

Author Guidelines for the International and Comparative Corporate Law Journal

Thank you for choosing to submit your article at International and Comparative Corporate Law Journal. We would kindly request you to design your article according to these Author Guidelines regarding language, structure, and referencing style. By designing these guidelines, we aim for a smooth publication process.

Table of Contents

A. Submission guidelines	2
1. Topic	2
2. Mission	2
3. Process	2
B. Style guide	2
1. Language	2
2. Number of words	2
3. Fonts and styling	2
4. Title and author info	3
5. Abstract	3
6. Headings	3
7. Main text.....	3
7.1. Punctuation and spelling.....	3
7.2. Capitalisation and italicisation.....	4
7.3. Acronyms and abbreviations.....	4
7.4. Numbers	5
7.5. Quotations	5
7.6. Tables, figures and images.....	5
8. Referencing and footnotes	5
8.1. Referencing.....	5
8.2. Use of footnotes	5
Annex: Referencing style.....	6
1. Full reference at first citation in footnotes	6
2. Short references for subsequent citations	7
3. Citation of internet sources.....	8
4. Citation of legislation and case law	8
5. Citation of international treaties	8
6. Cross-referencing of footnotes	9

A. Submission guidelines

1. Topic

The International and Comparative Corporate Law Journal (ICCLJ), as its name indicates, is a journal devoted to the scholarly analysis of the law and practice relating to corporations, on an international and comparative basis. While the law relating to corporate enterprise is properly practical in orientation, scholarly discussion and deliberation has a clear role to play not only in the development of the law and regulatory environment, but also in the application of the existing law and, in particular, its interface with other related bodies of law. We are interested in submissions in the field of Corporate Law, Corporate Governance and Corporate Social Responsibility (CSR) in the broadest sense possible.

2. Mission

The International and Comparative Corporate Law Journal, as its name indicates, is a journal devoted to the scholarly analysis of the law and practice relating to corporations, on an international and comparative basis. While the law relating to corporate enterprise is properly practical in orientation, scholarly discussion and deliberation has a clear role to play not only in the development of the law and regulatory environment, but also in the application of the existing law and, in particular, its interface with other related bodies of law.

3. Process

Please submit your article as doc attachment to the following address: icclj-editors@jus.uio.no.

Upon submission, please indicate four potential peer-reviewers. After submission, the Editorial Board will first check whether the topic of your article matches that of the ICCLJ – i.e. international or comparative corporate law – and whether its quality and format is adequate before sending it out for peer-review. We may ask you to revise your manuscript ahead of a peer-review process.

We strive for a peer-review process of a maximum of three months.

B. Style guide

1. Language

Before submitting your article, please ensure that your article is checked for typos, spelling mistakes and grammatical errors. For authors who are not native English speakers, we kindly ask you to have your article checked by a native English speaker before submission.

2. Number of words

Articles should not exceed 8,000 words, including references. In exceptional cases, articles that exceed this word limit may be approved, depending on the decision of the editorial board.

3. Fonts and styling

Articles should be written in Times New Roman font size 12 and normal margins.

4. Title and author info

The title of the article should be in Times New Roman, font size 14, bold and middle-spaced. Nouns should be capitalized. The author's name or authors' names must be written in full beneath the title of the article, in Times New Roman, font size 12 in italics. For example:

A Clash of Norms: Shareholder Primacy vs. Sustainable Corporate Purpose

Beate Sjøfjell and Mark B. Taylor¹

The author's name or authors' names should be followed by a footnote in which a short bio will be included about the author's affiliation and expertise.

NB: The author name(s) and bio(s) will be deleted when the article is send out for peer-review.

5. Abstract

All articles should include an abstract not exceeding 300 words. Abstracts will not be included in the ICCLJ, but will be used for marketing, including posting on SSRN.

6. Headings

Please use the Word headings function, to make the chapters easier to navigate in. The titles of the chapters are to be written in the following way, with no extra capitalisation, and no full stop after the end of the heading.

For example:

1. INTRODUCTION
...
2. ANOTHER MAIN HEADING OF THE CHAPTER
 - 2.1. A subheading of the second main heading
 - 2.1.1. A sub-subheading of the second main heading
.....
3. A THIRD MAIN HEADING OF THE CHAPTER
.....
6. CONCLUSION

Please do not use more than three levels of headings: 1, 1.1, and 1.1.1.

7. Main text

7.1. Punctuation and spelling

Authors should consistently adopt either British or American spelling and punctuation.

British style:

- British spellings (e.g. behaviour) and either -ise or -ize endings should be used throughout (e.g. organise/organize).

