INSTITUTE OF ART AND LAW

# GUIDELINES FOR CONTRIBUTORS AND STYLESHEET

Papers should be sent in Word format to rrc@ial.uk.com

Papers should normally be between 5,000 and 20,000 words, although it may be possible to accept longer or shorter submissions.

Articles may include images and illustrations: these should be submitted separately from the manuscript in high-resolution format, preferably JPEG or TIFF. It is the responsibility of the author to ensure all rights issuers are cleared with the copyright owner before submission of the paper.

Where possible, submissions should follow the guidelines set out below. However, failure to do so will not lead to automatic disqualification of a submission.

This guide deals with the following matters for editors:

* Spelling
* Foreign words
* Abbreviations
* Punctuation
* Headings
* Footnotes
* Dates
* Numbers
* Books
* Periodicals
* Newspapers
* Law Reports
* Statutes
* Statutory Instruments
* International Conventions

**SPELLING**

English Cambridge variant spelling is generally preferred:

-ise (e.g. emphasise)

co-operation

focused, focusing

co-ordinate

### FOREIGN WORDS

Should generally be italicised:

## Bona fide

*Vis-à-vis*

*Prima facie*

*Dicta*

*Obiter*

*Ultra vires*

*In rem*

*Ex parte*

*Ibid.*

**ABBREVIATIONS**

General rule: no full stop after abbreviation if last letter is last letter of full word, e.g. Dr, Mr, St. (contrary to US English)

e.g.

i.e.

cf.

Co.

Ltd

Mr/Mrs

*Viz*

plc

etc. (with comma before when used in a list)

*ibid.*

no.

M.R. (Master of the Rolls)

L.J. (Lord Justice)

L.JJ. (Lords Justices)

Q.C.

J. (Mr/s Justice)

Dr

St (Saint of Street)

UNESCO

UNIDROIT

UK (when used as adjective; as noun, write in full)

US (when used as adjective; as noun, write in full)

### PUNCTUATION

Double quote marks: for direct quotations only (quotes of three lines or more to be indented without quote marks)

Where clarifying text is inserted in a quotation, but was not part of the original quotation, use square brackets (round brackets only where text formed part of original quotation in parenthesis), e.g.:

“Where clarifying text [not originally present] is inserted in a quotation … use square brackets”

Where quotation is inserted in text (i.e. is shorter than three lines) always start with lower case; if original quotation started with upper case, show this by putting first lower case letter in square brackets, e.g.: “[w]here quotation is inserted in text”.

Use full stop inside quotation marks only if the original quotation contained the full stop.

Single quote marks for:

Use of words as ‘so-called’

Some technical terms

Titles of chapters and articles

Quotations within direct quotations

Footnote numbers should be placed outside the punctuation, e.g footnote,1 and another.2 Or:3

Comma not used in lists before the word ‘and’ (unlike US English).

Be careful about adjectival descriptors and hyphens - 'the painting dated from the nineteenth century' but 'a nineteenth-century painting'; 'proceedings were started by a third party' but 'third-party proceedings'

**HEADINGS**

Levels of headings should be clearly indicated – this may be by use of numbering and lettering (e.g. I *(heading*), I.1, I.2 etc. (*sub-head 1*), I.1.a, I.1.b etc. (*sub-head 2*). Alternatively, bold, centring etc. may be used to differentiate levels of heading: much of this will be resolved at layout stage. Underlining should not be used.

Significant words within a heading should be capitalised.

### FOOTNOTES

Full footnotes should be used, rather than end notes or other form of referencing.

Full stop at end of note.

Start note with capital.

References to material previously mentioned:

 Where it is the same material as in the footnote immediately above, use *Ibid.*; however, try to avoid *ibid* on its own: always quote page no. etc.

 Where it is to a different page of the same material, use *Ibid.* at p. 24.

 Where it is to an article etc. mentioned elsewhere above, use P. Kineese, above, note 23.

See e.g. …

See generally …

See further …

See further e.g. …

In text, footnote numbers should be placed outside the punctuation, e.g footnote,1 and another.2 Or:3

### DATES

Always day month year. In text: 2nd September 2011; in footnotes: 2 Sept. 2011.

Newspaper references in footnotes: Author name, ‘Title of Article’ *Daily Telegraph* 2 March 1997;

Except where the newspaper ref is to a law report (as opposed to a news story: (1997) *The Times* 12 Feb.)

‘The’ Times but omit ‘The’ for all other newspapers.

Months abbreviated in footnotes as follows: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

A.D. 938

1500 B.C.

### NUMBERS

One to twenty in full; beyond that in digits (unless this would involve a mixture e.g. nineteen to 24 should be 19-24). E.g. nineteenth century, but 21st century.

Units of money, dates, measures as digits (e.g. 8 foot high fence).

### BOOKS

Name of author, followed by title of book in italics, edition, publisher and year of publication. Place of publication not included.

In the footnotes, editor is abbreviated to ed., edition is abbreviated to edn.

Jack Russell, *The Rule of Dogs* (3rd edn, Institute of Art and Law, 2012) p. 31.

Pete Kineese (ed.), *Law for Dogs* (2nd edn, Institute of Art and Law, 2014) p. 246/ch. 3.

Chapters in edited books:

Al Sayshun, ‘Legitimate Use of Muzzles’ ch. 12 in Pete Kineese, ed., *Law for Dogs* (2nd edn, Institute of Art and Law, 2014) pp. 123-143.

Chapters in same book:

Kay Nine, ‘Bones and their Location’ in Kineese, above, note 5 at p. 59.

**PERIODICALS**

Name of the author, title of article in single quotes (not italics) followed by year and (if applicable) volume of the periodical, then title of the periodical in italics and page number: Frank Smith, ‘Art and Culture in the 21st Century’ (2016) XXI *Art Antiquity and Law* 54.

Issue numbers of a periodical need not be cited where page numbers run through the whole year.

**NEWSPAPERS**

Name of periodical in italics, followed by date (see below).Title of article in single quotes.

‘*The’ Times* but omit ‘The’ for all other newspapers (e.g. *Daily Telegraph, Guardian, Art Newspaper*).

### LAW REPORTS

Italicised, with stop after v.

Stops in case citation.

Neutral citation or official report, if available, first.

*X v. Y* [1997] Q.B. 323, [1997] 1 All E.R. 29, C.A.

Citation from case:

*X v. Y* [2015] EWHC 1234 at para. [xx], [2015] Q.B. 323 at 347 C.A. *per* Bloggs J. (*per* italicised, stop after J., L.J. etc.)

If unreported:

*X v. Y* (2014) unrep., 8 Sept., Q.B.D.

*X v. Y* (2014) *The Times* 8 Sept., H.L.

NB: American cases - date at end; always use ( … ) (rather than [ … ]).

### STATUTES

Names of statutes not italicised.

In text:

Section 3 of the Torts (Interference with Goods) Act 1977 (upper case S only at start of sentence).

Schedule and Part: in full, upper case.

In footnote:

Section in full only where it starts the note, but generally refer to statutes as:

Torts (Interference with Goods) Act 1977, s. 3 or ss. 5 and 7.

Sch. and Pt

**STATUTORY INSTRUMENTS etc.**

S.I. 1994/501 reg. 1.

Return of Cultural Objects Regulations 1994, S.I. No. 501 of 1994.

Hansard:

*Hansard*, H.C. Vol. 253, col. 1327-1328.

### INTERNATIONAL CONVENTIONS

Name of international etc. conventions not italicised.

When referencing clauses of a convention, use digit e.g. Principle 3 of the Vermillion Accord…