



McGill Journal of Law & Health (MJLH) **Editorial Guidelines for Contributors**

1. General

1.1 The *MJLH* publishes two issues a year, which are made available online and in hard copy format. The online and hard copy versions of the Journal are released simultaneously.

1.2 The *MJLH*'s open call operates under a system of rolling acceptance. Manuscripts are accepted throughout the year. Once the current year's edition becomes full, the editorial board will immediately update the website and notify submitting authors of this fact, providing them with the option of having their submission published in the subsequent year's edition. Given that the *MJLH* is a student endeavour, the majority of our editorial work, including the selection of manuscripts, is performed during the school year. As such we encourage authors to submit their manuscripts by early fall.

1.3 The *MJLH*'s website features a "Blog". We invite academic commentary on material that we have published or any other current health law issues. Blog entries will appear online at mjlh.mcgill.ca, but not necessarily in hard copy version.

2. Exclusivity & Copyright

2.1 Any article submitted to the *MJLH* is assumed to be exclusive to the Journal. Unless specific arrangements have been made with an author, the *MJLH* publishes only original texts. The author must notify the Journal of all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically and referenced in the submitted paper. Copies of such material should also be included with the submission.

2.2 Articles published in the *MJLH* 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 *MJLH*.

2.3 Authors retain copyright in their articles but grant the *MJLH* an irrevocable, royalty-free, exclusive license to publish the author's article for the first time, which lasts for the duration of the author's copyright in the article.

3. Submissions format

3.1 Articles should be sent as a *Microsoft Word* email attachment to submissions.mjlh@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) as well as their complete address (mail, e-mail, telephone, and fax). This information will be reproduced at the end of the published texts in order to facilitate communication from readers.

3.5 Articles submitted to the *MJLH* 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 must be submitted with (1) an accompanying 200-300-word abstract, in both English and French, and (2) some 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 corresponding 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 *MJLH* is the *Canadian Oxford Dictionary* (Oxford University Press). In matters of writing style the *MJLH* 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). However, please do not use *ibid*, *supra* note, or *infra* note to refer the reader to other footnotes, as these changes to the full citation will be made by *MJLH* editors.

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

5.2 The *MJLH* 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 Articles are 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 but up to fifteen weeks or more to be completed.

5.6 Upon the receipt of favourable peer reviews, the *MJLH* will provide the author with a firm or conditional acceptance of their article, as well as any 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 must send the *MJLH* 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 *MJLH*, 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 business days following receipt.

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

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 The author will be sent a free hard copy of the issue in which his or her article appears.