

## ***Submissions Information for Authors***

The *Harvard Negotiation Law Review* invites the submissions of Manuscripts, Articles, Book Reviews, and Case Comments for publication in our print or online edition.

Please direct any questions about these guidelines to the Submissions Editors, Chinyere and Victoria, at [hnlrsubmissions@gmail.com](mailto:hnlrsubmissions@gmail.com).

### **I. Review Process**

The *Harvard Negotiation Law Review* considers all manuscripts submitted for publication. Each piece is reviewed by at least two Board members. We conduct an individualized, holistic review of every piece. Considerations include: the clarity and effectiveness of the writing; rigorous analysis of ideas; creativity in the field of negotiation and dispute resolution; accuracy and quality of citations; and grammar, spelling, and technical polish.

### **II. Submissions Guidelines**

#### **Format**

We prefer articles in Microsoft Word, double spaced, size 12pt, Times New Roman font with size 10pt Times New Roman footnotes.

We encourage the use of gender-neutral language.

#### **Length Limitation**

The *Harvard Negotiation Law Review* strongly prefers articles that are 50 pages or less in length (double spaced, size 12 pt, Times New Roman font). Only in rare cases will we accept articles over 60 pages in length.

For *Harvard Negotiation Law Review Online*, we strongly prefer pieces that are under 20 pages in length (double spaced, size 12 pt, Times New Roman font). Only in rare cases will we accept articles over 30 pages in length.

#### **Abstract**

Though not a requirement, we would appreciate a brief abstract or paragraph summarizing the article in your submission, whether as a separate document or included in your article. Not including one will not impact your chances of publication.

If you do submit an abstract, please limit it to no more than one page, double spaced. The abstract will not be counted toward the page limit.

#### **Citation Format**

Citations should conform to either the 20th or 21st edition of *A Uniform System of Citation* (“*The Bluebook*”). Please use footnotes, not in-line citations. Our editing process will include a detailed

review of all footnotes; please ensure that all sources used are properly attributed and cited (including direct quotes, summarizations, and paraphrasing). In accordance with *Bluebook* guidelines, please include all page numbers for specific material being cited.

### **Empirical Submissions**

If the article contains empirical data, please ensure that the article includes detailed information about your methodology and data collection. We have a strong preference for empirical submissions grounded in data that is less than ten years old, but do recognize that there can be exceptions: for example, a longitudinal study. Additionally, empirical submissions should go beyond simply re-stating the data, and instead analyze the data to make and support arguments. For example, restating data might look like stating information found in tables or graphs, whereas comparing data across populations/groups to make a larger point would go beyond restating the data.

### **III. Submissions Process**

#### **Electronic Submissions**

Submissions should be transmitted electronically via the ExpressO online service or via email to [hnlrsubmissions@gmail.com](mailto:hnlrsubmissions@gmail.com).

Please include the following information in the body of your email or in a separate word document.

1. For each author:

- First and last name
- Title (e.g., Judge, Dr., Professor, Ms., Mr., etc.)
- Email
- Phone number
- Conflicts of interest (e.g., source of funding that may have impacted the assumptions, results, or conclusions)
- CV or Resume
- Optional demographic information (please note each author needs to submit this form only once, even if you are submitting multiple articles).
  - <https://forms.gle/cPH3JcBhNsJXcPw68>

2. For each article:

- Article Title
- Page count
- Article type: Article, Book Review, Case Comment, Manuscript, Online Submission

#### **Expedited Requests**

If you have received another offer for publication, please note this in your electronic submission and include "Expedited Request" in the email subject line. In addition to the required submissions information, please include the name of the journal that has extended an offer to publish your piece and the date and time the offer expires.

We will make every attempt to review your article within the time constraints of your deadline, but we cannot guarantee this. Please note that an expedited request does not provide an advantage in receiving an offer of publication.

#### **IV. Timing of Submissions**

##### **Review Cycles**

We typically review submissions a semester ahead of publication, though we may extend an offer sooner. For example, in Fall 2020, we will be reviewing articles for the Spring 2021 volume of the journal. We typically begin extending offers in August for spring publication and in February for publication in the fall. However, we wish to emphasize that we accept, review, and extend offers all year round. We encourage you to submit whenever you are ready.

##### **Notification**

We strive to review articles within four weeks of receiving them, but the review cycle may take longer at certain periods due to increased volume of submissions. We notify authors of our submissions decisions via email regardless of how the article was submitted (e.g., ExpressO).

##### **Withdrawal**

Please inform us through email or ExpressO if you need to withdraw your article for any reason.