UNIVERSITY OF TORONTO FACULTY OF LAW | INTERNATIONAL HUMAN RIGHTS PROGRAM

Rights Review Submission Guidelines 2016

Send all topic and article submissions to ihrprightsreview@gmail.com
Topics that are <u>relevant</u> and <u>timely</u> will be accepted.

Topic Submission

<u>Topic Submission Deadlines</u>

Ultra Vires February	1 February 2016
Ultra Vires March	5 March 2016

<u>What to include:</u>
1. Title/article headline
2. Abstract (what is the main point you are making)
3. Research methods (interviews, secondary research, etc.)
4. Connection to the IHRP
5. Why you want to write the article
6. Whether or not you will have a photograph to accompany your article

Article Submission

<u>Article Submission Deadlines</u>

Ultra Vires February	5 February 2016
Ultra Vires March	11 March 2016

<u>Guidelines:</u>

1. Each article must be submitted along with a completed **Rights Review Article Submission Form** and should be accompanied by at least **one photo** (see the **Rights Review Photo Policy** on the IHRP website).

2. Submit your article in **.doc or .docx** format (not PDF).

3. Save your article submission in the following format:
   LASTNAME_RRarticle.doc

4. All facts cited in your article will be fact-checked by our editors. All articles **must** contain relevant source information in the footnotes (including the direct website link and/or the author, title, date, and page

number). Footnotes do not have to be properly formatted and will be removed at the time of publication.

5. Please include **hyperlinks** where possible in the footnotes.

6. Word limit: **600-1500 words**. Please include a word count.

7. Observe deadlines. Articles submitted after the deadline may not be considered for publication in *Ultra Vires*, but may be considered for publication on the IHRP website.

8. The Rights Review Editorial Board and the IHRP Director reserve the right to edit and amend articles as necessary.

9. *Rights Review* does not guarantee that all articles submitted for consideration will be published.

Rights Review Style Guidelines

The target audience of *Rights Review* is law students and members of the human rights community. Articles should therefore not be written using casual or colloquial language. At the same time, the articles should not be too theoretical or scholarly. The objective is for them to be engaging and accessible.

Writing tips:

1. Keep the tone of the article professional and journalistic. Avoid using an overly-emotional tone.
2. Be aware of counter-arguments in your writing. While you can take a position in your article, it should be informed by arguments on all sides and backed up by facts and evidence.
3. Articles should have a strong flow so the readers are led from the introduction to the conclusion. Make sure the article has a clear purpose.
4. Keep in mind that many readers are not experts in the topic or issue that you are writing on. Provide relevant and sufficient background information where necessary.
5. Spend some time thinking about an appropriate and intriguing title.

Specific *Rights Review* Style Rules:

1. Times New Roman, size 12 font, 1.5 line spacing.
2. One space between sentences
3. If conducting interviews, use the subject's full name the first time and then the last name (or professional title) subsequent times. If there are issues with confidentiality, please ensure that you have permission to quote the

individual using an alias, and please inform the *Rights Review* editorial board.

4. All facts cited in your article must be properly referenced in a footnote. Citations do not have to be in McGill Guide format but you must provide us with enough information to enable the editors to locate your source. This include the direct website link if it is an online source, or the author, title, date and page number if it is a print source.

5. Be specific when referring to provisions in legislation, treaties, and other documents, e.g. instead of "this practice violates the victim's constitutional rights," write, "this violates the victim's right to life as recognized in Article 3 of the UN Declaration of Human Rights."

6. The following words or phrases should be *italicized* when they appear in an article:
   - References to legislation, international conventions, book titles or case names
   - Non-English or foreign words that may require an explanation
   - Quoted words that were italicized in the original
   - Emphasized words (state "emphasis added" in this case)

7. The following references or elements should not be italicized:
   - Constitutions, statutes, restatements, rules or regulations
   - Names of reporters and services
   - Names of journals
   - Other administrative materials

8. Avoid excessive quotation use. Quotations must be integrated into the sentence in which they appear.

9. Acronyms must be introduced the first time they are used (e.g. Office of the United Nations High Commissioner for Refugees (UNHCR)). No periods between the initials in an acronym.

10. Numbers
   - Avoid starting a sentence with a number; if you must, spell it out
   - Spell out whole numbers under 10 (e.g. five) and use figures for numbers 10 and above (e.g. 24, 928)
   - Spell out numbers in fractions below one and standing alone (e.g. one-third; 12 one-hundredths)

11. Avoid using passive voice.

12. Do not begin sentences with "but", "and" or "because."