

# BU Law Journal: Notes for Contributors

Version 16 Nov 2018

## House rules

### 1. Main Title, Author's Name and Level of Study

- a. Submissions should include a Main Title, is centred and is in bold, font 14
- b. Main Title should be placed after three hard carriage returns ('Enter'). Between Title and Author's name, include a single empty line by using 'Enter'
- c. The Author's name and any co-authors' names should be given in full followed by the Level of Study (For example, John Smith, Second Year LLB (Hons) Student). *Please do not use 1st, 2nd or 3rd Year for indicating level of study*
- d. The Author's name and Level of Study should be centred and in bold, font 12

### 2. Abstract and Keywords

- a. Abstract and Keywords should be in bold and appear as headings in Times New Roman, font 12
- b. Provide an Abstract of 250-300 words
- c. Provide up to 5 Keywords. Keywords should be *italicised* and separated by commas
- d. There should be a single empty line between the end of the Abstract and the heading 'Keywords'.

#### Front Page (Example)

	<Enter>
	<Enter>
	<Enter>
	<b>Title</b>
	<Enter>
	<b>Author's name</b>
	<b>Author's grade</b>
	<Enter>
	<Enter>
<b>Abstract</b>	
.....	
.....	
	<Enter>
<b>Keywords</b>	
<i>A, B, C, D, E</i>	

### 3. Main Headings and Sub Headings

- a. All headings and sub headings should be in bold, font 12, ranged left and unjustified
- b. The first letter of the headings should be capitalised with the rest in lower case (e.g. Cultural development, not Cultural Development)
- c. Capital Roman numerals (e.g. I. II. III. IV.) should be used for main headings in the text.
- d. First level sub headings should be represented in Arabic numerals (e.g. 1. 2. 3.)

- e. Second level sub headings should be represented in small Roman numerals (e.g. i. ii. iii. iv.). Each numeral should be followed by a full stop and one space. (e.g. I. Introduction)
- f. Authors should use no more than three levels of headings (main heading + two levels of sub headings).

#### 4. Paragraphs and Language

- a. The main body of submissions should be in Times New Roman, justified, font 12
- b. Submissions should be in standard British English. For example, ise rather than –ize and –isation rather than –ization.
- c. Line spacing for all main text should be 1.5
- d. Paragraph spacing should be 0 pt (before) and 8 pt (after)
- e. However, in footnotes, paragraph spacing should be 0 pt (before) and 0 pt (after), with single line (1.0) spacing
- f. Paragraphs should be indented at the beginning of each paragraph by using ‘Tab’. Indentation signaling the beginning of paragraphs should be 0.5 cm.

#### 5. Word count

The following word count should be adhered for the **submission of Articles**:

- a. Articles (undergraduate students): 3000-5000 words (including references)
- b. Articles (postgraduate students): 6000-8000 words (including references)
- c. Abstract for articles: 300 words
- d. Maximum number of keywords for articles: 5 keywords.

The following word count should be adhered for the **submission of Case Commentaries and Blog Posts**:

- a. Case commentaries: 750-1000 words
- b. Blogs: 750-1000 words
- c. Book reviews: no limit.

#### 6. Referencing and Footnotes

- a. Footnotes should be in Times New Roman, font 10
- b. The full title of an Act/Legislation should be provided in the first instance followed by the abbreviated or shortened title thereafter (e.g. Copyright, Designs and Patents Act 1988 (CDPA 1988))
- c. Please use the most recent version of OSCOLA (currently 4<sup>th</sup> edn) for citing sources
- d. However, some different rules to OSCOLA apply in BULR as follows:
  - a. Cross-referencing is necessary
  - b. Do not use full-stops at the end of citation in footnotes (e.g. *ibid* not *ibid.*)
  - c. Note for **Blog Posts** – when citing sources, please use hyperlinks and Harvard referencing as appropriate. Footnotes should not be used in Blog posts.

#### 7. Abbreviations

- a. Please abbreviate words within round brackets when it first appears in the document. (e.g. UK Intellectual Property Office (UKIPO))
- b. Do NOT use full stops between letters. (e.g. UK not U.K.).

## 8. Quotes

- a. Single quotation marks (‘ ’) should be used for quotations less than 50 words. If more than 50 words, it should be indented. Double quotation marks (“ ”) must only be used for quotes within a quotation
- b. Use triple full stops (. . .) if a quote includes an incomplete sentence. It is not necessary to use triple full stops at the end of a quote if it ends with a full stop
- c. Please use (*sic*) following any new additions within a quote
- d. Use *italics* for emphasis within quotes followed by [emphasis added] at the end of the quote.

## 9. Emphasis

- a. Use italics for emphasis followed by [emphasis added] at the end of the sentence, although this should be used sparingly.

## 10. Dates

- a. Dates should be written as 10 June 2017
- b. Decades should be written as the 1970s or the 2000s. Avoid using an apostrophe unless it is possessive. (e.g. the 1970s’ regulations).

## 11. Bibliography

- a. The heading ‘Bibliography’ should come at the end of the document and should be in Times New Roman, bold, font 12
- b. The sources listed in the Bibliography should be in Times New Roman, font 11
- c. The Bibliography should be presented under four main headings: Books, Journal Articles, Legislation, Case Law. These headings should be in font 11
- d. Under these categories, the information should be arranged according to Surname (followed by initials and middle names)
- e. Paragraph spacing for bibliography should be 0 pt (before) and 0 pt (after), with single line (1.0) spacing
- f. The bibliography should be ranged left and unjustified.