

Socialist Lawyer style guide

Socialist Lawyer is a small magazine produced entirely on a voluntary basis, apart from printing and design. We have a small budget and time is precious. We really appreciate contributions from members of the Haldane Society and anyone broadly agreeing with our aims. Please help us to ensure your text is accurate by following the guidelines set out below.

If you have any editorial queries please contact the editor Joe Latimer by email at socialistlawyer@gmail.com If you have any queries regarding images or design please contact our production people, Andy and Denise, on 01900 821939 or by email at info@smithplusbell.com (www.smithplusbell.com)

House style. Contributions should be written in a **direct style**, avoiding jargon. Clear, forceful pieces are best. *Socialist Lawyer* is a campaigning magazine and aims to address a wide range of people involved in the law process from students to law centre workers, political activists to barristers. Humour is encouraged though must be firmly antiracist, pro-LGTBQI, etc. If you are unsure about how a joke could be received, contact us. If you have an idea for a satirical cartoon but do not have the means to execute it, contact us and see further guidance on '**Images**' below.

Footnotes should be avoided, any crucial information should be incorporated in the text wherever possible. Tables and graphs should only be used if they dramatically aid the article. If you have suitable illustrations contact the editor to discuss.

Case law should be cited in full following the standard format (case 'name' followed by citation) in text and then referred to by case name thereafter. **Legislation** should be cited in full in the first place and then abbreviated thereafter with the year of its enactment (e.g. Children Act 1989, CA 1989).

Punctuation. Generally, full stops to indicate truncation should be avoided, thus Ms not Ms. and PhD not Ph.D.

Numbers and dates. Spell out numbers from one to nine; integers from 10 to 999,999. For decades use **1930s** when spoken as such, but **thirties** not **'30s** when used in the text. Use 'nineteenth century' not '19th century'. Set all dates out as follows: 1st January 2000. The percentage sign (%) should only be used in tables, otherwise use 'per cent'. Insert a comma for thousands and tens of thousands, eg. 1,000 and 10,000.

Abbreviations. Avoid using abbreviations except in the notes (see below). Write **for example** in full (not **eg**). Avoid using **i.e.** The World Wars should appear in full as **World War One/Two** (not WW1 or World War 1). Full wording forms should be used: do not (*not* don't), will not (*not* won't); except in quoted speech.

Spelling. American spellings should appear in English, for example: colour not color, programme not program and realise not realize.

French and other non-English words should be italicised or underlined, eg. *frisson* and *force majeure*. All published works (books, newspapers, journals, radio and television programmes) mentioned in the text should appear in italics.

Please spell-check your article before submitting it.

Upper and lower case. Keep capitalisation to a minimum thus: CD-Rom not CD-ROM and Internet not INTERNET. Use upper case for Government, High Court Judge, Parliament. Attorney General, Court of Appeal, High Court, Supreme Court, Magistrates Court (no apostrophe), European Court of Human Rights, International Criminal Court, Criminal Justice Act 1998, Official Secrets Act, etc

Images. We positively welcome illustrations for any articles. If you are providing digitised images with your text it is important to send (on CD or by email) the images rather than rely on the embedded image in a programme such as Microsoft Word. For digital images please ensure the images are taken at the maximum possible resolution (at five million pixels). Please ensure any images that are scanned are done so at a minimum of 300 dpi at full size and saved as JPEGs (or .jpg), tiffs (or .tif.). Please avoid transparencies or slides, although if this is the only option we can arrange for them to be scanned. Images from websites are generally unsuitable for printed publications as they are saved at too low a resolution (usually 72dpi for the web). If you see an image that would be useful for your article you will need to contact the website's builders in order to obtain a better version of the image they have used. Copyright problems can also be sorted out at that stage. If in doubt or you would like further details or advice about images, please contact our production people on 01900 821939 or email info@smithplusbell.com.

OTHER USEFUL GUIDELINES AND SPELLINGS

Acronyms

take initial cap, eg Aids, Isa, Mori, Nato

Apostrophes

Some plural nouns have no "s", eg children. These take an apostrophe and "s" in the possessive, eg children's games, gentlemen's outfitter, old folk's home.

The possessive in words and names ending in s normally takes an apostrophe followed by a second s (Jones's, James's), but be guided by pronunciation and use the plural apostrophe where it helps: Mephistopheles' rather than Mephistopheles's.

Use apostrophes in phrases such as in two days' time, 12 years' imprisonment and six weeks' holiday, where the time period (two days) modifies a noun (time), but not in nine months pregnant or three weeks old, where the time period is adverbial (modifying an adjective such as pregnant or old) — if in doubt, test with a singular such as one day's time, one month pregnant.

For example, consider these four phrases (each of which means something completely different: my sister's friend's investments, my sisters' friends' investments, my sisters' friend's investments, my sister's friends' investments

Brackets

If the sentence is logically and grammatically complete without the information contained within the parentheses (round brackets), the punctuation stays outside the brackets. (A complete sentence that stands alone in parentheses starts with a capital letter and ends with a stop.)

"Square brackets," the grammarian said, "are used in direct quotes when an interpolation [a note from the writer, not uttered by the speaker] is added to provide essential information."

Britain, UK

These terms are synonymous: Britain is the official short form of United Kingdom of Great Britain and Northern Ireland. Used as adjectives, therefore, British and UK mean the same. Great Britain, however, refers only to England, Wales and Scotland.

Take care not to write Britain when you might mean only England and Wales, for example when referring to the education system.

Custody

since the 1989 Children Act the correct term for what used to be known as custody in cases involving care of children is **residence**

Osama bin Laden. Bin Laden on second reference. Note: Bin Laden has been stripped of his Saudi citizenship, so can be described as Saudi-born but not as a Saudi. His organisation is known as **al-Qaida** ("the Base")

Quotations and quotation marks. Quotes should be marked by single quotation marks. Quotations within quotations should be marked by double quotation marks. Full stops should appear *after* quote

marks, eg. Blair said, 'This is not the time for soundbites'. And *after* brackets, eg. sentence ends (with a bracketed section here). For long passages of quoted text the full stop appears *inside* the quote: .' Use three dots to indicate a pause in speech. Deletions from speech should be indicated thus: [...] Any author explanatory comments should be inserted in square brackets.