I. Introduction

• Thank you once again for showing interest in submitting a manuscript for publication in the Annals of Air and Space Law. This guide will provide you with an overview of the submission requirements and the review process. Further, it will provide you with the rules used by the Annals for making references and structuring your article.

• Manuscripts are normally around 20-30 pages long (font 12, single spaced), and must be original, previously unpublished pieces of writing. Shorter articles and case comments under 20 pages in length are also acceptable. When you make a submission, please also include a 250-300 word abstract in either English or French.

• After submission, the article is anonymously sent to members of our Editorial Board for peer review. Once reviewed, the Editorial Board will decide whether the article is approved for publication based on relevance, coherence and legal scholarship. When an article has been approved for publication, it will often be subject to making suggested substantive changes and edits.

• If the article is approved for publication, the assistant editors of the Annals will conduct a few rounds of editing of the to perfect the article, standardise the citations and formatting of the article, and make it ready for printing.
II. General Principles of Citation and Footnoting

• The Annals has officially adopted the rules contained in the Canadian Guide to Uniform Legal Citation, except insofar as they are inconsistent with those contained herein.

• Footnotes may either be discursive (comments by the author which are of a subsidiary nature) or to refer the reader to a source of information. Every time an author draws upon an outside source, whether or not that source is quoted directly, a footnote MUST be provided. For greater clarity, every time a source is mentioned a footnote MUST be provided.

• The footnote marker appears immediately following the relevant text, with no space separating the marker from the last character. The marker MUST be in 6 pt type.

• Where more than one source is included in a note, they are separated by a semi-colon [:;]

• All references should be to the original primary source. Hence, treaties are cited to a recognized treaty series, not a book which reproduces the treaty. I.L.M. is an acceptable treaty source. However, if a reproduction must be used, put "reproduced in" followed by the source. REMEMBER that I.L.M. sources do not require "reproduced in".

• Always include the full title of the primary source even if it is included in the text. Full citations should be included for all footnotes

III. Subsequent References

• Not all subsequent references to a particular source must be footnoted. A note need only be provided if a specific part of the source is being quoted or referred to. Thus, a pinpoint citation will always appear in a footnote for a subsequent reference.

• For subsequent citations, if the source is identified in the text, no identification is necessary in the note. Thus, a note can begin with "Supra."

2 See ibid. at xxv.
• If the name of a frequently cited source is short, it can remain unchanged in all footnotes and in the text. Thus, no "hereinafter" is necessary.

• If the name is long, the author should choose a shortened version of the name which will be placed in square brackets at the end of the first citation, introduced by "hereinafter."

IV. Reference Footnotes

• When an author wants to refer the reader to another part of his article, only one of the following footnotes may be used, coupled with an introductory phrase if necessary:
  • See Part II-A, above.
  • See Part III-A-1-a, below.
  • See Appendix 1.
  • See supra note 3 and accompanying text.
  • See infra note 69 and accompanying text.
  • See text accompanying note 69.
  • See supra note 3.
  • See infra note 69.

V. Quotations

• Short quotes (4 lines or less) are incorporated directly into the flow of the text and are set off by quotation marks.

• Long quotes (more than 4 lines) are separated from the text and indented on the left margin. No quotation marks are necessary. Quotations of legislative provisions, although fewer than 4 lines should be set off in this manner.

• There should be no line space in between paragraphs of a quotation separated from the text.

• Quoted passage must appear exactly as in the original source. Ellipsis points enclosed in square brackets ([…]) should be used to indicate where a passage has been omitted, except where the beginning of the passage is

3 See ibid. at xxxiii.
omitted, in which case the ellipsis points are not required.

• Any changes to the quoted passage MUST be included in square brackets.

• Where the author wants to emphasize something within a quoted passage the material in question should be placed in italics. As well, at the end of the citation "emphasis added" should appear in square brackets.

VI. Pinpoint References

• Abbreviations: annex = ann.
appendix = app.
article = art.
articles = arts.
attachment = attachment
chapter = c.
conclusion = conclusion
document = doc.
paragraph = para.
paragraphs = paras.
preamble = preamble
provision = prov.
schedule = sch.
section = s.
sections = ss.
VII. Citation Formats for Different Sources

• **Addresses:** Speaker, “Title” (to whom, where, date) [unpublished].


• **Articles in Journals:** Author, “Title of article” (year) vol. # Name of publication # at #.


• **Books:** Author, *Title*, 4th ed., vol # (Place: Publisher, year) at #.


• **Cases (US):** Hussein *v.* Bush, 451 F.2d 1455 at 456 (7th Cir. 1990).

