

## Queen Mary Law Journal Guidance for Contributors

The *Queen Mary Law Journal* is a peer-reviewed, online and open-access periodical, aiming to publish high-quality legal scholarship. In each issue, *the Journal* focuses on a contemporary and interdisciplinary legal theme and invites early-career academicians to share their research.

The theme for our 2021/22 issue is *Fundamental Rights in the Digital Age*. We are especially keen on articles that are interdisciplinary and place law in its many contexts (historical, cultural, technological, economic, transnational, global). For example, papers may address cross-cutting issues or themes, including but not limited to: Digitisation of Justice; Gendered Violence in Digital Spaces; Judicial Globalisation; Privacy and Data Protection; Privatisation of Fundamental Rights Enforcement; Access to Internet as a Fundamental Right; and the Use of AI in Courts.

We accept original articles, commentaries and reflections, case or legislation notes, as well as book reviews. We also accept less traditional forms of legal scholarship (such as creative pieces including photo essays, collages, poetry, short stories, interviews, legal design pieces and digital content and video). Submissions should be original and not be under consideration for publication elsewhere. See below under ‘Submission’ for more information.

The deadline for submissions for our 21/22 issue is 20 November 2021.

### 1. Submission

We accept a range of formats, and primarily:

- Original articles: 6,000 - 8,000 words
- Commentary or Reflection pieces: 4,000 - 5,000 words
- Case or legislation notes: 3-4,000 words
- Book reviews: 1-2,000 words

Please submit two separate documents for consideration by email as Word (.doc) file(s):

- 1) **The title page**: Please submit one file which includes the title, the authors name(s), affiliation(s), contact details, any acknowledgements and word count.
- 2) **A blinded manuscript**: The first page of the article should include the title of the article and a short abstract (100-150 words). Please ensure there are no references to the author(s) anywhere on the document.

To encourage submissions from legal academics from varying backgrounds, we accept submissions in any referencing style (subject to internal consistency). However, if accepted

for publication, the author will be requested to amend the referencing system to OSCOLA. If the author is not familiar with OSCOLA, we will provide guidance for revision.

In addition to the conventional academic formats, we are also open to submissions in other, less traditional formats and genres. These may include creative submissions in the form of photo essays, collages, poetry, short stories, interviews, legal design pieces and digital content and video, for example. If you are thinking of making a creative submission, please email our editors on [QMLJ-submissions@qmul.ac.uk](mailto:QMLJ-submissions@qmul.ac.uk) for further guidance.

## **2. Contributor's Agreement**

By submitting an article to the QMLJ, the Contributor guarantees that the manuscript is a product of their work and is unpublished. Any work originating from others, is properly identified and referenced. Contributors also permit the QMLJ to use their article, with full attribution but without further consent, on a non-commercial basis in online and offline publications.

Contributors are able to enter into separate, additional distribution arrangements regarding work already published in the QMLJ, provided a Non-Exclusive Licence is given to the subsequent distributor, and the Contributor expressly acknowledges in writing that their manuscript was published in the QMLJ first for any subsequent publication.

## **3. Editorial Process**

Prior to acceptance for publication, the article will be reviewed by a member of the editorial staff, followed by a blind peer review. Peer review is arranged for the purposes of confirming the quality of the work and giving you the opportunity to take any suggested revisions into account before acceptance of publication with QMLJ. Once an offer of publication is extended, the author must sign and submit the QMLJ license to publish form.

Prior to publication, a member of the editorial staff will copy edit the text and conform the layout to the journal's style. The copy editor and/or journal editor will liaise with the author if any queries arise. Once the copy-edit is complete, and responses to editor queries are incorporated, the file will be sent to the typesetter. Proofs will be sent to you in .pdf files to check and confirm that no errors were made while converting the file.

## **4. QMLJ Style Guide**

### *4.1. The Electronic File*

Submissions must be saved as a Word (.doc) file. Please ensure that you save the most recent version of your file. We suggest using the 'Save As ...' option and naming it with the date the file was created. Please do not include your name or any identifying information in the file name. The title, or a shorthand version of the title, along with the date is preferred.

The text should be in Times New Roman 12-point font, double spaced, with margins of at least 2.5 cm. All text should be ranged left, unjustified and without hyphenation for word division at the ends of lines.

