**INSOL International – Contributors’ Guidelines**

**Main Body**

* Avenir Next 11-point font, not justified – single spaced, no spacing before or after;
* Add space between bullet points;
* Main sections (level 1): “**1. Introduction**” (Bold, same size of font, Arabic numbers), no caps;
* Sub-sections (level 2) “**1.1 Methodology**” (same as above)
* Sub-sections (level 3) “***1.1.1 Legislation***” (bold and italic, same size font)
* Sub-sections (level 4) “*1.1.1.2 Case law*” (italics only, same size font
* Please do not set the headings at “levels” – just leave this as normal text.

**General Rules**

* Gender neutral: “he”. For instance: “The administrator takes office on the first day after the court’s order. **He** makes the inventory in the following 45 days”;
* Use “…” for quotations, no *italics* and no **bold text**;
* Use “eg” (no points!) for exempli gratia – for example – this is only for footnotes, INSOL does not use abbreviations in the main text. All words tobe written in full, eg for example, that is, etcetera and so on. In footnotes it is eg, ie or etc, as the case may be;
* Long in-text quotations: indent 2.5 cm left and 1.5 cm right;
* Avoid abbreviations if possible (don’t use “IA 1986”, use instead “Insolvency Act 1986”);
* Foreign terms to be italicised, eg *ad hoc*, *lex fori*, etc.

**Primary Sources**

* Laws: Arbitration Act 1996 (no italics)
	+ (schedules in Laws) Arbitration Act 1996, Sch 3
	+ (articles/sections in laws) Arbitration Act 1996, s 11 or art 11
	+ (schedules and articles/sections): Arbitration Act 1996, Sch 1, art 8 / para 8.
* Cases:
	+ *Tomolugen Holdings Ltd v Silica Investors Ltd* [2016] 1 SLR 373 (SGCA)
	+ *Bresco Electrical Services Ltd (in liq) v Michael J Lonsdale (Electrical) Ltd* [2020] UKSC 25 (neutral citation is sufficient)
	+ (with specific page within case) *Re US Lines Inc v American Steamship Owners Mutual Protection & Indemnity Association Inc* 197 F 3d 631, 640 (2nd Cir 1999)
	+ (with specific paragraph) *Tomolugen Holdings Ltd v Silica Investors Ltd* [2016] 1 SLR 373 (SGCA) (at para 124)
	+ (with specific paragraph and judge) *Premium Nafta Products Ltd v Fili Shipping Co Ltd* [2008] 1 Lloyd’s Rep 254 (HL) at para 13, per Lord Hoffmann

**Secondary Sources**

* Books (and pages/paragraphs within books): V Lazic, *Insolvency Proceedings and Commercial Arbitration* (1st ed, Kluwer Law International, The Hague-London-Boston, 1998) at 263, para 3.2.2.2 or paras 2.4, 2.5
	+ Sequence: Author (initial of name + surname), *Title* (edition, editor, city, year) [at specific page, para …].
* Articles (and citation from a specific page): S Madaus, “The (Underdeveloped) Use of Arbitration in International Insolvency Proceedings” *J Int Arbitr* (2020) 37(4) 449 at 458.
	+ Sequence: Author (initial of name + surname), “Title” *Journal* (year) volume(issue) first page [at specific page];
	+ For journals: be consistent. Either you use the shortened form (J Int Arb; Camb LJ) for all the journals cited in your paper, or the full version (Journal of International Arbitration; Cambridge Law Journal).
* Websites: “See, eg, <https://icsid.worldbank.org>” (with hyperlink, no access date). Please keep these to a minimum.
* Cross-referencing:
	+ (same as footnote before)
		- *Ibid* (exactly the same quotation);
		- *Idem*, Sch 7 (you’re referring to the law mentioned in the previous footnote, only a different schedule/article)
	+ *Idem*, at para 111
	+ See(no italics)para 1.1 above (you’re referring to a different section/paragraph of your paper – eg you’re in para/section 4 of your paper and you’re referring to something you said in the introduction/methodology)
	+ No cross-referencing of articles or cases unless from the previous footnotes. If you mention a case in ftn 3 and then again in ftn 56, you’ll have to include the full citation in ftn 56
* Plurals: “paras 122 and 123”, “pp 228-229” and “arts 122 to 135”