

# THE MILITARY LAW AND THE LAW OF WAR REVIEW

*(Revue de Droit Militaire et de Droit de  
la Guerre)*

## GUIDANCE FOR AUTHORS

*The Military Law and the Law of War Review (MLLWR)* welcomes original contributions, primarily in the English language. All contributors will be required to sign a License to Publish form upon submission of an article.

### **1 Submission**

Articles should be submitted by email as a Word file. The maximum number of words for articles in most cases is 15 000 (including footnotes). A list of keywords (maximum 8), short abstract (maximum 200 words), introduction and conclusion should be included. Submissions should be in 12 point or larger, double line spaced and with a left hand margin of at least 3 cm.

The Author Information Form accompanying this document (MLLWR Author Information File) should be completed and submitted in a separate file. Correspondence will be sent to the addresses supplied for the first listed author. The License Agreement (MLLWR License to Publish) should also be signed and submitted.

### **2 Introduction**

These notes are intended to help you prepare a consistent file that will minimize additional work. A well-prepared file with minimum formatting will enable the copy editor, typesetter and proofreader to do their work efficiently. Careful preparation will also reduce the amount of correction required at proof stage. Please remember that amendments and corrections are both costly and time consuming at all stages.

Please follow the guidelines closely and complete the form accompanying this document to ensure that your electronic files can be used without problems.

Always ensure that the version of your article that you submit is the final revised version.

### **3 Language**

The primary language for the journal is English, with some exceptions. For more details please contact the editors at [mllwr@ismllw.org](mailto:mllwr@ismllw.org)

### **4 Copyright and permissions**

It is your responsibility to seek written permission for reproducing any work in copyright and also to settle any fees which may arise as a result of this. Acknowledgement of source, author and publisher must be made. Permissions should be cleared before the article is submitted. Signing your License Agreement constitutes a warranty that your work is original and that any work that is not original has been given permission to be reused. Please see Elgar's copyright policy for more detail: <https://www.e-elgar.com/author-hub/elgar-copyright-policy-your-guide-to-the-essentials/>

### **5 Libel & defamation**

Signing your License Agreement constitutes a warranty that you will not contain anything libelous that may be the cause of litigation. Please ensure that you do not make any defamatory or injurious statement or implication about living persons, institutions or other organizations that could result in libel claims. It is no defence against a libel action that a defamatory statement has been previously published. If you have any questions about this please consult your commissioning editor who will take legal advice if necessary.

### **6 Privacy and data protection**

To comply with the very strict European personal data protection laws (GDPR) any personal data – including case studies, photographs etc. – about living individuals used in your work must be anonymized, or written consent from that individual

must be obtained and you should keep good records of this. If consent is not realistically possible then please contact us for advice.

## **7 Plagiarism and self plagiarism**

Signing the License Agreement constitutes a warranty that all the original work (including the text, ideas, data, research findings, ideas and hypotheses etc...) presented in the article is your own work, and that your prior writing and the work of others is fully acknowledged. Following good academic practice is all that is required to avoid plagiarism issues.

## **8 The final article**

When you are ready to submit your final article use the 'Save As ...' option to save the most recent version of your electronic file. Send this with a completed MLLWR Licence to Publish form. Submissions should be made by sending an email to the editors at [mlwr@ismllw.org](mailto:mlwr@ismllw.org)

Peer review will be arranged for the purposes of confirming the quality of the work and giving you the opportunity to take any suggested revisions into account before editorial work begins.

The publisher will copy edit the text and the layout will be determined by the journal style.

The actual copy editing will be undertaken by a freelance and the article will be read through carefully for clarity and consistency. The grammar will be checked and any queries noted. Our copy editors are not necessarily legal experts so, while they can improve grammar, the meaning needs to be clear.

The copy editor and/or journal editor will liaise with you over any queries that may arise. After the copy editing has been completed and your answers to any editor queries have been incorporated the file will be sent to the typesetter. Proofs will be sent to you in pdf files so that you can check that no errors have been made when the file was converted. Alterations at this stage would be extremely expensive and time consuming and might delay publication of the journal.

