

INTERNATIONAL POLICY REVIEW

STUDENT GUIDELINES

2024/2025

**THANK YOU FOR JOINING THE
INTERNATIONAL POLICY REVIEW AT
IE UNIVERSITY**

**THIS GUIDE HAS BEEN CONCEIVED TO
INTRODUCE YOU TO OUR
PUBLICATION GUIDELINES AND
WHAT WE EXPECT FROM YOU AS
BOTH WRITERS AND EDITORS**

ABOUT US

As a student-run academic journal, we provide a platform for scholars to share their research and perspectives on the most pressing global challenges. The International Policy Review is published twice a year, at the end of each semester, on the official IPR website.

Our writers and editors are split between 3 different sections: International Relations & Global Issues, Economics Chapter and Law & Policies Chapter.

Our aim is to publish the most representative and diverse set of views on current affairs that matter to our student body.

To increase our impact, we also have collaboration opportunities with Sciences Po and Bocconi University. This includes co-publication on each journal's website, as well as promotion on all social media channels.

EDITORIAL BOARD

The Editorial Board of the International Policy Review for the 2024/25 Academic Year is made up of the following members:

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For any questions or issues you may have, do not hesitate to contact any of the members of the Editorial Board, or if you prefer, you can always contact us through the general IPR email: ipr.club@ie.edu

Now, please find below the table of contents for the guidelines. The purpose of these is to provide a clear framework for authors and editors to follow in order to maintain the high standards expected of an academic publication.

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GENERAL GUIDELINES

WRITING PROCESS

The writing process is divided into three main stages:

- **Research Proposal:** writers will have to submit their proposed topic for their article, which will then be reviewed by their editors.
- **First Draft:** submission of a first draft of their paper, which should be a complete draft of the paper, pending revisions, and final adaptations, but an initial complete picture of what you would like the article to look like.
- **Final Draft:** by the end of the semester, writers will be asked to submit the final draft of the article, after the editing process, and the needed adaptations. This is the final version that will be later published in the Journal.

Writers can choose to write one of the following categories of articles: Academic Research Paper and a shorter Comment, which we have titled “Policy of the Month” (more information on the article categories below).

All submissions will be channeled through the IPR Google Drive Folder. And the writing deadlines will be provided at the beginning of the semester.

EDITING PROCESS

Throughout this whole process, each writer will have the help of an editor. At the very beginning of the writing process, writers will be paired with their editor. Editors will ensure that your paper is clear, well-structured, and free from errors. They will provide quality feedback and guidance on adhering to the IE International Policy Review standards for writing and citing. Editors have a critical role inside the IE International Policy Review, as they guard the quality and integrity of the journal

ROLE OF EDITOR

The role of being an editor includes:

- ensuring that the academic standard and quality of the journal is respected;
- guaranteeing that the paper is well-researched and well-written, according to the standards provided in the IPR Style Guide;
- ensuring the accuracy of the paper;
- giving professional feedback to your assigned writer; and
- ensuring your writer is on time and your feedbacks is sent to them by the deadlines established.

In short, editors provide the “peer-review” mechanism to the journal, the backbone of academic publishing. It provides quality control, provides credibility, reduces the possibility of including mistakes or errors in the final publication, fosters discourse and provides a mechanism for writers to receive feedback on their work, and receive guidance if needed. As with the writing process, the editing process is divided into three stages:

- a review of the research proposal,
- a thorough revision of the first draft;
- and a final revision of the second, final, draft.

All submissions will be channeled through the IPR Google Drive Folder, with deadlines at the beginning of the semester.

EDITORS' EXPECTATIONS

- **Thorough Research:** it is indispensable that editors have a vast knowledge of the specific topic of the article to be able to make informed decisions, provide valuable feedback, and ensure that the document effectively communicates its intended message to the audience.
- **Proofreading:** proofreading consists of a careful review of the paper to identify and correct errors in spelling, grammar, punctuation, formatting, and any other language-related issues. It will ensure that the text is free of mistakes. Editors must check the spelling, grammar, punctuation, capitalization, syntax of the sentences (avoid redundancies, or run-down sentences), review the word choice, and look out for possible inconsistencies. This process generally involves several passes, focusing on each of these aspects one at a time. Ideally, the paper should include plain and clear language, formal writing style, avoid shortened forms, the use of the passive voice... Most of these are explained in the IPR Style Guide. Always refer to the IPR Style Guide before the editing process, and for any questions you may have, please contact the Editing Manager.
- **Originality check:** one of the main expectations or duties as editors is to ensure that the work is original and properly cited. It is very important to check the legitimacy and reliability of the sources used. The International Policy Review will not tolerate plagiarism of any kind, nor the use of any AI-Generative Softwares. Therefore, editors should be on the lookout for false information, non-reputable sources, and plagiarism.

