World Arbitration & Mediation Review

Manuscript Preparation and Submission Guidelines for Journals

A. MANUSCRIPT PREPARATION AND SUBMISSION:

1. Use Microsoft Word (preferably the latest version). Please do not use WordPerfect, DeltaView, converted PDF files or any other word processing program that is incompatible with MS Word (including converted internet files). Submit your files to us in **electronic format.**

2. Article text and citations should comply with Bluebook and Chicago Style.

3. Submit the files for the manuscript in their *entirety.* For multiple author projects, please do not submit individual sections as they are completed by the authors. Once you have gathered the entire manuscript, submit it all together. All **front and end matter** should be submitted along with the submission file (*i.e.,* articles, foreword, author biography information, appendix materials, etc.).

4. Your articles should not be excessively long. We recommend 10-15 pages, if possible.

5. Your section titles should be succinct. Titles that are excessively long are difficult to accommodate in the headers and are generally off-putting to readers.

6. Providing a table of contents for your work will always be appreciated.

7. **Please clean up coding if using any "borrowed" web copy**: Before pasting text borrowed from the Internet into an MSWord document, first place your cursor in the Word document where you want the text to appear and then click on the clipboard "Paste" icon located at the top of your Word document, on the left most side of the Home tab, then select "Paste Special" and then "Unformatted text" in the dialog box that appears and finally, click "OK." The pasted text will now be cleaned of coding. Provide credit for the copy.

8. **Tables, Charts and Illustrations:** provide clear images in **black and white** (Word, JPEG or TIFF files) (**we do not print in color**). Be certain to clearly indicate the position of the tables and illustrations within your manuscript. Please bear in mind that the illustrations you provide will have to fit into a 6 x 9 inch page and must fall within the margins assigned to the text (i.e., a space that is even smaller than 6 x 9 because of headers, gutters and footers) and in the process of reduction, if your illustrations are large, legibility is likely to be considerably reduced, so the original clarity of the images you provide is very important.
We cannot publish any images, tables or illustrations unless you have secured the permission to use them. Securing such permission is your responsibility. Give credit if applicable.

9. All text should be in English. If you are including non-English appendices, if possible, please supply this material in English as well and all needed appendix material referenced in the work.

10. You are responsible for obtaining all **permissions** where necessary and properly crediting all sources.

11. Submit your files in <u>**FINAL form**</u>. The proofing stage (which occurs after the files have been edited and formatted for the journal) is not intended as an opportunity to add and/or delete text or to re-write your manuscript. The only edits during this stage should be for purposes of fixing egregious errors that were made during the formatting process.

12. Kindly spell check before submission and save your files so they open at 100% magnification.

B. STYLE: The style should be *consistent throughout* the work (**Blue Book, Chicago Manual**, etc.).

To follow are some general style guidelines.

1. Type your manuscript in ***single space*** using Times New Roman font (11 pt.).

2. **Headings:** clearly identify headings by using a consistent hierarchy, style and capitalization for each heading level. *For example:*

    I.   MAIN HEADING
        A. Second Level Heading
           1. Third Level Heading
           2. Third Level Heading
             a) Fourth level heading
             b) Fourth level heading

Also, please take care that your headings and subheadings do not stand in for or supplement the text they flag. Headings are designed to be descriptive indicators of the text they precede, not part of the text itself.

3. Do not use underline (it does not print well). To add emphasis we recommend using *italics* or **bold,** and that you do so *sparingly*.

4. Beyond proper use of footnotes, and consistent headline style, and indication of quotes, please do not otherwise attempt to format your own work as doing so is likely to interfere with our own.

5. *You are responsible* for the completeness and accuracy of all citations and internal cross-references. Website links should be visited before you submit your work to verify they are still "live." We are not able to cite check for you.

6. **Case Law and Signals**:
   a. When citing to case law in the body of the text, the case name should be in italics.
   b. When citing to case law in a footnote (see below for proper creation of footnotes), use regular text (no bold, italics or underline).
   c. Italicize signals such as: *see, see also, id., see id., but see, compare, see generally, e.g.*

7. **Quotes:**
   a. For quotes of **more than 50 words** in length, please use a "block quote" format: *i.e.*, indent the left and right margins and <u>do not use quotations marks</u>. <u>Do not italicize the text</u>. (The proper way to indent text is to select the text with your mouse and then use the horizontal ruler to drag the text to its desired location. Please avoid using hard returns or tabs to accomplish this as these will only interfere with the later formatting of your submission.) The block quote is single space, 11 point (as is the rest of the text), .5 (1/2) inch indent on each side.
   b. For smaller quotes that appear within the text use quotation marks. Do not indent, create a new paragraph or italicize the text.
   c. Please use smart quotes (the curled quotation marks, for "example").

C. FOOTNOTES:

1. Please be sure to use footnotes and ***not*** endnotes when creating your manuscript.
2. Footnotes should be created by using the "**references"** tab in Microsoft Word (do not manually add footnotes).
3. To add footnotes, place the cursor directly after the text where you want the footnote to appear, click references, click insert footnote. You may then enter the source information (citation) in the footnote section of the page.
4. Very important: **Footnotes should begin at 1 with every new chapter**.

If you have any questions, please contact the WAMR editorial staff at either wamr@fiu.edu or submitwamr@fiu.edu.

We are happy to help however we can, but please bear in mind, the quality of your submission will be a direct reflection of your own commitment to providing a manuscript that has received your full attention.