<u>THE AMERICAN REVIEW OF INTERNATIONAL ARBITRATION</u>
STYLE GUIDELINES FOR AUTHORS

GENERAL GUIDELINES
- Articles should be submitted in Times New Roman, 12 pt font with double line spacing.
- Do not use underline (it does not print well). To add emphasis we recommend using *italics* or **bold,** and that you do so *sparingly*.
- Article titles and headings should be succinct. Titles that are excessively long are difficult to accommodate in the headers, and are generally off-putting to readers.

OUTLINE STYLE:
I.   ALL CAPPED
   A.   *Italic*, *Headline-style Initial Cap of Major Parts of Speech*
      1.   Roman, sentence style capitalization
         a.   Roman, Headline Style Capitalization
            i.   Roman, sentence style capitalization

CASE LAW & SIGNALS:
- When citing to case law in the body of the text, the case name should be in italics.
- When citing to case law in a footnote (see below for proper creation of footnotes), use regular text (no bold, italics or underline).
- Italicize signals such as: *see, see also, id., see id., but see, compare, see generally, e.g.*

QUOTES:
- For quotes of **more than 50 words** in length, please use a "block quote" format: *i.e.*, indent the left and right margins and do not use quotations marks. Do not italicize the text. (The proper way to indent text is to select the text with your mouse and then use the horizontal ruler to drag the text to its desired location. Please avoid using hard returns or tabs to accomplish this as these will only interfere with the later formatting of your book.) The block quote is single space, 11 point (as is the rest of the text), .5 (1/2) inch indent on each side.
- For smaller quotes that appear within the text use quotation marks. Do not indent, create a new paragraph or italicize the text.
- Please use smart quotes (the curled quotation marks, for "example").

FOOTNOTES:
- Please be sure to use footnotes and ***not*** endnotes when creating your manuscript.
- Footnotes should be created by using the "**references"** tab in Microsoft Word (do not manually add footnotes).
- To add footnotes, place the cursor directly after the text where you want the footnote to appear, click references, click insert footnote. You may then enter the source information (citation) in the footnote section of the page.

TABLES, CHARTS & ILLUSTRATIONS:
If your article includes any tables, charts, illustrations, or other similar graphics, please provide clear images in **black and white** (Word, JPEG or TIFF files) (we do not print in color). Be certain to clearly indicate the position of the tables and illustrations within your manuscript. Please bear in mind that the illustrations you provide will have to fit into a 6 x 9 inch page and must fall within the margins assigned to the text (i.e., a space that is even smaller than 6 x 9 because of headers, gutters and footers) and in the process of reduction, if your illustrations are large, legibility is likely to be considerably reduced, so the original clarity of the images you provide is very important. Give credit if applicable.