

Submission Guidelines for *The International Journal of Law, Ethics, and Technology*

The International Journal of Law, Ethics, and Technology invites the submission of unsolicited Articles, Essays, Notes and Book Reviews. Please email us at submissions@ijlet.org as per the details provided by this document on manuscript submission.

FORMATTING REQUIREMENTS

- Please include a short abstract with your submission.
- Write your article in English (unless the journal expressly permits non-English submissions).
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word, RTF, or PDF files are accepted).
- Page size should be A4.
- All margins (left, right, top and bottom) should be 2.54 cm, including your tables and figures.
- Single space your text.
- Use a single column layout with both left and right margins justified.
- Font:
 1. Main Body—12 pt. Times New Roman or the closest comparable font available
 2. Footnotes—10 pt. Times New Roman or the closest comparable font available
 3. Headings—Times New Roman or the closest comparable font available, should be distinguished from the main body text by using bold and all Caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.
- Copyedit your manuscript.
- When possible, there should be no pages where more than a quarter of the page is empty space.

STYLE

The text and citations of the submission should conform to *The Bluebook: A Uniform System of Citation (20th ed. 2015)*, copyright by the Columbia Law

Review Association, the Harvard Law Review Association, the University of Pennsylvania Law Review, and the Yale Law Journal.

ADDITIONAL RECOMMENDATIONS

LANGUAGE & GRAMMAR

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. *The Elements of Style* by William Strunk, Jr. and E. B. White is the “standard” guide, but other excellent guides (e.g., *The Chicago Manual of Style*, University of Chicago Press) exist as well.

ARTICLE LENGTH

Because this journal is published online, page constraints are not as important as in the print world. As a result, we are glad to allow authors to use this increased “bandwidth” to add information that they would otherwise have to reduce to fit into a print journal. However, writers should use some restraint regarding length.

COLORED TEXT

Set the **font color to black** for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

EMPHASIZED TEXT

Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

FONT FACES

Except, possibly, where special symbols are needed, use Times New Roman or the closest comparable font available. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

TITLES

Whenever possible, **titles of books, movies, etc.**, should be set in *italics* rather than underlined.

FOOTNOTES

Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. Times New Roman or closest comparable font available, they should be single spaced, and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left-justified, unless this creates awkward spacing.

TABLES AND FIGURES

To the extent possible, **tables and figures** should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5-inch margins on all sides (top, bottom, left and right) in both portrait and landscape view.

MATHEMATICS

Roman letters used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

Short mathematical expressions should be typed inline. **Longer expressions** should appear as display math. Also expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

Equations should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

Symbols and notation in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help ensure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

ETHICAL RESEARCH PRACTICES AND DISCLOSURE FORM

Conflicts of interest, underlying data, and IRB approval are required for publication in *the International Journal of Law, Ethics, and Technology*. Please provide a supplemental file named “[SUBMISSION TITLE] DISCLOSURES” as a single document to comply with these requirements. In addition, include all required disclosures in one single document. These criteria for disclosure are explored in further detail below.

Authors submitting manuscripts to the Journal must declare any possible conflicts of interest. Authors must disclose any organizations that funded the research or drafting of the publication and any relevant personal or family financial interests. Additionally, authors must declare their role in any lawsuit referred to or discussed in the Article, Essay, and Book Review.

Authors submitting works that depend on quantitative data and analysis must provide their datasets, replication code, and/or a README file with any additional information necessary to duplicate their study. While we are not concerned about the programming language used (e.g., R, Python, Stata, or MATLAB), writers must supply any resources required to repeat their research.

For any study involving human participants, writers must report whether their research had prior approval from an Institutional Review Board (IRB). If an IRB approval for research involving human beings is not obtained, the authors must explain why in their disclosure statement. We will presumptively reject works that need IRB permission but do not receive it, and we retain the right to seek IRB paperwork related to a submitted piece.

TIMING YOUR SUBMISSIONS TO THE JOURNAL AND OTHER PUBLICATIONS

We consider each manuscript we receive using an extensive review process, which may take several weeks. In the past, some authors have felt pressure to

accept offers from other journals before we have been able to complete our review process. The best way to avoid this problem is to give the Journal time to review your piece. We encourage you to submit your piece exclusively to us for at least ten days.

If you have received an offer of publication from another journal, please request expedited review of your submission by immediately emailing submissions@ijletl.org. Please include the title of your submission, the words “expedite request,” and the decision deadline in the subject line of your expedite-request email. In the body of the email, please provide the name of the journal that has made you an offer.

ANONYMIZATION

In order to preserve our blind review process, manuscript files must be anonymized, that is, stripped of names and identifying information. Please note that if your piece includes citations referring to your other works but which do not identify that they are citations to your own work (i.e., these citations do not use phrases like “my article” or “the author”), you do not need to redact your name from them. If your citations do include phrases that indicate the citations or notes reference your own work, please remove the identifying phrases throughout the document before submission. We will not accept manuscripts that do not comport with this requirement.