## **9 On publication**

All authors will receive a complimentary copy of the issue containing their article and a pdf file of the article.

## **10 Electronic files**

Text should be saved as .doc files. An up-to-date version of Microsoft Word is recommended as the software because it is so widely used. Please ensure that you save the most recent version of your file. We suggest using the 'Save As ...' option to save the most recent version and naming it with the date the file was created.

Present your file as simply as possible. Do not do any designing or formatting. Regardless of how smart the text looks on screen, any complex formatting will have to be stripped out. Complex formatting will take up more of your time and will also complicate and delay the production process.

All text should be ranged left, unjustified and without hyphenation for word division at the ends of lines.

Use hard carriage returns only to end headings and paragraphs and to signify indents. Use tabs to identify new paragraphs.

Be careful not to key in unnecessary spaces: only one space is necessary at the end of a sentence after a full point.

One space must be keyed after a comma or other punctuation and before an opening parenthesis. There is no space following full points after initials (Mr JB Smith) or between contractions (UK).

Leave additional spacing above and below section headings and above and below indented quotes (see Quotations in Section 9).

## **11 Headings**

Heading levels (a maximum of three which may be numbered in Arabic, eg 1, 1.1, 1.1.1, etc) should be clearly indicated throughout. Please type all headings with initial capital for the first word only.

Do not use underlining or capitals (except for proper nouns).

## **12 House style and spelling**

The language of the journal is English, and there is a strong preference for all articles to be in English, but some submissions will be accepted in French, German, Spanish, Dutch and Italian.

ACRONYMS AND ABBREVIATIONS should be written out in full for the first time of use within each chapter, with the abbreviation/acronym in brackets, and the acronym thereafter. If you wish to include a list of acronyms and abbreviations in the prelims you will need to submit this with the final manuscript on submission. Acronyms and abbreviations consisting of capital initial letters should be expressed without full stops – GNP, USA.

ACCENTS are retained in foreign words, except in French upper case.

CITATIONS – The style used for citations should follow the Oxford Standard Citation of Legal Authorities (OSCOLA). A Quick Reference Guide can be found here: [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)

COMMAS should be omitted before the final ‘and’ or ‘or’ in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after adverbial phrases or conjunctions, especially when they begin a sentence – for example: yesterday, however, at last, during the summer.

CROSS REFERENCING – Any internal cross referencing should be to footnotes or footnote markers, not pages.

DATES should be written 18 August 2007 and decades should be the 2000s without an apostrophe.

FOOTNOTES - Insert superior Arabic figures in the text at the appropriate point.

FULL STOPS are not needed after headings.

HYPHENATION - Avoid using hyphens wherever possible, unless doing so makes the text confusing

ITALICS should be used sparingly for emphasis. Italic type should be used for the titles of films and television programmes and also ships (for example, *HMS Ark Royal*). Song and poem titles, however, should appear in Roman type, within quotation marks.

LISTS should use numbers (1, 2, 3 and so on) for major lists and letters (a, b, c) for lists within major lists.

PARENTHESES (round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations.

PAROCHIALISMS such as 'in this country' or 'this year' should be replaced with the country name or specific year.

QUOTATIONS/EXTRACTS must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the journal style. Use single quotes for extracts in the text of less than 50 words in length and double quotes for quotes within quotes.

For extracts exceeding 50 words in length material should be indented from the left margin, with space above and below and quotation marks should be omitted. Any notes or editorial comment within the extracts should appear in square brackets and any omissions should be indicated by 3 dots followed by a full point if it occurs at the end of a sentence.

Ensure that opening quotation marks are distinguished from closing quotation marks.

SPELLING should follow the *Concise Oxford English Dictionary*. Where the dictionary gives alternative spellings for some words please use the -ize suffix where possible. See Section 10 for more details of these spellings.

SYMBOLS and special characters, such as Greek letters, Chinese symbols, logical and mathematical signs etc., should be submitted as both pdf and Word files. Please check the pdf carefully, before submission, to ensure that the maths and/or characters are displayed as intended. The pdf file will be referred to in case of any issue with how these characters are displayed in the Word file.