

Style Guide for *Journal of African Law*

The editors ask authors to observe the following guide on style in preparing their submissions. Please also provide full contact details, including email.

Submission:

Submissions should be sent to the Editorial Manager, School of Oriental and African Studies, University of London, Thornhaugh St, Russell Square, London WC1H 0XG, U.K, or by email to jal@soas.ac.uk. Please provide full contact details, including email address.

Articles should be no longer than 12,000 words, including footnotes.

GENERAL

Abstracts

Please provide an abstract at the beginning of the article. It should be no more than 150 words in length, have no footnotes, be indented and be in Arial font, 10 pt.

Author's name, titles, affiliations and acknowledgements

The author's name should appear below the title, in Arial font, 10 pt. The first footnote should be asterisked not numbered and used to give the author's title, affiliations and acknowledgements.

Professional titles

Please use lower case for professional titles.

M Smith, barrister, professor of law, and director of the Institute of Legal Wrangling.

When naming a judge, please indicate their rank in the standard manner but without full stops.

Bloggs, CJ, and Smith, CJF, both agreed that the law was unreasonable.

Line spacing

Present all submissions in one and a half spacing for text and single spacing for footnotes.

Headings and fonts

All headings should be in Arial font, preceded by a blank line and (except for heading 4) flush left.

Title: Bold, Capitalised Lower Case, Arial 12 Pt

HEADING 1: BOLD, UPPER CASE, ARIAL 10 PT

Heading 2: bold, lower case, Arial 10 pt

Heading 3: italics, not bold, lower case, Arial 10 pt

Heading 4 should be in italics, Arial 10 pt, indented and run on into the paragraph.

The main text and footnotes should be in a Roman font:

- Text in 10pt
- Indented quotations in 9pt
- Footnotes in 8pt

Paragraphs

The first line of the first paragraph after a title, heading or indented quotation should be flush left. Subsequent paragraphs should be indented. Please do not leave a blank line between paragraphs. All text should be fully justified.

Spelling

Use British English, but with “ize”, not “ise”, endings.

Capitalization

Please use lower case for professional titles and generic terms such as government, director, minister, common law.

The titles of treaties, acts, agreements, declarations, resolutions, conventions, charters and protocols should be capitalized according to UK style and not italicized. The titles of White Papers and published reports should be in italics and capitalized.

Convention on the Elimination of All Forms of Discrimination against Women 1979.

Foreign words and phrases

Truly foreign words (except foreign language proper nouns) should be italicized and followed by a translation in square brackets. Please do not italicize words and abbreviations generally accepted in the English language (eg, inter alia, de facto, passim, ibid, ie etc). All other foreign phrases should be followed by a brief translation either in square brackets or in an explanatory footnote.

Abbreviations

No full stops for abbreviations (such as PhD, Mr, ie, UN, ibid, NWLR, JP) or for initials within names (eg, J Bloggs).

Article, chapter, section, ordinance, proclamation, paragraph etc should be in full and in lower case in the text, but abbreviated in footnotes to art, chap, sec, ord, proc, para etc. Abbreviated forms used in the text must be in full in the first instance, followed by the abbreviated form/acronym in brackets. Per cent to be written in full in text (without full stops); use % in footnotes.

Agreement on Trade-Related Aspects of Intellectual Property (TRIPS Agreement)

Quotations

Use double quotation marks, followed by single quotation marks within a quotation. Please use “smart” quotes, rather than straight. Quotations more than five lines long in text should be indented and presented with quotation marks. Do not use <ellipses> at the beginning or end of a quote. To indicate where words or phrases have been omitted from within a quotation, use “ ... ”.

Punctuation

Punctuation should be “outside” quotation marks (unless the punctuation is clearly part of the quotation) and footnote cues should come after punctuation.

- He stated that the “scheme would ‘bankrupt’ society”.³
- The authorities are prosecuting this “dictator”, not that one.
- Before he was arrested, he asked, “How will the government fund the construction of the new school?”

