

# Guidelines for submissions

AILA Members may submit Short Posts (e.g. case summaries and legislation updates) and Articles (i.e. more in-depth research) on international economic laws and practices relating to economic transactions as well as the resolution of disputes arising from such transactions that involve an African jurisdiction or an African party. Submissions are subject to the following Terms and Conditions, and must comply with the applicable Guidelines for Submission below.

## 1. Terms and conditions for Submission of Short Posts/Articles for publication

AILA Members may submit material under the following conditions:

- i. **Disclaimer** – Under no circumstances or in any way can AILA, its officers, board members, employees or any other persons otherwise affiliated with AILA be held liable in respect of any material submitted to and published by AILA, and cannot be held responsible for its content and accuracy by a User. Nonetheless, we will remove any content that might constitute a legal violation, such as material submitted in potential breach of copyright.
- ii. **Copyright** – By submitting material for publication, you certify that you are the original copyright holder of the work in question, and you own the legal rights to use the information. As such, we have no legal liability regarding any copyright claims, but will simply remove offending articles as/when we are advised of any breaches.
- iii. **Review** – Any material submitted will be reviewed by AILA's officers, who decide on its publication. The publication of any material submitted will be at the sole discretion of AILA.
- iv. **Reservation of Rights** – We reserve the right to accept, reject or remove any material submitted for publication with no explanation.
- v. **Offensive content** – Any material deemed defamatory, racist, or otherwise illegal or offending will in any case not be approved for publication.
- vi. **Non-exclusive license for publication** – By submitting materials, you grant us a non-exclusive, perpetual, royalty-free, worldwide license to republish any material you submit to us in any format, including without limitation print and electronic format. In particular, you agree that we can make it available on this website as well as in any other AILA publications and/or media, provided that due credit is given to the author.
- vii. **E-mails** – It is a requirement of our submission process that you agree to receive occasional e-mails from us. If any of these notification e-mails are returned, we may refuse or withdraw publication.
- viii. **Acknowledgment** – You acknowledge that any breach of the abovementioned warranties may cause us damage or loss and you agree to indemnify us in full and permanently against any third party liabilities, claims, costs, loss or damage we incur as a result of publishing material you submit to us, including consequential losses.

## 2. Guidelines for the submission of Short Posts

- i. **What?** – Short Posts are contributions concerning current or topical issues in international economic laws and practices relating to economic transactions as well as the resolution of disputes arising from such transactions that involve an African jurisdiction or an African party. Their objective is to inform and start a discussion, rather than providing an in-depth analysis.
- ii. **Subject matter** – Short Posts should aim at discussing recent trends and developments in the above areas, which may be of interest to an international audience, such as country developments, landmark court cases and arbitration awards, developments in legislation. Interested Members wishing to ensure beforehand whether their preferred topic would be of interest may contact [submissions@aila.org.uk](mailto:submissions@aila.org.uk);
- iii. **Word count** – A Short Post may not contain more than 1,000 words;
- iv. **Footnotes** – A Short Post may not contain footnotes;
- v. **References** – Should be included in text where necessary, but given the nature of a Short Post generally be kept to a minimum. Any citations should be made as follows:
  - Case citations: should be made in a format generally accepted in the country where the decision has been rendered. Regardless of such formatting, references must in any case contain the date of the decision; a reference to the court/arbitration case number; the parties (if known); place of publication; page(s) and/or paragraph(s) quoted;
  - Book citations: must have author's initial of first name and last name capitalized and in full; the title of the book in italics, edition (if not first), place of publication, publisher, date, page(s) and/or paragraph(s) quoted;
  - Article citations: must have author's initial of first name and last name capitalized and in full, title of article in double quotation marks, year in round brackets, title of journal in italics (with reference to volume number, if applicable), page(s) and/or paragraph(s) quoted.
- vi. **English** – The working language of AILA is English. Hence, we only accept materials submitted in English to ensure that we reach a maximum number of Users.
- vii. **Clear language** – All Short Posts should be written in a clear language, with observation of rules of English grammar and spelling. We accept posts complying with either U.S. or U.K. rules of spelling, provided that one system is used consistently throughout the Short Post;
- viii. **Structure** – Contributors are encouraged to enhance the clarity of their Short Post by a clear structure. Such structure may be achieved by using paragraphs, and subtitles where appropriate.
- ix. **Capitals** – Capitals are generally to be avoided, unless necessary or appropriate for the sake of clarity.
- x. **Text formatting** – the text must be formatted in Ariel 10 point, with single spacing. All embedded formatting must be removed.
- xi. **Microsoft Word Document** – All materials must be submitted in Microsoft Word-format

### 3. Guidelines for the submission of Articles

- i. **What?** – Articles refers to academic papers, master thesis and other scholarly writings that contain a more in-depth analysis of a topic. We accept the submission of materials that have originally been written for a different purpose (e.g. during studies) and/or have been published elsewhere, provided that the contributing author is the original copyright holder of the work in question and owns the legal rights to use the information. Proof hereof should be submitted together with the materials.
- ii. **Subject matter** – Articles should contain an in-depth discussion of any topic in international economic law, practices relating to economic transactions or the resolution of disputes arising from such transactions that involve an African jurisdiction or an African party. Interested Members wishing to enquire whether the subject matter of a text would be of interest for publication may contact [submissions@aila.org.uk](mailto:submissions@aila.org.uk);
- iii. **Summary** – Every Article must be accompanied by an executive summary of no more than 250 words, containing a summary of the article in full sentences (e.g. no table of contents), indicating what the Article is about and what its key findings are. This Summary will be published on this website, with a link to the full Article.
- iv. **Word count** – No maximum word count;
- v. **Footnotes** – The Article may contain footnotes at the bottom of the page, consecutively numbered throughout the text. No footnotes are allowed in the Summary.
- vi. **References** – Citations should be made as follows:
  - a. Case citations: should be made in a format generally accepted in country where the decision has been rendered. Regardless of such formatting, references must in any case contain the date of the decision; a reference to the court/arbitration case number; the parties (if known); place of publication; page(s) and/or paragraph(s) quoted;
  - b. Book citations: must contain the author's initial of first name and last name capitalized and in full; the title of the book in italics, edition (if not first), place of publication, publisher, date, page(s) and/or paragraph(s) quoted;
  - c. Article citations: must contain author's initial of first name and last name capitalized and in full, title of article in double quotation marks, year in round brackets, title of journal in italics (with reference to volume number, if applicable), page(s) and/or paragraph(s) quoted.
- vii. **English** – The working language of AILA is English. Hence, we only accept materials submitted in English to ensure that we reach a maximum number of Users.
- viii. **Clear language** – All Articles and Summaries should be written in a clear language, with observation of rules of English grammar and spelling. We accept texts complying with either U.S. or U.K. rules of spelling, provided that one system is used consistently throughout the text;
- ix. **Structure** – Contributors are encouraged to enhance the clarity of their Article (and Summary) by a clear structure. Such structure may be achieved by using paragraphs and subtitles where appropriate. Longer Articles must contain a Table of Contents.
- x. **Capitals** – Capitals are generally to be avoided, unless necessary or appropriate for the sake of clarity.
- xi. **Text formatting** – No particular text font is required for Articles, provided that the text has a professional appearance. Paragraphs must be numbered. The Summary must be formatted in Ariel 10 point, with single spacing and removal of all embedded formatting.
- xii. **Microsoft Word Document** – All materials must be submitted in Microsoft Word-format;