- Single quotation marks should be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have double quotation marks).
- Punctuation should follow closing quotation marks except when the quotation contains a grammatically complete sentence beginning with a capital, e.g. He maintained: 'The book under discussion breaks new ground.'
- The serial comma should be used consistently, if at all.
- Court judgments and formal legal rulings should be spelled 'judgment', even if 'judgement' is used elsewhere (as is normal in British style).

American style:

- American spellings (e.g. behavior) and -ize and -yze endings should be used (e.g. organize, analyze).
- Double quotation marks should be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have single quotation marks).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter)
- The serial comma should be used consistently, if at all.

7.2. Capitilisation and italicisation

- The word 'Act' should always be capitalised, even in non-specific references, to avoid ambiguity, but 'bill' can be lower case.
- Unless a specific court is referred to by name, 'court' is normally lower case; the same applies to 'judge' and other generic terms.
- Titles of statutes always have the first and chief words capitalised (e.g., 'the Representation of the People Act 1911').
- The word 'article' should be written with a lower case 'a'. Do not abbreviate it in the main text; only in the footnotes.
- Please keep italic to a sensible minimum. We prefer not to italicise Latin words).

7.3. Acronyms and abbreviations

- Please keep the use of abbreviations to a minimum to make the text easier to read. We prefer to use an abbreviation only if the abbreviation is used at least five times in the text. Abbreviations, except those that are established and well-known acronyms (such as USA), should be written in full when they first appear in the text, followed by the abbreviation between brackets. For instance: European Union (EU).
- Do not use acronyms or abbreviations in the title of the chapter or in headings.
- Acronyms and lettered abbreviations should have no full points: NATO, USA, EU, BC, AD, etc.
- References to university presses should be spelled out, e.g. Yale University Press, not Yale UP.
- Do not begin a sentence with an abbreviation.
- Ampersands should not be used in the text unless they are part of quoted matter.

- US should be used as an adjective only: use USA or 'United States' as the noun.

7.4. Numbers

- Percentages should be in figures, with the word 'per cent'/'percent' spelt out; exceptions to this are a series of comparisons where a group of percentages would look better with the '%' symbol.
- Numbers should be written out up to 10.
- In a discussion that includes a mixture of numbers above and below this, keep all as figures, for example: 'Out of a total of 29 tests, 15 were positive, 11 were negative and 3 were declared invalid'.
- Do not start a sentence with figures. Either spell out (e.g. 'Twenty-nine tests were carried out') or avoid (e.g. 'The year 1788...').
- Centuries should be written out (e.g. eighteenth century).

7.5. Quotations

- Quotations should be kept within the text if they are short (fewer than 60 words), unless they are set off from the text because they are of particular importance or the focus of discussion.
- Displayed extracts should not be enclosed in quotation marks.

7.6. Tables, figures and images

- Please keep the use of tables and figures to a minimum and only include them when you are convinced that they will have additional value for the reader. If you are in doubt, please consult the editors.
- Any figures and tables should be numbered and should have a title.
- All figures, tables and images should be of high quality, i.e. a high quality .tiff, .jpg or .jpeg file.

8. Referencing and footnotes

8.1. Referencing

Articles will not have bibliographies or tables of cases or of legislation. All articles shall use footnotes with the short-reference system, and not the author-date system.

All footnotes should be according to the style presented in the [Annex](#) below.

8.2. Use of footnotes

- Footnotes have to be numbered in a consecutive sequence.
- Footnote indicators should follow punctuation. Where possible a footnote indicator should appear at the end of a sentence, after punctuation marks, or following a natural break in the sentence, after punctuation marks.
- There cannot be more than one footnote indicator on a single word; so do not use footnotes like this: ^{4,5}The contents of the two notes must then rather be combined.
- Generally, footnotes should be kept brief.
- Footnotes are to be concluded with a full stop.

Annex: Referencing style

1. Full reference at first citation in footnotes

A source should be given a full reference the first time it is cited in your footnotes. The full note reference should include the following information, in this order:

Full reference to books:

- author's/editor's first name(s) in initials
- author's surname
- complete title (including subtitle, if any) in italic
- if referring to a chapter in an edited volume: chapter in inverted commas, title of volume in italic
- editor, compiler or translator, if any
- series title, if any
- edition, if not the original
- number of volumes, if applicable
- place of publication
- publisher's name
- year of publication
- volume number (preferably in roman numbers)
- page number(s)

For example:

J.-M. Henckaerts and L. Doswald-Beck (eds.), *Customary International Humanitarian Law*, 2 vols. (Cambridge: Cambridge University Press, 2004), vol. I, pp. 496-8.

J. Gordley, 'Good faith in contract law', in R. Zimmermann and S. Whittaker (eds.), *Good Faith in European Contract Law* (Cambridge: Cambridge University Press, 2000), p. 93.

