UKELA Elaw Style Guide

1. General Tone and Style

1.1 Tone

Authors should use a formal tone and write in plain English, using the Oxford English Dictionary as a language and spelling guide. Language must be non-discriminatory and gender neutral. This can usually be achieved by using gender neutral nouns, by acknowledging alternate gender pronouns ('he or she' rather than 'he') or writing in the plural ('they').

1.2 Style

Authors should ensure that a consistent use of tense and person is maintained throughout the article, using active not passive language. Italics should be used for phrases written in latin or a foreign language that are not included in the Oxford English Dictionary. Figures should be used for dates, addresses, percentages, numbers higher than ten and monetary values up to five figures.

1.3 Quotations

Authors should use single quotation marks for emphasis and short quotations (less than three lines), with double quotation marks reserved for quotes within quotes. Long quotations (more than three lines) should start on a new line, in a smaller font size and the whole paragraph should be indented.

Authors should ensure that any additions to quotes are enclosed in square brackets and any omissions are acknowledged with an ellipsis. In addition, any added emphasis should be acknowledged. Errors or discriminatory terms in quotes should not be altered if they are direct quotations, but may be acknowledged by the insertion of the word '[sic]'.

2. Citations

Authors should use the OSCOLA legal citation system, please see the OSCOLA full version and/or the OSCOLA shortened version.

References are to be included as endnotes (i.e. appearing together at the end of an article).

3. Structure and Formatting

3.1 Structure

Articles should be between around 1,500 to 2,000 words in length. Below the title, there should be an 'at a glance' section of between three and five key bullet points which outline the article.

Headings should be used to aid clarity. Sentence case should be used for headings. Diagrams, tables and images may be used where appropriate.

At the end of the article, in italics, there should be a short one or two line biography describing the experience and/or expertise of the author(s).

3.2 Formatting

Text should be 11 point Arial font in single-spaced and justified format. Underline should only be used for names of cited cases, which should also be italicised. Bold may be used sparingly for emphasis.

Lists should, where possible, be in bullets or numbered. Hyperlinks may be used in the body of the text where appropriate.