Note that the IE Code of Ethics applies at all times, as a compliment to the IPR Style Guide. Failure to signal the presence of any type of plagiarism may result in the editor being excluded from any IPR-related activity in the future.

EDITORS' EXPECTATIONS

- **Provide quality and constructive feedback:** it is important to provide Quality Feedback to writers, on the grammar, structure, format and style of contributors' papers. Therefore, a deeper analysis of the paper is required by the editor, as the editing process does not merely consist of a grammar check, but rather extends to ensuring a smooth reading of the article.
- **Constant communication with the writer:** The IPR values clear and open communications. As an editor, it is essential to establish a solid communication channel with your writer. This will ensure the production of quality work and an enjoyable experience throughout the semester. Together with your writer you are free to choose the channel of communication that works best, but you must ensure that your writers receive feedback and that said feedback is promptly implemented. In case of failure to contact your writer, please refer to the Editing Manager.

The IPR reserves the right to exclude you from the publication and editing process in case of:

1. impossibility to contact you after numerous attempts;
2. lack of quality feedback to your writer;
3. failure to notify your supervisor of plagiarism in your writer's work; or
4. failure to consistently respect the given guidelines.

ARTICLE CATEGORIES

Academic Research Paper

This type of article is a comprehensive academic paper featured in our journal once per semester. When you apply, you will have the opportunity to propose the research topic for your article, and choose the chapter in which you would like to be published. All necessary details on grammar, formatting and other stylistic requirements can be found in the IPR Style Guide (in the Google Drive Folder). Make sure to read it thoroughly before writing/editing.

As mentioned, writers have the freedom to choose the topic they would like to work on, however, their final papers must meet two requirements: that they have an international scope, and that they have a policy focus. The topics chosen must have international relevance, addressing issues of global reach; and also include an innovative policy, related to the issue you are analyzing, or should give recommendations on potential policies the actors involved could implement.

- **Word Count:** Minimum 2500 words, suggested maximum 9500 words.
- **Co-writing:** academic research papers can be co-written with another colleague. We recommend that a maximum of two writers participate in one article.
- **Adaptation:** Writers can choose to write a new article from scratch, or adapt past papers previously written for other classes to meet the standards of the review.
- **Format:** follow the guidelines found in the IPR Style Guide.

ARTICLE CATEGORIES

- **Structure:** the required structure for Academic Research Paper is the following:

IE University IE International Policy Review (IPR)
Journal XX (XXXX) XXXXXX <https://doi.org/XXXX/XXXX>
<https://ipr.blogs.ie.edu/>

Article title

Author Name, Author Name and Author Name

Department One, Institution One, City One, Country One
Department Two, Institution Two, City Two, Country Two

E-mail: xxx@xxx.xx

Published xxxxxx

Abstract

Sample text inserted for illustration. Replace with abstract text. Your abstract should give readers a brief summary of your article. It should concisely describe the contents of your article, and include key terms. It should be informative, accessible and not only indicate the general scope of the article but also state the main results obtained and conclusions drawn. The abstract should be complete in itself; it should not contain undefined abbreviations and no table numbers, figure numbers, references or equations should be referred to. It should be suitable for direct inclusion in abstracting services and should not normally be more than 300 words.

Keywords: term, term, term

I. Section heading

Sample text inserted for illustration. Replace with article text, including headings where appropriate. Figures and tables can be single- or double-column width as appropriate. During the production process they will be placed at the top or bottom of columns, after they are first cited in the text.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus,

scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

1.1 Subsection heading

Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus

This template for the Article can be found on the IPR Google Drive Folder, where writers will be able to download it.

- **Citations:** Use in-text citations for any referenced work. Provide a reference list at the end of the article, formatted according to the IPR Style Guide. Ensure all sources are credible and properly attributed.

