

Formatting Guide

1. Page formatting

- Submissions must be laid out in A4 portrait pages.
- All page margins must be 2.5 cm.

1.1. Structure

- The submission must include a cover page including the title, the name of the author, the abstract and keywords.
- The title of the submission must be in bold and centred at the top of the first page in font size 14.
- The name of the author must be in a line directly below the submission title in font size 12.
- The name of the author must be followed by a footnote containing the author's biography.
- The body of the submission must follow thereafter.

2. Text formatting

- The main body of text must be written in Garamond (12 pt.) Please find a downloadable file [here](#).
- The main body of text must be justified.
- The main body of text must have no paragraph spacing and 1.5 line spacing.

2.1. Titles

- Where the structure of a submission divides its content into separate sections, it is preferred for those sections to have titles.
- Where it makes sense in the context of the submission, it is preferred for titles to be numbered (i.e. 1, 1.1, 1.1.1)
- Titles should be laid out as follows:

- o **Title 1 (14 pt.)**

- **Title 1.1 – (12 pt.)**

- *Title 1.1.1 – (12 pt.)*

3. Footnote formatting

- Footnotes must be written in Garamond (10 pt.) with 1.0 line spacing.
- Footnotes must not be justified and have no paragraph spacing.
- Footnotes must normally be inserted after the next punctuation mark in a sentence, without any space between the punctuation mark and the footnote. (See the Oxford University Standard for the Citation of Legal Authorities for further information).
- Footnotes are primarily intended for citations. Clarifications or authors' notes must be limited.