Submission Guidance for *The Air Force Law Review*

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SUBMISSION GUIDELINES

The Air Force Law Review publishes articles, comments, notes, and case notes/summaries. The Editorial Board encourages readers to submit manuscripts on any area of law or legal practice that may be of interest to judge advocates and military lawyers. Because the law review is a publication of The Judge Advocate General's Corps, Air Force judge advocates and civilian attorneys are particularly encouraged to contribute. Authors are invited to submit scholarly, timely, and well-written articles for consideration. The *Law Review* does not pay authors any compensation for items selected for publication. Previous editions of the Air Force Law Review are available electronically at www.afjag.af.mil/library.

Manuscript Review: Members of the Editorial Board review all manuscripts to determine suitability for publication in light of space and editorial limitations. Manuscripts selected for publication undergo an editorial and technical review, as well as a policy and security clearance as required. The editors may make necessary revisions or deletions without prior permission of, or coordination with, the author. Contributors are responsible for the accuracy of all material submitted, including citations and other references. The *Law Review* generally does not publish material committed for publication in other journals.

Manuscript Form: Manuscripts should be submitted via email to afloa.afjags@us.af.mil, and must be in Microsoft Word. Please see our formatting guidelines detailed below or contact the editor(s) for further formatting requirements before submitting articles. Authors need to retain at least one copy of their manuscript along with backup data. Footnotes must follow the format prescribed by the 20th Edition of *A Uniform System of Citation* (*The Bluebook*). Include appropriate biographical data concerning the author(s), such as rank, position, duty assignment, educational background, and bar affiliations. The Editorial Board will consider manuscripts of any length, but most articles selected for publication are 60 pages of text or less, and notes are generally 20 pages of text or less. The *Law Review* does not return unpublished manuscripts.

TYPE OF MATERIALS SOLICITED

Articles are substantial works with extensive footnotes and are generally broader in nature than comments or notes. Articles can summarize existing law or identify areas for development in law or policy as they are traditionally both a source for research and a forum for the presentation of ideas. A standard format includes an introduction of the subject, a short definition of the scope of the article, background, analysis of the specific issues addressed, recommendations (which may be dispersed within the analysis if there are several issues), and a conclusion.

Comments are generally case or issue specific pieces that are shorter than articles, approximately 20 to 30 pages. They tend to identify an issue or problem and propose a solution. They may lack some of the historical background or context an article would have. Although

some notes identify an issue without proposing a solution, proposing a solution is the norm. The comment is an excellent tool for quick submission on a timely topic or for submission by one too pressed for time to complete a full article. Although we mention page lengths as a guide, we neither have nor apply a strict standard when classifying material submitted for publication.

Notes are short comments or pieces that deal with a specific, narrow issue. Attention to publishing deadlines and pre-coordination for late submission of hot short pieces could certainly put a note in the *Law Review*.

Case Notes or **Case Summaries** are short works that contain an analysis of a case of significant legal impact in a given field. They can summarize, criticize, expand or predict the effect of a given opinion. Although generally reserved for recent cases, they can include older cases where the reasoning has become outdated or, conversely, ones that are no longer in vogue that the field may wish to revisit.

EDITING & FORMATTING GUIDELINES

Authors must comply with the 20th edition of *The Bluebook* when submitting articles. Additionally, articles should be formatted as indicated in the formatting instructions below.

Formatting Instructions:

1. **Software**: Word
2. **Fort**: Times New Roman (TNR)
3. **Type Size**:

   a. Title - 11 point bold
   b. Author's name (followed by *) - 11 point in Large and Small Caps/no bold.
   c. Everything is single spaced - both text and footnotes. There is no extra space (no extra 'return") between paragraphs.
   d. Paragraphs are indented one-half inch.
   e. Major breaks - 11 point
   f. Text - 11 point
   g. Headings and Subheadings - 11 point
   h. Footnotes - 9 point - left margin, one space between footnote number and text
   i. Quotes of more than 50 words are blocked off. Add an extra space above and below; indent on both sides ½ inch; 9 point. In footnotes, follow the same procedure, but use 9 point for everything.
   j. Biographical information - 9 point/italic. Place bio info just above the footnotes, preceeded by an [*].

Headings and Sub-Headings:

I. INTRODUCTION (HEADING)

Major breaks are roman numerals/large & small caps /centered

A. Subheading
Subtitles are alphabetical/upper and lower case/left-justified

1. Sub-subtitle
Sub-subtitles are Arabic numerals/upper and lower case/italic/left-justified

Margins and Page Size: One-inch margins on top, bottom and sides. Gutter setting is 0, header is 0.5 and Footer is set at 1 inch.

Justification: left justification for text and footnotes.

Footnotes: Insert biographical information above the top of the first footnote by hitting enter at the beginning of the footnote. This provides space for the bio text. Biographical information is standard. It should be preceded by an asterisk and placed in 9-point italic. Ensure footnotes are in 9 point TNR and are left justified.

Symbols/Typeface: Certain symbols and typefaces are used routinely, and it might be a good idea to set up a macro for them. Some examples:

The 'em dash' [—] should be used rather that a "double hyphen" [--]. You can find it by going to the Insert menu, selecting Symbol, then selecting from the Special Characters list. There are no spaces before or after the dash.

The section symbol [§] is most frequently used in the footnotes, rarely in the text (it's spelled out in the text, except for the US Code). Use the same directions for getting into the Symbol Chart.

ALL CAPS and SMALL CAPS. This typeface is used for the titles of books and law reviews, as well as the author's byline. First, type the information using regular TNR typeface and capitalization. Then highlight the text, select Format, then Font, then in the "effects" section, select "small cap." Hit OK.

Widows and Orphans: Avoid leaving a single line of a paragraph either at the bottom of the page or the top of the page. To do this, select Format, then paragraph/line page breaks and check Orphan-Widow Control.

COMMON EDITING ERRORS

Latest Trends: Recent trends of citation errors we've seen are:

1. The lack of cross-referencing footnotes,
2. Using *supra* with statutes and case names, and
3. The placement of a period outside of quotation marks when placing quotes around a single word for emphasis at the end of a sentence.

Cross-referencing footnotes using *Word*'s cross-referencing feature attaches a footnote to the footnote being referenced so that one need not manually adjust numbers after inserting new notes or moving blocks of text.

Supra* and *infra "should not be used with cases, statutes, constitutions, or other legislative materials or regulations except in extraordinary circumstances, such as when the name of the authority is extremely long," *Bluebook* Rule 4.2, and then use with "hereinafter."

Punctuation with quotations: "When using quotation marks with other punctuation, the comma and period are always placed inside the closing quotation marks; the semicolon is always placed outside the closing quotation marks; the dash, exclamation mark, and question mark are placed according to the structure of the sentence." AFH 33-337, *The Tongue and Quill*.