

CHILD AND FAMILY LAW QUARTERLY

Submission and Material Presentation

The Editors welcome the submission of material for consideration for publication. Material submitted should be original contributions and should not be under consideration for publication in any other journal. Authors should submit a statement to that effect. Substantive guidance may be obtained by contacting the relevant editor before submission. The relevant addresses for submission are:

Articles/Research Papers			Case Commentaries
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Alternatively, material may be submitted to the publisher by email:
cflq_editor@familylaw.co.uk

Copyright

Contributions can only be accepted provided that all copyright clearances have been obtained by the author.

Submission Format

Submissions are welcomed of original work which is not under consideration for publication in any other journal. Material should be supplied electronically, together with a print out. Electronic format is preferred in MS Word for Windows by email. Documents prepared on a Macintosh must be converted for Windows compatibility.

Author's Details

Author's name should appear after the submission title with an asterisk. Your position and affiliation should appear next to the asterisk above your first footnote at the bottom of the first page of your main text. Full address(es) for receipt of proofs and payment should be given separately.

Proofs, Payment and Offprints

Proofs are sent to the first named author only. It is that author's responsibility to liaise with any co-author(s) with regard to proof corrections. Upon publication each author will be sent a copy of that issue, 25 free offprints, and a letter detailing payment. Payment will be made to the first named author, in full, shortly after receipt of that letter. Again, it is that author's responsibility to split the cheque between any co-author(s).

House Style

The preferred house style for contributions follows.

References

Please note that the CFLQ does NOT use the Harvard style of referencing. Authors should ensure that all citations and references are complete and accurate and that

any cross-references to pages or footnotes are completed correctly. In particular, it is important to provide precise page references for all quotations and references to statistics.

Footnotes

The footnote/endnote feature of Microsoft Word for Windows should be used in submitted material.

House Style

Forms, Tables and Diagrams

Should be compiled using the automatic functions of your word processing package in order that relettering/resizing may be carried out. If this is impossible, they should be of sufficient quality to be photographed.

Headings

Authors should, first, eliminate all headings which do not substantially add to clarity and, secondly, should code the headings used 'A', 'B', or 'C' to indicate the level of importance.

Quotations

Quotations should be indicated clearly by single quotation marks, with double quotation marks for quotes within quotes. Where a quotation is longer than five lines it should be indented as a separate paragraph, with a line space above and below. All quotations should be cited exactly as in the original – CFLQ house style should not be employed. The source of the quote should be given, together with a page reference, if appropriate.

Cross-references

Cross-referencing should be kept to a minimum. Please *repeat* full citations rather than cross-refer to an earlier footnote, unless the use of 'ibid' is appropriate (because you are referring to the footnote immediately above).

Where you do cross-refer, English terms (for example, above/below) should be used rather than Latin (for example, supra/infra or ante/post)

IF IN DOUBT, PLEASE REPEAT THE FULL CITATION.

Cross-references to pages of the material submitted (rather than to footnotes) should be completed at proof stage.

Latin Phrases and Other Non-English Expressions

These should always be italicised unless they are so common that they have become wholly absorbed into everyday language, such as bona fide, ie, cf, ibid, et seq, etc.

Abbreviations

If abbreviations are used they should be consistent. Long titles should be cited in full initially, followed by the abbreviation in brackets – the abbreviation can then be used throughout. Full points should not be used in abbreviations. Abbreviations should always be used for the following:

UK, USA, UN

Footnotes

Footnote numbers should follow punctuation in the text. The first letter of the footnote should be capitalised, even where it is part of the Latin abbreviations ibid, op cit, ie, cf.

Capital Letters

Capital letters should be kept to a minimum, and should be used only when referring to a specific body, organisation or office:

the UK Government, but previous British governments

The following should always be capitalised:

State, Act, Bill, Convention, Schedule

Convention articles should be cited as follows –

Art 8, Art 12

The European Convention for the Protection of Human Rights and Fundamental Freedoms 1950 should be given in full on first mention and may be abbreviated to European Convention thereafter. The United Nations Convention on the Rights of the Child should be referred to in full on first mention and may be abbreviated to UNCRC thereafter.

Spellings

'S' spellings should be used in preference to 'Z' spellings.

