

PLYMOUTH LAW REVIEW SUBMISSION GUIDELINES

The Plymouth Law Review is published annually as an electronic journal that is freely available. Articles and contributions are published as pdf files, so in order to help those editing please submit material for publication according to the following style conventions and guidelines.

Layout of Electronic Copy

All material should be formatted for A4 or quarto paper, 1.5 LINE SPACED, and in Arial font size 11 for the main text and font size 12 for headings and sub-headings. The title should be capitalized in bold font 12, main headings title case in bold font 12 and sub-headings title case in italic bold font 11. Margins left and right and top and bottom should be 2.54 cm. The text should be justified at both margins. Each page should be numbered and justified to the right in the footer. Quotations of more than 30 words should be indented on both left and right margins and in single line spacing.

Full references should be in footnotes and fully comply with the OSCOLA system. A bibliography is not required. Footnote numbering should be in superscript, but not either bold or italic. Footnote numbers should be placed in the text, following the end of a sentence unless there is a need to footnote a particular word. Please try to avoid sentences with numerous footnote numbers within them.¹

Style Conventions

Generally these are similar to those in printed articles but because of the nature of reading electronic articles please avoid *op. cit.*, *idem*, *infra* and *supra*. After the first full reference, use *ibid* for repeat references and e.g. n(1) for cross-references (see page 5 of OSCOLA 4th edition). The conventions below are based on the Law Style Manual so if

¹ First footnote.

in doubt use that as the default guide.

- Quotation marks should be 'single'; double quotation marks should be used only to indicate one quotation within another.
- Acronyms should be preceded by the title in full.
- Use italics for *titles* of books, journals and newspapers.
- Numbers should be given as follows: one to twelve in words; 13 onwards in figures.
- For specific dates please use 12 November 2023 in both text and footnotes.
- Spelling should be UK English.

Footnote References

Please ensure that all footnote references comply fully with OSCOLA 4th edition

https://www.law.ox.ac.uk/sites/default/files/migrated/oscola_4th_edn_hart_2012.pdf

Illustrations and Tables

All pictures, maps, diagrams, figures and graphs should be submitted in form suitable for inclusion in electronic format. Each illustration, figure or table should be given an Arabic numeral, followed by a heading, and should be referred to in the text.