The Year in Review 2020 Guidelines

1. Overview of The Year in Review

*The Year in Review* ("The YIR") is an annual publication of the International Law Section ("ABA International" or the "Section"). *The YIR* consists of articles written by Section committees, each summarizing the major legal developments of the preceding calendar year within the committee’s remit. *The YIR* has become a leading and trusted source for judges, lawyers, academics, and other legal professionals who need a reliable source of information that will keep them abreast of the most important international legal developments.

Caryl Ben Basat, Publications Officer for ABA International Law, serves as liaison of the Section to *The YIR* Committee Editors, and of the Section to the Co-Executive Editors of *The YIR*.

Specially appointed Co-General Editors, Co-General Editors Kimberly Y.W. Holst at kimberly.holst@asu.edu, and Jason Scott Palmer at jspalmer@law.stetson.edu, and individuals acting as Associate Deputy Editors, provide substantive editorial direction. Student editors and staff of The International Law Review Association at SMU Dedman School of Law are responsible for technical editing of the volume and source and citation checks. The Managing Editor of *TIL* is responsible for overseeing the student editing of *The YIR*.

Beverly C. Duréus, Co-Executive Editor of *The YIR*, oversees and provides guidance to the SMU student editorial staff and also serves as a liaison between SMU and the ABA International, including its Committee Editors, on *The YIR*. She may also be assisted in this regard by Co-Executive Editor of *The YIR*, Patricia S. Heard.

Marc I. Steinberg, Rupert and Lillian Radford Professor of Law at the Dedman School of Law at Southern Methodist University, serves as Editor-in-Chief of The Board of Professional Editors of *The YIR*. He is also involved in the peer review process of the articles. Contact information for *The YIR* is contained at the end of this document.

*The YIR* is published in digital format and is available on commercial databases such as Westlaw, LexisNexis, and HeinOnline. In addition, members of the ABA International may access it through the ABA International website.

*The YIR* is now cited as: vol no. ABA/ILS YIR (n.s) page no. (publication year). N.s. stands for new series. Thus, for example, this edition of *The YIR* should be cited as: 55 ABA/ILS YIR (n.s) page no. (2020).

2. Committee Responsibilities

Each committee is responsible for drafting and submitting an article summarizing the most important international developments in its area of expertise – federal, state, and foreign – from the judicial, executive, legislative branches, international bodies, and foreign jurisdictions.
Preparing this article can be challenging because it is expected to cover very succinctly the major international developments in the committee’s subject or geographic area.1

The submission must be written as a U.S. law journal article, both as to quality and format. CLE outlines or law-firm newsletters will not do. An essential component of achieving this standard is the provision of correct and adequate citations to primary and secondary sources. The standard of citation required for a U.S. law journal is particularly rigorous and may not be intuitive.

Given the tight schedule under which The YIR is published, the failure to adhere to these requirements can result in the submission not being published. Authors are well advised to consult the citation requirements and other format guidelines outlined in the separate documents – Avoiding Plagiarism and Guide to Citation Format before beginning to write.


Committee Chair Responsibilities:

By October 1, 2020, the Committee Chair shall appoint a Committee Editor. The Committee Editor will be the person principally responsible for the committee’s submission for The YIR. The name of the committee, the committee editor’s name, and contact information should be forwarded to Christina Heid at silpublications@americanbar.org; to Jason Palmer at jspalmer@law.stetson.edu; and to The YIR via me-til@smu.edu; and The Committee Chair shall promptly forward information to your Committee Editor that is provided to you for that purpose.

Committee Editor Responsibilities:

The Committee Editor is essential to the success of The YIR. The Committee Editor is responsible for the following:

1) As needed, recruit contributing authors from members in your committee. Provide each of them with your contact information, including email and fax as early as October 15, 2020, but in no event later than October 31, 2020;

2) Work with article authors in seeing that all the YIR article requirements are met. Most importantly, the committee editor should review author articles prior to the December 1 deadline to insure that the articles cite original material such as treaties, constitutional provisions, judicial decisions, and statutes, and all legal assertions are supported by proper and accurate citations using Bluebook format;

3) By December 1, 2020, send the final YIR article in Word format to TIL’s Managing Editor, Co-General Editors Kim Holst and Jason Palmer, whose emails are: Kimberly.Holst@asu.edu and jspalmer@law.stetson.edu. The article must not exceed 7,000 words including footnotes.

