

Proctor contributor guide

Articles and items appearing in Proctor must meet several essential criteria. It is requested that all authors review the following checklist before submitting material for publication.

- Is all non-original material in the article correctly referenced?
- Is the article concise and to the point?
- Have I reread it to check that it makes sense?
- Have I used short words and phrases and reviewed it to delete unnecessary words and phrases?
- Is it in plain English, and is all spelling correct?
- Does it follow standard Proctor style conventions?
- For news items, has the most important element been placed first?
- Are any pictures of print quality (300dpi, full colour in jpg or png format), and are captions included?

See the following pages for more detail on the items in this checklist and other helpful suggestions.

QLS editorial rights

Please note:

- All submissions are subject to editorial review and approval – if content is deemed unsuitable, it will not be published; major edits will be sent back to the contributor for review.
- Be aware of editorial deadlines. If content is submitted late, it will not appear in the intended edition.
- Unsuitable material includes, but is not limited to, the following:
 - advertorial (that is, if the copy is promoting the contributor's service or product above others, unless the information is deemed to be of significant value to readers)
 - out of date
 - poorly written
 - offensive or inflammatory
 - material that plagiarises the work of others.
- Contributed articles are usually footnoted with the contributor's name, organisation and, if required, a brief explanation of what the organisation does.

Copyright

Contributors to Proctor grant to the Society a royalty-free, perpetual, non-exclusive, irrevocable licence to:

- a) use, reproduce and adapt their contributions; and
- b) perform any other act with respect to the Intellectual Property in their contributions and to exploit or commercialise all those Intellectual Property rights.

QLS will acknowledge a contributor's moral rights by attributing authorship to that contributor.

Small sums of money from the Copyright Agency Limited (CAL) are periodically payable to authors when works are copied by CAL licensees (including government departments, tertiary institutions, etc). As it is not financially viable for the Society to collect and distribute these royalties to individual authors, contributors undertake to become a member of CAL and receive any due payments directly (see copyright.com.au) or to waive all claims to monies payable by CAL for works published in Society publications. It is a condition of submission of an article that contributors agree to either of these options.

NB: All contributors should receive, review, sign and return a Proctor contributor's form.

Referencing

Most importantly, articles must be the author's original work. If content, including ideas, data and quotations, is taken from other sources, that content must be appropriately referenced.

Brackets, endnotes and other conventions can be used to reference non-original material. Paraphrasing is permissible, but must also be correctly referenced.

In cases where a substantial amount of material is being referenced from a single source – more than a couple of paragraphs – it is desirable to obtain permission to reproduce the material directly from the author or publisher.

To standardise legal citation, it is recommended that all contributors obtain a copy of the 'Australian Guide to Legal Citation' (AGLC) published by the Melbourne University Law Review Association Inc. A free PDF copy can be downloaded from law.unimelb.edu.au/mulr/aglc or printed copies can be ordered from the association for a small charge. This comprehensive and well-written guide is used by many of Australia's leading law firms as well as most Australian legal journals and publications. It has been adopted by the Proctor editorial committee as the official Proctor standard for citation.

If you are uncertain as to how much detail to include in the reference, it is better to provide too much rather than too little, as it can then be adjusted by the editor.

Here are some simple examples of appropriate referencing:

According to Professor Jason Holloway in his book, *Business Law in Australia* (Federation Press, 2003, p23), the...

The LexisNexis website (lexisnexis.com.au) includes links to...

In *D'Orta-Ekenaike v Victoria Legal Aid* (2005) 223 CLR 1, McHugh J observed at page 42 that:

When referencing, try to ensure you are using the original source, rather than a secondary source which has republished the information. You may need to cover both sources, for example: According to the Times Online website, as reported by the Law Institute Journal (December 2009, p47)...

If you have any concerns or questions about material you are referencing, please contact the Proctor editor.

Length

In publications such as Proctor, space is always an issue, so you should say what you have to say in the minimum number of words. Never 'pad out' an item just to make it longer.

When the article is complete, always reread to ensure it makes sense, and go through the whole article with the aim of deleting or changing unnecessary words and phrases, and replacing long words and phrases with shorter variations, as shown below.

