



## **GUIDELINE FOR THE INTERNATIONAL PENSION LAWYER – JOURNAL OF THE IPEBLA**

The IPEBLA Steering Committee and the Journal Editor have put together this guideline and check list for the Country Editor, the authors of Journal articles and IPEBLA's administrators.

This document will also form a useful reference tool in the event of changes in the Committee and/or administration going forward.

### **Requirements**

#### **1. Article (Annexure A)**

As a general rule, the article should be 3 to 5 pages long.

The font should be Palatino linotype 12 and single spacing.

Consideration should be given the theme of each edition of the Journal and the content of the article should follow that theme. The purpose of the Journal is to share information pertaining to a home jurisdiction, for an international audience. In this regard it is important not to use terminology and acronyms which have a local meaning only. Further, the article should not be too technical.

Further notes on the formatting of the article are contained below in Annexure A.

#### **2. Abstract (Annexure B)**

IPEBLA has an ongoing project that will result in the indexation of articles and papers available on the IPEBLA website. The aim is to make research by members easier and more fruitful.

Part of this project entails the addition to each article in the IPEBLA Journal of an **abstract**.

Authors must ensure that submitted articles include (at the beginning of the article) an abstract by the author. Attached to this note is a guideline for the abstract in Annexure B.

The author of the article must draft the abstract and the Country Editor must edit the abstract.

The abstract will be further looked at by the Journal Editor as part of her own editing function.

### **3. Copyright agreement (Annexure C)**

Each Country Editor will be provided with the copyright agreement.

The Country Editor must ensure that the author signs a copy of the agreement.

An electronic signed copy must be returned to the IPEBLA administrator.

### **4. Photo**

When submitting the article, the abstract and signed copyright agreement (as outlined above) to the Journal Editor, a photo of the author should also be submitted.

The photo should be a head and shoulders view only. A black and white or colour photo may be submitted (but please note that in the Journal, the photo will be black and white).

We have no preference for the format in which the photo is submitted.

## **Annexure A - Guidelines for the Formatting of the Article**

We have set out hereunder some notes on the style of the article, which should provide some guidance for authors should they require such.

Authors should use footnotes.

Authors are responsible for both the inclusion of and the accuracy of case names, citations and other references

Headings should be clearly indicated

### *Cases*

The case citation follows the case name. Where a case is cited in the text, the citation should follow immediately rather than as a footnote. The case name should be in italics.

### *Legislation*

The full citation for legislation can appear either in the body of the article or the footnote.

### *Books*

Should be cited as follows: Macken JJ, O’Grady P, Sappideen C and Warburton G, *The Law of Employment* (5th ed, Lawbook Co., 2002) p 55.

### *Journals*

Journal articles should be cited as follows with the full name of Journal titles: Odgers S, “Police Interrogation: A Decade of Legal Development” (1990) 14 *Criminal Law Journal* 220.

### *Internet citations*

Cite internet publication as for any other document, with URL underlined, and the date the document was viewed, eg: Ricketson S, *The Law of Intellectual Property: Copyright, Designs and Confidential Information* (Lawbook Co., subscription service) at [16.340], <http://subscriber.lawbookco.com.au> viewed 25 June 2002.

## **Annexure B – Guide for Preparing Abstracts**

1. An abstract is a clear, accurate and concise statement of the content of the original document. It should be a miniature version of the full publication, and should contain enough information to enable complete and thorough indexing. It should assume that the reader might have some knowledge of the subject, but not necessarily that the reader will be able to read the original text.
2. The following points should be noted:
  - 2.1 Abstracts should be written in English.
  - 2.2 Abstracts should be no longer than 10% of the original publication.
  - 2.3 Abstracts should preferably be in Palatino 12pt. font, single spaced, in a single paragraph.
  - 2.4 Authors are requested to submit their abstracts as an MS Word 2000 or later, attached to an e-mail.
  - 2.5 Consider the following suggestions when preparing to write an abstract:
    - 2.5.1 Style should be more on the telegraphic side but complete sentences should be used. Be careful with negative statements. Avoid changes of tenses unnecessarily. Numbers should be in figure format except at the beginning of a sentence. Avoid vague statements such as “X..... will be discussed”. Avoid lists, citations or references unless they are of unusual size, e.g. Includes 20 case citations. Watch for redundant information.
    - 2.5.2 The beginning sentence should state the purpose and the scope of the article. If the title clearly states the topic, a modification may be necessary to avoid unnecessary repetition. The first sentence should be followed by methodology (where appropriate), supporting ideas, results, conclusions and recommendations. If the full publication has good topic sentences, shorten them for the abstract and add details supporting them. Do not include generalities about further work. If possible, include all information necessary to index the document. Emphasize the novel aspects of the work. Include geographic names if not already in the title.
    - 2.5.3 Often sentences from the introduction of the original paper can be used to describe the content, but avoid using entire introductions.
    - 2.5.4 Write abstracts in the third person.
    - 2.5.5 Standard abbreviations can be used without definition. Other abbreviations must be defined in parentheses after the full word the first time they appear. Avoid abbreviations in the title, and capitalize only the first word and proper names.

