



Informing Progress - Shaping the Future

The VOICE – Author Guidelines (August 2024)

These guidelines are aimed at improving editorial consistency and avoiding unnecessary requests to authors.

1. **Word count:** Articles should generally not exceed 1500 words in length (excluding the title, headings/sub-headings and summary).
2. **Font:** Please use the Calibri Font:
 - a. **Title – 16**
 - b. **Title sub-headings – 14**
 - c. **Names and affiliations – 11**
 - d. **Main text – 11** (do not use bold; italics should be used for case names but otherwise used sparingly)
 - e. **Sub-headings - 11**
3. **Text alignment and spacing:**
 - a. Left alignment
 - b. Spacing: Before: 0 pt; After 8 pt; Multiple at 1.08
4. **Authors:** Please provide your full name, affiliate organisation and current role.
5. Submissions should use standard British English. For example, use *ise* rather than *-ize* and *-isation* rather than *-ization*.
6. **Numbering Conventions:**
 1.
 - a.
 - i.
7. **Abbreviations:**
 - a. Please abbreviate repeat words with round brackets when it first appears. (e.g. UK Intellectual Property Office (UKIPO))
 - b. Do NOT use full stops between letters. (e.g. UK not U.K.).
8. **Quotations:** Single quotation marks (") should be used for quotations.
9. **Dates:** Dates should be written as 10 June 2024.
10. **References:**
 - a. Do not use footnotes or endnotes.
 - b. Instead, sources should be attributed using a working hyperlink.

11. **Article Summary:** Please supply a 50-word summary – highlighting the key features of your article. The editorial team will use this to prepare an ‘In Brief’ summary.
12. **Photographs:** Please supply photographs for all contributing authors: at least 600 pixels wide and 750 pixels tall and no more than 10MB. You agree that these photos can be used to promote and accompany the article in any FOIL publication.
13. Please identify the nature of each named author’s contribution: e.g., concept origin, main author, editor etc.
14. Please identify if the article has been published in any other format/ publication and provide full details to the FOIL editorial team.
15. **Declaration:** Please include a declaration at the end of the article confirming:
 - a. That you are the original author(s)/creator(s) of the work.
 - b. That you have not infringed the intellectual property rights or interests of anyone in the creation of the work.
 - c. The use of any generative AI tools in the creation of the work.
 - d. Your agreement to grant the Forum of Insurance Lawyers (FOIL) an irrevocable licence to reproduce, publish and share the work in any FOIL related media providing the names of all authors are clearly attributed.
16. The editorial team reserves the right to make minor revisions to the work prior to publication (for example, where there are typographical or grammatical errors). Any substantive amendments to the work will be made in consultation with the authors.