

INFORMATION FOR AUTHORS

Manuscripts

The *GLR* welcomes contributions of previously unpublished work, including articles, review essays, case notes and book reviews. All submissions other than book reviews will be subjected to a peer review process before publication. Intending contributors should submit a printed copy and a disk copy (preferably in the latest Word for Windows format) to the address below. They must also ensure that their submissions conform to the Style Guide below.

The Editors request that authors give the *GLR* an exclusive option to publish their contribution for one month from the date it is received: the Editors will use their best endeavours to advise authors within that period whether the piece has been accepted for publication or not.

All submissions must be in English using the *Australian Oxford English Dictionary* spelling throughout, except where quotations demand otherwise.

Disk and Hard Copies

Disks should be in any of the following formats: Word for Windows, Wordperfect, MS DOS Word or Macintosh Word. Hard copies should be double spaced on one side of A4 paper, with a 5 cm left margin. Both *must* be supplied.

Length

Not to normally exceed 7000 words.

Language

It is the *GLR*'s policy that non-sexist language be used in all articles it publishes.

Contacting us

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STYLE GUIDE

Spelling/Common Phrases

- 1 Please follow Australian dictionaries, using the following conventions:
- 2 's' *not* 'z' (eg itemised, institutionalisation)
- 3 'our' *not* 'or' (eg colour, labour) EXCEPT Australian Labor Party; names of some Victorian Acts (eg 'Harbor')
- 4 'Second World War' *not* 'World War II'
- 5 'First, secondly, thirdly' *not* 'Firstly, secondly, thirdly'
- 6 If referring to an American institution or title of book, please follow their spelling (eg Center for Strategic Studies rather than Centre for Strategic Studies).

Capitalisation

- 1 Generally only capitalise *specific* proper nouns. If it is a general reference, please do not capitalise.
the Supreme Court *but* the courts have moved buildings

EXCEPT

- Act (re: legislation) *but* act (ie something someone does)
- 2 Always capitalise the following if referring to a specific individual:
State Coroner, Chief Justice, Chief Inspector of Police, Attorney-General, Solicitor-General, etc.
the Depression, the Crown
Commonwealth, State and Territory for Australia and other federal systems
- 3 Capitalise the initial letter only in acronyms pronounced as words.
Nato *but* ARC
Unicef *but* WTO

Punctuation/Usage

- 1 Do not use full stops after abbreviations, initials or contractions.
- 2 Use italics for emphasis rather than underlining or bold.
- 3 Please avoid using the first person if possible.
- 4 Use single quotation marks. Use double quotation marks for quotes within quotes.
- 5 Quotations longer than 4 lines in text should be indented as separate paragraphs. Do not use quotation marks at the beginning or end of such quotes. If there is a quote within the larger quote, use single quotation marks for the internal quote only. If the author wishes to set off a shorter quote in a separate paragraph for emphasis, please mark this in the margin.

- 6 Please use punctuation (generally a comma, colon or full stop) at the end of the text prior to quotations longer than 4 lines.
- 7 Do not begin a quote with ‘...’
- 8 If a quote omits words or phrases within one sentence, please use three full stops to denote this (...). If a quote omits words or phrases over several sentences or paragraphs, please use four full stops (....) with the last full stop followed by two spaces.
- 9 The style and content of quotations should remain exactly as it appears in the original source. If there is an obvious error in the printed source, mark it with [sic].
- 10 If you emphasise something within a quote, please note in a footnote (eg ‘original emphasis’ or ‘emphasis added’).
- 11 Please use plain language if possible (‘above’ rather than ‘supra’).
- 12 Please use gender-neutral/non-discriminatory language (‘person’ rather than ‘man’, ‘they’ rather than ‘he or she’).
- 13 Italicise the title of publications, names of all Acts of Parliament, Regulations, Ordinances and Rules.
- 14 Please put footnote reference number *after* the end of all punctuation for the phrase/sentence to which it refers; eg Hegel disagreed with this premise (but what didn’t he disagree with?).¹ Try and avoid multiple footnotes within one sentence. If possible, combine citations within one footnote.
- 15 Please ensure that you give the full name of an organisation when you introduce it, followed by the initials in parentheses thereafter if that is to be the common form of reference (eg Australian Law Reform Commission (ALRC)). In the case of long case names, please give the full name first, followed by the abbreviated form in parentheses.

Abbreviations

Again, please do not use full stops after abbreviations.

