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## GUIDELINES FOR CONTRIBUTORS

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The HELP Law Review (HLR) welcomes publications in the form of articles, comments, case notes, book reviews, and legislative reviews.

1. The house style adopts OSCOLA (Oxford Standard Citation for Legal Authorities) of the Faculty of Law of the University of Oxford for citing legal authorities. The OSCOLA rules are currently in the 4<sup>th</sup> edition, 2012.
2. Contributors should include their relevant titles, degrees, and other pertinent background information on a separate sheet of paper.
3. The Editorial Board reserves the right to make alterations to articles submitted, including their style, format, grammar, and punctuation.
4. Manuscripts must be one-and-a-half spaced typed on A4 paper with generous margins on both sides of the paper. The soft copy of the manuscript (Microsoft Word format) should be sent to the Editor in Chief via e-mail attachment.
5. Footnotes must be stated at the foot of each page and must be numbered from 1 to 99.
6. Footnotes are complete sentences and thus should end with full stops.
7. The accuracy of all citations and quotations rests with the contributors. No responsibility will be assumed by the Editorial Board for the above-mentioned.
8. Dates: Dates should be cited in order of day, month, and year, eg 25 December 1994.
9. Avoid underlining or setting text in bold. Italics should be used when the author finds it necessary to emphasise a certain word or portion of the text and for foreign phrases that have not been absorbed into the English language. Examples include *bona fide*, *obiter dictum*, and *ibid*.
10. Capitalisation: the word “Act” is always capitalised. Unless a court is referred to by name, the word “court” is always in lowercase.

11. The following should be in italics:

- i. Names of cases including the letter 'v'. Omit full stops after 'v' .
- ii. Latin and other foreign words.
- iii. Titles of authored books.

12. Cases: Cite a case name in full in the first mention in the text or footnote; it may be shortened thereafter. Thus, 'in *Glebe Motors pie v Dixon-Greene*' can be shortened to 'in the *Glebe Motors* case' (or 'in *Glebe Motors*'). In shipping cases, you can use the name of the ship instead of the full name of the case (for example *The Eurymedon*).

13. Word count should preferably not exceed 6000 words. Exceptions can be in consultation with the Supervisor and Adviser-Editor.

14. Contributions should be sent together with a cover letter to:

**Mr Mark Goh Wah Seng**

Editor-in-Chief

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