4) By December 1, 2020, each author who has contributed to the final YIR article need to fill in the publications agreement online. An author who contributes to more than one committee article must fill in a form for each committee submission.

i. Please note: the Committee’s article will not be accepted for consideration unless a signed publication agreement is received for each contributing author by December 1, 2020.

1A helpful tip for committee authors and editors is to keep a file with newspaper clippings, case citations, and other relevant sources that can serve as reminders of the major developments during the year and provide a ready source for citations. Keeping a file throughout the year saves time and effort later. Committees should look at their articles from the previous year as a guide because the citations are often to the same general sources.
Failure to provide a signed Agreement may result in the author’s name not being referenced in the final article and/or the article being rejected from publication;

5) **By December 1, 2020,** complete the List of Contributing Authors online. The form identifies the name of each contributing author and participating editor (please verify that the names are spelled correctly) and provides each person’s requested contact information.

6) Editing the submissions received from the Committee’s authors and integrating them into one cohesive, well-written article;

7) Ensuring that the Committee’s submission meets the citation standards required for *The YIR* and working with individual authors to achieve that end;

8) Identifying the names of the article’s editors and the authors and ensuring that the names are correctly spelled and presented in the sequence desired on the article. **THIS REQUIREMENT IS THE SOLE RESPONSIBILITY OF THE COMMITTEE EDITOR AND NEITHER THE PUBLICATIONS OFFICER NOR THE EDITORS OF THE YIR SHALL HAVE ANY RESPONSIBILITY IN THIS REGARD.** If there are additional authorship notations within separate sections of the article, those designations must be included. Full biographies are not permitted. An editor/author may, however, identify his or her employer;

   i. At the beginning of each article will appear the names of the authors of that article. At the end of the list of authors there will be a footnote briefly indicating author affiliation and, should individual committees so wish, indication of which section(s) within the article each author was responsible for contributing. In order to save the allotted 7,000 word space, the author’s name WILL NOT be repeated in a footnote at the start of the section which that author drafted.

9) After the article has gone through the editing process and is forwarded to the Committee Editor by SMU, it should then be forward to each contributing author for review. The authors’ suggested edits, should be returned to you, and you should accept or reject the suggested changes;

10) You will then forward the article back to *The YIR* or *TIL* via me-til@smu.edu, noting the changes that are desired. SMU will finalize the article and return it to you for distribution to your committee editors. If, after the work is finalized, you as Committee Editor (acting on behalf of all contributing authors) do not agree to the finalized version of the article, or if a contributing author does not agree, you, (acting on behalf of all contributing authors) or the individual contributing authors has the right to request in writing minor additional changes, or in the alternative, the right to request in writing that the article not be published by *The YIR* or *TIL*. Any such request must be made in writing and forwarded to *The YIR* in care of *TIL* within seven (7) calendar days after receipt of the finalized article. The request must be sent via email to: me-til@smu.edu with copies to the Committee Editor, the 2020 *YIR* Co-General Editors Kim Holst at Kimberly.Holst@asu.edu, and Jason Palmer at jspalmer@law.stetson.edu, ILS Publications Officer Caryl Ben Basat at cwbenbasat@gmail.com.

   a. If a contributing author does not want the article published, it is the Committee Editor’s responsibility to communicate that to the other contributing authors. In the event that there are more than one contributing authors to the piece, each contribution is considered an “inseparable part of a unitary whole,” and a confirmation that the article should not be published must be forwarded to *The YIR* in care of *TIL* by each contributing author and the Committee Editor.

   b. The failure of each contributing author to submit a written request to withdraw the submission and/or the Committee Editor’s failure to confirm that the article should not be
published will be considered as permission for *The YIR* to publish the article substantially as presented in the last format provided by SMU.

c. In the event that there is a split of opinion between the contributing authors concerning whether the piece should still be published, *The YIR* will be governed by the majority of contributing authors and Committee Editor. If there is a split of opinion, but also no majority view, *The YIR* will give deference to the opinion of the Committee Editor.

d. All revisions and requests for changes forwarded to *The YIR* via me-til@smu.edu should not be considered received by *The YIR* until the Committee Editor (or author) receives a written acknowledgement of receipt from TIL’s Managing Editor or other designated staff person. Absent an acknowledgement, the revisions and/or requests should be re-submitted;

11) If the article is accepted for publication, after the release of *The YIR*, republication of the article is encouraged. Proper attribution to *The YIR* should be included. All requests to republish should be directed to the ABA at: American Bar Association, 321 N. Clark Street, Chicago, IL 60610; Phone: 312-988-6102; Fax: 312-988-6030; e-mail: copyright@americanbar.org.

