



## **THE CITY LAW REVIEW WRITER SUBMISSION GUIDELINES**

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## 1. CATEGORIES OF PUBLICATION & PEER-REVIEW PROCESS:

1.1 Before submitting a manuscript to the City Law Review, please ensure you are aware of the Law Review's aims and scope. The City Law Review's primary objective is to publish a Law Review of legal scholarship. The Law Review publishes annually in March and will only accept manuscripts within the remit of legal studies.

1.2 The City Law Review accepts submissions in the following 4 categories:

1.2.1 Essays must be 2000 – 5000 words in length, inclusive of footnotes.

1.2.2 Articles should be 5001-10,000 words in length, inclusive of footnotes.

1.2.3 Letters to the Editor should be approximately 850-1000 words in length, inclusive of footnotes. They are legal opinion pieces on areas of contemporary legal relevance.

1.2.4 Case notes should be 1,000-2,000 words in length, inclusive of footnotes.

**( Please note that footnotes should provide necessary citations and should not be used as an opportunity to include excessive additional text.)**

1.2.5 Book Reviews are not accepted and will not be published.

1.3 The City Law Review welcomes submissions relating to any relevant area of law and reserves the right to reject submissions at any stage of the process should they fall outside the remit of legal studies through a system of majority voting. The Law Review's Editor-in-chief is able to authorise an executive veto at any stage of this process.

1.4 All submissions and enquiries must be sent to [citylawreview@city.ac.uk](mailto:citylawreview@city.ac.uk) and to no other address associated with the City Law School. Please note that the Editorial Board considers all submissions until the 1st of November every year, submissions that supersede that deadline will be considered for the following year's publication. Earlier submissions have a better chance of being published, so potential contributors are highly encouraged to submit as early as possible. Late submissions may be considered at the Editorial Board's or Editor-in-chief's discretion.

1.5 The Editorial Board will select works for publication on a purely meritocratic basis. Only the

Editor-in-chief is privy to the identities of those submitting potential abstracts for the Law Review and is sworn to uphold the integrity of the process. During the editorial process, all submissions will be anonymised and voted on by the Editorial Board on merit alone. The Editorial Board's decision is final.

1.6 Following the approval of potential abstracts, the Editorial Board is notified of the identities of authors. The Law Review uses a process of single-blind peer-review thereafter, keeping the identity of the reviewer anonymous, but the authors name and affiliation will remain on the paper.

1.7 The City Law Review is not bound by the advice of the academic advisory board and reserves the right to publish what it wishes.

## 2. SUBMISSIONS FORMAT

2.1 The Law Review kindly requests that all submissions be sent using a Microsoft Word format (.doc or .docx) and sent as an email attachment.

2.2 Cover Page: The Law Review requests the first page of your submission to be a cover page. On this page, please list the title of the submission, the category of the submission, the author's full name, and a short description containing the following information:

- (i) the stage of the author's studies (which year, what academic programme, affiliation) or career,
- (ii) area(s) of interest, practice or specialty in the law, and
- (iii) the context in which the work was written (e.g. for a class, for a competition, in response to a recent judicial decision, out of personal interest etc.).

In addition, please include the final word count on the cover page.

2.3 Abstract: If you are submitting an article (as opposed to a case note or letter to the editor), you must include an abstract immediately preceding your article's introduction. The abstract should consist of: one or two brief sentences stating the legal problem, a summary of your main arguments, and your conclusion. The abstract should not exceed 250 words.

2.4 Title, Headings and Subheadings: The title should be centered, capitalised and bold. Headings and subheadings should be bold.

2.5 Formatting: For the main body of the submission, please use 1-inch margins, size 12, Times New Roman, 1.5 line spacing. Paragraphs should be indented and with no extra space in between. For footnotes, use Times New Roman, size 10. Please include the page number at the top right-hand corner on each page.

2.6 Citation: All citations must be made using Oxford University Standard for the Citation of Legal Authorities (OSCOLA). Citations are to be made in the footnotes (not endnotes). No bibliography is required. Full citation must be used when the source first appears. The Editorial Board expects that all references are properly attributed and cited and may ask the authors of successful submissions to correct citations which do not comply with OSCOLA.

2.7 Style: Please refer to the Cambridge Law Review Redbook for style guidelines.

2.8 Figures and Tables: Figures and Tables can be included only if they are essential to the content of the submission. Please keep in mind that everything will be printed in black and white.

2.9 For a better chance of being published, the Editorial Board strongly encourages that all potential contributors double-check their work (including spellings, grammar, matters of fact, citations) before submitting.

### 3. POLICY AGAINST PLAGIARISM

3.1 The City Law Review has a strict policy against plagiarism. Those guilty of this offence will be permanently banned from submitting work to the Law Review – no exception will be made. By submitting to the City Law Review, the contributor automatically declares that

- (i) the work is entirely his or her own
- (ii) any work of others, whether published or not, is properly identified and referenced
- (iii) they have not and will not publish their piece elsewhere

Plagiarised submissions will not be published.

3.2 All individuals, organisations, third parties, and any external body who have made a substantive contribution to the submission should be listed as authors.

3.3 All contributors who do not meet the criteria for authorship should be listed in an acknowledgements section. For instance, this may include a person who has provided only technical help, or a department chair that provided only general support.

3.4 The City Law Review encourages authors to include a declaration of any conflicting interests with their submission.

3.5 Please note that the City Law Review may use Turnitin to prevent academic misconduct. Further, the Law Review recommends you review the **Oscola Quick Referencing Guide** to prevent plagiarism.