**British English**
Use British English, example ‘organise’ rather than “organize”. Use [www.dictionary.com](http://www.dictionary.com) to check the spelling.

**Full words**
you will as opposed to ‘you’ll’, except if a person is quoted.

**Punctuation marks**
Use single quotation marks; punctuation marks (comma, full stop) must be inside the quotation marks, followed by double ones where necessary, example, according to Professor White, ‘they are an inevitable by-product of civilization and are as John Doe said, “with us whether we want them or not”.’

**Dates**
day/month/year, month in full letters, example 5 July 2020.

**Names**
All names must be bolded only the first time they are mentioned in the report. Indicate also the main professional position of the person.

**AW Members**
Indicate whether the person mentioned is an ArbitralWomen Board member or ArbitralWomen member.

**Author’s name**
At the bottom of the report indicated as follows ‘Submitted by…, ArbitralWomen Board member / ArbitralWomen member (where applicable), position title, firm, NY, USA’. A hyperlink to the bio may be added on the name.

**Titles**
‘Ms’, ‘Professor’, ‘Dr’ ‘Dame’, etc. can be included where necessary but not in bold; when abbreviated, do not add a period, ‘Ms’ and not ‘Ms.’.

**Footnotes**
No footnotes may be used, information may be indicated in brackets or in hyperlinks.

**Hyperlinks**
Hyperlinks are recommended to:
(i) bios of speakers, moderators, organisers the first time their name is mentioned in bold;
(ii) if the author is a speaker, moderator, organiser, the hyperlink may be added in the body of the report or at the bottom under ‘Submitted by…’;
(iii) websites, articles, flyers, programmes, webinar recordings, provided the latter are publicly available.

**Report**
Maximum number of words 500, unless longer reports are justified which may be assessed by the Newsletter Directors.

**Event title**
Topic, Date (day/month/year), City, Country, or by Webinar, and hyperlink on the title to event flyer/registration page. Example: ‘Stronger together, on 18 November 2020, by Webinar’.

**Word format**
Send reports in Word format, follow the style provided in this document, no need for other formatting.

**Photos**
(i) a photo must be provided for each report to the extent possible or an image of the flyer;
(ii) photos must be provided as a separate file, in high resolution, ideally over 1 megabyte;
(iii) do not reduce the size of the photos, use [https://wetransfer.com/](https://wetransfer.com/) to forward large size photos;
(iv) for webinars, do screen captures as opposed to taking photos with a phone; click here for guidance: [https://www.wikihow.com/Take-a-Screen-Shot-Screen-Capture](https://www.wikihow.com/Take-a-Screen-Shot-Screen-Capture);
(v) captions must indicate ‘Top to bottom, left to right: …’ or ‘Left to right:’ and not ‘From left to right’.

**Sample report**
[Click here](#) to see an example of presentation of reports.