

## INFORMATION FOR CONTRIBUTORS

Manuscripts submitted to the *Atlantic Law Journal* that scrupulously conform to the following formatting and style rules, including the quick tips below, will be strongly preferred. These revisions are effective for Volume 21 of the *Atlantic Law Journal* and subsequent volumes. In order to simplify the submissions process for authors we have largely conformed the *Atlantic Law Journal* style sheet to the standards of the *Southern Law Journal* with the permission of its editors. We extend our thanks to the *Southern Law Journal* for their gracious permissions.

### MARGINS, INDENTS, & TABS:

- Top and bottom margins - one inch (all pages).
- Right and left margins – one inch (all pages).
- Set all “indents” to zero. In WORD 2007, use Paragraph drop box from Home tab. Use a zero indent throughout the manuscript (this is very important!). The only time you should use the indent feature is to set off long quotes (1/2 inch each side).
- Set tab to 1/2 inch. In WORD 2007, use the ruler, or use the Paragraph drop box from Home tab to set “tab stop position” at .5 inch. (1/2 inch is probably your tab set already!).

## TITLE PAGE:

- Begin title on the fourth line after three skipped lines (press enter key four times).
- Title is centered, in ALL CAPITAL, using **Bold** letters and 12 point Times Roman font.
- Following the title of the paper, skip a line (press enter key twice).
- Author(s) names are centered in UPPER AND LOWER CASE CAPITAL letters and 12 point Times Roman font. Do not skip a line between author names.
- Identify author's (or authors') graduate degrees, academic rank, and institution name in non-numbered footnotes, denoted by the symbol \*  
Use the corresponding number of symbols for the corresponding number of authors.

## TEXT:

- Begin text three hard returns (two skipped lines) after the last author.
- Body of the paper is 12 point Times Roman font, single spaced with full justification.

- Begin each paragraph with a tab set at 1/2 inch (see above).
- Do NOT skip a line between paragraphs.
- If you wish to emphasize something in the text, do NOT underline or put in quotation marks, use italics or a dash.
- Do NOT number the pages. Numbers will be inserted when the manuscript is prepared for publication.
- Insert two spaces (not one) following the period of each sentence, both in the text and in the footnotes.

## HEADINGS:

- First Level Headings (I.): Preceded and followed by one skipped line, Centered, UPPER/LOWER CASE CAPITALS, and Bold in 12 point Times Roman font. □ Second Level Headings (A.): Preceded and followed by one skipped line; Centered, *Italics* in 12 point Times Roman font.
- Third Level Headings (1.): Preceded and followed by one skipped line, Centered, using Underlining in 12 point Times Roman font.

- Fourth Level Headings (a.):  
Preceded and followed by one  
skipped line, Centered and in 12  
point Times Roman font.

#### FOOTNOTES:

- All footnotes must conform to the  
Harvard Blue Book Uniform System  
of Citation (currently in the 20<sup>th</sup>  
Edition).
- Footnotes must use auto numbering  
format of the word processing  
system. (Do not manually number  
footnotes)
- Footnotes are to be placed at the  
bottom of each page in 10 point  
Times Roman font.
- Do not skip lines between footnotes.
- Footnote numbers in text and within  
the footnote should be superscript.
- Footnotes are Single Spaced with  
Left Justification.

#### APPENDICES

- Identify all appendices by letter  
(ex. Appendix A, Appendix B,  
etc.)

**A DOZEN QUICK TIPS** for successful  
publication in the *ATLANTIC LAW JOURNAL*:

1. Use Microsoft WORD only (Word 2007 or later strongly preferred).
2. Use the BLUEBOOK! The QUICK REFERENCE: LAW REVIEW FOOTNOTES on the flip-side of the Bluebook Front Cover and the INDEX are much easier to use than the Table of Contents. Use both the QUICK REFERENCE and the INDEX! (The Index is particularly well done). If you don't have the latest version of the Bluebook, buy one!
3. Case Names. Abbreviate case names in footnote citations in accordance with Table 6 (and Table 10) in the BLUEBOOK. Abbreviate case names in textual sentences in accordance with BB Rule 10.2. Note that there are only eight words abbreviated in case names in textual sentences (10.2.1(c)), but more than two hundred words in abbreviated in case names is citations (Table 6 & Table 10). Please pay close attention to case name abbreviations.
4. Statutes: 22 U.S.C. § 2541 (1972). See QUICK REFERENCE (and BB Rule 12) for examples.

5. Constitutions: N.M. CONST. art. IV, § 7. See QUICK REFERENCE (and BB Rule 11) for examples.
6. Books: See QUICK REFERENCE (and BB Rule 15) for examples. Pay particular attention to how to cite works in collection. (UPPER AND LOWER CASE CAPITALS can be accomplished in WORD 2007 with a “control/shift K” keystroke.).
7. Journals (e.g. law reviews). See QUICK REFERENCE (and BB Rule 16.3) for examples. Abbreviate Journal names using Table 13.
8. Newspapers: See QUICK REFERENCE (and BB Rule 16.5) for examples.
9. Internet Citations: Use BB Rule 18 (significant changes were made to this Rule with the 20<sup>th</sup> edition of the BB, so be sure to review it for contemporary usages).
10. Please remove the "link" formatting from the URL (the URL should not be underlined or blue).
11. Using symbols (e.g. % or § or \$), numbers (325 or three hundred and twenty five), abbreviating United States (U.S.), etc. can

be tricky. Use the Bluebook INDEX to quickly find the BB Rule!

12. Recurring Rules: BB Rule 1.2 on Introductory Signals, BB Rule 3.5 on Internal Cross-References, and BB Rule 4.2 on the use of *supra* come up a lot. Become familiar with these three rules.

The editors of the *ATLANTIC LAW JOURNAL* will help put citations in proper BLUEBOOK form; however, the responsibility begins with the author. *Conformance with BLUEBOOK rules is one of the factors that the reviewers considered when selecting manuscripts for publication.* Time spent with the BLUEBOOK is time well spent!