

NOTES FOR CONTRIBUTORS

Please follow this guidance closely to avoid delays with processing your submission.

Creating a user account

Contact the production editor [Marie Selwood](#) to request a user account set-up.

Submitting your article, commentary, note, or book review

Once you have a user account, you will be able to access the journal's online platform. All submissions **MUST** be made using our online platform. If you have any problems, please contact [Marie Selwood](#) who will be able to help you. Submissions **MUST** be in Word format.

Articles should normally be no more than 12,000 words, but longer pieces will be considered.

Submissions in the **same format** are also invited for shorter items for our 'Commentaries and Notes' section. These may include case notes, commentaries on legislation, book reviews, or other matters of interest to our readership.

The Chief Editor [Dr Mark Flear](#) also invites submissions of proposals for **special issues**.

Abstracts and keywords

All articles **MUST** have an abstract (max 250 words) and at least three keywords (max 10). This is to ensure that the journal is fully searchable online. You may include an abstract and/or keywords for your commentary or note if you wish.

Formatting

Your document **MUST** be double-spaced throughout in 12-point Times New Roman, with ample margins. Your initial submission **MUST** be anonymised for review purposes. Please remember to number your pages and include full contact details in a separate document.

References and citations

The NILQ uses the Oxford Standard for Citation of Legal Authorities (OSCOLA). OSCOLA is a footnote style for citations that sets out rules and examples for the main UK primary sources and for many types of secondary sources. It is designed to facilitate accurate citation of authorities, legislation and other legal materials. The latest version is the fourth edition published in February 2012 by Hart Publishing. It is available as a [free download](#) and there is also an excellent [Quick Reference Guide](#) available. You **MUST** ensure that your submission complies with OSCOLA referencing when you submit it. If you do not, then this could delay processing of your submission.

Style points

Please note the following style points for contributions:

- use single quotation marks (use double quotation marks inside single);

- cite books in full in footnote at first mention in OSCOLA style and use author surname and footnote number for subsequent mentions: eg See Smith (n 4 above);
- cite articles in full in footnote at first mention in OSCOLA style and use author surname and footnote number for subsequent mentions: eg See Smith (n 4 above);
- use OSCOLA format for law reports and case citations;
- within your submission, please refer to it as an article, commentary or note not as a paper: eg ‘the aim of this article/commentary/note is...’.

Headings

Include headings for your ‘Introduction’ and ‘Conclusion’. Do not use heading numbering unless absolutely unavoidable. Use the following heading hierarchy in your submission:

HEADING A

Heading B

Heading C

Heading D

Tables, diagrams and other illustrations

Please include all tables, diagrams and other illustrations in the correct position within the text and supply any photos/illustrations in their original file formats at the time of submission.

Acceptance

When your article, commentary, note or book review is accepted you will be requested to sign our standard copyright form. Please do so and return it promptly as publication cannot go ahead without it.

Proofs

Once articles have been copyedited and typeset, each contributor is sent a set of proofs for checking and correction. The production team aims to give our authors approximately two to three weeks to check their proofs. Please do your best to meet the return date you are given as our production schedule is tight.

Final version

Now that the NILQ has made the transition away from print to online electronic publication, we are unable to supply free offprints or hard copies of the journal to contributors. However, authors will each receive the final version of their contribution in pdf format shortly before publication.

Contact

If you have any queries about the submission process, please contact the production editor [Marie Selwood](#). If you have any queries about the suitability of your article, note or commentary for publication in the NILQ, please contact the Chief Editor [Dr Mark Flear](#).