

Law Review

Submission Guidelines

SUBMISSION GUIDE

The Air Force Law Review (AFLR) publishes articles, 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 *AFLR* 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 *AFLR* does not pay authors any compensation for items selected for publication. Previous editions of the *AFLR* are available electronically at <https://www.afjag.af.mil/library>. The *AFLR* is solely a digital publication.

Manuscript Review: Manuscripts will undergo a review by members of the editorial board to determine suitability for publication in light of space and editorial limitations. The *AFLR* is a double-blind peer review publication, meaning author and editor identity is concealed throughout the process. 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 *AFLR* does not publish material committed for publication in other journals.

Manuscript Form: Manuscripts should be submitted via e-mail to afloa.afjags@us.af.mil, and must be in Microsoft Word. Questions regarding submissions can be addressed to the current editor-in-chief, Maj Sean Hudson, at Commercial 334-953-3069, DSN 493-3069, or by e-mail at afloa.afjags@us.af.mil. Please see our formatting guidelines detailed below, and contact the editor-in-chief regarding questions about 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 most current version of *A Uniform System of Citation (The Bluebook)*. In order to facilitate anonymous review, on a separate title page 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 full-length articles selected for publication are 60 pages of text or less, and notes are generally 30 pages of text or less. The *AFLR* does not return unpublished manuscripts. Although we mention page lengths as a guide, we neither have nor apply a strict standard when classifying material submitted for publication.

TYPE OF MATERIALS SOLICITED

Articles are substantial works with extensive footnotes and are generally broader in nature than notes. Articles are typically 40-50 pages of single-spaced text (Microsoft Word, 12-point font, and including footnotes). 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), critical analysis of the recommendation and countervailing positions, and a conclusion.

Notes are generally case or issue specific pieces that are shorter than articles, approximately 20-30 pages of single spaced text (Microsoft Word, 12-point font, and including footnotes). They tend to provide in-depth analysis on a specific, narrow 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 note is an excellent tool for a quick submission on a timely topic.

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 most recent published version of *The Bluebook* when submitting articles. Additionally, articles should be formatted as indicated in the formatting instructions below.

FORMATTING INSTRUCTIONS:

1. **Software:** Word
2. **Font:** Times New Roman (TNR)
3. **Type Size:**
 - a. Title Page
 - i. Paper Title - 12 point bold.
 - ii. Author's name (followed by *) – 12 point in large and small caps, no bold.
 - iii. Biographical information – 10 point, italic. Place bio info in the footnote section on the title page, preceded by an [*]. Ensure all information identifying the author is only contained on the title page to assist with anonymous initial reviews.

- b. Paper Body
 - i. Entire paper should be single spaced – both text and footnotes. Do not include an extra space (no extra return) between paragraphs.
 - ii. Paragraphs are indented one-half inch.
 - iii. Headings, Subheadings, and text – 12 point
 - iv. Margins and Page Size: One-inch margins on top, bottom and sides. Gutter setting should be 0, header should be 0.5 and Footer should be set at 1 inch.
 - v. Quotes of more than 50 words should be blocked off. Add an extra space above and below; indent on both sides ½ inch; 12 point.
- c. Justification – use left justification for text and footnotes.
- d. Footnotes
 - i. 10 point, TNR, and left justified.
 - ii. **Cross-referencing required:** Microsoft Word’s cross-referencing feature allows an author to link a citation to other citations in the same document. Cross-referencing is essential to the editing process because it avoids having to make numerous manual edits throughout the document in the event a footnote number is changed, deleted, or added. If you are unsure how to cross-reference, Microsoft Word Support provides a detailed explanation on how to cross-reference. The *AFLR* editors are also happy to assist with explaining how to cross-reference footnotes. **The AFLR will return submissions with footnotes that are not cross-referenced to be updated.**
 - iii. Reminder: *Supra* and *hereinafter* “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.

4. Headings and Sub-Headings:

Major headings should be roman numerals, large & small caps, and centered:

I. INTRODUCTION (HEADING)

Subheadings should be uppercase alphabetical lettering, upper and lower case, and left-justified:

A. Subheading

Sub-subtitles should be Arabic numerals, upper and lower case, italic, and left-justified:

1. *Sub-subtitle*