The importance of the Committee Editor cannot be overstated. If there is a failure to comply with the rules or if a committee’s article does not meet *The YIR* submission criteria, the article may not be published.

**Other Key Deadlines:**

**December 1, 2020 – Deadline for Committee Submissions:** All articles are due by December 1, 2020 and should be sent to Co-General Editors Kim Holst and Jason Palmer, whose emails are: Kimberly.Holst@asu.edu and jspalmer@law.stetson.edu.

All previously approved late submissions and/or article changes are due by December 7, 2020.

Compliance with this submission date and law journal format is essential for timely publication of the volume, as all articles must go through *The YIR* Co-General Editors, Associate Deputy Editors, and TIL’s student editorial board before being returned to authors for final review and approval. **Committee articles that do not meet The YIR submission criteria may not be published.** Articles that are not accepted for publication may be published on committee web pages.

**Receipt of Submissions:**

Whenever any article or revision thereto is forwarded to one of the Co-General Editors, or to *The YIR* in care of TIL, the same must not be considered received until a written acknowledgement is returned to the sender by the intended recipient. Absent an acknowledgement, the article and/or revision(s) must be re-submitted.

**DIRECTIONS FOR SUBMISSIONS**

**Substantive Guidance.**

**General Article Requirements.**

1. **Due date:** December 1, 2020 (this is a firm deadline).

2. **Length:** Each committee is allocated space in *The YIR* for an article that is 7,000 words or less (including footnotes and in conformance with the technical submission guidelines outlined below).

3. **Scope:** The objective of *The YIR* project is to produce an article from each committee that covers *only the most important* topical developments of the preceding year within the committee’s area of international law. In addition to reviewing the substantive and procedural legal
developments within the committee’s area, it is also expected that the committee authors, as experts in their fields, will provide readers with a sense of context about these developments. Many readers will already be familiar with the developments under discussion; many, however, will not. The aim of each article should be to provide not only a factual review of the developments, but also a sense of their significance.

**Style Conventions.**

**Word processing format.**

**Margins.**
Top, Bottom, Left, Right: 1”.
Gutter: 0”.
Header, Footer: 0.5”.

**Text.**
Font: Times New Roman in the main text and footnotes with full justification.
12 point font double spaced in main text with no superscripts except for the footnote reference.
12 point font single spaced in the footnotes with no superscripts.
Use two spaces in between sentences, after colons, and after “Part I,” “A,” etc.
Indent all paragraphs: 0.5”.
Paginate: Bottom center, 11 point type.
Block all quotations that are 50 or more words, single space, indent left and right 0.5”.
Bullets: single space within bullets, double space between bullets, indent left and right 0.5”.
For all case names (in text, but not footnotes): use italics—do not underline.
Place commas and periods within quotation marks.
Use curly quotation marks.

**Headers.**
Title: There is a uniform style for the titles of The YIR articles. The title of each article is simply the name of the committee, e.g., INTERNATIONAL COURTS AND TRIBUNALS; INTERNATIONAL CRIMINAL LAW; AFRICA; ASIA AND PACIFIC.

Titles must be in all caps and in bold font (2 spaces after).

**Footnotes.**
First footnote (author’s ID) use an asterisk.
12-point, fully justified. (Footnote number: 12-point, not superscript).
Spacing: 0.5 tab after footnote number. Single space each footnote.
Italicize: partial case names (i.e., subsequent reference), “infra,” “supra,” and “id.”
Also italicize “see” or “see also” unless used in a middle of a sentence.
Do not italicize full case names (i.e., first reference) in footnotes.
Use “See” before citations unless you are citing to a direct quotation.

**Sample YIR Article Submissions.**
Please visit the following web site to see sample YIR article submissions: http://www.americanbar.org/groups/international_law/publications/the_year_in_review.html
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