

The ACICA Review

Submission Guidelines

The ACICA Review is a bi-annual online publication aimed at providing arbitration news and updates to ACICA members and other members of the Australian arbitration community. ACICA welcomes proposed contributions to the Review. This document is intended to provide guidance to contributors with regard to the expected content and format of articles submitted for potential publication, in order to ensure consistency across The ACICA Review and transparency in relation to the article submission and selection process.

What submissions might address:

Published articles cover diverse and timely subjects in the area of international and domestic dispute resolution. Articles should not be overly technical, but should instead aim to be practical and engaging. Prospective authors might like to consult past editions of The ACICA Review for examples.

Submissions should have a clear connection with arbitration or dispute resolution either in the Australian or regional context, or be related to important international developments, in order to ensure that they are relevant to The ACICA Review's audience. Submissions should therefore not address dispute resolution topics (such as, taking just one example, the use of expert witnesses) purely in the abstract. Authors should also avoid submissions that are advertorial in nature, though this should not be understood as strictly prohibiting authors having any personal connection with the subject-matter of their articles.

The ACICA Review does not give indications as to the publishability of articles addressing particular subject-matters in advance of submission.

When submissions are required:

The ACICA Review is released every 6 months, at the end of June and December each year.

The ACICA Secretariat will seek contributions in advance of each publication and will confirm submission due dates, usually around 6 weeks prior to publication, for contributions to be provided. This lead time is necessary to enable sufficient time for review, editorial input, and design work to be completed prior to publication.

Please refer to the ACICA website and to ACICA's social media channels for more information regarding each submission window.

Preparing submissions:

Word limit: While there is no specific word limit for submissions to The ACICA Review, articles should ideally not exceed more than two to four A4 pages of text (formatted using Times New Roman font, size 12 or equivalent, with single-spaced text). Given The ACICA Reviews practical focus, lengthy submissions may be returned to authors with a request to shorten them, or may be edited to ensure that they are of an appropriate length.

Citations: Please follow the citation style requirements of the Australian Guide to Legal Citation ('AGLC'), 4th edition. Note that, consistently with the AGLC, short quotations should use single quotation marks, and long quotations (ie. quotations of more than three lines) should appear indented from the left margin, in a smaller font size, without quotation marks. Please see the examples on pages 15-16 of the AGLC for more information in this regard.

Abbreviations: Where abbreviations are used, these should be placed in brackets after the abbreviated term is first spelled out in full, should avoid use of the word 'the', should be placed in single quotation marks, and should not use bold text. For example: 'the *Convention on the Recognition and Enforcement of Foreign Arbitral Awards* ('*New York Convention*') ...'

The AGLC style guide is available at the following link:

https://law.unimelb.edu.au/__data/assets/pdf_file/0005/3181325/AGLC4-with-Bookmarks-1.pdf

How to submit:

The final version of an article should be submitted in Microsoft Word format (.doc or .docx), addressed to the ACICA Secretariat (secretariat@acica.org.au).

Please include in your email:

1. The title and subtitle (if relevant) of your article;
2. The publication of The ACICA Review for which your article is being submitted (month and year);
3. If you have images and/or charts in your article, please attach them in high resolution and in an editable form, indicating where in the article they are intended to be placed; and
4. A profile photo for each author, along with their title and the organisation that each author represents.