QUT LAW REVIEW (QUTLR) EDITORIAL STYLE AND FORMAT GUIDELINES

April 2013

1. MANUSCRIPT SUBMISSIONS

- Articles should be 4,000 - 8,000 words.
- Case notes and book reviews should be no longer than 3,000 words.
- Bibliographical details should be included as a note at the bottom of p.1 of the manuscript and should include the contributor's full name, academic and professional qualifications, current title, position and affiliated institution.
- Language should be direct, concise and gender neutral.
- QUTLR will not publish manuscripts which have been accepted for publication or published elsewhere. Authors who have submitted the same material elsewhere should notify the Journal Manager of the QUTLR immediately.
- The editors and the publisher of the QUTLR do not accept any responsibility for loss or damage to any manuscripts uploaded.
- It is the author's responsibility to ensure all **references and citations are correct** (see link to AGLC3 is in the Author Guidelines section of the Journal Website).
- It is the author's responsibility to ensure material is **not defamatory or litigious**.

2. ABSTRACTS

It is a **requirement** for articles to have an abstract of no more than 100 words, clearly summarising the arguments with the manuscript.

3. FORMAT

- The QUT Law Review has adopted the *Australian Guide to Legal Citation* 3 as its official guide in relation to format, referencing and citations (see link to AGLC3 is in the Author Guidelines section of the Journal Website).

4. WORD PROCESSING STYLE

- Times New Roman 12 point is to be used, with Times New Roman 10 point for footnotes.
- Underlining is to be avoided wherever possible and replaced with italics.
- Full stops must have two spaces afterwards.
- There is to be no space before a question mark.
- Text is not to be indented with each sub-heading, but justified on the left-hand margin.
- The abbreviations "eg" and "ie" should appear with no full stops, but have a comma either side.
- There should be no dash after a colon.
- Quotes are to be indented both sides.
- No full stops to be used between initials.
- Colons and semi-colons should only have one space after them and the next word should *not* have a capital (unless a paper noun, etc).

TITLE
(THE TITLE IS ALIGNED IN THE CENTRE OF THE PAGE IN UPPERCASE, TIMES NEW ROMAN FONT, 20 POINT, BOLD)

AUTHORS[*]
(AUTHOR'S NAMES ARE ALIGNED IN THE CENTRE OF THE PAGE IN UPPERCASE, TIMES NEW ROMAN FONT, 16 POINT)

abstract
(The abstract is justified and in lower case, Time New Roman font, italics, 12 point)

I INTRODUCTION

(FIRST LEVEL HEADINGS ARE IN UPPERCASE, TIMES NEW ROMAN FONT, 12 POINT)

Body[1]
(The body of the text is justified and in Times New Roman font, 12 point)

II HEADING LEVEL ONE
(FIRST LEVEL HEADINGS ARE IN UPPERCASE, TIMES NEW ROMAN FONT, 12 POINT)

III HEADING LEVEL ONE
(FIRST LEVEL HEADINGS ARE IN UPPERCASE, TIMES NEW ROMAN FONT, 12 POINT)

quotes[2]
(Quotes are in Times New Roman font, 11 point)

A Second level heading
(Second level headings aligned in the centre of the page in Times New Roman Font, italics, 12 point)

1 Third level heading
(Third level headings are aligned to the left of the page in Times New Roman Font, italics, 12 point)

Table 1 Headings
(Table headings are aligned to the left of the page in Times New Roman font, bold, 10 point)

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[*] Author's Details.
[1] Footnotes.
[2] Footnotes.