



McGill Health Law Publication
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McGill Health Law Publication (MHL P) **Editorial Guidelines for Contributors (2007-2008)**

1. General

1.1 The *MHL P* is published online once a year in the summer, though a later publication date may arise. Budget permitting, the *MHL P* will also be published in hard copy format. The online and hard copy versions of the Publication will be released simultaneously.

1.2 The *MHL P* currently operates on a solicitations-only basis.

1.3 The *MHL P*'s new website will feature a "Forum" venue, where we will invite academic commentary, which will be peer-reviewed, on material that we have published. Forum commentaries will appear online, but not necessarily in hard copy version.

2. Exclusivity & Copyright

2.1 Any article submitted to the *MHL P* is assumed to be exclusive to the Publication. Unless specific arrangements have been made with an author, the *MHL P* publishes only original texts.

2.2 Articles published in the *MHL P* may subsequently be reproduced or re-published, in whole or in part, in other journals, provided that the article or a portion of it, as the case may be, is clearly marked as originating in the *MHL P*.

2.3 Authors retain copyright in their articles but grant the *MHL P* an irrevocable, royalty-free, exclusive license, lasting for the duration equal to the author's copyright in the article, to publish the authors article for the first time.

3. Submissions format

3.1 Articles should be sent as a *Microsoft Word* email attachment to **editor.mhlp@mail.mcgill.ca** by the deadline provided.

3.2 Articles should be written in Georgia, 12 pt font, with both text and footnotes double-spaced.

3.3 Please do not use endnotes.

3.4 Articles may be written in either English or French, and should include on their front cover the name of the author(s), their complete address(es) (mail, e-mail, telephone, and fax). This will be reproduced at the end of the published texts in order to facilitate communication from readers.

3.5 *Articles* submitted to the *MHLP* must be 5,000-15,000 words, exclusive of footnotes. Under special circumstances, articles of up to 20,000 words may be accommodated. *Case comments* should have up to 10,000 words, and *book reviews* up to 5,000.

3.6 Articles should be submitted with an accompanying 200-300-word abstract, in both English and French, and brief biographical information about the author(s).

3.7 Articles must be divided into consecutively numbered paragraphs and preceded by an outline, consisting of the divisions and sub-divisions found in the text. Divisions and sub-divisions should be accompanied by the associated paragraph numbers in the text.

3.8 Place only a single space (not two spaces) after all punctuation.

4. Reference Guide & Citations

4.1 The official dictionary of the *MHLP* is the *Canadian Oxford Dictionary* (Oxford University Press), and in matters of writing style the *MHLP* refers to the *Chicago Manual of Style* (University of Chicago Press).

4.2 All citations should conform to the latest version of the *Canadian Guide to Uniform Legal Citation* (Carswell).

4.3 The names of medical journals or any other journals should not be abbreviated unless an official abbreviation is listed in the *Canadian Guide to Uniform Legal Citation*.

4.4 Please forward to the *MHLP*, at the address listed above, a copy of any source that is unpublished or otherwise unavailable to the public in order to expedite editorial review.

5. Editorial review process

5.1 Each article submitted first undergoes an internal review process by *MHLP* editors. It is then sent to two peer reviewers, who are selected based on the fit between their area(s) of expertise and the subject matter of the article.

5.2 The *MHLP* operates on a double-blind peer review model.

5.3 Authors may request to see the internal review of their articles, but will not be sent internal reviews unless they make such a request. Authors will be sent the comments of both peer reviewers.

5.4 The article will be evaluated based on originality, argumentation, clarity of thesis, quality of language, correctness of references to past scholarship, and importance of the article to the field.

5.5 The editorial review process may take as little as six (6) but up to fifteen (15) weeks or more to be completed.

5.6 Upon the receipt of the peer reviews, the *MHLP* will provide the author with a firm or conditional acceptance of the article, indicating the required modifications to the text.

5.7 Once the article is accepted for publication, a copyright agreement will be mailed or emailed to the author for signature. Once the final modifications are made to the text, the author will send the *MHLP* a signed copyright agreement along with a final version of the article in publishable form.

5.8 Authors will be contacted periodically with updates on the status of their articles, and are encouraged to contact the *MHLP*, at the above mail and email addresses and phone number, with any questions they may have as the editorial process proceeds.

6. Correction of proofs

6.1 Proofs must be corrected by the author within five (5) business days after receipt.

6.2 At this stage, the author may not make further modifications to the article without the express authorization of the *MHLP*.

7. Free article and issue to authors

7.1 The author will be sent a free electronic version (.pdf format) of the article when it is released online.

7.2 In the event that the Publication is published in hard copy, the author will be sent a free copy of the issue in which the article appears.