

Wolverhampton Law Journal (WLJ)

House style

I INTRODUCTION

The editors of the WLJ welcome the submission of manuscripts in English for consideration for publication, provided that the topic under discussion has some relevance to the discipline Law and/or Criminal Justice and would be of interest to the academic and professional readership of the journal.

An electronic version (word document) must be submitted to the Editor in Chief at: wlsj@wlv.ac.uk.

The WLJ accepts manuscripts of four types:

1. Articles

Articles are the feature pieces of the journal. They provide a detailed, if not seminal, analysis of the topic under discussion. Articles should have between 4000 and 8000 words (this number excludes references). Special permission will have to be sought from the editors to consider pieces longer than this. All references in articles must be footnoted. Each article must be accompanied by an abstract of not more than 200 words. The abstract should summarise rather than introduce the argument of the article and should contain a list of the appropriate key words.

2. Case Notes / Notes / Recent Developments

Analyses and case notes are shorter, more focused pieces. Traditionally, many notes are case notes that analyse a particular recent judgment (or judgments) of the courts, whereas analyses (notes) can discuss any specific issue of legal interest, and are not limited to judicial matters, but rather focus on analysing the status quo pertaining to a particular topic. Notes and analyses should be between 1500 and 4000 words long. Notes and analyses longer than this are seldom accepted. Notes and analyses do not require an abstract. All references in articles must be footnoted.

3. Book reviews

Book reviews are critical discussions of scholarly books on any topic related to Law and/or Criminal Justice. These should not exceed 2 000 words. All references in book reviews must be footnoted.

4. From Practice

Articles submitted in this category should be of practical relevance in any area of Law and/or Criminal Justice. From Practice submissions should be between 1000 and 3000 words. All references must be footnoted.

A manuscript will be considered for publication

- only on the assurance that it has not in whole or in part or in substance been published or offered for publication elsewhere;
- on the author's assurance that they have submitted their own work, which is properly referenced and that any permissions that are needed, have been acquired;

- on the understanding that it may be submitted in confidence to at least one but no more than two expert referees for evaluation; and
- on the understanding that the editors reserve the right to make what changes they consider desirable
 - to bring the manuscript into the house style of the WLJ;
 - to eliminate errors of typing, grammar, syntax, punctuation, spelling, idiom and the like;
 - to eliminate ambiguity, illogicality, tautology, circumlocution and redundancy;
 - to produce accuracy and coherence;
 - to improve the mode of expression and style of writing; and
 - to avoid possible criminal or civil liability.

Authors are requested to read their manuscripts very carefully to avoid the need for the editors to exercise these rights extensively. In particular, authors are asked to acquaint themselves with the house style of the WLJ, and to check their manuscripts carefully against the guidelines that follow.

Note: Regrettably, manuscripts that do not accord with the house style of the WLJ will be returned to authors, with a request that the manuscript be placed, to the best of the authors' ability, in the house style. The quality of the piece will usually not be assessed before this has occurred. Equally, although WLJ welcomes submissions from around the world, the editorial board is not in the position to offer extensive language editing and all language consistency and revisions are the author's responsibility.

Copyright and Creative Commons Licence:

Once accepted for publication, the author is deemed to have granted WLJ (the publisher) the non-exclusive right to publish the author's work. At the same time, the author grants the authorisation for the work to be subject to third party use, under the conditions of **Attribution-NonCommercial 4.0 International (CC BY-NC 4.0) Creative Commons Licence**.

The terms of CC BY-NC 4.0 notwithstanding, this is to confirm that the author retains copyright in their manuscript, without any restrictions. All copyright and publication rights are with the author of the manuscript. WLJ does not impose any restrictions on further uses of the manuscript.

Article Processing Charges:

In order to avoid any doubt, this is to clarify that WLJ does not charge any fees for article submission. Furthermore, WLJ does not charge any fees for processing or publication. Overall, there are no fees attached, at any stage of the process.

II PRESENTATION AND LAYOUT

(a) Page layout

- The page should be "A4" size 21cm x 29.7 cm.
- Line spacing should be 1.5.
- The text must be fully justified (aligned to both the left and right margins).
- Line spaces should not be left between paragraphs.

(b) Font

- Roboto Light font should be used.
- The font size for body text is 12 pt.
- The font size for isolated or indented quotations (that is, long quotations) is 11 pt.

- The font size for footnotes is 10 pt.

(c) **Italics, underlining and bold**

- Italics are used for case names, names of journals and titles of books when referred to in the body of the text.
- Italics may be used for emphasis.
- Italics are not used for URLs or other electronic references.
- Italics are used for foreign words (Example: “*ipso facto*”).
- Italics in direct quotations are reproduced.

(d) **Headings**

- All headings are left-aligned.
- Main headings are capitalised and numbered using Roman numerals. (Example: ‘II THE POWERS AND DUTIES OF THE ADMINISTRATOR’)
- Subheadings are in sentence case, italicised and listed in alphabetical order (Example: ‘(a) *The statement of affairs*’).
- Sub-subheadings are in sentence case, italicised and listed in Roman numerical order (Example: ‘(i) *Limited disclosure of confidential information in the statement*’).
- Authors should wherever possible avoid going beyond sub-subheadings.

