



# PLMJ THINK TANK

Book of Style

PL  
MJ

Transformative Legal Experts

*The core focus of the Think Tank is an area of growing global significance: corporate sustainability.*

## CONCEPT NOTE

The PLMJ Think Tank stands as the first of its kind initiated by a law firm in Portugal. Our vision for the Think Tank is to cultivate collaborations across diverse expertise, aiming to generate legal insights grounded in meticulous academic research. PLMJ is committed to disseminating this knowledge through open access, enriching the legal community and beyond with a multitude of interdisciplinary perspectives.

The core focus of the Think Tank is an area of growing global significance: corporate sustainability. Through the Think Tank, PLMJ aspires to formulate a robust set of General Principles that can steer corporate governance in the direction of responsible capitalism.

The Think Tank organises a Forum on Sustainable Corporate Governance, featuring contributions from legal scholars, academics, lawyers, and renowned experts in the field of sustainability. PLMJ is looking for contributions that are both informative and accessible. The PLMJ Think Tank is designed to be dynamic and evolving platform, continually open to new contributions.

Parallely, PLMJ is carving out a platform for enriching dialogues centered on corporate sustainability nuances: the PLMJ Forum on Sustainable Corporate Governance. Should you wish to learn more about this project, please contact us at [madalena.perestrelo@plmj.pt](mailto:madalena.perestrelo@plmj.pt).

## GENERAL NOTES ON SUBMISSION

### **Topic**

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Contributors are welcome to choose their own topic, although we can offer suggestions.

### **Length**

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Around 10 to 15 pages.

### **Document format**

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Word format (.docx).

### **Submission deadline**

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Contributions can be submitted at any time [incluir e-mail].

By submitting, contributor(s) agree to grant the Think Tank the right to publish and distribute their contribution.

# BOOK OF STYLE

This Book of Style is designed to guide contributors in the preparation and submission of contributions for the Think Tank. It ensures consistency, clarity, and academic rigor in all publications. Please ensure that you consider the following style guidelines when preparing your submission.

## STRUCTURE

### Title, subtitles, biography and photograph

The title page must list the full title, names, position and academic or professional affiliations of all authors. In case of multiple authors of one contribution, all authors should be displayed on a new line, followed by organisation details, separated by commas.

A brief autobiographical note may be supplied.

An e-mail address or a linkedin/academic webpage of the author(s) may be displayed publicly.

Please submit a photograph for publication.

### Abstract and keywords

The main text must be prefaced by an abstract summarising the main arguments and conclusions of the contribution. This must have the heading 'Abstract' and be easily identified from the start of the main text.

A list of up to six key words must be placed below the abstract.

### Main text

The body of the contribution should be structured in a logical and easy to follow manner.

A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved.

Methods, results, discussion and conclusion sections may then follow to clearly detail the information and research presented.

## LANGUAGE AND TEXT

### Capitalisation

#### For the title:

Capitalise all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (i.e., as, because, although). Use lowercase for all articles, coordinate conjunctions and prepositions.

E.g.:

Slip-Sliding on a Yellow Brick Road:  
Stabilization Efforts in Afghanistan

#### Headings within the main text:

First level headings in the text should follow the same rule as the main title.

For lower-level subheadings, only capitalise first letter and proper nouns.

### Spelling

Contributions must be drafted in English (British spelling).

When referring to proper nouns and normal institutional titles, the official, original spelling must be used:

E.g.:

World Health Organization  
NOT World Health Organisation

### Length

Contributions should average between **10 to 15 pages** in length (including footnotes).

### Grammar

English grammar rules must be used consistently and match the spelling format (see above).

### Font

The font used should be in 1-inch margins, **size 9, Verdana, 1.5 line spacing**. This may be changed during the typesetting process.

## Quotation marks

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Use single quotation marks except for quotes within another speech, in which case double quotation marks are used.

Quotations that are longer than three lines in length must be in an indented paragraph separate from the main text.

The standard, non-italicised font must be used for all quotes.

It must be clear from the text and/or citation where the quote is sourced.

If quoting from material that is under copyright then permission will need to be obtained from the copyright holder.

