

# MARITIME LAW HANDBOOK

# Author Guide

# [A] Aim of the Publication

The Maritime Law Handbook offers a country-by-country overview of Arrest of Vessels, Enforced Sale of Vessels, Registration of Vessels, and Mortgage on Vessels. The straightforward presentation makes this information extremely accessible.

Tabs divide the information into topical parts, and a second set further breaks down the material by country. Thus, a reader looking for quick information on an issue as it relates to a particular country will find the Maritime Law Handbook a useful reference work.

Texts of most relevant conventions are also included. Moreover, coverage is extremely comprehensive, extending to over 50 countries. Subscribers receive new country reports and updates on a regular basis, ensuring that this broad range of material remains current.

This Handbook is prepared under the auspices of Maritime and Transport Law Committee of the Legal Practice Division of the IBA.

Update frequency: 3 supplements a year.

# [B] Contact Details

For practical questions and comments, please contact the publication contact at Kluwer Law International, Suzanne Leppen, <u>Suzanne.leppen@wolterskluwer.com</u>

# [C] Submission Guidelines

- [1] A brief biographical note, including both the current affiliation as well as the e-mail address of the author(s), should be provided in the manuscript.
- [2] Only manuscripts in English will be considered for publication. Manuscripts should be written in standard English, while using 'ize' and 'ization' instead of 'ise' and 'isation'. Preferred reference source is the Oxford English Dictionary. However, in case of quotations the original spelling should be maintained. In case the complete manuscript is written by an American author, US spelling may also be used.
- [3] Manuscripts will be returned to the author if the English is below standard. In case of doubt about the correct use of the English language, authors are advised to have their text checked by a native speaker before submitting it.
- [4] Heading levels should be clearly indicated and should follow the standardized outline to allow for the full comparability of the contribution with other such contributions in the publication.
- [5] Special attention should be paid to quotations, footnotes, and references. All citations and quotations must be verified before submission of the manuscript. The accuracy of the contribution is the responsibility of the author. The journal has adopted the Association of Legal Writing Directors (ALWD) legal citation style to ensure uniformity. Citations should not appear in the text but in the footnotes. Footnotes should be numbered consecutively, using the footnote



function in Word so that if any footnotes are added or deleted the others are automatically renumbered.

- [6] Tables should be self-explanatory and their content should not be repeated in the text. Do not tabulate unnecessarily. Tables should be numbered and should include concise titles.
- [7] Figures should be submitted as separate files along with the manuscript, and it is very important that they are high quality: .tif or .jpg files with a resolution of at least 600 dpi. Image material that has been downloaded from the internet generally is not acceptable due to low resolution.
- [8] Submitted manuscripts are understood to be final versions. They must not have been published or submitted for publication elsewhere.
- [9] Manuscripts should be submitted electronically, in Word format.

For further information on style, see the <u>House Style Guide</u>.

#### [D] Update Cycle

We strive to update the content of this publication annually. We will inform the author well in advance of their deadline and send a reminder at least two times if the deadline is not met. Should we fail to hear from an author after several reminders, we will consider replacing the author.

#### [E] Peer Review

This publication is peer reviewed under the responsibility of the general editors.

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# [G] Outline

Please see below an example of the structure of the country chapters. Note that this should be adapted for each jurisdiction as each country is slightly different.

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