

THE BAR

REVIEW

Journal of The Bar of Ireland



THE BAR
OF IRELAND
The Law Library

GUIDELINES FOR AUTHORS
AND HOUSE STYLE GUIDE

The Bar Review is the professional journal for barristers in Ireland and is distributed to members of The Bar of Ireland six times a year. It contains news, interviews and feature articles of relevance to the profession and to those with an interest in the law.

This document contains guidelines for authors who wish to contribute an article or news item to *The Bar Review*.

Review process

Articles are reviewed by the editor, editorial staff and members of the Editorial Board of *The Bar Review*. Expert opinion may occasionally be sought from an outside reviewer, where this is deemed necessary to the review process.

All material will be evaluated for publication on the understanding that it has not been published elsewhere, that it has not and will not be submitted to another journal until the editor has made a decision on its acceptability for this journal, and that, if accepted, its contents will not be published elsewhere without the editor's permission. Accepted papers become the copyright of *The Bar Review* and permission must be sought from the publishers before they can be reprinted elsewhere.

Submission guidelines

Articles submitted to *The Bar Review* should not exceed 3,000 words.

Articles should be supplied as a Word document or plain text file. They must be provided in electronic format, preferably by email attachment. Faxes or hard copies are not acceptable.

The first page or title page must contain the title of the article, and all authors' names and affiliations.

This page must also give the name, address, phone number, fax and email (if available) of the corresponding author, who will undertake correspondence, proof reading, etc.

A head and shoulders photograph of each author should be submitted as a high resolution jpeg.

Articles should be submitted to:

Ms Rose Fisher
The Bar Review
Distillery Building
145-151 Church Street
Dublin 7.
D07 WDX8
Tel: 01-817 5166
Fax: 01-817 5150
Email: rfisher@lawlibrary.ie

Images

Authors may wish to supply an image that helps to illustrate the theme of their article. Where a suitable image does not exist, or where the image supplied is not of high enough quality, a photographer may be required or an image may be sourced in house or from an image supply company.

Please be aware of copyright when using images.

Images should be saved in separate picture files. Do not embed images into Microsoft Word, PowerPoint or other documents.

Send only high-resolution jpegs, tiffs or eps files. Please note that the resolution is much higher for printing than for a computer screen (72dpi for computer; print 300dpi).

Please include complete captions for photographs and images where appropriate.

Style

Legislation

Section should be abbreviated to "s." except when used on its own, e.g., "This section has since been amended", or at the beginning of a sentence, e.g., "Section 8 provides for penalties". The same applies to other provisions, e.g., reg.7. There is no space between the full point and the number. No comma is used before the year, e.g., Finance Act 2003 rather than Finance Act, 2003.

Examples:

- Oil Pollution of the Sea (Civil Liability and Compensation) (Amendment) Act 1998, s.17 or s.17 of the Oil Pollution of the Sea (Civil Liability and Compensation) (Amendment) Act 1998
- Pt 3 of the Finance Act 1999
- Sch.16 to the Taxes Consolidation Act 1997
- Animals Act 1985 (Commencement) Order 1985 (SI 1985/305)
- European Communities (Marketing of Sugar Products) Regulations 2003 (SI 2003/289)
- Art.38.3.1° of the Constitution; Art.1 of the Treaty of Rome; but art.4 of the Statistics (Business Accounts) Order 2001 (SI 2001/191)
- Directive 2003/48 of June 3, 2003 on taxation of savings income in the form of interest payments [2003] OJ L157/38

- Rules of the Superior Courts, Ord.113A, r.1 (may be abbreviated on second and subsequent references, e.g. RSC, Ord.113A, r.1)

Cases

Forenames should be omitted except where necessary for greater ease of distinction, particularly with common surnames, e.g., DPP v Murphy (Keith). Where forenames occur in the names of organisations, they should appear in the order normally found in that name, e.g., John Menzies, not Menzies (John). Where there is more than one party on either side, name the first only and do not add "& Ors" or "& Another" or "*et al.*" or any other similar abbreviation.

Other key points:

- italicised case name;
- no full point after v;
- no definite article, e.g., State v Smith, not The State v Smith;
- square brackets around the year;
- full-pointed law report or journal;
- Ex p. always to be capitalised and full pointed, and not written out in full; and,
- abbreviated party names should not be full pointed.

Example: MacDonald v Norris [1999] 4 I.R. 313; [2002] 1 I.L.R.M. 382 Citation of authorities
Usage of *ibid.* and *et seq.* should be kept to a minimum. Please use "above" and "below" instead of *ante/post* or *supra/infra*.

Footnotes

Footnotes should be used to cite references for cases, statutes, statutory instruments and so forth. Apart from that, they should be used to a minimal extent. If information in a note is vital to the main body of the text, it might be worth considering whether it should be incorporated into the text. Footnote indicators should be inserted in the text after all punctuation.

References

1. Hilary Delany, *Equity and the Law of Trusts in Ireland* (3rd ed., Round Hall, Dublin, 2003), p.195.

2. *ibid.*, p.200.
3. *De Róiste v Minister for Defence* [2001] 1 I.R. 190.
4. *ibid.* at 203 per Denham J.
5. Delany, *op. cit.*, p.3.
6. Raymond Perry, *E-Conveyancing: A Critical View* (2003) 8(2) C.P.L.J. 26 at p.29.
7. *DPP v Anderson*, unreported, High Court, Ó Caoimh J., October 16, 2002.
8. Alan Doyle, "Environmental Law: Integrated Control of Pollution in Irish Perspectives on EC Law (Mary Catherine Lucey and Cathrina Keville ed., Round Hall, Dublin, 2003), pp.141-171.
9. *O'M v O'M* [2003] 1 I.L.R.M. 401 at 409.
10. Family Law Act 1981, ss.3-5.
11. s.4(b).
12. *Keelgrove Properties Ltd v Bord Pleanála* [2000] 1 I.R. 47; [2000] 2 I.L.R.M. 168.
13. 562 Dáil Debates Cols 1201?1203.