Moreover, writers will also have the opportunity to benefit from the collaborations the journal has with other universities to co-publish your article with our partner universities, amplifying the impact and reach of your work.

ARTICLE CATEGORIES

Policy of the Month

This category will be published on the IE International Policy Review media channels monthly. Nonetheless, the best three articles will be recognized and awarded, with publication in our journal released once per semester.

Note that students that sign up to write for this category will be required to publish at least 2 articles per semester.

The aim of this category of shorter articles is to analyze current world issues, commenting on their development and proposing possible solutions, from a policy-making perspective. However, students can also select a recent policy that has sparked their interest because it is innovative, or controversial and conduct a short analysis or review. Coming to a conclusion on whether this policy is feasible and will attain its goal or not.

As for Academic Papers, writers will be able to choose the topic or policy that they want to write about freely.

- **Word Count:** minimum 500 words, suggested maximum 1500 words.
- **Format:** writers are required to follow the IPR Style Guide for consistency in grammar, formatting, and citations. Ensure clarity and conciseness in writing. Use formal academic language and avoid colloquial expressions. Include a title that reflects the core issue and policy focus.

- **Structure:** ensure articles are appropriately structured with clear headings and subheadings:
 - Introduction: Briefly introduce the issue and its significance.
 - Background: Provide context and history of the issue
 - Analysis: Discuss the current state of the issue and its implications.
 - Policy Solutions: Offer innovative policy recommendations or critique existing policies.
 - Conclusion: Summarize key points and suggest future directions.
- **Citations:**
 - Use in-text citations for any referenced work.
 - Provide a reference list at the end of the article, formatted according to the IPR Style Guide.
 - Ensure all sources are credible and properly attributed.

THE IPR STYLE GUIDE

The IPR Style Guide is the main writing guide, which includes the appropriate form of punctuation, grammar and citations. This guide is based on the Chicago Manual of Style, a standard manual frequently used in academic writing. There you will be able to find all the information needed on how to cite, make specific reference, appropriate punctuation of spelling, formatting and everything else you may need for your academic paper.

It is essential that all papers in the Journal follow the same format and structure, thus, writers and editors must ensure that your work follows the standards set out in the Style Guide.

The IPR Style Guide can be found in the IPR Google Drive.

THE IPR STYLE GUIDE

The International Policy Review (IPR), we will use EB Garamond (widely used for journals) for the main text and Gill Sans for headings, tables, and figures (as these two go well together). The letter size should be 11, the spacing 1.5, and ideally there should be 50-60 characters per line for optimal reading. Ultimately, we use the 17th edition of the Chicago Manual of Style (CMOS) for both effective writing and as a citation method with its notes and bibliography system and shortened footnotes.

The IPR as a whole will use British English spelling rather than American English. When in doubt, please google both word options for an explanation.

THE IPR GOOGLE DRIVE

All submissions will be channeled through the IPR Google Drive. Inside it, you will find all the relevant resources that you may need when working on your paper.

Each writer will have their own folder where they will upload their work, so that their assigned editor can check it. All other resources, like the IPR Style Guide, General Guidelines or the Writing Calendar can also be found in the corresponding folder inside the Google Drive.

If you have any questions, on where anything may be located, or how to gain access to the Google Drive please contact the Writing Manager if you are a writer, or the Editing Manager if you are an editor.

TIPS

Writing Tips

These are some tips for effective writing that might help you when writing your article:

1. Identify your audience: be conscious of who you are writing for, and adequate your style and tone to them.
2. Be clear and concise. Use the active voice, avoid redundancies, filler words and run-on sentences. Be straightforward, avoid wordiness.
3. Start with an outline: plan your paper before you begin writing. Decompose your thesis into different paragraphs to figure out the direction of your paper before you start.
4. Include a strong opening and closing to your paper that will catch the reader's attention.
5. Cite all your sources.
6. Revise and proofread your own paper. After finishing your first draft, take a few days to come back to your paper and read through it again. Make any necessary changes and adaptations to make sure the paper is coherent, cohesive and gets your point across.