Use hard carriage returns only to end headings and paragraphs and to signify indents. Use tabs to identify new paragraphs, unless the paragraph is directly following a heading, in which case it is not indented.

Be careful not to key in unnecessary spaces: only one space is necessary at the end of a sentence after a full point.

One space must be keyed after a comma or other punctuation and before an opening parenthesis. There is no space following full points after initials (Mr JB Smith) or between contractions (UK).

Leave additional spacing above and below section headings and above and below indented quotes (see Quotations in 4.3. below).

#### *4.2. Headings*

Heading levels (a maximum of three which may be numbered in Arabic, eg 1, 1.1, 1.1.1, etc) should be clearly indicated throughout. Please type all headings with initial capital for the first word only.

Do not use underlining or capitals (except for proper nouns).

#### *4.3. House Style and Spellings*

The language of the journal is English (UK).

Remember that direct quotations should not be changed to conform to our house style but should appear as in the original.

ABBREVIATIONS are usually expressed without full stops.

ACCENTS are retained in foreign words, except in French upper case.

CITATIONS – The style used for citations should follow the Oxford Standard Citation of Legal Authorities (OSCOLA). This can be downloaded from <http://denning.law.ox.ac.uk/published/oscola.shtml>

COMMAS should be omitted before the final ‘and’ or ‘or’ in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after

adverbial phrases or conjunctions, especially when they begin a sentence – for example: yesterday, however, at last, during the summer.

CROSS REFERENCING – Any internal cross referencing should be to footnotes or footnote markers, not pages.

DATES should be written 18 August 2007 and decades should be the 2000s without an apostrophe.

FOOTNOTES – Insert superior Arabic figures in the text at the appropriate point. FULL POINTS are not needed after headings.

HYPHENATION – Avoid using hyphens wherever possible, unless doing so makes the text confusing.

PARENTHESES (round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations.

QUOTATIONS/EXTRACTS must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the journal style. Use single quotes for extracts in the text of less than 50 words in length and double quotes for quotes within quotes. For extracts exceeding 50 words in length material should be indented from the left margin, with space above and below and quotation marks should be omitted. Any notes or editorial comment within the extracts should appear in square brackets and any omissions should be indicated by 3 dots followed by a full point if it occurs at the end of a sentence. Ensure that opening quotation marks are distinguished from closing quotation marks.

SPELLING should follow the *Concise Oxford English Dictionary*. Where the dictionary gives alternative spellings for some words please use the -ize suffix where possible. See Section 10 for more details of these spellings.

Omit apostrophes in plurals, for example 1950s, MPs.

Avoid too much emphasis. Italics should be used sparingly for emphasis.

Replace parochialisms such as ‘in this country’ or ‘this year’ with the country name or specific year.

#### 4.3.1. *Words ending in -ise, -ize and -yse*

Use -ize in preference to -ise as a verbal ending in cases where both spellings are in use. Generally corresponding to the Greek -izo, it is added to form verbs to the stems of nouns ending in -ism, -ization, -izer, -y and to complete nouns.

Examples:

agony	agonize	criticism	criticize
appetizer	appetize	philosophy	philosophize
civilization	civilize	standard	standardize
colony	colonize	transistor	transistorize

Verbs in -ize formed on proper names: bowdlerize, galvanize, macadamize, pasteurize.

The ending -ise must be used when the verb corresponds to a noun having -ise as part of the stem, eg in the syllables -vis- (seeing, as in televise), -cis- (cutting, as in excise), -mis- (putting, as in compromise) and when it is identical with a noun in -ise, as in exercise, surprise.

Nouns with endings other than -ism, -ization, -izer and -y, such as those in -ition and -ment, are not usually associated with verbs in -ize (or -ise). Exceptions are aggrandizement/aggrandize and recognition/recognize. Reference should be made to the Concise Oxford English Dictionary in doubtful cases.

Some of the more common verbs in -ise follow:

advertise	demise	excise	incise
advise	despise	exercise	revise
analyse	devise	franchise	supervise
arise	disguise	improvise	surmise

-ise is also a termination of some nouns:

compromise	enterprise	exercise	franchise	surmise
demise	expertise	merchandise		surprise
disguise		reprise		

In verbs such as analyse, catalyse, paralyse, -lys- is part of the Greek stem (corresponding to the element -lusis) and not a suffix like -ize. The spelling -yze is therefore etymologically incorrect and must not be used.