Submission Guidelines

General information

- Papers will be reviewed by the CLS Working Papers Series Editorial Board and may be subject to pre-publication light editing.
- We will endeavour to accept, reject or propose revisions to a paper within four weeks of submission.
- Publication as a CLS Working Paper does not prejudice subsequent publication in a book or journal, subject to the latter publication's terms and conditions. Therefore, forthcoming papers that are also published in the series are welcomed, provided that an acknowledgement is given to the CLS Working Papers series as the original or additional publisher of the paper.
- Opinions expressed in individual Working Papers are solely those of the author/s.
- All submissions must be ready for online publication at the time of submission. The author is responsible for citation checks and for ensuring that all footnotes are correct and properly numbered.
- Flowchart, below, explains submission process.

Instructions for authors

Please include the following with your submission:

- Cover page: Working Paper title, author’s name & affiliation
- Abstract (up to 250 words) & keywords (up to 5)
- Bibliography (optional)

Style suggestions

- Word limits: approximately between 3,000 and 20,000 words.
- Preferred style: OSCOLA <http://www.law.ox.ac.uk/publications/oscola.php> (In-text citation is not accepted).
- Font: Arial, 11 point, justified, 1.5 spaced
- Other law journal styles will be accepted, if paper is forthcoming in a journal or a book with a different house style
- Internal consistency & accuracy in referencing are required
- UK spelling
- Document: MS Word (A4 with default margins)
Author submits paper (or idea for paper) to Managing Editors for acceptance by Editorial Board.

Research Librarian confirms to author that the paper can be uploaded and reminds author that they are responsible for the ongoing care of the paper, i.e. for complying with any publisher embargoes.

If accepted, Managing Editors liaise with author re: any necessary changes and formatting into WP Series template.

Author downloads and sends completed Copyright Form to the Research Librarian (Law).

Once paper finalised and agreed, Managing Editors upload paper to CRO.

Managing Editors ask City’s Web Content team to add the new working paper to the webpage: 
https://www.city.ac.uk/about/schools/law/research/cls-research-paper-series

CRO team make paper live.