

# SOLICITOR'S JOURNAL

## GUIDELINES FOR CONTRIBUTORS

We ask contributors to the Journal to adopt the following guidelines in preparing their material. It is a great help to us if the material we receive is in reasonably consistent form. We also ask that articles be prepared with view to the practical aspects of their subject-matter. Opinion and analysis are always welcome, but please bear in mind that the Journal aims, above all, to be useful to its readers.

### 1. **General Presentation:**

Please prepare articles on letter-sized paper, double-spaced, using a Courier 10 Font or preferable, the article should be submitted in an electronic version. The acceptable formats are PC compatible memory key, CD, using Word Perfect or MSWord software.

Normal article length would be between 5 and 10 pages in this format. If you are likely to exceed 10 pages, please check with the editor with whom you are dealing.

### 2. **Titles and Sub-titles:**

The main title of the article should be in block capitals (bold print if available) and centred. The author's name and firm ( or organisation, etc.)should be underlined and to the right of the page, below the main title. If sub-titles are used they should be in ordinary type (bold print if available) at the left margin. Any secondary sub-titles should be underlined at the left margin. Example:

## **CONFLICT OF INTEREST- REAL ESTATE TRANSACTIONS**

Suzanne G. Smith, Q.C.  
Smith, Jones, Doiron  
Edmundston

### **Introduction**

#### **Case Law**

- a. *New Brunswick*
- b. *Canada*

### **Conclusion**

Updated January 2009 by the board.

### 3. **Citations:**

**A. Statutes:** Full citations are not necessary. E.g. the Motor Vehicle Act or the Payment of Wages Act (Man.) will normally be sufficient. Titles of statutes should be underlined.

**B. Cases:** Case names should be underlined, with the reference incorporated into the text after the case name. One reference for any case will normally be enough.

**C. Books and Articles:** The titles of books referred to should be underlined, and the titles of articles should be placed in quotation marks. Brief publication details should be put in brackets immediately after the title of the book or article. For a book, edition and publication date will normally be sufficient.

**D. Endnotes:** Footnotes should be avoided as much as possible. However, endnotes are encouraged. In summary if notes are used, they should be grouped together at the end of the article rather than put at the bottom of individual pages.

### 4. **Quotations:**

Short quotations (less than 4 lines) should be in the body of the text in quotation marks. Quotations longer than this should be set out separately, without quotation marks, and indented. Indented passages may be single-spaced or double-spaced, as you prefer.

### 5. **Latin or Foreign Terms:**

These should be underlined.

### 6. **Summary:**

Each author is required to submit a summary of their submission of 100 words or less. This summary is presented in the journal in the opposite language of the submission.

### 7. **Helpful Notes:**

Each author is asked to review their submission carefully taking note of relevant items such as the gender of Justices.

There can be a significant delay in the publication of an article from the time of submission.

Submissions are reviewed and managed by members of the volunteer Editorial

Board. Comments may be submitted to the author for consideration after the review process. The author's point of contact is the Editor or other designated member of the board.

The journal is managed administratively through the CBA-NB office.