

# NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24

## 1. PREFACE

- 1.1. The NMIMS Law Review Style Guide (together “**Style Guide**” and each a “**Guideline**”) provides rules for standardisation of style, tone and formatting submitted to the Editorial Board of the NMIMS Law Review, Student Law Review and Law Review Blog (“**Editorial Board**”).
- 1.2. All prospective authors and editors are requested to adhere to the rules laid down in the Style Guide.
- 1.3. No rule of construction, including *ejusdem generis* must be read into the Style Guide.
- 1.4. The Style Guide is applicable to the Editorial Board for Academic Year 2023-24.

## 2. GENERAL FORMATTING GUIDELINES

- 2.1. All manuscripts must be submitted in English (UK).
- 2.2. All manuscripts must be submitted in font Palantino Linotype, font size 12 and must be justify aligned.
- 2.3. All content, including headings, must be flush to the left margin (*see also* Guideline 13).
- 2.4. No content to be in bold, italics, or underlined, save and except for as detailed in the Style Guide.

## 3. ANONYMITY

- 3.1. To facilitate our anonymous review process, we require you to confine your name, email address, phone number, and affiliation in the body of the email. Disclosure of any information concerning the identity of the author(s), within the body of the manuscript is strictly prohibited.

# NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24

## 4. CITATIONS

- 4.1. Citations must adhere to Bluebook Legal Citation System Guide (20th ed.) (“**Bluebook**”). Authors and editors are requested to be mindful of Bluebook rules pertaining to SMALL CAPS and ALL CAPS.
- 4.2. No authorities or sources must be mentioned in the body of the manuscript. All authorities must be cited as a footnote.
- 4.3. No bibliography to be appended to the manuscript.

## 5. CO-AUTHORSHIP

- 5.1. Co-Authorship of up to two authors of the same or different institutions is permissible.

## 6. CONTRACTIONS

- 6.1. Contractions (shortened/combined form of two words) are not permissible in the manuscript, save and except as required in the footnotes.

## 7. DATES

- 7.1. Dates in the manuscript to be in DDXX MMM, YYYY format.

*Ex.* 25th May, 2023; or 8th December, 2022

## 8. DEFINED TERMS AND CAPITALISATION

- 8.1. S in the word “Section”; A in the word “Article”; P in the word Part; C in the word Chapter in the context of statutes to be capitalised.
- 8.2. Defined terms to be defined once (1) at the first instance of its mention in the manuscript. The definition of such defined term must be enclosed in parentheses and quotes.

*Ex.* corporate insolvency resolution process (“**CIRP**”)

## NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24

- 8.3. No words, apart from proper nouns and defined terms (see Guideline 8.1.) to be capitalised.

*Expl* – No common nouns to be capitalised. The language of the manuscript must prefer “court” and not “Court”.

- 8.4. The language of the manuscript must prefer “Supreme Court” over “Apex Court”. The Supreme Court of India is to be defined as “Sup. Ct.”.

- 8.5. The High Courts of Indian states are to be defined in terms of the AIR shortforms.

*Ex.* “[AIR shorthand] HC”, “Bom HC”, “Ker HC”.

### 9. FORMATTING GUIDELINES

- 9.1. **Content:** The main content of the manuscript must be formatted as per the following guidelines:

- a. Font Style: Garamond
- b. Font Size: 12
- c. Line Spacing: 1.5
- d. Alignment: Justified
- e. Headings and subheadings are to be formatted in a uniform style. A one-line gap must be maintained between all paragraphs and headings.

- 9.2. **Footnotes:** The footnotes must be formatted as per the following guidelines:

- a. Font Style: Garamond
- b. Font Size: 10
- c. Line Spacing: 1.0
- d. Alignment: Justified
- e. All hyperlinks must be in black colour and must not be underlined.

### 10. HEADER AND FOOTERS

- 10.1. No header or footer to be appended to manuscript.

# NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24

## 11. HEADINGS

11.1. The headings of the manuscript must reflect as follows.

- I. HEADING LEVEL 1
- A. *Heading Level 2*
- i. Heading Level 3

11.2. The manuscript must reflect the headings in the navigation pane.

## 12. ITALICISATION

12.1. Words in Latin, including legal maxims, must be italicised.

## 13. LISTS

13.1. Lists to be formatting as under:

- First.*      Item 1;
- Second.*    Item 2; and
- Third.*      Item 3

(Left indent 0; Hanging by 2cm; Italicise “first”, “second”, etc. )

13.2. No list must be unnumbered or in bullet points.

13.3. Any content presented in terms of “firstly”, “secondly”, etc. must be modified to be in line with Guideline 9.

## 14. NUMBERS

14.1. Numbers between zero and ninety-nine to be written in words.

## NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24

*Ex.* “Nine”, “Eighty-three”, and not “9”, “83”; “a nine-judge bench of the Supreme Court” and not “a 9-judge bench of the Supreme Court”.

- 14.2. Numbers over 100 to be written in numerals with the number in words provided in parentheses.

*Ex.* 101 (one hundred one), 1,30,003 (one lakh thirty thousand three)

- 14.3. Comma placement in large numbers to be as per Indian standards.

*Ex.* X,XX,XX,XXX; or 12,34,567

### 15. PLAGIARISM

- 15.1. All submissions will be checked for plagiarism by the Editorial Board. Infringing, offensive or plagiarised submissions will be liable for rejection.

### 16. PUNCTUATION

- 16.1. Make use of Oxford commas.
- 16.2. All footnotes to be closed with a period.

### 17. QUOTATIONS

- 17.1. Quotations must be styled as per Bluebook Rule 5.

### 18. SPACING

- 18.1. No line breaks must be used between paragraphs of content.
- 18.2. The manuscript must prefer a page break over several line breaks for content starting on a new page.

# **NMIMS L. REV. STYLE GUIDE – A.Y. 2023-24**

## **19. TABLE OF CONTENTS**

19.1. No table of contents to be appended to the manuscript.

## **20. WORD LIMIT**

20.1. Word limit is exclusive of footnotes.