Numerals and dates

In the main body of text, numbers and ordinals from one to ten inclusive should be spelled out; after that use digits:

- One, two, three,... ten, 11, 12
- First, second, ... tenth, 11th, 12th

Dates attached to legislation do not need to be preceded and followed by commas. Dates should be shown:

- 12 October 2006
- 1990s
- 21st century

Use the longer “n dash” to separate groups of digits for page numbers and dates, and abbreviate figures in the hundreds or thousands as appropriate:

- One - ten, 20–24, 125–28, 1923–25, 2345–401

Always use digits for footnotes, percentages and references to sections or pages of a document:

- 2 per cent, 6 %
- Page 7
- Section 2.1 of article 3 of the constitution

Footnotes

Footnotes, rather than endnotes, should be used. Use “above” and “below” to refer to other footnotes in the article; please do not use *supra*, *op cit*, *loc cit*, *infra*, etc.

CITATIONS

Books

Author’s initial and surname *Title in Italics* (volume or edition, year of publication, publisher) at page number.

W Bloggs *To Serve is Great: I Did it for Love* (2nd ed, 2003, Legal Publications) at 23.

Chapters in edited volumes

Author’s initial and surname “Chapter/article title in lower case” in Editor’s initial and surname (ed) *Book Title in Italics* (year, publisher) page number of beginning of chapter at page number of quote.

W Bloggs “To serve is great” in J Smith (ed) *Servicing the Great* (2003, Legal Publications) 23 at 34.

Journal articles

Author’s initial and surname “Title in lower case” (year) volume/issue *Title of Journal in Italics* page number of beginning of article at page number of quote.

W Bloggs “To serve is great” (2003) 2/1 *Legal Daily* 23 at 34.

Give all journal titles and book titles in full and in italics.

Newspapers

Author’s initial and surname “Title in lower case” (date of publication) *Title of Newspaper* (location if deemed necessary) at page number.

W Bloggs “Servers reject calls to serve” (23 November 2003) *The Local Daily* (Manchester) at 23.

Unpublished papers (eg conference papers or research papers)

Author's initial and surname "Title in lower case" (paper presented at name of conference, place, date) at page number of quote.

W Bloggs "Service: a new perspective" (paper presented at the Second European Conference on Trends in Overseas Aid, Stockholm, 16 September 2005) at 7.

Electronic sources

Cite using the phrase "available at: <http://...>". Please provide date last accessed, if necessary, in brackets after. Please remove all hyperlinks.

W Bloggs "Servers reject calls to serve" (23 November 2003) *The Local Daily*, available at: <http://www.calltoarms.localdaily> (last accessed 6 March 2004).

Cases

Cite cases in accordance with the normal practice in the relevant jurisdiction. Case names should be italicized.

Bloggs v Smith [2001] 3 XYZ LR 76

Abbreviating and cross-referencing citations

Author's surname *Abbreviated Title in Appropriate format for Book / Article etc*, above/below at note XX.

Bloggs *To Serve is Great*, above at note 2.

Do not use op cit, loc cit, supra, infra to refer to other footnotes. Use "ibid" to refer to an immediately preceding work with the same page number. Use "id" to refer to an immediately preceding author, or immediately preceding work with a different page number.

¹ Bloggs *To Serve is Great*, above at note 23 at 4.

² Id at 6.

¹ William Bloggs *To Serve is Great: I Did it for Love* (2nd ed, 2003, Legal Publications) at 23.

² Id *To Demand is Better* (2003, Legal Publications) at 24.

³ Ibid.

OTHER SECTIONS

Recent developments/case notes/statute notes

Place the author's name under the title, as for articles. Use an asterisked footnote to show author's affiliations etc. Include an abstract, as for full articles.

Book reviews

Give the book's title in italics and place the author's name under the title, as for articles. Use an asterisked footnote to show the author's affiliations etc. All book information should be in Arial font.

Provide additional book information as follows, in 9 pt: Place of publication, publisher, year. Number of pages. Hardback price, ISBN; paperback price, ISBN.

To Serve is Great: I Did it for Love

William Bloggs *

London, Legal Publishers, 2003. xi + 234 pp. Hardback £12.50, ISBN 0-234-234-X; paperback £2.00, ISBN 1-234-234-9

Give the reviewer's name in upper case at the end of the review, flush right.

Note: Full journal text is made available on:
(Last updated 21/02/2011)

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