III REFERENCING AND FOOTNOTING

(a) **Referencing**

- Referencing is in the form of footnotes.
- Footnotes are used, among other things, to:
 - acknowledge the work of other writers;
 - provide full case citations;
 - refer the reader to other parts of the article or journal;
 - offer support for points made in the text;
 - provide details of other sources of relevant information.
- WLJ house style follows the OSCOLA referencing rules; in the event these are silent on a particular issue (international sources mainly), authors are advised to devise their citations clearly and use them consistently.

(b) **Primary Sources**

Do not use full stops in abbreviations. Separate citations with a semi-colon.

Cases

Give the party names, followed by the neutral citation (where applicable), followed by the *Law Reports* citation (eg AC, Ch, QB). If there is no neutral citation, give the *Law Reports* citation followed by the court in brackets. If the case is not reported in the *Law Reports*, cite the All ER or the WLR, or failing that a specialist report.

Corr v IBC Vehicles Ltd [2008] UKHL 13, [2008] 1 AC 884
R (Roberts) v Parole Board [2004] EWCA Civ 1031, [2005] QB 410
Page v Smith [1996] AC 155 (HL)
King v Marshall (1864) 33 Beav. 565; 55ER 488.

When pinpointing, give paragraph numbers in square brackets at the end of the citation. If the judgment has no paragraph numbers, provide the page number pinpoint after the court.

Callery v Gray [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45]
BNY Corporate Trustee Services v Eurosail [2013] UKSC 28, [2013] 1 WLR 1408 [26]
Bunt v Tilley [2006] EWHC 407 (QB), [2006] 3 All ER 336 [1]–[37]
R v Leeds County Court, ex p Morris [1990] QB 523 (QB) 530–31

If citing a particular judge:

Arscott v The Coal Authority [2004] EWCA Civ 892, [2005] Env LR 6 [27] (Laws LJ)

Statutes and statutory instruments

Act of Supremacy 1558

Human Rights Act 1998, s 15(1)(b)

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

EU legislation and cases

Consolidated Version of the Treaty on European Union [2008] OJ C115/13

Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5

Council Directive 2004/81/EC on the residence permit issued to third-country nationals who are victims of trafficking in human beings or who have been the subject of an action to facilitate illegal immigration, who cooperate with the competent authorities. OJ L 261/19, 6/8/2004.

Case C-129/13 *Kamino International Logistics* EU:C:2014:2041.

European Court of Human Rights

Omojudi v UK (2009) 51 EHRR 10

Osman v UK ECHR 1998–VIII 3124

Balogh v Hungary App no 47940/99 (ECHR, 20 July 2004)

Simpson v UK (1989) 64 DR 188

(c) Secondary Sources

Books

Give the author's name in the same form as in the publication, except in bibliographies, where you should give only the surname followed by the initial(s). Give relevant information about editions, translators and so forth before the publisher, and give page numbers at the end of the citation, after the brackets.

Thomas Hobbes, *Leviathan* (first published 1651, Penguin 1985) 268

Andrew Key and Peter Walton, *Insolvency Law: Corporate and Personal* (4th edn, LexisNexis, 2017)

Sukhninder Panesar, *Equity and Trusts* (3rd edn, Pearson, 2017)

Richard Glover, *Murphy on Evidence* (15th edn, OUP 2017)

Contributions to edited books

Alexandra Kastrinou and Lézelle Jacobs, 'An Overview of the Pre-Insolvency Procedures in the United Kingdom and South Africa' in Jan Adriaanse and Jean-Pierre van der Rest (eds), *Turnaround Management and Bankruptcy* (Routledge 2017)

Mistelis Loukas and Potocnik Metka, 'Iura Novit Arbitr in England and Wales: The Exercise of Arbitral Discretion' in Franco Ferrari and Giuditta Cordero Moss (eds), *Iura Novit Curia in International Arbitration* (Juris, 2018)

Encyclopedias

Halsbury's Laws (5th edn, 2010) vol 57, para 53

Journal articles

Peter Walton, “Inability to pay debts” – beyond the point of no return’ [2013] JBL 212

Richard Glover, ‘When we smash windows... Black Blocs and Breaches of the Peace’ [2017] *Criminal Law Review* 830

David Cox, ‘Public and private perceptions of Victorian respectability – the life and times of a ‘Gentleman Lag’ [2017] *HMP Prison Service Journal* 232

When pinpointing, put a comma between the first page of the article and the page pinpoint.

Sukhninder Panesar, ‘Title deeds to land and donation mortis causa’ [2014] Conv 69, 70

Online journals

Elizabeth Snyman-van Deventer and Lézelle Jacobs, ‘Corporate Rescue: The South African Business Plan Examined’ (2014) 2 NIBLeJ 6 <
https://www4.ntu.ac.uk/nls/document_uploads/164104.pdf >accessed 29 April 2018

Command papers and Law Commission reports

Department for International Development, *Eliminating World Poverty: Building our Common Future* (White Paper, Cm 7656, 2009) ch 5

Law Commission, *Reforming Bribery* (Law Com No 313, 2008) paras 3.12–3.17

Websites and blogs

Sarah Cole, ‘Virtual Friend Fires Employee’ (*Naked Law*, 1 May 2009) <
www.nakedlaw.com/2009/05/index.html> accessed 19 November 2009

Newspaper articles

Jane Croft, ‘Supreme Court Warns on Quality’ *Financial Times* (London, 1 July 2010) 3

For a link to the full Oxford University Standard for the Citation of Legal Authorities (OSCOLA) please click [here](#).