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Articles should not, generally, exceed 5,000 words in length. If an author wishes to submit a longer contribution, please contact the editor in advance. Shorter articles, particularly about any aspects of professional practice are also welcome.

Contributions should be in 12 pt Arial font, double-spaced in a Word document. Please send contributions by email to [juliedoughty@freeuk.com](mailto:juliedoughty@freeuk.com)

Please use the following guidelines, but contact the editor if you have any questions.

**An introductory paragraph** that includes a brief note about the author and a synopsis of the argument in the article is very welcome.

## Sub-headings

Please use these to indicate sections of the article.

## References

All references should follow the Harvard referencing system as follows:

Please avoid the use of footnotes. When you refer to a publication in the text, give the author's name and year of publication e.g. (Kiddle, 1999 pp 16-18). At the end of the article please provide a list of references in alphabetical order in the following style:

Books            Kiddle C. (1999) *Traveller Children: A Voice for Themselves*. London:  
Jessica Kingsley Publishers

Articles         Hall A. (2008) 'Special Guardianship – themes emerging from case-law'  
*Family Law* 38 pp 244-251

## Children's guardians

Please make any references to the children's guardian as: children's guardian (lower case). The previously used terms of guardian *ad litem*, GAL or GALRO have been replaced and should not generally be used. If there is a historical reference or quotation from before the title was changed, please use the term: guardian *ad litem* and not either of the abbreviations.

The exception is in reference to private law cases in which the appointment under Rule 9.5 is still of a guardian *ad litem*.

### **Court/courts/ judges/judiciary**

Please use lower case for county court, the courts, court reports etc., except where naming a specific court e.g. the Court of Appeal. Also use lower case for judge, judges, magistrates and the judiciary, unless naming an individual.

CAFCASS is now Cafcass. Similarly, Nagalro is not spelt in capitals.

### **Quotations**

Please use single quotation marks. Brief quotations within a sentence should not be italicised. Longer quotations should be set in a new paragraph and italicised, including the quotation marks. Double quotation marks should be used when quoting-within-quotes.

### **Spelling**

Please use the suffix *ise* rather than *ize*, e.g. socialise, privatise, and spell judgment without an e in the middle. Use English (UK) rather than American spelling.

### **Numbers**

Numbers up to ten should be expressed in words e.g. seven, nine.

Numbers higher than ten should be expressed in figures e.g. 21, a 58-year-old.

However, large numbers such as forty thousand or nineteen million should also be expressed in words. When giving percentages, please use the word percent (one word, not hyphenated) unless lists of figures are being set out, in which case use the symbol %.

Julie Doughty

Editor

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