QUEEN MARY JOURNAL OF INTELLECTUAL PROPERTY

GUIDANCE FOR CONTRIBUTORS

Queen Mary Journal of Intellectual Property welcomes original contributions in the English language. All contributors will be required to sign a licence to publish form upon submission of an article.

1 Submission

Articles should be submitted by email as a Word file with no references to the authors anywhere in the document. The maximum number of words for articles is 12,000. A list of keywords (maximum 8), short abstract (maximum 200 words), introduction and conclusion should be included. The word limit for practitioner pieces is 3000 words. Case notes and comments should be no more than 5000 words and book reviews should be a maximum of 2500 words. Submissions should be in 12 point or larger, double line spaced and with a left hand margin of at least 3 cm.

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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.

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Please ensure that you do not make any defamatory or injurious statement about living persons, institutions or other organizations which could result in libel claims.

5 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 author and article information form (see QMJIPinfo.doc accompanying this document). Your file and the completed form should be emailed to: j.gibson@qmul.ac.uk.

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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 law 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.

6 On publication

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

7 Electronic files

Text should be saved as .doc files. A modern 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).

8 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).

9 House style and spelling

The language of the journal is English.

Remember that direct quotations should not be changed to conform to our house style but should appear as in the original.

ABBREVIATIONS are usually expressed without full stops.

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). This can be downloaded from http://denning.law.ox.ac.uk/published/oscola.shtml

Current OSCOLA style for bibliographical references is:

Authored books
M Rimmer, *Intellectual Property and Biotechnology* (Edward Elgar, Cheltenham 2008)

Edited books (and with subtitle)
P Moser and K Sawyer (eds), *Making Community Law: the Legacy of Advocate General Jacobs at the European Court of Justice* (Edward Elgar, Cheltenham 2008)

Contributions to books
E Wiesel, 'A Tribute to Human Rights' in Y Danieli and others (eds), *The Universal Declaration of Human Rights: Fifty Years and Beyond* (Baywood, Amityville NY 1993)

Published articles (with pinpoint if required)
R McCorquodale and R Fairbrother, 'Globalization and Human Rights' (1999) 21 Human Rights Q 735, 737

Electronic journals
C de Villiers and T Tshaya, 'Software and Business Method Patents', [2008] 2 JILT
<http://www2.warwick.ac.uk/fac/soc/law/elj/jilt/2008_2/devilliersandtshaya> accessed 24 February 2009

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 POINTS are not needed after headings.

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

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

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.

Omit apostrophes in plurals, for example 1950s, MPs.

Avoid too much emphasis. Italics should be used sparingly for emphasis.

Replace parochialisms such as 'in this country' or 'this year' with the country name or specific year.

10 Words ending in -ise, -ize and -yse

10.1 Use -ize in preference to -ise as a verbal ending in cases where both spellings are in use. Generally corresponding to the Greek -izo, it is added to form verbs to the stems of nouns ending in -ism, -ization, -izer, -y and to complete nouns.

Examples:

agony	agonize	criticism	criticize
appetizer	appetize	philosophy	philosophize
civilization	civilize	standard	standardize
colony	colonize	transistor	transistorize

Verbs in -ize formed on proper names:

bowdlerize, galvanize, macadamize, pasteurize.

10.2 The ending -ise must be used when the verb corresponds to a noun having -ise as part of the stem, eg in the syllables -vis- (seeing, as in televise), -cis- (cutting, as in excise), -mis- (putting, as in compromise) and when it is identical with a noun in -ise, as in exercise, surprise.

10.3 Nouns with endings other than -ism, -ization, -izer and -y, such as those in -ition and -ment, are not usually associated with verbs in -ize (or -ise). Exceptions are aggrandizement/aggrandize and recognition/recognize. Reference should be made to the *Concise Oxford English Dictionary* in doubtful cases.

Some of the more common verbs in -ise follow:

advertise	demise	excise	promise
advise	despise	exercise	revise
analyse	devise	franchise	supervise
apprise	disfranchise	improvise	surmise
arise	disguise	incise	

10.4 -ise is also a termination of some nouns:

compromise	enterprise	franchise	surmise
demise	exercise	merchandise	surprise
disguise	expertise	reprise	

10.5 In verbs such as analyse, catalyse, paralyse, -lys- is part of the Greek stem (corresponding to the element -lusis) and not a suffix like -ize. The spelling -yze is therefore etymologically incorrect and must not be used.