



ELSA LAW REVIEW STYLE GUIDE

Introduction

Dear Reader,

Adherence to a defined Style Guide is one of the most time-consuming stages of the publication process. Why is it so important? As each issue of the ELSA Law Review is published in partnership with our Legal Publishing Partner and made available in a similar manner to any other reputable legal publication, the articles we publish must be of the highest possible quality, not only as it relates to their content, but also the elements that communicate that content (the structure, style, and layout). Mistakes such as footnote errors or other stylistic discrepancies jeopardise the integrity of not only each published submission but also the ELR as a single publication.

The Style Guide is built as follows:

- The Submissions;
- The Formatting Guidelines (such as page size, font, how to style your headings, etc.);
- Referencing Styles (how to cite legislation, case law, etc.).

Here is a short and fast guide to get started:

- The ELR accepts the following types of legal writing as submissions:
 - Articles;
 - Case notes;
 - Letters to the editor.
- Submissions must be submitted in a Word readable format (preferably .doc or .docx files).
- The layout of submissions should be A4 portrait pages with the text laid out in single columns.
- The font used for all text is Garamond in 12 pt. size for main text.
- Paragraphs should not be indented, and the text should be justified.
- Submissions should be written in British English. See the ELSA Law Review Language Manual for further information.
- Submissions should express legal arguments and avoid the expression of political views in deference to the non-political status of ELSA.
- Plagiarism is strictly forbidden. See the ELSA Law Review Plagiarism Policy for further information.
- Sources should be cited in accordance with the OSCOLA referencing style.

Further questions about conforming with the ELSA Law Review Style Guide may be directed to the Technical Editor: technical.lawreview@elsa.org





1. Type of Submissions

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

- Articles;
- Case notes;
- Letters to the Editor.

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 of 7,500 words.
 - Case notes must be a minimum of 1,000 words and may not exceed 4,000 words.
 - Letters to the editor must be a minimum of 1,000 words and may not exceed 2,000 words.
 - Footnotes and appendices count towards a submission's word count.

2.2. Page formatting

- Submissions should be laid out in A4 portrait pages.
- All page margins should be 2.5 cm.

2.3. Structure

- The submission should include a cover page including the title, the name of the author and the abstract.
- 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 submission title in font size 12.
- The name of the author should be followed by a footnote containing the author's biography.
- 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.) Please 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](#).





4. Titles

- 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.)*
- 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)
 - 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 OSCOLA quick referencing guide 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.

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