



**EUROPE  
AND THE WORLD**

A LAW REVIEW

## **Guidelines for submitting authors**

## Contents

<b>Submissions</b> .....	<b>3</b>
<b>Anonymisation</b> .....	<b>4</b>
<b>Preparing your manuscript</b> .....	<b>4</b>
<b>Originality of article statement</b> .....	<b>4</b>
<b>Article types</b> .....	<b>4</b>
<b>Authorship and author consent policy</b> .....	<b>5</b>
<b>Formatting</b> .....	<b>6</b>
<b>Referencing style</b> .....	<b>7</b>
Primary sources .....	7
Secondary sources .....	8
<b>House style</b> .....	<b>9</b>
<b>Revisions</b> .....	<b>9</b>

## Submissions

---

All submissions to the journal should be made via the journals submission system, at <http://ucl.jams.pub/>

Manuscripts should be formatted according to submission guidelines. Submission enquiries should be sent to the Editors by email to [europaandtheworld@ucl.ac.uk](mailto:europaandtheworld@ucl.ac.uk). Manuscripts that are not formatted appropriately for the journal will be referred to edit accordingly before peer review. The journal runs a continuous publication model – articles are published in the journal as and when they are ready.

### Covering letter:

Covering letters are welcome to be submitted with the manuscript for the Editors reference. Should you wish to provide one, please briefly summarise your manuscript, its findings, major themes, relevant discussion points and any disclosures including conflicts of interest the Editor should be aware of.

### File size and formatting:

Please submit your manuscript main text/body as Microsoft word (DOC, DOCX). Any supplementary material should be submitted as separate files and referenced in the main text, or designated for review purposes only (including clarifying this in your covering letter to the Editor if relevant.) No one single file should exceed 20 Mb, should you require submitting a file exceeding this size, please contact the journal editorial office for further advice.

### ORCID

ORCID helps researchers to record and report their work by providing researchers with a personal unique identifier that can be kept throughout their career. UCL Press journals now implement ORCID in publications and authors are encouraged to register with ORCID and enter their ORCID details on submission.

To register, follow the instructions on the ORCID web pages at <https://orcid.org/>, or for UCL authors please visit the UCL Open Access pages <http://www.ucl.ac.uk/library/open-access/ORCID>.

### English language

All publications are in English (UK). In order to facilitate rigorous and high quality peer-review, all manuscripts should be submitted to a high and coherent level of English language. Should you require help when writing your manuscript, a native English language colleague may be well suited to help edit the level of English language in the manuscript. You may also want to consider using a professional English language editing service to improve the level of English language. Please note that by using professional English language editing services does not guarantee manuscript acceptance in the journal, and you may be charged for these services.

### Image permissions and copyright

Please ensure that where the copyright of any image or figure is used in the manuscript, appropriate permission to reuse in an open access journal publication has been obtained in writing and signed by the copyright holder. Please contact UCL Press for any questions, at [uclpresspublishing@ucl.ac.uk](mailto:uclpresspublishing@ucl.ac.uk)

### Data and materials

The *International Journal of Social Pedagogy* encourages all datasets on which the conclusions of the manuscript rely to be either deposited in publicly available repositories (where available and appropriate) or presented in the main paper or additional supporting files, in machine-readable format (such as spread sheets rather than PDFs) whenever possible.

UCL Press journal authors are encouraged to follow the FAIR data principles - to make data Findable, Accessible, Interoperable, and Re-usable. Further information and guidance on these principles are outlined at <https://www.force11.org/group/fairgroup/fairprinciples>

## **Anonymisation**

---

*Europe and the World: A law review* operates double blind peer review, where both the reviewers and authors are anonymised during review. Authors should submit an anonymous version of the manuscript, stripped of all identifying references to the author(s) for peer review.

Authors should submit the manuscript as:

1. The complete manuscript not blinded, as a word file (.doc/.docx, etc.) and;
2. An anonymous PDF version of the manuscript, stripped of all identifying references to the author(s) for peer review (anonymisation includes references to authors, acknowledgements, self-references, and any electronic author identification., etc.) Manuscripts may be returned before peer review if manuscripts are not sufficiently blinded.

## **Preparing your manuscript**

---

- Please submit your paper with an abstract of about 250 words and 5 keywords
- Please submit the text single-spaced, use a 12-point font and employ italics, rather than underlining (except with URL addresses)
- Do not use endnotes
- The journal aims for a quick revision process, and should not normally exceed 10 weeks. All articles undergo the journal's full standard peer-review process
- Before submitting to the journal, all authors must have read and agreed to the journal's editorial policy
- Authors are directed to follow the *Europe and the World: A Law Review Author Guidelines*, found here to download as a PDF
- Any enquiries can be sent via email to the journal's editors at [europeandtheworld@ucl.ac.uk](mailto:europeandtheworld@ucl.ac.uk)

## **Originality of article statement**

---

All submitted articles must not be under consideration for publication anywhere else, nor have been published in any form prior to submission to any UCL Press journal. By submitting, authors are agreeing that the submission is original except for material in the public domain and such excerpts of other works have written permission of the copyright owner. Where there is potential for duplication authors must correctly reference and cite the work.

Co-publication of an article, as agreed with the publisher and journal, may be considered in accordance with the [ICMJE guidelines](#) on overlapping publication, at the discretion of the Editor.

