Editorial Guidelines for Contributors

The *Trust Quarterly Review* (TQR) is a digital supplement of the *STEP Journal*, published in association with the Association of Corporate Trustees (TACT), aimed at all practitioners who specialise in creating or advising on trusts and other fiduciary structures. The TQR is published quarterly and provides technical, detailed analysis and expert opinion on legal and taxation developments internationally, featuring leading thought and opinion papers from respected practitioners.

Contributions

We welcome original contributions from STEP and TACT members and other qualified experts. Authors wishing to write an article must provide a synopsis outlining the topic for consideration by the Editorial Board. If a proposal is accepted for publication, the final article must be original, not published elsewhere or in any other citable form and written from a third-person point of view.

Articles must be written by experts in their fields and are subject to approval by the TQR Editorial Board. They are judged according to their perceived relevance to STEP members, readability and technical accuracy. Articles discussing a jurisdiction-specific development should be authored by or co-authored with a practitioner qualified in that jurisdiction.

Article length

The typical length of an article in the TQR is 3,000 words. Where a topic requires greater analysis this can be increased up to 8,000 words (although articles of this length need to be well written and accessible; the topic must warrant an article of this length to hold readers’ attention).

Editing

STEP reserves the right to amend articles to comply with our House Style and Editorial Guidelines. Articles are edited for meaning, tone, house style, grammar, readability and so on. Only substantive edits and amends where the meaning may have been changed are queried with the author. If you require a proof prior to publication, this must be requested in advance.

Content

The TQR, as a supplement of the *STEP Journal*, should focus in on important developments (which perhaps might have been covered in the news or in a shorter feature in the *STEP Journal*) in more detail and with greater technical analysis. Opinion, review and commentary is encouraged.

Authors should write in the third person, where applicable, and speak to the wider readership e.g. an article about Switzerland should not assume all readers are Swiss members.

Promotional material is not accepted in editorial space. The only mention of an author’s organisation will be in the byline at the end, unless for some reason it is necessary to include some information in the article itself. We do not include website URLs or contact details for authors either in print or online.
We will not feature content that we consider inflammatory, offensive or a legal risk to STEP. STEP’s decision as to what constitutes inflammatory, offensive or a legal risk is final. Examples of inflammatory or offensive content include (but are not limited to) content that:

- may be perceived to encourage illegality;
- encourages an aggressive or abusive approach to tax, legal or regulatory issues;
- makes light of legal, regulatory or tax compliance obligations; or
- contains negative statements, either directly or implied, regarding specific firms or individuals.

We will not feature content that contradicts/conflicts with any of the Society’s Rules or Regulations; that may bring STEP’s reputation into disrepute, or could be perceived as conflicting with our Codes of Professional Conduct (Code of Professional Conduct, Professional Conduct in Relation to Taxation, STEP Code for Will Preparation in England and Wales).

Content should be free from political bias, and contributors should be sensitive to the fact that STEP’s readership is international what may be considered apolitical in one jurisdiction may be highly political in another. As a result of the lead times between editorial submission and publication, extra care is taken to mitigate any risk associated with regard to time-sensitive material.

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Post-publication, contributors are welcome to host their article on their website or LinkedIn page with the following citation convention: **Author Name, ‘Article title here’, STEP Trust Quarterly Review (VolXX, IssXX), p.XX**

Individual disclaimers will not be included in articles.

**Legal**

Contributors must check the veracity of their article and/or quotes/comments thoroughly to ensure articles are free from any material inaccuracies, false statements, potentially defamatory comments, or any other content that may give rise to a legal claim in the United Kingdom or elsewhere. In the event of any doubt, the relevant content must be removed immediately.

STEP will only publish an article in good faith on the understanding that the author has undertaken the necessary steps to ensure the content meets the criteria outlined above, has valid sources to support stated facts, and takes full responsibility for the content.
Submission guidelines
To ensure a smooth production process, articles must be submitted in a word.doc format and include the following:

- The author(s) byline detailing job title and by whom they are employed, E.g., Jane Smith is an Editor at STEP.
- A 20-word (max.) summary of the article. E.g. Jane Smith looks at how Canadian practitioners should respond to the rise in challenges to testamentary disposition.
- An abstract summarising the main points raised in the manuscript. The abstract should be in bullet point form and be between 70-100 words in length. The jurisdiction(s) under consideration should be noted in the abstract and the introductory paragraphs.

As a general rule, footnotes should only be used for case citations and legal references. The use of headings and subheadings is encouraged.

Contacts
A full editorial style guide, including details on grammar, conventions and referencing, is available on request. Please contact editor@step.org or visit www.step.org/tqr-contribute