

ICALAA Report

Rules and Guidelines for Authors (March 2022)¹

As part of its new projects to help connect and promote alumni of the ICAL LL.M. worldwide, foster knowledge about arbitration and other areas of laws, as well as connect other friends of the program and of its alumni, the newly constituted Board of the ICAL Alumni Association has launched a Newsletter, the ICALAA Report. It will be sent to all members but also published on the ICAL AA website and promoted on LinkedIn and will contain news on recent developments in various jurisdictions, as well as short academic articles. Thank you very much for submitting a contribution and supporting this initiative.

General Remark

As a first (and essential) remark, it must be noted that:

- at the time the contributions are submitted, written assurance must be given that the contribution is an original work that has **not been published, submitted or accepted elsewhere** and that
- the author is **sole responsible** for the accuracy of the content of his/her/their contribution, including as a result of a careful double checking of all the authorities mentioned. The author is sole responsible for the proper reference to the sources used in the contribution. Plagiarism of any kind is obviously strongly forbidden. Before publication, the author will be kindly asked to fill in a Consent, Transfer of Copyright and Waiver of Liability form.

Short Academic Articles

- Academic articles may concern any area of law and any jurisdiction. Please submit your topic and, ideally, title of article, to the editor before the agreed upon deadline.
- Academic articles must contain a short abstract of max. 100 words.
- Their length shall be of around **2'000-3'000 words** (footnotes included), maximum 4'000 words. If you wish to write more, kindly contact the editor first.
- The article shall use the editorial guidelines presented in the present document.

¹ © 2021, ICAL Alumni Association.

Recent Development Contributions

- Recent contributions may concern any area of law and any jurisdiction. Please inform the editor of your chosen topic within the agreed upon deadline.
- Their length shall be of around **1'000-1'500 words**, maximum 2'000 words.
- The contribution must not contain any footnote. Any reference to commentators and/or case law, as the case may be, shall take place within the body of the text, in brackets (...), using the editorial guidelines presented in the present document.

Report on Conferences and Webinars

- Reports on recent conferences and webinars that the author has attended shall ideally concern dispute resolution events. If the author wishes to write about another area of law, the editor first should be informed prior to the drafting.
- Reports should be no longer than **500-600 words**, with no footnotes.

Others

- All authors should submit a short biographical note (including their email address) that will be included at the end of their contribution, ideally with a professional picture. The authors of academic articles may also, in addition, include their current affiliation in the first footnote of their publication, but this is not required.
- Upon submission, the contribution will be reviewed by the editor, who may revert with comments and suggestions. A final decision as to the publication of the contribution will then be reached.

* * *

Editorial Guidelines²

- At this stage, all contributions must be written in English. If need be, non-native speakers may wish to have their draft reviewed for language accuracy before submission.

² As partially inspired by the Wolters Kluwer House Style Guide, © 2018 Kluwer Law International BV, The Netherlands.

- Headings shall be as follow:
 - o Level 1: I., II., III., IV., etc.
 - o Level 2: A., B., C., D., etc.
 - o Level 3: 1., 2., 3., 4., etc
 - o Level 4: a., b., c., d., etc.

Due to the shortness of the contributions, authors should not use more than 4 levels of headings. If absolutely necessary, Level 5 shall be i., ii., iii., etc.

- The contribution shall contain no paragraph numbers.
- Citation style shall be as follows:
 - o Books: Author(s) • *Title* • Pinpoint reference(s) • (Editor [if any] • Translator [if any] • Edition [if any] • Publisher • Date.

Example:

Bernard Berger and Franz Kellerhals, *Domestic and International Arbitration in Switzerland*, 55-56 (3rd ed., Stämpfli Publishers 2015).

- o Periodicals: Author, • *Title* • Volume number • Periodical or Periodical abbreviation • Initial page •, Pinpoint page • (Date)

Example:

Gretta Walters, *Fitting a Square Peg into a Round Hole: Do Res Judicata Challenges in International Arbitration Constitute Jurisdictional or Admissibility Problems?*, 29 *Journal of International Arbitration*, 651, 676-677 (2012).

- o Case law: *Case Name*, • Reporter volume • Reporter abbreviation • Initial page • Pinpoint page • (Court abbreviation) • Date

Example:

N.Y. Times Co. v. Sullivan, 144 So. 2d 25, 40-41 (Ala. 1962).

Note: References should always be to page numbers and not paragraphs.

- In case of references to website, the author shall provide the link and indicate when last consulted.
- Internal cross references to already cited authorities shall be indicated as such: "Walters, *supra* n. (footnote number), at (page number)."
- The terms *Ibid* and *Ibidem* may be used. *Op. Cit.* and *Loc. Cit.* shall not be used.
- The submissions shall be sent to the editor within the agreed upon deadline in both a PDF and Word final version.

- All dates must be written in the following format: Day Month Year (example: 22 January 2022, and not January 22, 2022).
- Please note that **the contributions shall not contain any hyperlink**. If you wish to refer to a website, please write the full address and the last date access, following this format:

Social Media Ethics Guidelines of the New York State Bar association, 20 June 2019, available at :
<https://nysba.org/NYSBA/Meetings%20Department/2018%20Annual%20Meeting/Coursebooks/Dispute%20Resolution/3.Social-Media-Guidance-Note-Final062015.pdf>, last accessed on 22 January 2022.