

## ICLQ Book Review Style Guide

### 1. Layout

- All book reviews should be submitted in 12-point font, single-spaced, with margins of at least 2.5 cm in Microsoft Word only (please do not submit a pdf).

- The review should be headed with the book details as follows:

Title by AUTHOR [Publisher, Year, ISBN: xxx-x-xx-xxxxxx-x, #pp, £price, h/bk (or p/bk)]

- Please do not include your name in the document, but instead upload it along with your present affiliation to the ScholarOne system. Please use the email address you would like published in the journal.

- Footnotes should not be used in book reviews unless it is absolutely necessary to refer directly to another work. References to the book being reviewed should simply indicate a page or chapter number within the text. Where footnotes are used, they should follow the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Footnote cues should appear after the punctuation mark.

- New paragraphs should be indented, except for the first paragraph in a section. All sentences should be separated by a single space and double spaces should not be used.

- The ICLQ uses the following heading levels (no more than two heading levels should be used in book reviews):

#### I. FIRST-LEVEL SUBHEADING

##### A. Second-level Subheading

- Quotations of fewer than three lines should be set in single quotation marks within the main text, with double quotation marks reserved for quotations within quotations. Longer quotations should begin on a new line, without quotation marks, and all the lines should be equally indented. However, the first line after the quotation extract is not indented.

### 2. Points of Style

- All abbreviations should be spelled out in first use with the abbreviation following in brackets, eg 'European Convention on Human Rights (ECHR)', and should not be followed or separated by a full stop.

- Words that have become part of the English language should not be italicized (*ad hoc*, *ibid*, *de facto*, *ex officio*, *per se*, etc), but phrases in other languages should be italicized.

- Numerals should be written out up to and including ten; 11 and above should be given in figures.

- The serial comma (ie the one before 'and' in 'peace, war, and defence') should not be used.

- Words omitted from quotations should be indicated by three full stops.

- Spelling should follow the Oxford English Dictionary or the Concise Oxford Dictionary. For the '-ise' / '-ize' sound expressed as 'z', use z instead of s.
- For all other points of style not covered in this guide, please refer to the Oxford Standard for the Citation of Legal Authorities (OSCOLA).