

Style and Citation Guide

Text Format

Please use a font such as “Times New Roman”, “Arial”, “Courier” or “Tahoma” (Times New Roman is preferred). Please distinguish elements of the text by using a large font for text (12-point) and headings (14-point). Footnotes should be in the same font and set at 10-point.

Please do not indent your paragraphs, but do ensure there is a space between them.

Your title and headings should follow the following format:

TITLE

Forename SURNAME*

HEADING 1

Heading 2

Heading 3

Quotations

Quote shorter than two lines should be surrounded by a double quotation (“ ”). Quotes within quotes should be surrounded by a single quotation (‘ ’). Quotes should be indented by one inch if they are longer than 2 lines, as follows:

“...recognise that the effects of insolvency are not limited to the private interests of the insolvent and his creditors, but that other groups in society are vitally affected by the insolvency and its outcome, and to ensure that these public interests are recognised and safeguarded.”¹

Referencing Conventions

The referencing style required for all submissions must follow OSCOLA. Advice and guidance on the use of this style is available here: https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006.pdf.

There is also a quick reference guide that you may find very useful, located here: https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf.

¹ *Cork Report*, at paragraph 198(i) (in Chapter 4).

Please note that full-stops at the end of a sentence should *precede* footnote superscripts.² Also, every footnote should end in a full-stop.

Please use *ibid./idem.* as appropriate. References to sources in the same text may use the OSCOLA style of cross referencing. For a subsequent note that is referring to previous footnote 74 by John Smith but at a different page number, for example, your footnote should look like this.³

The footnotes may be preceded by an author citation, address and contact details (if desired).

² For example.

³ Smith (n 74) 205.