- 1 Please use the following abbreviations:
 - NSW, Qld, SA, Tas, Vic, WA, NT, ACT
 - ed *for* editor
 - eds *for* editors
 - edn *for* edition
 - vol *for* volume
 - vols *for* volumes
 - p *for* page
 - pp *for* pages
 - n *for* note (eg footnote)
 - eg *for* for example
 - ie *for* that is, specifically
 - s *for* subsection in footnotes but ‘section’ in text
 - ss *for* subsections in footnotes but ‘subsections’ in text

- 2 Please abbreviate American states consistently, either with two letters (MI, MA as given in *MLA Handbook*) or three or four (Mich, Mass as given in *Chicago Manual of Style*).

Numbers

- 1 Numbers from zero to ten should be written out in words, EXCEPT where the reference is to a section, page number, time, measure, weight, percentage or case figures.
I ate five biscuits. *but* The rabbit weighed 5 kg.
- 2 Round numbers above 1 million are given as:
3 million, 56 billion, *not* 3m or 56m.
- 3 Use commas to separate groups of digits in numbers 10,000 and above.
- 4 Dates: 1 January 1995 1980s 1988–9 1915–16
- 5 In the text, use ‘%’ rather than ‘per cent’. In tables, graphs etc, use %.

Tables and Graphs

If you do include tables or graphs, please ensure you provide the following:

- 1 Clear title for the material
- 2 Clear headings for *all* parts of table/graphs (columns, rows, axes, portions)
- 3 Ensure units are noted in headings if necessary (eg \$000, %)
- 4 Please cite source for data in all materials, whether it is your own or from another source.
- 5 If material is borrowed in full from another published source, clearance will have to be sought from its author/publisher.

Structure and Layout

While structure and layout are obviously very much a matter of personal style, we would appreciate your following the below guidelines if possible.

- 1 Please do not number paragraphs.
- 2 First paragraph under a heading, sub heading or sub-subheading is flush left. All subsequent paragraphs in same section to be indented one tab.
- 3 Subheadings: it is often helpful to the reader (and usually the writer) if subheadings within articles are provided. Please make sure it is clear what level each heading signifies (subheading, sub-subheading or sub-sub-subheading). There are two ways to make this clear for our editors:
 - a) Next to the heading, mark A (subheading), B (sub-subheading) or C (sub-sub-subheading) in the margin. This will signify the level of heading and not Part A, B or C
 - b) Use the following formatting, described and demonstrated below:

Subheading
Bold, flush left, first letter of each major word capitalised

Sub-subheading

Italics, flush left, first letter of each major word capitalised

Sub-sub-subheading Italics, flush left, first letter of first word only capitalised, text following sub-sub-subheading

- 4 In presenting lists, please choose either bullet points or numbers. Bullet points are best for lists which do not present items in terms of priority, order etc. and are not discussed individually in the text. Numerals are best used for the latter type of lists.

Editing Papers from Conferences/Seminars/Workshops

- 1 Remove any references to the conference itself: acknowledgments, phrases like 'the focus of this workshop...'.
2 Always refer to 'this article', not 'this paper'.
3 Seminar pieces tend to be slightly more informal than written text, with phrases like 'Let me...', 'What I'd like to do here is...'. Please tighten up the writing style and change such phrases as the above to: 'This discussion will now examine...'
4 Please provide full references for publications, cases, legislation etc referred to.

Electronic Versions of Manuscript

- 1 If possible, please present files as Word for Windows. If this is not feasible for you, please let us know which software you are using and we will suggest the best way to save your work and maintain the formatting (usually RTF). If you use a Mac which is less than 3 years old, you should be able to save as a Windows file. If not, please contact us.
2 Please make sure that you keep a copy of the disk with the final version of the ms you send to us.
3 If sending disks in the post, please ensure that they are securely packed and marked as disks on the outside of the packaging.
4 Please do not put separate sections of the same article in separate files. The breaks between sections will be clear from the headings.
5 Please label files simply, clearly and consistently.

References

Please provide a bibliography for your work. It is essential for editing purposes and for the referencing style the *GLR* uses.

Please use the following formats for *bibliographical references* (footnote reference format is below). Do not include place of publication. Place full stop at end of reference. For volumes with more than two authors/editors, please give name of first author/editor, followed by 'et al' (eg Black, K et al).

Please use standard journal abbreviations for journal citations. Please maintain the American citation conventions when citing American law reports. For Australian cases, please use CLR citation if available.

Cases (reported): *Mabo v The State of Queensland* (1992) 175 CLR 1.

Cases (unreported): *Smith v Phillips* (unreported, Qld Court of Appeal, 15 April 1985).

Legislation: *Aged or Disabled Persons Homes Act 1954* (Cth).

Single authored-books: Dikötter, F (1992) *The Discourse of Race in Modern China*, C Hurst & Co.

