

# Judicial Studies Institute Journal

## House Style Guide

### Guidelines for Authors

#### General

The *Judicial Studies Institute Journal* ('the *Journal*') welcomes unsolicited submissions for consideration. All submissions should be consistent with the Mission Statement of the *Journal* which can be found on our website.

Submissions must not have been previously published or be under active consideration by another publication and you will be asked to sign a declaration to that effect if we decide to publish your submission.

Submissions must be your own original work. The *Journal* takes the issue of research integrity very seriously and you will be asked to sign a declaration that this is your own work. Extracts taken from other authors must be clearly referenced.

All submissions will be electronically scrutinised for plagiarism before being sent for review. However, it remains the author's/s' responsibility to ensure that they have not committed plagiarism. If you have any questions on this aspect, you may contact the *Journal* for guidance.

Although the *Journal* accepts submissions of varying lengths, it is unable to publish articles which exceed 10,000 words. Ideally, articles should be between 6,000-8,000 words in length while short articles/case notes/commentary should be between 3,000-5,000 words.

All articles will be blind peer reviewed before publication. Our aim is to indicate as soon as possible whether your paper is to be published in the journal but be aware that this may take up to 8 weeks.

#### Submission Process

We accept submissions all year round on a rolling basis.

All submissions must be sent in Word format, by way of an email attachment to [editor@ijsj.ie](mailto:editor@ijsj.ie)

The *Journal* does not accept submissions by any other process.

### Style and Presentation

#### Front Page

Please include a brief biography that clearly identifies all individuals who have contributed to the submission. Please include all relevant academic qualifications as well as current status, eg. Senior Counsel, Professor etc. You may also include a brief sentence explaining your status further, eg. Visiting Professor at University of X, but this may be the subject of editing on publication.

The front page of the submission should include an abstract of between 50-100 words that clearly identifies the subject matter of the submission and the salient points contained therein.

The front page should be formatted as follows:

# <THE TITLE OF THE SUBMISSION>

*Abstract*

*Author:*

## <Main Heading 1>

### Font

The title of the submission should be in Garamond font size 18, all Capitals.

Main headings should be in Garamond font size 16. Sub headings should be in Garamond font size 14. All headings should be in **bold** text. Please keep headings/sub-headings to a minimum.

The body of the text should be typed single spaced, in Garamond font size 12.

### Headings

Headings should be in bold text and should not be numbered. The font sizes noted above should be used.

### Quotations

Quotations must always be enclosed in single quotation marks and must be followed by a footnote indicating the exact page(s) where the quote appears. Quotations within short quotations take double quotation marks.

Quotations from other works, cases, statutes and so on must be faithful to the original. If it is necessary to make a change to a direct quotation, use square brackets to do so.

Example: In *G v An Bord Úchtála*, O’Higgins CJ found that ‘[t]he child also has natural rights ... [he or she] has the right to be fed and to live, to be reared and educated, to have the opportunity of working and of realising his or her full personality and dignity as a human being.’<sup>5</sup>

Quotations that are longer than three lines should be in an indented paragraph, with no further indentation of the first line. Do not use quotation marks within the indented paragraph, except for single quotation marks around quotations within quotations.

Example: In *Holland v Governor of Portlaoise Prison*, McKechnie J noted that

it seems to me that what the judge was saying was that by virtue of a lawful sentence of imprisonment being imposed on and being served by a prisoner, that person, for the duration of his sentence, had to suffer not only interference with the exercise of his constitutional right to liberty but, in addition, had to suffer such restrictions on other constitutional rights which were ‘necessary’ in order to accommodate the serving of that sentence in the designated prison.<sup>8</sup>

If emphasis has been added by you, this must be acknowledged in the footnote.

Example: <sup>12</sup> *DPP v Quilligan* [1986] IR 495 (SC) 511 (emphasis added)

### Use of Italics

The following should be in italics:

- Case names.
- Titles of books and journals.
- To add emphasis.
- Words and phrases in languages other than the one you are writing in, unless the foreign words appear in a quotation, in which case they should not be italicised. If the foreign word is common in English (such as vice versa, bona fide, status quo), italics should not be used.

The abbreviations e.g., i.e., vis, etc, should not be italicised.

### Judges' titles

Where reference is made to a judge in a case, use the judge's surname followed by the conventional abbreviation identifying their judicial office.

