

# 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.

## Length

There is no fixed length. Full articles can range from 3,000 to 10,000 words, and shorter notes can be up to 3,000 words. It is always sensible to contact the editor to discuss what is appropriate for any piece

## 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.
- 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 bold italics.
- Case names should be *italicised* but not underlined. The name may be cut down where appropriate, for example if there are numerous defendants, and the abbreviations Co and Ltd should be used, and please do not use full stops after initials or in the “v”. So, a case should read *J K Smith v L Jones & Co Ltd*.
- Please use footnotes (and not endnotes) for all case and other references
- 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". 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, eg, “Simon J” or “Longmore LJ”.