Editing Tips

These are some tips for effective editing that might help you when reviewing the writers' articles:

1. Proofread the same article multiple times: read through it several times, each time focusing on a different aspect (spelling, grammar, format, cohesion, citations...).
2. Take breaks in between the different editing passes.
3. Check that the paper is consistent throughout.
4. Read the paper aloud, to make sure the phrasing is correct and understandable.
5. Provide constructive feedback: help writers improve their work.
6. Be on the lookout for common mistakes (run-on sentences, omitted commas, capitalization, vague pronouns...).

TIPS

Sources

In order to guarantee the integrity and quality of the journal, it is imperative to use legitimate, reputable and trustworthy sources that ensure the information included is accurate and true. For this reason, using peer-reviewed journals is highly encouraged, as well as other scholarly sources from renowned publications or other academic search engines, like the following:

- Google Scholar
- JSTOR
- OECD website
- CORE
- BASE

USE OF AI

The IE International Policy Review aims to produce the highest quality academic content while acknowledging that the journal is entirely student-led and that technology has advanced to make our lives easier. As a journal, we do not condemn the use of AI but require maximum transparency regarding its use for both content creation and editing purposes. It should be noted that one of the IE International Policy Review's publication criteria mandates the use of reliable sources. Given the current stage of AI development, we do not consider chatbots of any type as reliable sources. Any use of AI must be supported by traditional reliable sources of information.

- **Cited Use of AI**

When utilizing AI, each sentence produced with its aid must be cited, including the prompt used to achieve the given output. The IE IPR style guide citation requirements apply at all times.

USE OF AI

- **Illegitimate Use of AI - Editors**

Each editor is responsible for running AI plagiarism checks. Failure to do so and to report any detected plagiarism to the Editorial Board within 24 hours may result in the exclusion of the editor from the program.

- **Illegitimate Use of AI - Writers**

If The use of AI is not cited and is detected, writers will be subject to the following procedure:

- Upon the notification of the Editor to the Editorial Board, the writer will be contacted by the Writers and Editing responsible and given the opportunity to rephrase the section without consequences. Failure to correct the section according to the instructions of the program responsible, or a second flagging, may result in the writer being excluded from the program.

- If the use of AI is extended, the writer will be contacted by the Editorial Board and required to submit a position letter explaining their point of view. The letter will be followed by the board qualified majority decision on whether to exclude the writer from the program or allow the plagiarism to be corrected.

- **How to Calculate the Use of AI**

The Editor is responsible for the Plagiarism check but we suggest the following tools to scan the paper:

- [Tool 1](#)
- [Tool 2](#)
- [Tool 3](#)

CRITERIA TO ACCEPT/REJECT

For every individual applying to the IE International Policy Review, the application process consists of a series of questions, a motivational letter and the submission of an academic piece of writing.

The Editor in Chief, with the approval by a qualified majority vote of the Editorial Board, will take a decision upon who gets accepted or rejected.

To favour transparency, each decision will be based on the quality of the academic writing piece and an assessment of the motivation of the individual applying, based on the following criteria. If out of 5 assessment criteria, 3 of them are voted in the lowest category, the rejection is automatic.

If rejected, the individual will receive a detailed explanation on the reasons why the decision was taken. In addition, they will be able to appeal to the decision by emailing to ipr.club@ie.edu a letter explaining why they consider the decision unfair. Upon the receipt of the letter, the Editorial Board will schedule a Zoom meeting with the individual to address the decision and explore alternative scenarios. The decision will be communicated within 48 hours from the meeting and it will be final.

CRITERIA TO ACCEPT/REJECT

	LOW QUALITY	MEDIUM QUALITY	HIGH QUALITY
STRUCTURE	<ul style="list-style-type: none"> The paper does not have a clearly defined structure; Multiple syntax and grammar mistakes are repeated. 	<ul style="list-style-type: none"> The paper is divided in some paragraphs but lacks a defined and consistent structure; The paper has some grammar and syntax mistakes. 	<ul style="list-style-type: none"> The paper has a defined and coherent structure; The paper has correct grammar and syntax.
ARGUMENTS	<ul style="list-style-type: none"> The paper lacks logic, consistency and reasoning; The paper arguments are not supported with practical examples or verifiable data. 	<ul style="list-style-type: none"> The paper has a thesis, hypothesis and some arguments but these are not well supported; The paper arguments are not backed up by convincing example; The paper lacks a counterargument 	<ul style="list-style-type: none"> The paper has a strong thesis statement, some solid and logical hypothesis and its arguments are well supported; each arguments features multiple examples and explores relevant theories
CITATION	<ul style="list-style-type: none"> The paper does not cite sources or does not cite them correctly; The sources are unreliable. 	<ul style="list-style-type: none"> The paper does cite its sources and they are somewhat reliable. 	<ul style="list-style-type: none"> The paper cites all sources correctly; The sources are reliable.

