sarcevic (eds), *Parenthood in Society* (Martinus Nijhoff, Dordrecht, 2015), 285.

### Website/internet references

The website/Internet reference should give the full title of the material referred to, following book/journal/document citation style (see above). The website address should be surrounded by chevrons and omitting 'http://'. The date of the material referred to on the website, or the date it was last accessed, should also be given: e.g.

A.N. Author, 'The Increasing Use of the Internet for Research' <www.website.com/internet/address/author.html>, 1 January 2011.

### Tables

Tables should be self-explanatory and their content should not be repeated in the text. Do not tabulate unnecessarily. Keep column headings as brief as possible and avoid descriptive matter in narrow columns. Do not rely on the use of tints or colour to distinguish parts of the table.