Full Points

Full points should be used only after initials, and not in abbreviations

Dates

These should be cited as follows:

1 May 1995

1995–1996 (not 1995–6, or 1995–96)

Page References

These should be cited in full:

pp 167–169 (not pp 167–9)

Numbers

Numbers from one to nine should be in words. Numbers from 10 onwards should be in numerals. Ordinal numbers should always be in words.

Cases

The full case name (no abbreviations) should be italicised and given in the text the first time the case is mentioned; its citation should be given as a footnote. Full neutral citation, where available, should be given in the text the first time the case is cited along with the case name.

For English cases the citation should be one of the following (in order of preference):

Official law reports (AC, Ch, Fam, QBD); WLR; FLR; All ER

For ECHR cases the citation should be (in order of preference) FLR, EHRR, other.

The general reference should be given as follows:

Livesey (Formerly Jenkins) v Jenkins [1985] AC 424

(In subsequent references to the case in the main text, it is permissible simply to refer to it as *Livesey*).

The more specific reference to a particular page would be followed by ', at p 428'.

Judgments of the Court of Justice of the European Communities should be cited, as far as possible, by reference to either the European Court Reports (ECR) or the Common Market Law Reports (CMLR). Thus:

Van Duyn v Home Office (Case 41/74) [1974] ECR 1337
The Rees Case (Case 43/65) [1975] 1 CMLR 1

Other law reports have their own rules which should be followed as far as possible.

Titles of judges

English judges to be referred to as Hedley J (not 'Hedley' or 'Justice Hedley'); Wall LJ; Supreme Court Justices (or Law Lords if referring to an older case) to be given full titles throughout.

Judges in other jurisdictions to be given their correct titles.

Legislation

References should be set out in full in the text:

Schedule 1 to the Children Act 1989
rule 4.1 of the Family Proceedings Rules 1991

and in abbreviated form in the footnotes:

Children Act 1989, Sch 1
Family Proceedings Rules 1991 (SI 1991/1247), r 4.1 (SI number to given in first reference)

'Act' and 'Bill' should always have initial capitals.

Command Papers

The full title should be italicised and cited, as follows:

Review of Monopolies and Mergers Policy, Cm 1078 (1995)

Command papers should be abbreviated as follows:

1836–1899	C
1900–1918	Cd
1919–1956	Cmd
1956–1986	Cmnd
1986 to date	Cm

Hansard

Parliamentary debates should be cited as follows:

Hansard, HC Deb, vol 891, col 1331 (10 February 1995)
Hansard, Lords Debates, vol 317, col 167 (15 April 1995)
Hansard, HC Standing Committee A, col 1212 (16 January 1995)

Parliamentary Papers

These should be cited as follows:

Annual Report of the Parliamentary Ombudsman, HC 44 (HMSO, 1989)

Law Commission Material

This should be cited as follows:

Law Commission, *Review of Child Law: Guardianship and Custody*, Law Com No 172 (HMSO, 1988), at para 3.19

Authors

Where authors are first referred to in the main text, please give first name and surname. Thereafter, use surname only, for example:

Gillian Douglas has argued that Douglas's argument ...

For reference to authors in footnotes, use initial (not full first name) and surname on first mention and thereafter surname only.

Books

These should be cited in the following order – author/editor, *title* (publisher, edition, date). Thus:

A Bainham, *Children: The Modern Law* (Family Law, 2nd edn, 1998)
SM Cretney and JM Masson, *Principles of Family Law* (Sweet & Maxwell, 7th edn, 2002)

Contributions to edited books should be cited in single quotation marks as follows:

Z Harris, 'Ownership of Land in English Law', in Z MacCormick and Z Birks (eds), *The Legal Mind: Essays in Honour of Tony Honore* (Clarendon Press, 1986)

Specific references should be as above, followed by ', at p 123'.

Journals

Article titles, like the titles of contributors to edited books, should be in single quotation marks and not italicised. Common abbreviations of journals should be used whenever possible. Where the full name of a journal is used it should always be italicised:

G Davis and J Pearce, 'Privatising the family?' [1998] *Fam Law* 614
D Cowan and J Fionda, 'Back to basics: The Government's homelessness consultation paper' (1994) 57 *Modern Law Review* 610

Authors should be as accurate as possible when citing references of any kind.