



Australian Human Rights Centre

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Australian Journal of Human Rights STYLE GUIDE

Please submit your article to the Australian Journal of Human Rights editors at ajhr@unsw.edu.au using the style guide below.

Should you have any questions or enquiries regarding submitting to AJHR please contact the editors at ajhr@unsw.edu.au or on 02 9385 3637 (please note the office is only manned one day per week therefore email contact is preferable).

Notes for submissions

- Guidelines for contributors
- Style Guide for the Australian Journal of Human Rights
- Citation style
 - In-Text Citations: a guide to citing different sources
 - List of References

Guidelines for contributors

- The Editors welcome the submission of manuscripts for publication in the following sections of the journal — articles: 6-8,000 words and book reviews: maximum 1500 words. Word limits include footnotes. Under certain circumstances the editors will accept longer papers.
- Manuscripts should make an original contribution to our understanding of human rights, and should not merely describe a particular incidence.
- For a submission to be accepted for review by the academic editors of the journal the following documents must be included:
 - 1) Manuscripts must be submitted in digital form and so should be e-mailed (or hardcopy plus CD/ 3.5" floppy disk) to the Managing Editor: Editorial Board, Australian Journal of Human Rights, Faculty of Law, University of New South Wales 2052, Australia; email: ajhr@unsw.edu.au.
 - 2) Six keywords must be submitted with the manuscript as will be required if the article is published for web searches
 - 3) Abstract of no more than 200 words must be submitted.
 - 4) All manuscripts must be formatted according to the journal style guide, this includes full referencing both in text and in the bibliography
- Manuscripts that fail to meet these requirements will not be considered to have been submitted for consideration for publication.
- Manuscripts must be original and not published or submitted for publication elsewhere.
- All submissions are subject to a two-stage review. Articles are sent to the academic editors of the AJHR to assess the suitability of the article for the journal. If accepted, articles are anonymously peer reviewed. It is anticipated that this process should take 10 weeks.
- The manuscript should be typed in double-spacing on one side of the page. It should contain no identifying markings, but be accompanied by a covering letter that should set out the name(s), address(es) and contain details of the author(s) together with a word count for the article.
- The manuscript is to be formatted in accordance with the style guide of the journal. It is the author's responsibility to check the accuracy and spelling of references and information such as names, cases and citation. Manuscripts will be sent back to authors for editing if they do not meet the standards stipulated in the AJHR Style Guide.

Style Guide for the Australian Journal of Human Rights

General Points:

Gender neutral language must be used ('his or her'; 'he or she'; avoid the use of 'they').

Spelling is in accordance with the Oxford English Dictionary.

Dates should be in the form '27 May 1997' and years '1925–90' (unless the date spans centuries).

Punctuation: there should be only one space between the end of one sentence and the beginning of the next.

Acronyms: should be spelt out with the acronym at the first usage. Acronyms are preceded by 'the' only if they are not usually pronounced as a word. For example: 'CEDAW' but 'the UN'.

Abbreviations: minimise the use of periods. For example 'p' not 'p.', 'UN' not 'U.N.'.

Quotations of less than 30 words should stand within the text in single inverted commas.

A quotation within a quotation should have double inverted commas.

Quotations of more than 30 words should be set in 9 point with an indent, without quotation marks. A quotation within this should be further indented or contained within single inverted commas.

References must be cited at the end of quotations. Minimise archaic language: for example use 'while' rather than 'whilst', 'among' rather than 'amongst'.

Tables should be presented as a word table with rows and columns rather than as a tabulated table, as these do not translate well into HTML for web publication.

Numbers: Spell out numbers up to ten (and all numbers if at the start of a sentence). Use figures for 10 and over.

Exceptions to this are measurements such as:

2 per cent

\$10 and \$9 million

4 kilometres

3 cents

Do not use commas in four figure numbers.

Paragraphs should be justified, beginning at margin and spacing 3 points before and after, with double-spaced line spacing.

Default style: general text should be Times New Roman, 12 pt. Font.

Margins: 2.5cm at top, bottom right and left.

Paper: A4 (210x297mm) portrait

Header and footer: 127mm but no text

Headings: Headings should not be numbered.

Different level headings should be consistently formatted, either by using Microsoft Word's heading levels or the following guide:

Level 1 (Heading) - 12 point bold, all upper case

Level 2 (Subheading)- 12 point bold and italics, only first word and proper names upper case

Level 3 (Subsubheading)- 12 point italics, only first word and proper names upper case

Footnotes: should be explanatory only and kept to a minimum (where possible limited to 40 words). In-text footnote makers should appear before punctuation.