Full reference to journal articles:

- author's first name(s) as initials
- author's surname
- title of the article (in inverted commas)
- date of volume
- volume number (in Arabic numbers)
- title of the journal in italic (use full title, not abbreviations)
- page number(s), if available (without p. or pp.)

For example:

J. Weiler, 'The Genscher-Colombo Draft European Act: the politics of indecision' (1983) 6 *Journal of European Integration*, 3, 129.

A. Cassese, 'L'immunité de juridiction civile des organisations internationales dans la jurisprudence italienne' (1984) 30 *Annuaire français de droit international* 556-66 at 566.

Newspapers, bulletins, newsletters etc.:

J. Smith, 'WTO appoint new director-general', *Financial Times*, 21 December 1998, p. 5.

Full references to unpublished material (including unpublished theses or dissertations):

- author's first name(s) as initials
- author's surname
- title of document (in inverted commas)
- volume or batch
- number, where applicable
- name of collection, if known
- folio number, or call number, if known
- depository and where located (or academic institution with date for PhD theses and dissertations)

For example:

H.R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', PhD thesis, University of Cambridge (1984), p. 72.

2. Short references for subsequent citations

Subsequent citations in the notes to a source already given in full should take a shortened form. A shortened reference includes only the last name of the author and the short title of the book (containing the key word or words from the main title, so as to make the reference easily recognisable and not to be confused with any other work), followed by the page number of the reference. In general, titles of only two or three words should not be shortened.

Do not use op. cit or loc.cit. in place of a short title.

Short references to books:

- author's surname (no initial for the first name unless there is more than one author with that surname and confusion is likely)
- short title of the book or of the chapter if chapter in edited volume
- volume number, if applicable
- page number(s)

For example:

Henckaerts and Doswald-Beck, Customary International Humanitarian Law, p. 98

Gordley, 'Good faith in contract law', p. 93

Shortened references to journal articles:

- author's surname (no initial unless there is more than one author with the surname and confusion is likely)
- short title of the article (in inverted commas)
- page number(s) (without p. or pp.)

For example:

Weiler, 'Genschler-Colombo draft', 129.

3. Citation of internet sources

- URLs should not be underlined, should not be preceded with 'http://' if they begin with 'www' or similar, and should not be within angled brackets.
- URLs should carry final punctuation where grammatically appropriate, e.g. 'The author's website may be visited at www.mathsite.com, which also contains further exercises.'

4. Citation of legislation and case law

The Cambridge [Additional Style Guide for Law](#) gives some guidance for citation of UK, US and EU legislation and case law. Please note, however, that the guidance for citation of EU case law is out of date and should be replaced with the [system adopted by the EU](#).

In footnotes, the following abbreviations may be used when referring to legislative material (singular/ plural):

- article: art. / arts.
- Article: Art. / Arts.
- clause: cl. / cll.
- Order: Ord. / Ords.
- paragraph: para. / paras.
- rule: r. / rr.
- section: s. / ss.
- subsection: subs. / subss.

The § symbol (plural §§) may be used if that is the common style of citation in a particular country, but should be used consistently.

The above abbreviations should normally be used in references to specific subdivisions of legislation, except at the beginning of a sentence where the reference is nonspecific. Thus:

'According to s. 63 ...'

but:

'Section 63 states ...'

'According to this section ...'

5. Citation of international treaties

Whenever a treaty is referred to, the first citation within each chapter shall give (as a footnote) its full title, its place of signature, its date of signature, and a citation for where the material can be consulted (e.g., ILM, UNTS, UKTS, TIAS, etc). It may be helpful to consult ILR Tables of Treaties 1-125 (Cambridge University Press, 2004, ISBN 0521 80779 4) for sources of treaties. UN documents (including documents of all the UN subsidiary bodies) should be given their full UN Doc. (or equivalent) reference number on first citation within each chapter.

For example:

Vienna Convention on the Law of Treaties, Vienna, 23 May 1969, in force 27 January 1980, 1155 UNTS 331; (1969) 8 ILM 679; UKTS (1980) 58.

Subsequently, in the same chapter, this can be referred to simply as:

Article 2 of the Vienna Convention.

Use the full word 'Article' in the text, but you can (but do not have to) abbreviate it to 'Art.' (plural: 'Arts.') in the footnotes.

An 'Article' of an international treaty has traditionally had a capital 'A', but lower case is now acceptable.

Where Articles are divided into numbered paragraphs, we prefer to cite these as, e.g.:

Article 19(3), Article IV(6).

rather than as:

Article 19, para. 3 or Article IV, para. 6.

Where Articles are divided into unnumbered paragraphs, these will need to be cited as, for example:

Article 19, second paragraph.

Note that it is 'second paragraph' rather than 'paragraph 2

6. Cross-referencing of footnotes

Please note that for cross-references in the notes, we use 'above' and 'below' rather than 'supra' and 'infra'.