## **Article types**

---

### **Original article**

Original research articles are detailed studies reporting original research classified as primary literature (usually around 8-12,000 words).

### **European Law and Practice article**

Case notes, current legal developments (usually around 5-8,000 words).

### **Review article**

Reviews provide critical and systematic appraisal of the current research to provide authoritative judgement to its particular context, topic, and field.

### **Book review**

Book reviews are brief concise articles that provide an evaluation of a published scholarly book.

Book reviews are generally by invite only, however suggestions are welcome and should be sent to the Editors of the journal. A book review might assess the importance of a book's contributions to a

particular field covered by the journal's aims and scope and should aim to objectively review the strengths and weaknesses that concern the journals audience (please refer to the journals aims and scope).

### **Authorship and author consent policy**

---

All listed authors must have made a significant contribution to the article in the manuscript and have approved all its claims. Authors are required to include an authorship statement in their manuscript to outline how each author contributed to the paper, after any acknowledgements in the article. For journals operating a double blind peer-review process, this information should be removed from the main manuscript file and added to the covering letter.

UCL Press adheres to the statement of authorship as outlined by the [ICMJE statement](#), and considers an author of an article to have:

- made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **AND**
- drafted the work or revised it critically for important intellectual content; **AND**
- made final approval of the version to be published; **AND**
- agrees to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

For suspected and incorrect authorship, UCL Press journals will refer to the UCL description of authorship misconduct as outlined [here](#) and follow [COPE guidelines](#).

## Formatting

---

Please prepare your manuscript under the following bold headings:

### **Title page (non-blinded version)**

Include the full title, the full names of contributing authors including their institutions/affiliation and address, and their institutional email address (including [ORCID ID's](#)). The corresponding author should also be identified. This information should not be added as a footnote.

### **Abstract**

Present the abstract as an overview of your article (up to 250 words), giving a summary of the contents and major themes. (Note that this will ultimately be used by search engines, and it will form part of the meta-data that will be seen first by people searching your article.)

### **Keywords**

Please list up to 10 keyword terms that accurately reflect the article.

### **Main body of text**

Please refer to article type descriptions on preparing the main body of text.

### **List of abbreviations**

If any abbreviations have been used, please define and list them accordingly under this heading.

### **Funding**

All sources of funding for the research reported should be declared, including any project codes.

### **Declarations and conflict of interests**

Authors must declare any and all possible conflicts of interests and competing interests that may relate to the submitted manuscript, including all financial and non-financial competing interests.

#### No conflicting interests:

Where there are no conflicts of interests or competing interests, authors must clearly declare this under the same heading – usually as “The authors declare no conflicts of interest with this work”. For further information, please refer to the journal’s [Editorial Policy](#)

### **Acknowledgements**

The Acknowledgements heading mentions everyone whose contribution to the work you wish to recognise. Those that contributed to the paper but are not listed as authors can be acknowledged here. This information should not be added as a footnote.

### **Author biographies**

If you wish to include a short biography of each author, please format under the author biographies heading and not as a footnote.

### **Bibliography**

A full bibliography list should contain all the sources cited in the text. Any source not cited in text should not be included.

## Referencing style

---

Europe and the World: A law review complies with The Oxford University Standard for Citation of Legal Authorities (OSCALA), available at: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

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

### **Primary sources**

#### Cases

Give the party names, followed by the neutral citation, followed by the Law Reports citation (e.g. 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)

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]

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:

Arcscott 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

Case C–176/03 Commission v Council [2005] ECR I–7879, paras 47–48

#### 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)

## **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

Gareth Jones, Goff and Jones: *The Law of Restitution* (1st supp, 7th edn, Sweet & Maxwell 2009)

K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

### Contributions to edited books

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

### Encyclopaedias

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

### Periodicals (print journals)

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

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

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64

### Periodicals (online journals)

Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT < <http://ejlt.org/article/view/17> > accessed 27 July 2010

### 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](http://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

## House style

---

### Spelling

- Authors should consistently adopt British spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained, or where stipulated specifically in by the journal – for example World Health Organization).

### Punctuation

- Systems should consistently follow British conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted commas).
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

### Hyphenation

- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.

### Contractions and abbreviations

- If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your article.
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

### Capitalisation

- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

### Numbers and dates

- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as British usage: 18 August 2015.

### Quotations

- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words.
- Quotations should remain exactly as they are in the original.

### Acceptable language

- Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist; for example, avoid gender-specific pronouns where possible.

## Revisions

---

Should your manuscript be requested for revision to raise the acceptability for publication in the journal, please ensure that you follow below points when revising your manuscript and responding to peer review comments.

Please provide your timely revisions along with a response letter to any reviewer reports, within the specified revision period to the handling Editor.

- You should aim to address all points raised by the editor and reviewers, preferably sequentially and in a bullet point list.
- Outline what revisions you made to your manuscript in your response letter.

- Where applicable, perform any additional analyses or experiments the reviewers recommend (unless you feel that they would not make your paper better; if this is the case, explain why in your response letter).
- Provide a polite objective rebuttal to any points or comments you disagree with.

Clearly show and/or highlight the revisions you have made in the text. This can be accommodated by making use of either a different colour text, highlighting the text, or by using Microsoft Word's Track Changes function.