Footnote text should be Times New Roman, 10 pt. Font, single spaced.

Use 'above' for *ibid* or *supra*. Use 'compare' for *cp*. Use 'contrast' for *cf*.

Abstract: should be formatted as per default style

Currencies: formatting of currencies should take the following form

¥200,000

\$US200,000

\$A200,000

\$NZ200,000

£GB200,000

€200,000

Citation style

The AJHR has adopted an in-text Harvard System as the style of referencing. As such, footnotes are not to be used for references. References must be cited in-text and listed under appropriate headings at the end of the article (see below for lists for bibliography).

Within the Text: In-text citations Guide

The Harvard system of referencing requires you to include three pieces of information about a source within the text of your submission. This information is: the name of the author or authors the year of publication the page number (if the information/idea can be located on a particular page; especially when directly quoted)

At the End of the Text:

At the end of your text, you must include a List of References. This is a list of all the books, journal articles and other sources of information you have referred to in your assignments. Full bibliographical information must be included. Please see below for further information in relation to the required form of the Bibliography.

1) In-Text Citations: a guide to citing different sources:

To cite a direct quotation: Write the text word for word and place single inverted commas at the beginning and end of the quote. The author, date and page number must be included.

For Example: 'Australia is a settler society' (Hudson & Bolton 1997, 9)

To cite a quotation or idea from an author who attributes it to another source: You must acknowledge both sources in your text

For Example: Graham Gibbs, in his 1981 study into student learning wrote that 'because students are aware of their tutor's mastery of the subject matter, it is quite common for them to assume that their reader has no needs at all' (Gibbs 1981, 39, quoted in Bowden 1985, 35).

To cite the overall content of a work: You do not need to include page numbers because it is the entire work you are referring to

For Example: Larsen and Greene (1989) studied the effects of pollution in three major cities...

To cite from a journal: Same as from a book, if the page number is required as it is for direct quoting.

For Example: For a direct quote:(Entwistle 1977, 23) and for an idea only:

(Entwistle 1977)

To cite an idea from more than one work: Separate the references either with a semicolon

For Example: (Entwistle 1977; Haddon 1969)

To cite from an article or book with more than two authors: list names with 'and' in between.

For Example: (Sontag and Paglia 1987)

To cite from an article or book with three or more authors: Use the surname of the first author and et al. ("and others")

For Example: Browne et al. (1987) argued that... or: (Browne et al, 1987)

To cite from authors with the same surname who have published in the same year: use their initials to indicate different people. Only put period between first and second initial and not after second initial.

For Example: The theory was first developed in 1978 (Smith AK 1979: 654), but later many of its elements were refuted (Smith JA 1979: 123).

To cite more than one work by the same author: Arrange citations in chronological order

For Example: (Smith 1981, 1984, 1985)

To cite an author who published more than one work in the same year: Attach an a, b, c, d etc. after the year

For Example: Dawkins (1972a, 1972b) completed a number of studies on...

To cite from newspapers: List the name of the newspaper, the date, year and page number

For Example: (Sydney Morning Herald 7 Mar 1994: 8)

To cite from a privately obtained interview or other personal communication: include the abbreviation 'pers. comm.' in your reference

For Example: (Daly B 1994, pers. comm, 7 Aug)

To cite from a CD-ROM: Include the full title and year of publication

For Example: (CD-ROM, Microsoft Encarta, 1995)

To cite from an Internet source: In-text citations usually require page numbers, but Internet documents rarely contain them. Use the author name and the date created

For Example: (Cogdill, 1996)

BUT if the author's name is unknown, cite the website URL however do not include the http://: For Example: (www.aaa.unsw.edu.au)

To cite from a film or video: Include the full title and year of release

For Example: (Three Colours Red, 1995)

To cite a judgement: Cases in text can appear in shortened form with parties names italicised. Do not provide full citation of case in text as this will appear in the references at the end of the article.

For Example: In *R v MacDonald* or In Austin's case

To cite a quotation from a judgement: Write the text word for word and place single inverted commas at the beginning and end of the quote. The judge, case, date and paragraph number must be included. Note that the word 'at' must appear before the paragraph number.

For Example: 'Australia is a settler society' (Hudson J in *Roe v Wade*, 1997, at 259)

To cite legislation: Legislation should appear in text with the Act title followed by the date of Act, both in italics, jurisdiction in parentheses, and a section number if appropriate.

