



# **ELSA LAW REVIEW STYLE GUIDE**

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The European Law Students' Association



## **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 cooperation 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 quality possible, not only in relation 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 structured in the following way :

- Types of submissions
- Structure and formatting rules
- Reference styles

Further questions about conforming with the ELSA Law Review Style Guide may directed to the Technical Editor: **[technical.lawreview@elsa.org](mailto:technical.lawreview@elsa.org)**



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## 1. Types of submissions

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

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

Article	An article is typically expected to cover a broad area of law or specific issues that are connected to a selected area of law. The structure of the article is at the discretion of the authors, as long as the ELSA Style Guide is respected.
Case note	<p>A case note argues a clear thesis about a discrete issue or issues in the case. The authors are not requested to analyse all of the issues raised in the relevant case, the choice might fall to only one or a selection of issues.</p> <p>Below may be found a suggested structure, but every author may modify it in accordance with their needs:</p> <ol style="list-style-type: none"><li><b>1. Introduction:</b> Brief explanation of what the court held and what the paper will argue (the thesis).</li><li><b>2. The Case:</b> Relevant facts and procedural history of the case, the court's holding and reasoning. This discussion needs to fit the chosen thesis. The concurring and dissenting opinions may also be included to support the thesis and provide a complete analysis.</li><li><b>3. Legal Background and Existing Law:</b> Legal background as well as mentioning of the existing law serve the purpose of informing the reader about the law in the area which is touched upon by the case.</li><li><b>4. Case Analysis:</b> Answering the questions below might help the analysis, however, it is at the discretion of the author on how to proceed:<ul style="list-style-type: none"><li>- How does this case fit into existing law? Is this case different from that law? Is the case significant? Does it use the same mode of analysis to reach a different result? What impact will the decision have on subsequent cases referring to the similar subject matter?</li><li>- Does the court adequately justify its approach and/or result? Does the court use precedent accurately to support its argument? Is it consistent</li></ul></li></ol>



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	<p>and persuasive? Are there issues and arguments that the court failed to address or consider?</p> <ul style="list-style-type: none"> <li>- Have there been alternatives to the court's analysis or the approach Does the ruling in the case forward the values that this area of law purports to protect?</li> </ul> <p><b>5. Conclusion:</b></p> <p>Summary of the fundamental arguments.</p>
Letter to the Editor	<p>A letter to the editor leaves space for the expression of the author's personal point of view on the issues that concern them greatly. You may follow the structure below as a point of reference, though it is not obligatory:</p> <ul style="list-style-type: none"> <li>— Salutation (e.g. Dear Editor/ Dear Sir or Madam;</li> <li>— Opening statement;</li> <li>— Hypothesis or an opinion;</li> <li>— Arguments (every new argument starting with a new paragraph);</li> <li>— Conclusion;</li> <li>— Closing the letter with: 'Yours faithfully, Name and Surname of the author'.</li> </ul>

## 2. Structure and 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 applies to submissions:
  - Articles must be a minimum of 2,500 words and must not exceed 7,500 words.
  - Case notes must be a minimum of 1,000 words and must not exceed 4,000 words.
  - Letters to the editor must be a minimum of 1,000 words and must 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.



- No frames around the text margins are permissible.

## 2.3 Text formatting

- The submission should include a cover page including the title, the name of the author, the abstract and the main body.
- The title of the submission should be in **bold**, CAPITALISED and centred at the top of the first page in Garamond font size 14.
- The name of the author should be in a line directly below the submission title in Garamond font size 12.
- The name of the author should be followed by a footnote containing the author's biography.
  - The biography should be of no fewer than 40 words and not exceeding 100 words.
  - The biography should be written in a sentence form and in third person.
- The abstract should consist of a maximum 10% of the length of the submission.
- The body of the submission should follow on the next page.
- 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](#).

## 2.4. 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 Examples.<sup>123</sup>
- Footnotes are primarily intended for citations. Clarifications or authors' notes should be limited.

## 2.5. 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:
  - o **Title 1 – (14 pt.)**
    - **Title 1.1 – (12 pt.)**

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<sup>1</sup> Roger O'Keefe, *International Criminal Law* (3rd edn, Oxford University Press 2015) 17.

<sup>2</sup> Statute of the Council of Europe 1949, art 1(a).

<sup>3</sup> *Page v Smith* [1996] AC 155 (HL)



- *Title 1.1.1 – (12 pt.)*

— The Editorial Board advises against the use of more than three levels of titles.

### 3. 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.
- Bibliography shall be integrated into the footnotes. It shall not be written on a separate page.