LAW CHAPTER GUIDELINES

RESEARCH PROPOSAL

Every writer and editor publishing on the Law & Policy Chapter is subject to the guidelines outlined in the IE International Policy Review Style Guide. Nonetheless, the writer and the editor are required to keep in mind that writing for this specific Chapter requires additional foresight, given the specificity of the subject of Law. For this reason, this guide aims to complement the IE International Policy Review Style Guide as an addition to the requirements reported in the latter. Some specific provisions in this Guide might substitute specific sections of the General Style Guide; when that is the case, it will be clearly stated at the beginning of the paragraph in question.

When picking the topic of exploration, writers are encouraged to be original and creative in their approach. They may choose to analyse a prevalent topic from a unique perspective or dive into a unique issue which has not been the source of common discussion. They must ensure that they have enough material to produce a high quality paper. The latter must sufficiently balance between an academic review section, showcasing the knowledge of the writer on the chosen topic, and the policy section, offering the writer's personal take on the issue analysed. Throughout the research proposal, writers are encouraged to base their preliminary research on multiple types of sources (academic articles, books, cases etc.), in order to familiarise with the existing works on the topic and ensure that their contribution is of value to the academic discussion.

For any doubts regarding the requirements please contact the Executive Director of the IPR Law & Policy Chapter Vanessa Chioaru at: ipr.club@ie.edu

When choosing a topic to write about, it is recommended to first choose an area of law (Corporate Law, International Public Law, Labour Law etc.). Once such a direction has been established, it will be easier for the writer to restrict the scope of their interests and choose the specific legal issue they wish to write about. The investigation of the chosen topic may take the form of:

- A broad general issue explored within a narrow context (e.g Democratic Deficit in the EU AI Act, Gender Bias in Life Sentences rulings etc.)
- A current issue that has been recurring through multiple cases, offering solutions to tackle the different forms in which the issue has been presented (e.g Privacy concerns in cases relating to AI, content moderation and its impact on free speech etc.)
- A critical analysis which explores different theories on how a specific policy issue may be tackled (e.g Overpopulated prisons in the EU and the different approaches to solve the issue)

REQUIREMENTS FOR TOPIC AND STRUCTURE

- **JURISDICTIONS and INTERNATIONAL SCOPE** - The writer is free to choose to analyse any jurisdiction they wish, as long as each article includes a comparison of at least 2 jurisdictions and highlights the relevance of the issue discussed at an International level. As an International Policy Review, it is essential that each Article reflects our commitment to critically analyse the relevance of the issue chosen for different actors and agents. In fact, when choosing a topic, the writer shall make sure that what they wish to discuss has an international relevance**.

** Our Editorial Board is available to help you understand how your favourite topic can be connected to the International Realm.

- **POLICY FOCUS** - Please note that writers have the liberty to explore the topic of their choosing in any way as long as the paper has a “*Policy Focus*” as mentioned within the General Guidelines of the IPR. Appropriate research topics tackle legal issues which are relevant to today’s society. The chosen topic should be narrow enough to warrant a targeted exploration which does not simply include a controversy of the facts or a blatantly evident solution from the beginning. Successful papers will seek to explore what have been the attempts to solve or legislate on the issue analysed, before offering innovative solutions.

Once a topic is chosen, the next step is to articulate it in a proper research question. Following, some examples of how to turn a topic into an appealing Research Question for your paper.

- 1.Topic: Democratic Deficit in the EU Act -> **Research Question:** How does the perceived Democratic Deficit in the implementation of the EU AI Act pose a limit to the relationship with American Tech Giants?
- 2.Topic: Constitutionality of Georgia foreign agent bill -> **Research Question:** How does the constitutionality of the Georgian Foreign Agent Bill affect the country’s relationship with the EU bloc?
- 3.Topic: Legal implications of cross border data transfers between USA and EU -> **Research Question:** How should international agreements regulate data privacy and protection in the context of cross border cloud computing between the USA and EU?
- 4.Topic: Regulating monopolistic practices of digital giants -> **Research Question:** How effective are current antitrust laws at combating monopolistic tendencies of digital giants in the USA and EU?
- 5.Topic: Implementation of NATO Article 5 -> **Research Question:** What legal frameworks would need to be implemented in 2 jurisdictions in order to define the threshold for invoking NATO Article 5 within the digital sphere?