Example 1:

*The Practice Management Committee **will hold** a meeting on...*

rather than:

*The Practice Management Committee **will be holding** a meeting on...*

Example 2:

*For **more** information **on** the new form, see...*

rather than:

*For **any further** information **relating to** the new form, see...*

Style

All material should be written in plain English, avoiding 'legalese' whenever possible. However, all quoted material from a published source should be quoted exactly, without modification. Even mistakes such as misspellings should be left intact – it is permissible to place the Latin word *sic* (meaning 'thus') in square brackets after an error to indicate that it is an error in the original material.

As Proctor is published by an Australian law society addressing an Australian audience, your standard reference for spelling should be the *Macquarie Dictionary*, so Australian/English spelling is preferred in all instances rather than US variants. For example – 'honour' rather than 'honor', 'surprise' rather than 'surprize', etc. If desired, you can adjust the spell check in Word: Tools > Language > Set Language > English (Australia).

Below are some common style considerations:

Court cases: Italicised and referenced, for example: *D'Orta-Ekenaike v Victoria Legal Aid* (2005) 223 CLR 1

Acts: Italicised, including the year, for example: *Legal Profession Act 2007* (Qld)

Dates: 11 October 2012

Numbers:* Write out one to nine. Use figures for 10 to 9999, and use a comma from 10,000 on. Exceptions include days of the month, figures containing decimals (3.4 litres), measures that involve abbreviations (7km, 2°C), numbers that are part of titles (Article 6, section 5), percentages (3%), times of day (3pm), fractions (3½, 4¼), etc.

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

Quotations: Use “double quotes” when quoting directly from a source, and ‘single quotes’ when drawing attention to a word or phrase, for example: Always try to avoid ‘legalese’.

Single quotes are also used for quotes within quotes, for example: He said: “The defendant claimed he was ‘out of his mind’ when he shot the police officer.”

Titles of books, films and other major creative works are italicised rather than quoted, for example, *War of the Worlds*, by H.G. Wells.

Capitals: Research has indicated that a profusion of Capital Letters slows down the reading process, thereby increasing the risk that the reader will cease reading. It is therefore recommended that, in general terms, the usage of capitals be limited to proper nouns as far as is practicable. For example, job titles such as managing partner and chief executive officer appear in lower-case. Also, while we capitalise the names of QLS sections and committees, such as the QLS Revenue Law Committee, in subsequent references we would refer to ‘the committee’ in lower-case.

Abbreviations: Always spell out the full name or phrase at first reference followed by the abbreviation in brackets – for example, Queensland Law Society (QLS) – and use the abbreviation thereafter. This applies to all but the most common abbreviations, such as GST (those which it can be safely assumed everyone would know).

News

For 'news' items, as distinct from feature-length articles, the most important element should always be placed first. You don't need to introduce a news article with background information.

Example:

The Queensland Law Society will launch a new series of practice management workshops aimed at small to medium-size firms in June.

rather than:

Many practitioners in small and medium-size firms struggle with practice management issues on a day-to-day basis. They find that the demands of meeting their clients' needs often overtake the demands that running a practice places upon them.

This has been an ongoing issue for many years and the Queensland Law Society Practice Management Committee has put a lot of time into devising strategies that can help practitioners perform both roles. It has therefore been decided that the QLS will start a series of practice management workshops...

'News' items should be structured so that the most important item comes first, followed by details in descending order of importance. In theory, you should be able to remove paragraphs one by one from the end of the item and it should still make sense.

And don't forget to check that your news story answers the following questions: who, what, when and where (plus how and why, if appropriate).

More suggestions

- Before submitting an article for publication, ask a colleague to read it and provide feedback.
- Referring to specific pages in websites can be awkward. Please supply both simple and direct forms of reference, so that the editor can use one for printed material and the other for hyperlinking online. For example:
See the website to learn more about the Society's past Presidents (qls.com.au > About QLS > Queensland Law Society > Our history > Past Presidents or http://www.qls.com.au/About_QLS/Queensland_Law_Society/Our_history/Past_Presidents)
- Often the simplest way is to learn from example. Examine Proctor and other QLS publications to note appropriate ways of referencing, etc.

Also see the Submissions FAQ available from the main Proctor web page.