

NOTES FOR CONTRIBUTORS

Submissions

Please submit your article in electronic format (preferably a Word document but OpenOffice and rtf files are also acceptable) to the editor: [Professor Sally Wheeler](#). Articles should normally be no more than 10,000 words, but longer pieces will be considered.

Abstracts and keywords

All articles must have an abstract (max 150 words) and at least three keywords (max 10).

Formatting

Your document should be double-spaced throughout in 12-point Times New Roman, with ample margins. Please remember to number your pages and include full contact details (name and affiliation, address, phone and email).

References and citations

The NILQ uses the Oxford Standard for Citation of Legal Authorities (OSCOLA). OSCOLA is a footnote style for citations that gives 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.

Style points

Please note the following style points for contributions:

- use single quotation marks (use double quotation marks inside single);
- number footnotes consecutively and place at end of article;
- cite books in full in footnote at first mention in OSCOLA style and use author surname and footnote number for subsequent mentions;
- cite articles in full in footnote at first mention in OSCOLA style and use author surname and footnote number for subsequent mentions;
- use OSCOLA format for law reports.

Headings

Please use the following formats for headings and subheading within your article.

- **Heading level 1**
- *Heading level 2*
- Heading level 3
- *Heading level 4*

Please feel free to number headings if necessary.

Tables, diagrams and other illustrations

Please include all tables, diagrams and other illustrations in the correct position within the text.

Our online submission process also allows you to upload additional files in alternative formats if necessary, eg jpeg, png, Excel etc.

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 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 offprints or hard copies of the journal to contributors. However, authors will each receive an electronic version of their article in pdf format.

Contact

If you have any queries about preparing your article for submission, please contact the production editor [Marie Selwood](#).

If you have any queries about the suitability of your article for publication in the NILQ, please contact the editor [Professor Sally Wheeler](#).