

ICLR Notes for Contributors

General Information

1. Proposed contributions are invited and received on the understanding that they are final, and not preliminary, that they have not been accepted, and are not being considered, for publication elsewhere. They must be the author's own original work with all quotations or other material used in the contribution fully and accurately referenced to the primary source.
2. All contributions are to be submitted in MS Word format with the language used set as English UK (including footnotes). Pdfs are not accepted.
3. Editorial correspondence should be sent by email to Chantal-Aimée Doerries QC, (cadoerries@atkinchambers.com) and Douglas S Jones AO, (dougjones@dougjones.info). Please also email a copy to eleanor.baylis@lloydslistintelligence.com.
4. The author's name and email address should appear at the top of the first page, followed by a (short) title for the paper. Articles should also contain a short Abstract or Synopsis (of no more than 100 words) outlining its central theme(s).
5. Contributors may submit an article or book review. Articles must not exceed 10,000 words (including footnotes) and should generally contain an international comparative element. Book reviews should be between 1,000 and 3,000 words.

Notes for Correspondents

6. Correspondents may submit a Correspondent's Report, which should provide an overview of salient developments in the Correspondent's region. Correspondent's Reports should generally be between 3,000 and 6,000 words (including footnotes). In addition to Correspondent's Reports, Correspondents may make other submissions to the ICLR.

Peer Review Policy

7. Interested contributors may elect to have their article peer reviewed. The contributor should convey this to the editors at the time of submission. A peer reviewed contribution will be identified within the footnotes of that contribution.

House Style

8. Authors should submit a short biography to appear at the end of the article. These should be formatted as: Author Name, Job Title, Organisation, email address. To this biography, a short sentence may be added containing general information about an article (eg, that it was a public lecture) or acknowledgement for any assistance in the preparation. Information concerning the text of the article should appear in the numbered footnotes.
9. Citations etc should not appear in the text but in footnotes. They should be numbered consecutively (so, if any footnote is added or deleted, all affected footnotes should be re-numbered). They will be printed at the foot of the relevant pages. The ICLR does not use end notes. The works consulted should be referenced in the footnotes and not listed at the end or in a bibliography.

Cases

10. The first citation of a case should be to any official series of Law Reports or Journals. If this is unavailable, references should take the form of the media-neutral citation. On the first occasion the reference is made, the name of an authority should be given in full. Subsequent citations of an already cited case may be in an abbreviated form.
11. It can be useful to append to the citation, in abbreviated form in parentheses, a reference to the country and court in which the case was decided. Specific references within the case should be to paragraph numbers in square brackets.

Articles

12. Articles should be cited in the following way: author's surname and first initial, title of article in inverted commas, journal reference, and pinpoints to page numbers where relevant. Eg, Lurie J, "On-Demand Performance Bonds: Is Fraud the Only Ground for Restraining Unfair Calls?" [2008] ICLR 443, p 445.

Subsequent references

13. Where a subsequent reference is made, the shortened title of the publication should be included in parentheses following the first full citation. Eg, Lurie J, “On-Demand Performance Bonds: Is Fraud the Only Ground for Restraining Unfair Calls?” [2008] ICLR 443, p 445 (hereafter “On-Demand Performance Bonds”).
14. Subsequent references to articles should be cited in the following way: author’s surname, shortened title of article in inverted commas and pinpoint where relevant. Eg, Lurie, “On-Demand Performance Bonds”, p 442.

Books

15. Books should be cited in the following way: author’s surname and first initial, or (if a subsequent edition) editor’s name followed by original author’s name, title of book in italics, edition, place of publication and year in parentheses and pinpoint where relevant. Eg, Bailey J, *Construction Law*, (London, 2011) vol II, ch 8, p590.
16. Where a short title is required for use in subsequent references, it should be introduced in parentheses following the full citation.
17. Subsequent references to books should be cited in the following way: author’s surname, shortened title of book in italics and pinpoint where appropriate. Eg, Bailey, *Construction Law*, p 592.

Reports

18. Reports and other similar documents should be cited in the following way: author’s surname and first initial., title of document in italics, institution, document number/identifier and full date in parentheses, pinpoint where appropriate, URL. Authors should cite all the information available. Eg, *Procurement in the Construction Industry*, Chartered Institute of Building (December 2010), p 4 <https://policy.ciob.org/wp-content/uploads/2016/02/Procurement-in-the-Construction-Industry-December-2010.pdf>.

Websites

19. Websites should be cited in the following way: author surname and first initial., title of web page in italics, website name, full date of publication in parentheses and URL. Authors should cite all the above information available. Eg, Udom K, *A Brief Introduction to FIDIC Contracts*, NBS, (1 February 2014), <https://www.thenbs.com/knowledge/a-brief-introduction-to-fidic-contracts>.

Further Notes

20. Full stops should follow all citations.
21. Cross-references should use “above” or “below” eg, “above fn 4” or “below, text to fn 35” and not Latin “*ante*”, “*post*”, “*op cit*”, or “*loc cit*”.
22. References to other pages of the contribution should be kept to a minimum and, where made, should if possible, identify the place not by the page number (which will alter during printing) but by the section or the nearest footnote number.
23. All citations and quotations should be verified before submission of the article. A proof of the article will be sent electronically to the author who must check it for accuracy and return it by the specified deadline. Other than errors made by the publishers, only the most minor changes may then be made. Significant revisions will only be accepted in exceptional circumstances. The accuracy of the contribution and of the proof is the responsibility of the author.
24. The editors reserve the right to make alterations as to style, grammar, punctuation etc.
25. Contributors should consult recent issues of the *International Construction Law Review* for guidance on the above and other matters of house style.

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