Jointly authored books: Smith, G and A Jones (1989) *Taming of the Shrew Revisited*, MicMac Books.

Multi-authored books: Orr, G et al (1997) *Falling out of Law*, Annerley Press.

Single-edited volumes: Hettne, B (ed) (1995) *International Political Economy*, Zed Books.

Jointly edited volumes: Hutchinson, A and P Monahan (eds) (1987) *The Rule of Law: Ideal or Ideology*, Carswell.

Chapter or article in an edited volume: Smith, GL (1977) 'Locking up the Children' in RA Boyd (ed) *Legislation and Children's Rights*, New Edition Press.

***Journals:** McDonald, T, 'Into the Maelstrom: Nursing in Nursing Homes' (1989) 23 *Geriatrics* 11.

Newspapers: 'Interest Rates to Rise', *Courier-Mail*, 22 April 1996.

Interviews: (Recorded) Interview with Joe Bloggs, Canberra, 15 April 1996.

Unpublished material: Smith, R (1985) 'Chronology and the Vietnam War', paper presented at the Association of South East Asia Scholars Annual Conference, Singapore, 14 March.

Electronic sources: conventions on these citations are still developing. However, at minimum, please provide the http or gopher address (eg <http://www.gu.edu.au>). If the material will change over time (eg statistics), please cite the date on which you accessed the information. If there is more information (such as an author), please provide this.

* Author's given name, Author's first initial, 'Title of Article' (year of publication) volume number *Journal title* number of first page of article.

Multiple pieces by one author: please follow the formats above as appropriate, arranging the pieces chronologically, newest to oldest, and then alphabetically. If two or more pieces were published/presented in the same

year, please list dates as 1995a, 1995b, etc. (following alphabetical arrangement of pieces).

Eadie, D (1995a) *After the Deluge*, Priory Books.

Eadie, D (1995b) 'Twinning the Cities of Steel' in D Wardill (ed) *Steel Manufacturing and Local Economies*, Bryanston Press.

Footnotes

- 1 Use footnotes for reference and case citations and for additional information which does not belong within the text itself.
- 2 Please format text to print footnotes on the same page as the text they are linked to. Please do not use endnotes.
- 3 Please put full stop at the end of footnote.
- 4 Please use standard abbreviations for journal citations.
- 5 Please maintain the regional citation convention when citing regional law reports.
- 6 For first citation of a source, please use the following formats:

Cases (reported and unreported) and Legislation: as in References

Single authored-books: F Dikötter (1992) *The Discourse of Race in Modern China*, C Hurst, p 45.

Jointly authored books: GL Smith and A Jones (1989) *Taming of the Shrew Revisited*, MicMac Books, p 7.

Multi authored books: G Orr et al (1997) *Falling out of Law*, Annerley Press.

Single-edited volumes: B Hettne (ed) (1995) *International Political Economy*, Zed Books, pp 17–19.

Jointly edited volumes: A Hutchinson and P Monahan (eds) (1987) *The Rule of Law: Ideal or Ideology*, Carswell, ch 7.

Chapter or article in an edited volume: GL Smith (1977) 'Locking up the Children' in RA Boyd (ed) *Legislation and Children's Rights*, New Edition Press, pp 25–8.

Journals: T McDonald, 'Into the Maelstrom' (1989) 23 *Geriaction* 11, p 15.

Newspapers: 'Interest Rates to Rise', *Courier-Mail*, 22 April 1996, p 8.

Interviews: (Recorded) Interview with Joe Bloggs, Canberra, 15 April 1996.

Unpublished material: R Smith (1985) 'Rethinking the Vietnam War', paper presented at the Association of South East Asia Scholars Annual Conference, Singapore, 14 March.

- 1 For subsequent citations, use 'Dikötter (1992) p 45.' or 'Ibid' as appropriate (see 2 & 3 below). For non-consecutive citations, use full

citation or standard abbreviation (eg *Engineer's* case). For legislation, abbreviation can be used but the name of the legislation must be given in full at its first citation.

- 2 Use 'Ibid.' to refer to the same page of the source cited in the footnote directly before.
- 3 Use 'Ibid, p *.' to refer to a different page of the source cited in the footnote directly before.
- 4 Do not use op cit. To refer to a source already cited once, use author's family name, the year of publication in parentheses and the page number(s) (eg Brown (1994) p 45.).
- 5 If a footnote refers to another footnote and its informational content, please use: 'See n * above/below.' If footnote refers purely to a source cited in another footnote, please use format given in 4 above.
- 6 Use 'at' before the number of the page or paragraph for law reports. Use 'p' for all other publications.
- 7 Use the year of *judgment* of a case, not year(s) of volume of law report.