

HOUSE STYLE GUIDE
for the
Aberdeen Student Law Review



CATEGORIES OF PUBLICATION ACCEPTED

Full Research Papers: 4,000 – 10,000 words **excluding footnotes**.

Short Articles: 1,500 – 4,000 words **excluding footnotes**.

Case Commentaries: 1,000 – 2,000 words **excluding footnotes**.

Book Reviews: 500 – 1,500 words **excluding footnotes**.

SUBMISSION OF ARTICLES

Submissions are only accepted from students at the University of Aberdeen or alumni. Papers must be submitted in Word (docx.) format.

Authors are required to submit their contributions to the journal by emailing their submission to our email address (aslr@abdn.ac.uk). The word counts provided above do not include footnotes and all submissions must conform to the latest version of [OSCOLA](#) referencing.

THE REVIEW PROCESS

After we have received your submission, the paper undergoes the following steps:

1. Submissions are anonymised by the Editors-in-Chief and are checked to ensure that they meet the formal requirements for length and are subject to an initial proofread. This takes place within one week of the deadline elapsing.
2. If the submission meets the formal requirements, the Editors conduct a substantive assessment. This assessment determines whether the submission is of the general quality required for publication. If the submission does not meet the quality requirements of the ASLR, it will be rejected at this point. This takes place within eight weeks of the deadline elapsing.
3. The shortlisted papers will then be edited to bring them as close to publication standard as possible. This editing process will take place over four weeks.
4. The submission is then sent for anonymous peer review. One academic reviewer will be selected to provide expert advice on the suitability of the paper as well as feedback. We aim to complete peer review within two to three months. However, this is dependent on our reviewer's availability.
5. After the paper is returned to ASLR with the reviewer's comments, the Editors-in-Chief make the decision whether the paper is to be accepted or rejected, or whether it requires further revision.

6. If there are further revisions required, the author will be requested to edit the paper, with the support of the Editorial Board, and respond to the reviewer's comments.
7. If the submission is accepted the author will be required to check all referencing and ensure that the paper complies with the ASLR's style guide. Authors will be supported by the Editorial Board throughout this process.
8. The Editors-in-Chief will then move onto the publication process.

NOTES FOR CONTRIBUTORS

Please ensure that submissions are formatted according to the ASLR's guidelines, as detailed below. All submissions accepted for publication will need to comply with the ASLR's house style. The ASLR uses Times New Roman as its font of choice. The body of the text should be size 12 with 1.15 line spacing.

1. **Abstract and keywords:** Contributions should be submitted with an abstract of no more than **150 words** and up to **seven** key words/phrases. The abstract provides information to readers on the subject of the submission and the key contribution of the author to the discipline. Guidance on writing an abstract, and selecting key words, can be found [here](#). Examples may be found in previous volumes of the ASLR, accessible via our website [here](#).
2. **Word count:** The total word count must be provided after the abstract and key words. The total word count **does not include footnotes**.
3. **Page layout:** Paragraphs are justified with line spacing being 1.15.
4. **Name:** All identifying information **must be removed** from the submission.
5. **Referencing:** Footnotes **must follow OSCOLA** styling. Footnotes must be numbered consecutively. All referencing must be in accordance with the latest version of OSCOLA.

HEADINGS

Submissions may have a maximum of four levels of heading, one for the title and three within the body of the article:

1. **Title:** This is centred, font size 16, and capitalised. The name appears below the title, once the article has been accepted for publication. The author's institutional affiliation appears in an asterisked reference as a footnote.

N.B. No information pertaining to the author's identity or affiliation is included within the paper until publication.

See below for an example:

TITLE OF PAPER

Author's name*

2. **Abstract:** The heading 'Abstract' must be in bold, centred, in font size 12, and capitalised. Following the abstract, start a new line and list the keywords. See below for an example:

ABSTRACT

[Abstract text]

Keywords: keyword.

3. **First Level Subheadings:** Centred, numbered, indented, font size 12, and in bold. See below for an example:

1. INTRODUCTION

4. **Second Level Subheadings:** Justified, numbered, font size 12, and in bold. See below for an example:

1.1 Subheading level 2

5. **Third Level Subheading:** Justified, font size 12, bold, numbered and lettered. See below for an example:

1.1(a) Subheading level 3

STYLE

Quotations: Quotations spanning three lines in the body of the text must be isolated from the rest of the text, start on a new line, and be indented on both sides, with no quotation marks. Smaller quotations (less than three lines) must use single quotation marks with quotes within quotations using double quotation marks. Footnotes must come after the quotation marks. See below for an example.

This is an example of a quotation within the main body of the text that spans three lines. It has been isolated from the rest of the text with an empty line above, and below it. It has been indented on both sides and does not have quotation marks.

Punctuation: Punctuation must be included outside of closing quotation marks unless the quotation is a full sentence which begins with a capital letter, or the quotation requires the punctuation to be grammatically correct. See below for an example:

The phenomenon which sees global regulation following in the footsteps of the EU is the ‘Brussels Effect’.¹

Capital letters: Capitals, outside of grammatical necessity, should be used sparingly and only for a specific reference i.e. Act, Parliament, the Government.

Abbreviations: No full points should be used for abbreviations consisting of initials (UK, UKSC, CJEU, ICJ). No full stops should be used for statute or case pinpoints, or pinpoints for secondary sources, e.g. Companies Act 2006, s 172. If an abbreviation is to be used in the text, the full text of the abbreviation must be used initially with a footnote detailing subsequent usage. For instance, the General Data Protection Regulation can be subsequently cited as the GDPR after its first mention in the main body of the text, with “Hereinafter ‘GDPR’.” provided as a footnote descriptor. See below for an example:

¹ Hereinafter ‘GDPR’.

Dates: The format required is day month year.

Numerals: If below 10, numbers must be spelt out, e.g. ‘the five permanent members of the United Nations Security Council’.

Spelling: UK English must be used unless the particular word forms part of a quotation, e.g. ‘colour, not color’.

Italics: Foreign language and phrases in Latin must be italicised. Latin abbreviations that are commonly used must not be italicised but have to include full points, e.g.: i.e.

Further Queries

Any further queries should be directed to aslr@abdn.ac.uk