Examples: Smith CJ

Smith P

Smith J (for an ordinary judge of the Superior Courts)

Smith and Smith JJ (for more than one judge)

### References

The *Journal* uses OSCOLA as the referencing standard and authors should refer to this standard when making submissions. See: <http://legalcitation.ie/wp-content/uploads/2016/04/OSCOLA-Ireland-2016.pdf>

References should be in the form of footnotes, typed single spaced in Garamond font size 9. All footnotes should be numbered sequentially and located on the bottom of the page. Footnote references should be in superscript in the text of the submission.

### Cases

When citing cases, give the name of the case, the neutral citation (if appropriate), and volume and first page of the relevant law report, and, where necessary, the court. The case name should be italicised. There is no punctuation after the italic *v* used to separate the names of the parties.

Examples: *People (DPP) v Quilligan* [1986] IR 495 (SC) 511.

*Riordan v Ireland* [2009] IESC 44, [2009] 3 IR 745.

Where appropriate, the reference should include a 'pinpoint'; which gives the page on which the quotation can be found. In the first example above, the number 511 is the pinpoint.

Where a case is unreported, use the neutral citation. If an unreported case does not have a neutral citation, provide the court and the date of the judgment in brackets after the name of the case.

Example: *S v Eastern Health Board* (HC, 22 July 1988).

## Legislation

When citing legislation, provide the short title and year, along with the relevant section you wish to refer to.

Example: European Convention on Human Rights Act 2003 s 5.

When citing a statutory instrument, give the name, year and (after a comma) the SI number.

Example: Planning and Development Regulations 2008, SI 2008/235.

Please see OSCOLA for guidance on the citation of European legal sources.

## Books

When citing a book, provide the author's full name first, followed by a comma, and then the title of the book in italics. The publication information is then provided within brackets in the following order: edition (if relevant), publisher year.

Example: Shane Kilcommins, Susan Leahy, Kathleen Moore Walsh and Eimear Spain, *The Victim in the Irish Criminal Process* (Manchester University Press 2018).

## Articles

When citing a journal article, give the author's full name first, followed by the title of the article, within single quotation marks, followed by the publication information. Note that the year of publication appears in square brackets where the journal does not use volume numbers and appears in round brackets where there is a separate volume number. The journal title may be abbreviated or provided in full so long as a consistent style is used throughout. If the full journal title is used, it should be italicised.

Examples: Paul Craig, 'Theory, "Pure Theory" and values in Public Law' [2005] PL 440.

John Lombard, 'Navigating the Decision-Making Framework for Patients in a Minimally Conscious State' (2016) 22 *Medico-Legal Journal of Ireland* 78.

## Electronic sources

Citations of publications that are available only electronically should end with the web address (Uniform Resource Locator or 'url') in angled brackets (< >), followed by the date of most recent access, expressed in the form 'accessed 1 January 2018'.

Example: Susan Leahy, 'Defining Consent in Irish Sexual Offences Law: Unfinished Business' (*Criminal Justice in Ireland*, 18 July 2018) < <https://criminaljusticeinireland.wordpress.com/2018/07/18/defining-consent-in-irish-sexual-offences-law-unfinished-business/>> accessed 19 November 2018.

## Subsequent References

In a subsequent citation of a source, briefly identify the source and provide a cross-citation in brackets to the footnote in which the full citation can be found.

Where the subsequent citation appears in the footnote immediately following the full citation, you should use 'ibid'. Do not italicise or capitalise 'ibid'. Avoid the use of other Latin gadgets such as *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit*, and *contra*.

For subsequent citations of cases, a short form of the case name is sufficient to identify the source. Subsequent citations of secondary sources require only the author's or authors' surname(s), unless several works by the same author are being cited, in which case the surname and the title of the work (or a short form of the title) should be given.

Example:

<sup>1</sup> Lydia Bracken, *Child Law in Ireland* (Clarus Press 2018) 100.

<sup>2</sup> Laura Cahillane, 'Judicial Diversity in Ireland' (2016) 6 *Irish Journal of Legal Studies* 1.

<sup>3</sup> *ibid*.

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<sup>5</sup> *People (DPP) v Quilligan* [1986] IR 495 (SC).

<sup>6</sup> Cahillane (n 2) 5

<sup>7</sup> Quilligan (n 5) 498.

## Further Guidance

For further guidance on referencing, see OSCOLA Ireland.