

To All Prospective Authors,

Formatting and adherence to standards is an immensely important step in the publication process. It is the duty of the Editorial Board to ensure high quality legal scholarship and content, along with appropriate structure, style, and layout. Through this Style Guide, we request authors to kindly adhere to the standards set therein, which would enable a faster turnaround and review procedure.

We thank you for your interest in publishing with us!

Please direct any questions to the Editorial Board at: srdcadr@gnlu.ac.in.

GENERAL GUIDELINES

S. NO.	PARTICULARS	FORMAT
A.	Document Layout	
1.	Page Size	A4
2.	Margins	2.54 cm all sides
3.	Layout	Portrait
4.	Language	English (U.K.)
5.	Page Number	No/Remove page number
B.	Title	
1.	Font	Garamond
2.	Size	17
3.	Alignment	Centre Aligned
4.	Typeface	Bold, Small Caps
5.	Spacing	1.15 between lines & 10 pt. after paragraph
C.	Sub Heading 1	
1.	Font	Garamond
2.	Size	12
3.	Alignment	Justified
4.	Typeface	Bold, sentence case

5.	Line Spacing	1.5 between lines
6.	Spacing	add space before & after paragraphs (auto)
7.	Numbering	No numbering
D.	Sub Heading 2	
1.	Font	Garamond
2.	Size	12
3.	Alignment	Justified
4.	Typeface	Italicized, sentence case
5.	Line Spacing	1.5 between lines
6.	Spacing	add space before (auto), no space after para
7.	Numbering	If prescribed by author, numbering will follow i., ii., etc.
E.	Text	
1.	Font	Garamond
2.	Size	12
3.	Alignment	Justified
4.	Spacing	1.5 between lines
F.	Quotes	
1.	Text	Italic For a quote in a separate paragraph: italics and use the “Quote” style with 0.6 left and right indentation.
2.	Footnotes	Regular, not italicized
G.	Abbreviations	
1.	Text	For e.g., United States of America [“ USA ”]. The USA would be in bolds but the square brackets and double quote marks will be regular
2.	Footnotes	See OSCOLA
H.	Footnotes	
1.	Font	Garamond
2.	Size	10
3.	Alignment	Justified
4.	Line Spacing	Single
5.	Spacing	No space before or after
6.	Citation style	OSCOLA

7.	Indent	No indent. Eg: 1. Footnote Not: 1. Footnote
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STANDARDIZATION GUIDELINES

a.	Case Names	In the body: Italics Abbreviate the case name to the name of the first party. Common abbreviations like BALCO can be used as well. For e.g., <i>A v. B</i> [‘A’]. In footnotes: Refer to OSCOLA Abbreviate terms such as Company- Co. Corporation- Corp. Private Limited- Pvt. Ltd. Another- Anr. Others- Ors. and other such abbreviations must be used
b.	Hyperlink	Remove the underline and change the font colour from blue to black.
c.	Numbering	Arabic Numbering only- 1, 2, 3... If sub numbering is required then- i, ii, iii... Do not number subheadings
d.	Bullets	<ul style="list-style-type: none"> • Round black bullets only No bullets in the subheading Preferably use bullets for lists instead of numbers. Number only where the context requires so.
e.	Numbers	Main Text: <ul style="list-style-type: none"> • For numbers ranging from one to ten in main text: spell out. <u>eg: seven years (not 7 years)</u> • Larger numbers (i.e., above ten) in main text: numerals. Use commas with figures of five or more digits in main text. For e.g., 27,049.

		<ul style="list-style-type: none"> Numbers used in combination with hundred, thousand, million, billion, etc.: spelled out. (For e.g., two hundred; twenty-eight thousand; three hundred thousand; one million). Spell out all numbers appearing at the beginning of a sentence. (For e.g., “Seven awards have been annulled”). Hyphenate all written-out fractions. (For e.g., one-third)
f.	Capitalization	<p>Capitalize:</p> <p>Respondent and Claimant</p> <p>Names of all Courts (Supreme Court/High Court)</p> <p>‘State’</p> <p>Any other words depending on the context and requirement.</p>
g.	Italicisation	<ul style="list-style-type: none"> foreign words/phrases/ legal maxims such as <i>as Ignorantia legis neminem excusat</i> (“ignorance of the law does not excuse”), <i>kompetenz-kompetenz</i>, <i>l’exception française</i>, <i>travaux préparatoires</i> Avoid words that have been assimilated or anglicized such as a priori, carte blanche, certiorari, de facto, de jure, de novo, dicta, en banc, et al., passim, per se, prima facie, stare decisis, names of writs.
h.	Abbreviation	<p>In the first reference of the word, expand the term and abbreviate it in square brackets. Subsequently, only the abbreviation should be used throughout the main text. For e.g., United States of America</p> <p>[“USA”].</p> <p>Format- Bold, Quotes, Square brackets</p>
i.	Symbol	<p>Paragraph (¶) symbol should be used throughout.</p> <p>Section should be used in words and not the symbol (§) throughout the text.</p>

STANDARDIZATION OF COMMON SOURCES

a.	Arbitration & Conciliation	<p>(Refer to abbreviation format above)</p> <p>First reference in text: full name</p>
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	Act, 1996	If only one Arbitration act is referred to then abbreviate as: [“Arbitration Act”] Where more than one is being referred to abbreviate as: “1996 Act”, “1940 Act” etc.
b.	New York Convention	First reference in text: Convention on the Recognition and Enforcement of Foreign Arbitral Awards Abbreviation: New York Convention
c.	IBA	IBA Guidelines on Conflict of Interest is abbreviated to IBA Guidelines IBA Rules on Taking of Evidence is abbreviated to IBA Rules
d.	Law Commission Report	Abbreviate as : LCI Report If many reports are referred to abbreviate as: 1999 LCI Report, 2007 LCI Report etc.
e.	Countries	United Kingdom: UK United States of America: USA If any other country is mentioned with a common abbreviation then abbreviate accordingly. For Countries with longer official names, you may refer to them with the common name throughout the text: eg: Republic of India should be India throughout; Peoples Republic of China should be China throughout the text.

IMPORTANT POINTS

- Make sure there are no extra spaces between the words.
- Serial number of footnotes should not have numbers missing.
- Check hyperlink to see if the source is accurate and if it works.
- Abbreviations should be abbreviated in the first instance.
- Space between ¶ and the number eg. ¶ 7.
- No page numbers on document
- No speaking footnotes