



ELSA LAW REVIEW STYLE GUIDE

Introduction

The Style Guide is built as follows:

1. Submissions	2
2. Formatting Rules	2
2.1. General formatting	2
2.2. Page formatting	2
2.3. Cover page	3
3. Text formatting	3
3.1 Headings	3
5. Footnote formatting	4
6. Reference styles	4
7. Appendix	4

Revised by Velina Stoyanova (Director for Publications 2024/2025), 2025

© The European Law Students' Association, All Rights Reserved



The European Law Students' Association



1. Submissions

The ELR accepts the following types of legal writing as submissions:

- Articles - in-depth scholarly discussions on legal topics;
- Case notes - analytical commentary on recent or significant judicial decisions;
- Letters to the Editor - concise and critical reflections, observations, or responses related to previously published material or current legal issues.

The ELR accepts scholarly articles and case notes, provided they align with the publication's thematic scope and academic standards.

Manuscripts should be submitted to the Editorial Board, accompanied by an assurance that the article has not been published, submitted, or accepted elsewhere.

Submissions may be drafted by one or more authors, and the ELR does not set limits for co-authorship.

2. Formatting Rules

2.1. 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 ELR Language Manual.
- The following word count limits apply to submissions:
 - **Articles** must be a minimum of 2,500 words and may not exceed 7,500 words.
 - **Case notes** must be a minimum of 1,000 words and may not exceed 3,500 words.
 - **Letters to the editor** must be a minimum of 750 words and may not exceed 2,000 words.

Footnotes and appendices count towards a submission's word count.

Submissions longer than the specified word counts may be published with the explicit approval of the Editorial Board.

2.2. Page formatting

- Submissions should be laid out in A4 (21 x 29,7 cm) portrait pages.
- All page margins should be 2.5 cm.





2.3. Cover page

The submission should include a **cover page** including the title of the submission, the name of the author, information about the author, the abstract and keywords.

- The **title of the submission** should be in bold, capitalised and centred at the top of the first page in Garamond (14 pt.).
- The **name of the author** should be in a line directly below the submission title, right aligned, in Garamond (12 pt.).
- The name of the author should be followed by a footnote containing the author's biography. The biography may not exceed 30 words.
- The abstract should be two lines below the author's name, centered in Garamond (12 pt.). The abstract may not exceed 150 words.
- The keywords should be on the next line after the abstract, centered, italics in Garamond (12 pt.). Keywords should be at least 5, but no more than 10. They should be listed alphabetically.

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.). Find a downloadable file [here](#).

The main body of text must be [justified](#).

The main body of text must have no paragraph spacing, and 1.5 line spacing. The difference is explained [here](#).

The first sentence of a newly started section or subsection may not be indented.

3.1 Headings

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

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 as follows:

- **Title 1 – (14 pt.)**
 - **Title 1.1 – (12 pt.)**
 - *Title 1.1.1 – (12 pt.)*

No more than three levels of titles may be used.





A section's title must be rendered in **bold** and must be spaced by 1 line from the previous section while by 1 line from its own text. Additionally, the initials of words different from articles, conjunctions, and prepositions (except when of >5 letters, e.g. 'Beyond') should be capitalized.

First layer of subsections must be rendered in **bold**. They should be spaced by 1 line from the previous section and no lines from its own text.

At a lower level, it is mandatory to use only *italics*. They should not be spaced by any lines.

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)

- o Example.¹

Footnotes are primarily intended for citations. Clarifications or authors' notes should be limited.

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.

The fourth edition of OSCOLA may be found [here](#). The guide for citing international law sources may be found [here](#).

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.

7. Appendix

A template for the submissions may be found [here](#).

¹ This is an example of a footnote in compliance with the ELSA Law Review Style Guide.