• **Cases (United Kingdom):** Constantine *v.* Imperial Hotels Inc., [1944] 1 KB 652 at 632, [1944] 2 All ER 171.

• **Cases (Canada):** R. *v.* Seaboyer, [1991] 1 SCR 69 at 82.

• **ICAO Documents:** ICAO, *Title of Document*, ICAO Doc. XXX (year) at #.

ICAO Legal Committee, 28th Session, ICAO Doc. LC/28-WP3-6, (1992) [hereinafter ICAO Doc. LC/28].

• **Newspapers:** Author, “Title of Article” Name of Newspaper (date of paper) page # at pinpoint page #.


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4 See *ibid.* at 51.
5 When the journal is divided into volumes.
6 See *ibid.* at 39.
7 See *ibid.* at 93.
8 See *ibid.* at 62.
9 The exact format depends on numerous factors. See *ibid.*
10 See *ibid.* at 52.
• **Thesis:** Name of Author, *Title* (Ph.D. Thesis, Institute of Air and Space Law, McGill University, 1997) at 34-35.

• **UN Documents (without session & supp. nos):** *Title*, UN Doc. # (year) at page #.

UN COPUOS, *Summary Record of the 94th Meeting of the Legal Subcommittee*, UN Doc. A/AC.105/C.2/SR.94 (1968) at 52

• **UN Resolutions:** *Title*, GA Res. #, UN GAOR, # Sess., Supp. No. #, UN Doc. # (year) page #.


• **Website:** name of website, *title of article/page*, online: name of organisation, <http://www.link.com>.

SAMPLE FORMATTING of an ANNALS ARTICLE

MODEL DOCUMENT TITLE *

Subtitle [if necessary]

by

Author*

SYNOPSIS

I. Main Heading
   A. Subheading
      1. Numerical Heading
         1.1 Decimal Heading

II. Conclusion

[Quote]

- Voltaire"
Over the past two decades, the demand for bigger, faster, and more affordable aircraft has been fuelled by a steadily increasing world population, an increasingly mobile international business environment, tourist travel, and more recently the explosion of air transport use that has accompanied economic development in the markets of Eastern Europe and Asia. Against this commercial backdrop, the 1999 Current Market Outlook by the Boeing Corporation and the Global Market Forecast 1999 by Airbus Industrie have projected tremendous rises in the demand for aircraft during the next two decades until 2018 – a demand for 15,500 to 20,150 units costing US$1.4 trillion – forecasting the steepest surge of jetliner production in aviation history.

A. Subheading

The unification of substantive law regarding mobile equipment has been on the agenda of aviation lawyers since work began on the Geneva Convention in 1944. After the adoption of that Convention, it was clear that further work would be necessary to improve upon its temporary solutions. The forum for unification work had been primarily left to the Comité International Technique d’Experts Juridiques Aériens (CITEJA) and subsequently to ICAO.

II. Heading

A Jurisdiction Working Group (JWG) was established during the Second Joint Session of the Unidroit Committee of Governmental Experts and a Sub-Committee of the ICAO Legal Committee.

A. Subheading

Upon review by the Plenary, this JWG has attained consensus on improvements to prior versions of the Draft instruments...

1. Numerical Heading

International financers are eager to safeguard their investments, and the Draft Convention principally contains jurisdictional rules for speedy judicial relief. By way of exception, Article 26(4)(e) of the Draft Convention and Article H of the Draft AEP as reviewed by the Second Joint Session upon recommendation by the Registration Working Group and the JWG, regulates substantive jurisdiction for registration errors and malfunctions related to the international registry.

1.1 Decimal Heading

Since there is no equivalent in aviation law to the Brussels International Convention for the Unification of Certain Rules Relating to the Arrest of Seagoing Ships, and since the Arrest Convention presently has only minor importance, the interim judicial remedies proposed for Article 14 of the Draft Convention symbolize a major advancement towards an acceptable level of international investor protection. Indeed, such remedies are intended to supersede the Arrest Convention. Compared to the European jurisdiction conventions, the Draft Convention and Draft AEP are particularly innovative, as the remedies included in Article 14(1) of the Draft Convention and Article IX(1) of the Draft AEP will be available to the obligee, regardless of the existence or exact features of such remedies in the lex fori.

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15 See RWG Report, supra note XXX at A-5 and A-10, amending Draft Convention, supra note XXX, art. 26(2) as adopted at the First Joint Session. The RWG had recommended that such jurisdiction for liability should be addressed by Draft AEP, art. H, but many delegations considered liability questions as an essential feature, which should be included within the framework Convention.


17 See Draft AEP, supra note XXX, art. XXIII.