

# BILA Journal Editorial Guidelines

## Introduction

These editorial guidelines may be helpful to those interested in contributing to the BILA journal, particularly when they have no or limited experience of writing articles for publication. Any questions may be discussed with the editor who can be contacted at [journal@bila.org.uk](mailto:journal@bila.org.uk).

## The beginning

A snappy original title for an article is often a good idea. Unless, however, the title is self-explanatory consider also using a sub-title summarising the central theme or message of the article. This allows the reader (or someone looking at the table of contents or searching the website) to decide whether the article is of interest.

## The summary

The title should be followed by a full summary of the article. This is a new initiative applying from the September 2011 issue. The long term intention is that articles should be searchable within Google and other search engines with members then having access to the full text and non-members to the summary.

If the case, legislation, regulation etc has been addressed in previous BILA journals, please consider referring back to these where they are relevant. The journal archive is accessible here <http://www.bila.org.uk/closed/cug/journal.asp>. A log in and password is required and will be provided if necessary when an article has been commissioned.

## Length

Guideline length is 3,000 words plus or minus 1,000. Outside that range please discuss the length with editor.

## Style

The following points on style may be worth noting.

- The whole article should be written with UK English spelling (or that spelling will be applied in the editorial process). Please try to avoid peculiarly UK English phrases or other phrases that may not be understood by international readers.
- As many readers are not lawyers please explain legal concepts except where they are commonplace in insurance. So, for instance, 'duty of utmost good faith' does not usually need to be explained but 'Wednesbury unreasonableness' does.
- Use clear English. Break up long sentences and paragraphs. Contributors may wish to follow the 'Economist Style Guide' <http://www.economist.com/research/StyleGuide/>.
- Consider using headings and no more than one level of sub-heading. Headings and sub-headings may be numbered in arabic numerals (level one, 1 or 1.0, level 2, 1.1). Paragraphs within the text of articles should not be numbered. Level 1 headings should be in bold, level 2 headings in italics. Use bullet points where appropriate.

- Case names should be *italicised* but not underlined. The actual reference should be in normal text. Insert the full case reference in the text rather than in a footnote or endnote. However, the full case name may be cut down where appropriate, for example if there are numerous defendants.
- Notes to the text should be endnotes rather than footnotes, except where there is a single note on the first page, when it may be displayed as a footnote. Endnotes should be numbered with arabic numerals.
- Dates should be written in UK style: day month year (e.g. 1 April 2008 and NOT April 1, 2008)
- Quotations from cases, legislation etc should be in "double speech marks" (or will be edited into that format). Keep such quotes as short as possible. If the passage runs to more than about 3 lines set it out in a sub-paragraph. When defining please use (round brackets). Use bold italics to denote emphasis.
- Use initial capitals sparingly except at the beginning of sentences, or of the title, or for proper nouns. Use capital letters when referring to a specific court eg High Court. Use lower case when referring to 'the judge' or 'the court' or 'courts' in general, but identify where practicable the judge(s) concerned in any case discussed.
- Refer to judges using 'Mr Justice [     ], Lord Justice [     ]'. The first reference to a judge should use his/her full title but when there are multiple subsequent references to the same judge they can be abbreviated, e.g. 'Simon J' or 'Longmore LJ'.