The topic chosen is not appropriate if it does not focus on a specific issue. Examples of topics which are too broad in scope and **NOT** acceptable may be found below:

- Topic: Regulating AI -> **Unacceptable Research Question:** How is AI regulated in the EU? This research question is not appropriate as it does not set a direction of discussion and does not seek to compare 2 jurisdictions.
- Topic: Copyright law in Japan -> **Unacceptable Research Question:** How does copyright law in Japan affect businesses? This research question is not appropriate as it is too broad for exploration.

CONTENT GUIDELINES

- **ABSTRACT:** All guidelines of the IPR on length and formatting apply to abstracts written for articles within the Law Chapter. When writing for the Law Chapter, writers must make evident which jurisdiction/s they have chosen to work with. Writers must provide an overview of the core arguments they will be exploring within the abstract. The abstract should not go into detail by beginning to explore the arguments but rather should seek to provide a first look to the essence of the topic the writer will dissect throughout the main body.
- **STRUCTURE OF THE PAPER:** Even when writing for the Law Chapter, writers must follow the structure provided within the General IPR Style Guide. Throughout the introduction of the paper, writers should introduce the arguments they will explore and briefly explain the means in which they will do so. Throughout their piece, writers should seek to advance objective arguments which are accompanied by an antithesis to their initial claim.

When working with case law, it is important that writers only pick the parts of the case which are essential to their arguments. To do so, it is recommended that writers take notes and highlight the important points of a case they wish to utilise.

Writers should only minimally seek to refer to the facts of the case and should only do so when it is essential that context to the judgement is provided. Instead writers should:

- Make their argument and only use the most essential reasoning of the case to back up their stance.
- Compare similar reasoning that is present in different cases to showcase how their argument applies to various situations.
- May use multiple concurring opinions to solidify their argument.
- Include dissenting opinions and analyse their reasoning. They may wish to use dissents to back up their ideas in order to argue that the outcome of a case should have been different.
- Compare and contrast judicial reasoning across cases from the 2 jurisdictions you have chosen. Think about why case outcomes and reasoning may differ.

When researching case law, writers may wish to utilise search engines such as:

- Google Scholar
- Jstor
- FindLaw
- OpenJurist
- EUR-Lex
- BAILII (UK and Ireland)

CITATION GUIDELINES

Guidelines on citations given throughout the IPR General Guidelines should be followed when citing within the Law Chapter.

Please note that if you have included case law within your analysis it must be cited in Chicago style according to the following examples and must only be present within footnotes (in addition to the general bibliography at the end of the paper):

- COURT CASE: Name of the case, Volume Number, Publisher, Page Number, Year of Publication
Herring v New York, 422 U.S 853 (1975)
- LEGISLATION, ENACTED BILLS, STATUTES: Name of the Bill, Volume Number, Publisher, Series, Date of Publication
Homeland Security Act of 2002, 6 U.S.C 101 (2012)

If you have cited jurisprudence or legal writing, it must be cited both in the footnotes and bibliography:

- JURISPRUDENCE:
Footnote: Author Last name, Shortened title, Page Number
Bibliography: Author Last Name, First Name, Article Title, Journal Name, Volume

ECONOMICS CHAPTER GUIDELINES

GENERAL FORMAT CHANGES

- The Economics Chapter follows a mandatory single-column format.
- The Economics Chapter retains the 17th edition of the Chicago Manual of Style (CMOS) for its citation method.
- The **Policy Focus** is highly encouraged, although exceptions can be coordinated with editors and approved on a case-by-case criteria.

FORMULA FORMATTING

Each separate equation must be introduced on separated lines and numbered with Arabic numbers inside parenthesis: (1) (2) (3) etc. When including references to a formula in the paper, label them as eq.1 and eq.2. Equations must be placed as close as possible to the paragraph that first mentions them (similar to tables and figures).