## Acronyms & Abbreviations

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With abbreviations, the crucial goal is to ensure that the reader – particularly one who may not be fully familiar with the topic or context being addressed – is able to follow along.

Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter:

E.g.:

Research completed by the World Health Organization (WHO) shows ...

Use the acronym for all subsequent references.

Abbreviations should usually be in capital letters without full stops.

Common examples from Latin origin do not follow this rule and should be lower case and can include full stops:

E.g.:

(e.g., i.e., etc.)

## Use of footnotes/endnotes

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Footnotes should be in Verdana, size 8.

## DATA & SYMBOLS

### Numbers

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For numbers zero to nine please spell the whole words. Please use figures for numbers 10 or higher.

We are happy for authors to use either words or figures to represent large whole figures as long as the usage is consistent throughout the text.

E.g.:

one million or 1,000,000

If the sentence includes a series of numbers, then figures must be used in each instance:

E.g.:

Artefacts were found at depths of 5, 9, and 29 cm.

If the number appears as part of a dataset, in conjunction with a symbol or as part of a table then the figure must be used:

E.g.:

This study confirmed that 5% of...

If a sentence starts with a number it must be spelt, or the sentence should be re-written so that it no longer starts with the number:

E.g.:

Fifteen examples were found to exist.../The result showed that 15 examples existed...

Do not use a comma for a decimal place:

E.g.:

2.43 NOT 2,43

Numbers that are less than zero must have '0' precede the decimal point:

E.g.:

0.24 NOT .24

### Symbols

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Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage.

### Units of measurement

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Symbols following a figure to denote a unit of measurement must be taken from the latest SI brochure. See [SI Brochure: The International System](#) of Units for the full brochure.

## FIGURES & TABLES

Figures and tables can be included only if they are essential to the content of the contribution.

### Figures

Figures, including graphs and diagrams, must be professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, PLMJ may ask to re-render or omit it.

All figures must be **cited within the main text**, in consecutive order using Arabic numerals:

E.g.:

Figure 1, Figure 2, etc.

Each figure must **have an accompanying descriptive main title**. This should clearly and concisely summarise the content and/or use of the figure image. A short additional figure legend is optional to offer a further description.

Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or as a list after the references.

The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed):

E.g.:

Figure 1: Firemen try to free workers buried under piles of concrete and metal girders. Photo: Claude-Michel Masson. Reproduced with permission of the photographer.

If your figure file includes text then please present the font as **Verdana**. This will mean that it matches the typeset text.

NOTE: All figures must be sent separately as supplementary files during the submission process, if possible, in colour and at a **resolution of at least 300dpi**. Each file should not be more than **20MB**. Standard formats accepted are: **JPG, TIFF, GIF, PNG, EPS**.

### Tables

Tables must be created using a word processor's table function, not tabbed text.

Tables should be included in the manuscript. The final layout will place the tables as close to their first citation as possible.

All tables must be cited within the main text, and numbered with Arabic numerals in consecutive order:

E.g.:

Table 1, Table 2, etc.

Each table must have an accompanying descriptive title. This should clearly and concisely summarise the content and/or use of the table. A short additional table legend is optional to offer a further description of the table. The table title and legend should be placed underneath the table.

Tables should not include:

- Rotated text
- Colour to denote meaning (it will not display the same on all devices)
- Images
- Vertical or diagonal lines
- Multiple parts (e.g., 'Table 1a' and 'Table 1b'). These should either be merged into one table, or separated into 'Table 1' and 'Table 2'.

NOTE: If there are more columns than can fit on a single page, then the table will be placed horizontally on the page. If it still cannot fit horizontally on a page, the table will be broken into two.

### COPYRIGHT

The contributors retain copyright and grant the PLMJ Think Tank right of publication of the work.

Contributors must give due acknowledgement of copyrighted material and, where appropriate, acknowledge the work of others in a footnote.

Contributors agree to PLMJ publishing their work online (e.g., in institutional repository or website) further to the open access policy of the PLMJ Think Tank.

### REFERENCES

All contributions must conform to the OSCOLA citation guidelines. Please refer to the OSCOLA guide available [here](#).

