

Proctor

Proctor is the magazine of the Queensland legal profession.

Published by the Queensland Law Society, it is a primary information channel for the QLS to reach its members and for the Society to reach the broader legal community, including barristers, the judiciary, politicians, the media and, through the media, the public.

Its positioning as the Queensland legal magazine enhances and confirms the role of the QLS as a major stakeholder within the Queensland legal profession.

Proctor educates, informs and entertains its readers.

It educates its readers with information they must be aware of, including changes in legislation, significant case law, practice directions, etc.

It informs its readers with articles on legal topics and people, providing them with a clearer perspective of the functioning of the law in Queensland and their role within the profession.

It entertains its readers with social news and events, humour, hobbies and interests that include, for example, wine and DVD reviews.

Further, it provides a monthly portrait of the QLS, its activities and the services it provides to its members, thereby promoting the Society and Society membership to the wider community.

This document last updated November 1, 2007

Submissions

Submissions to Proctor are always welcome and may cover a wide range of topics, including non-legal subjects. All submissions with legal content, apart from regular columns, are reviewed by the Proctor editorial committee.

Proctor is not a formal legal journal. It adheres more to the conventions found in newspapers and magazines than those in legal journals, government reports or academic papers.

The following guidelines should be followed for all submissions.

- 1) While there is no formal limit on the length of submissions, Proctor rarely has articles of more than 2500 words. The longer an article, the less chance it has of being accepted, so 'long' articles will usually need to be of exceptional value or interest to be accepted. Case notes should be limited to 1000 words. Book reviews should be limited to 600 words.
 - 2) Plain English is preferred. Proctor's official style reference is the News Limited publication 'Style: A guide for journalists', 2003 edition. The Macquarie Dictionary is the reference book for spelling and word usage. See the final page of this document for some simple style pointers.
 - 3) All legal articles should be written by qualified legal practitioners. In cases where a trainee solicitor prepares an article, it must be accompanied by a notation that the article was prepared under the supervision of a qualified practitioner.
 - 4) Proctor does not, as a rule, print 'previews' of legislation. Submissions on new legislation will only be published once an Act is passed or enacted. Articles may be submitted prior to legislation being passed as an indication of the author's interest in writing on that topic. If suitable, the editorial committee may give the author approval to supply an amended version of the article to the editor once the legislation has been passed/enacted.
 - 5) All legal articles should be of tangible benefit to practitioners in their daily work and should relate to a topical subject, new law or a new issue in practice. Articles on obscure fields of law with little practical application are unlikely to be accepted (although the committee may sometimes direct that these and other unsuitable articles be forwarded to more appropriate publications, including The Verdict, the QLS Journal and LAWASIA Update.)
 - 6) Each submission should be in Word document format and accompanied by a preface/synopsis of 100 words or less, a print quality image of the author (JPG or similar format), a brief (one sentence) biographical note about the author and full contact details for the author (including mobile, not for publication).
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- 7) Articles should be submitted to proctor@qls.com.au and a receipt confirmation email will be sent to the author within a couple of days. Articles are usually reviewed by the Proctor editorial committee toward the end of each month (except December) and authors advised by email soon after on the suitability of their submission. The committee may accept or decline articles, or suggest amendments. At its discretion, the committee may provide reasons for rejection of an article, however the committee's decision is final and it will not debate its decisions. To inquire about the progress of an article, please email proctor@qls.com.au or call the editorial coordinator on 07 3842 5823.
- 8) Articles commissioned by QLS staff or committees should be clearly identified as such.
- 9) Articles which the committee deems as including commercial content or "advertorial" will be rejected.
- 10) When two articles are received on the same topic, the committee will select the article that it feels best meets the needs of practitioners.

Submissions of articles on a wide variety of non-legal topics are also welcome. These can include travel, cars, food, real estate, health and lifestyle, etc, and can take the form of reviews, information articles, first-person reports, etc. These articles are reviewed by the editor, who makes the decision on publication.

Style pointers

numbers:*

Write out *one* to *nine*. Use figures for *10* to *9999*, and use a comma from *10,000* on.

Exceptions: **ages**, but only when they follow a name (*Henrietta Seed, 4*, but *the boy, two*) and it is *a two-year-old boy*;

days of the month;

figures containing **decimals** (3.4 litres);

measures that involve abbreviations (*7km, 2°C*), but *three litres, two metres, two million people*, not *2 million* or *2,000,000*; numbers that are part of **titles** (*Article 6, section 5*)

percentages, always use figures (*3 percent*) (and spell out "percent")

times of day, for example, 3pm;

words that contain numbers (*a hundredfold*);

fractions. As a rule, spell out: *half a day, two-thirds of an apple*, but broken numbers are given in figures – *3½, 4¼*.

*based on 'Style', 2003 edition, News Limited, p124.

dates:

Write: *Wednesday, October 3, 2007*, not *3 October*.

Acts:

The names of Acts (including the year) are always italicised, for example, the *Legal Profession Act 2007*.

citation:

Nine Films & Television Pty Ltd v Ninox Television Ltd [2006] FCA 1046 at [5].

Note that case names are always italicised.

quotations:

use double (") opening and closing (") quotation marks to indicate quotations (rather than italics or indents).

footnotes:

Endnotes, not footnotes, and in a plain numerical style – *1,2,3,4,5, etc*