3. In addition, authors are requested to use the following format for the abstract.
  - 3.1 Author, by surname for the first author and her/his forenames or initials, followed by other authors in the order that the names appear (bold and flush left).
  - 3.2 Title (bold and flush left).
  - 3.3 Conference name, number and date, e.g. IPEBLA Conference: 7th: Florence: 1999 (flush left).
  - 3.4 Number of pages of original document, e.g. 7 p. (flush left)
  - 3.5 Keywords -any words or phrases that you think best that describe your work - (flush left).
  - 3.6 Organization or institution of the first author, with complete address including postal code, telephone number and fax number of the first author (flush left).
  - 3.7 E-mail address (flush left).
  - 3.8 Leave one blank line between the e-mail address and the first line of the abstract.

### **SAMPLE ABSTRACT**

**Gold, Murray**

**Multi-employer plans in Canada: their regulation, design and governance**

IPEBLA Conference (7th: 1999: Florence)

19 p.

Multi-employer plans; MEPS; Pension plans

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The multi-employer plan (MEP) is a particular type of pension plan in Canada where two or more arms-length employers participate. MEPS are most common in private industries, where there can be a large number of small employers. Trade unions are mostly responsible for MEPS' organization. MEPS also exist in the public sector, especially in the health sector, where they are mostly large plans and are government sponsored, either directly or by employer associations. The regulation of MEPS is discussed, especially those in Ontario, Manitoba and Saskatchewan. Other topics covered are the different membership and vesting rules, governance (including the duties of boards of trustees such as delegation and expert advice), funding and tax regulation. MEPS have a good internal governance balance as their trustees are jointly appointed by both employers and trade unions, and the interest of the plan members is primary. Therefore the pension plan is unlikely to be used to further a sponsor's interest.

**Bibliography:** 1) Rowley, Jennifer E. Abstracting and indexing. 2d ed. Chicago: American Library Association, 1989. 2) ASU Writing Center. Developing abstracts. Phoenix: Arizona State University, n.d.

## Annexure C – Copyright Agreement

International Pension & Employee Benefits Lawyers Association  
Copyright Agreement

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Publication Title: **International Pension Lawyer: Journal of the International Pension & Employee Benefits Lawyers Association**  
Date of Journal: **March / May / September / November 2009**

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Title of Article:

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Author(s):

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This is to confirm that you have submitted the Article described above to the International Pension Lawyer (“the Journal”), the Journal of the International Pension & Employee Benefits Lawyers Association (“IPEBLA”), and that you agree to the following concerning the Article.

1. As part of its continuing legal education efforts, the IPEBLA makes materials in various forms available to its members, including in an accessible downloadable web-based form on the IPEBLA website.
2. “Article” means the article described above.
3. The IPEBLA requests the non-exclusive worldwide right to the Article made available by you.
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  - (i) grant to the IPEBLA the non-exclusive worldwide license to publish the Article, in whole or in part, either now or in the future, in any media form including, but not limited to, printed, electronic and online forms;
  - (ii) agree that the IPEBLA may include your photograph and biography; and
  - (iii) consent to the preparation by the IPEBLA of the abstract of the Article, or if you have prepared that abstract, for the IPEBLA to edit that abstract.
5. By signing this Agreement you warrant that the Article is your original work and that its use by the IPEBLA:
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  - (ii) will not infringe on any copyright rights of others; and
  - (iii) that you have full power to grant this license and these rights to the IPEBLA.
6. If your Article requires permission from another prior to use by the IPEBLA,

- you warrant that you will obtain that permission from the copyright owner prior to signing this Agreement.
7. Execution of this Agreement does not obligate the IPEBLA to publish all or any part of Article, or to include your photograph or biography.
  8. You retain copyright ownership and moral rights in your Article and may deal with the copyright in the Article in any way consistent with the rights granted in this non-exclusive license. However, the IPEBLA requires that in any subsequent publication of the work, it is noted that the work was initially published in the Journal detailed above.

If you agree to the above terms, please sign and date this Agreement below and return it to the designated address.

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I consent to the use of my Article as described above and agree to the provisions of this Agreement:

Signature:

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Address:

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Date:

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