Italics

Italics may be used sparingly for emphasis. Names of cases are also in italics, as are certain Latin words and phrases.

Italics:

<i>a priori</i>	<i>ab initio</i>
<i>amicus curiae</i>	<i>autrefois acquit</i>
<i>caveat</i>	<i>cy-près</i>
<i>de facto</i>	<i>de jure</i>
<i>ex officio</i>	<i>force majeure</i>
<i>idem in camera</i>	
<i>in loco parentis</i>	<i>in situ</i>
<i>inter alia</i>	<i>inter se</i>
<i>intra vires</i>	<i>ipso facto</i>
<i>lis pendens</i>	<i>locus standi</i>
<i>mens rea</i>	<i>obiter</i>
<i>obiter dictum</i>	<i>per se</i>
<i>pro forma</i>	<i>profit à prendre</i>
<i>ratio decidendi</i>	<i>res ipsa loquitur</i>
<i>res judicata</i>	<i>sub judice</i>
<i>subpoena</i>	<i>sui generis</i>
<i>ultra vires</i>	<i>vis-à-vis</i>

No italics:

ad hoc	bona fide
certiorari	dictum
Ex parte (Ex p.)	habeus corpus
mala fide	mandamus
per annum	prima facie
pro rata	status quo
verbatim	vice versa

General points of style

Spelling should be that of the Oxford Dictionary.

Captions – Italicised and ending with a full stop.

Style: 'Back row (from left):

Semicolons between names, etc.

Photographer's credit – Along upper right hand side of photo, taking the form: 'Photograph: [photographer's name].' (italics)

Figures: '*FIGURE 1:*' (legend should be underneath the figure)

Tables: '**Table 1:**' (legend should be above the table)

Bullet points

Preceding part of sentence should end with a colon.

Opening letter in each point should be lower case.

Semicolon at the end of each point.

The second-to-last point should end in a semicolon followed by 'and,'.

The final point should end with a full stop.

Headlines/subheadings/topic headings – begin

with a capital letter but all subsequent words should be lower case (i.e., sentence case), with the obvious exception of proper names, titles, or any word that would properly be upper case.

Dates – Month, day, comma, year, e.g., January 23, 2016.

Time – 12-hour clock, e.g., 4.25pm, or 10.00am-4.25pm.

Numbers

Numbers below 10 should be written in full, e.g., three.

Numbers above and including 10 should be written as numerals, unless they appear at the beginning of a sentence.

Fractions should be hyphenated, e.g. one-third.

Percentages should be written as number with symbol, e.g., 47%, and with no space between the number and the symbol.

Spelling

'ae' rather than 'e', e.g., anaemic, glycaemic.

'ou' rather than 'o', e.g., favour, colour, behaviour.

'ise' rather than 'ize', e.g., realise, analyse.

In general, favour UK rather than US spellings.

Which/that

Only 'which' can be used with non-defining clauses

(extra information in the sentence, between commas). Either 'which' or 'that' can be used for defining clauses (these limit what you're saying), but it is better to use 'that' to avoid confusion.

An easier way to think about it may be the following: If you can drop the clause and not lose the point of the sentence, use 'which'; if you can't, use 'that'.

A which clause goes inside commas; a that clause doesn't.

Examples:

■ The river, which was level with the top of the wall, was dirty. (Non-defining)

■ The river that runs through London is called the Thames. (Defining)

Titles

Books, plays, works of art, journals, films, television shows and ships, and Latin scientific names (genus and species only), should be italicised.

Phrases in a foreign language, which are not in common use, e.g., *in vivo*, should also be italicised.

Titles of articles, chapters or other parts of documents should be roman with single quotes.

Abbreviations, contractions, measurements

Abbreviations that include the first and last letters of the word do not take a full point, e.g., Mrs, Dr, St, Mgr

Abbreviations that do not include the first and last letters of the word do, e.g., Co. Wicklow.

'i.e.' and 'e.g.' should be preceded and followed by a comma.

'etc.' should be preceded by a comma and end with a full stop, even within a sentence.

Where groups of letters for names of journals, countries, organisations, etc. occur, they should not have full points to separate them, e.g. UNESCO, FAO, USSR, RTE, IRA. (In the first mention of a little-known organisation, it should be written out in full, with the abbreviation following in parentheses; thereafter, the abbreviation is sufficient.)

There should be no space between figures and abbreviations of weights and measures, e.g. 15cm not 15 cm.

Miscellaneous

■ Lower case academic fields except when one or more of the terms is a proper noun or adjective, e.g., American history, English literature, science.

■ Email (not email, e-mail, etc.)

■ 'And' rather than '&', except where '&' is part of an official title.



THE BAR
OF IRELAND

The Law Library

Distillery Building
145-151 Church Street
Dublin 7
D07 WDX8

Tel: +353 (0)1 817 5000
Fax: +353 (0)1 817 5150
www.lawlibrary.ie