When working in Google Docs, the formula has to be placed inside a 2x1 table, use white borders, and not exceed the text margin width. The formula itself is placed on the left-hand side of the table, whereas the Arabic numbering is on the right-hand side. The numbering must be right aligned, and the writer should try to center the formula itself (perfect centering will not be enforced). The style guide provides the following example as to how formulas should be declared:

$$U(n, q) = U(y - \tau * x - p(x)q(x); q) \quad (1)$$

Scalar variables must be presented in italics, while vectors and matrices must be denoted in boldface. If equations include subscripts or superscripts, the author must ensure that they are clearly visible. Also, a maximum of two levels of subscripts or superscripts is recommended.

For fractional expression, the use of a slash “/” is permitted so long as the numerator and denominator are clearly distinguishable.

TABLES FORMATTING

As mentioned in the IPR Style Guide, tables are labeled with Arabic numerals (e.g., table1, table2). The caption of the table must give a title and then indicate the corresponding source on a separate line. In case the writer is the owner of the figure/table, the source caption will have to state that the figure/table is elaborated by the author. The statement “*Own elaboration*” is strongly recommended.

- Use horizontal lines and blank space, but no vertical lines.
- Tables must not exceed from 9 columns.
- If tables are divided in sections, refer to them as Panel A, Panel B, Panel C, etc.
- Decimal expressions must not place blank spaces before the decimal point, and use instead a zero. For example, using 0.45 rather than .45.
- The format of the caption follows the IPR Style Guide.
- LaTeX formatting is strongly recommended, although not compulsory. Please refer to the IPR Style Guide for further insights into LaTeX formatting.

FIGURES FORMATTING

As mentioned in the IPR Style Guide, figures are labeled with Arabic numerals and referred to as fig.1 & fig.2. Caption formatting is identical to the one for tables.

- Figures do not need to be submitted in a separate file.
- A minimum resolution of 300 dpi must be used for figures.

REGRESSION TABLE FORMATTING

Regression tables use only horizontal lines, and do not exceed from 9 columns. By convention, dependent variables must be separated by columns, whereas explanatory variables are separated by rows.

- The standard error of each calculation must appear in parentheses next to the beta estimates.
- Logged variables should be preceded by the “log_” or “l_” prefix.
- Regression tables should include the coefficient of determination, the adjusted coefficient of determination (if applicable), the residual standard errors of each model, and the F-statistic (if applicable).
- Double horizontal lines at the beginning and end of the regression table are strongly recommended.
- Levels of significance within tables use asterisks and are reported next to the beta statistics with the following notation:
 - *** 1% significance level
 - ** 5% significance level
 - * 10% significance level
- The use of R Markdown and stargazer are strongly suggested. Please refer to the IPR Style Guide for more details on stargazer citations.

APPENDICES

The writer can include the necessary appendices labeled as Appendice A, Appendice B, etc. Formulas present inside appendices are labeled with the appendix label and Arabic numbering: (A1) (A2) (B1).

MODEL FORMATTING

Papers with quantitative models need to include [1] an adequate theoretical framework, [2] the assumption of the model, and [3] explicit mention of methodological procedures. Firstly, an adequate theoretical framework implies using economic literature, economic theories, or practical significance to support the model. Secondly, the assumptions of the model must be stated unless they are implied or present in well-defined economic models (e.g., Bertrand model, Harrod-Domar model, etc.). Thirdly, the methodology followed should be mentioned in-text and mathematical procedures should be stated.

The results of the model, whether successful or not, should be explained along with the areas for further research and/or limitations in conducting the research. A mention of the results must also be included in the abstract.

- Any software utilized in the development of the model or any of its tables/figure should be explicitly declared in the paper with its corresponding version utilized. These clarifications form part of the word count.
- The Economics Chapter will follow an organization-wide significance level of 5%, where results are considered statistically significant if they meet the 5% threshold.
- The selection of data sources must follow clear reasonings and sourced following the IPR Style Guide.
- Model extensions made by the writer should be declared as such.
- Optimization problems and derivations do not need to be explicitly solved, but the procedure should be stated in the paper.

When researching economics topics, writers may wish to utilise search engines such as:

- Google Scholar
- Jstor
- Elsevier
- Web of Science
- EBSCO
- Journal of Economic Perspectives