If desired, a shortened title may be given in parentheses after the first mention of the Act and used subsequently.

For Example: Family Law Act 1975 (Cth) (FLA)

To cite Legal Provisions: They are to be abbreviated consistently (except at the start of a sentence) with spaces between abbreviation and number. There is to be no periods or full stops and no hyphens

For Example: subs (1), not sub-s (1).

Singular abbreviations: s, subs, para, cl, art, reg, r, Div, Subdiv, Pt, Sch.

Plural abbreviations: ss, subss, paras, cll, arts, regs, rr, Divs, Subdivs, Pts, Schs.

To cite International Legal Material: International legal material (for example, cases, treaties, UN resolutions, etc) should

be listed by shortened title in the text. Do not give the full citation. If desired, an abbreviated title may be given in parentheses after the first mention of the legal material and used subsequently. Do not put the document name in italics.

To cite specific articles within an international law document cite the document then in parentheses the article number.

For Example: The Universal Declaration of Human Rights (the Declaration) states that everyone is entitled to its rights and freedoms '...without distinction of any kind...' (art 2) and to equal protection against violations of the Declaration (art 7).

OR

Australia is a signatory not only to the Declaration, but also to the International Covenant on Civil and Political Rights (ICCPR).

To Cite from speeches and Parliamentary Debates: Name, House, date, a, b, c or d etc if there are subsequent speeches/articles from the same person in the same year. eg. (Lord Irving, House of Lords, 1998, a)

2) List of References

The references to be listed at the end of the article are to be organised in the following way and according to the following style guide.

The heading should be References.

Lists should appear in the following order:

Domestic cases;

Domestic legislation;

International legal material;

References.

Please refer to the following guidelines when referencing.

Domestic cases

The full standard legal case citation (including media neutral citation) must be listed at the end of the article under a heading 'List of <Country> cases'. Note that cases from different countries should be listed separately.

For Unreported cases should be cited as: Case name (unreported, <medium neutral court designator in the form Smith v

Jones [1998] HCA 99] >, <court>, <judge>, <no>, <date>)

For Example:

Australia

Applicant A v Minister for Immigration and Ethnic Affairs (1997) 142 ALR 331 Dranichnikov v MIMA & Ors [2001] FCA 769 Khawar v Minister for Immigration and Multicultural Affairs (1999) 168 ALR 190. Canada Canada (AG) v Ward [1993] 2 SCR 681.

Domestic legislation

All domestic legislation referred to in the text must be listed at the end of the article under a heading 'List of <Country> legislation'. Note that legislation from different countries should be listed separately.

Act titles and Rules of Court are to be in italics. Do not use italics for Bill titles.

For Example:

Migration Act 1958 (Cth)

Migration Legislation Amendment Bill (No 6) (Cth) 2001

International Legal Materials

The full citation or details must be listed at the end of the article under a heading 'List of international legal materials'. The document title must be listed in full with no abbreviation, then the date it entered into force listed as month, day, year, then the identifying document details.

For Example:

Convention on the Elimination of All Forms of Discrimination Against Women, Dec 18, 1979, 19 ILM 33

Convention Relating to the Status of Refugees, 28 July 1951, 189 UNTS 137

International Covenant on Civil and Political Rights, Dec 16, 1966, 999 UNTS 171

Protocol Relating to the Status of Refugees, 31 January 1967, 606 UNTS 267

Universal Declaration of Human Rights, GA Res 217A (III), UN Doc A/810 (1948)

References:

Books and Journal Articles

Lay out your list of references alphabetically by author surname.

If more than one item appears for any author in a given year, then the year of publication should be followed by a, b, c

.....

The title of books and the names of journals should be in italics.

Every main word in the book's title should begin with a capital letter.

The title of an article appears between single quotation marks and is written in sentence case - only capitalise the first word of the article heading/subheading and proper nouns (eg. Australia).

If there is more than one author or editor, all must be listed in the References. Don't use et al.

Do not use commas, periods or other marks except after the name of the publisher and before the place of publication or if there are more than two authors, in this instance a comma should appear between author's names.

Please Note ALL information is required, if references are missing any of the following information your article will not be considered ready for publication.

To cite from a book: Bibliographical Details (or Information about a book)

Include full bibliographic details, presented in the following order: author surname(s) and initial(s) year of publication, in brackets title of publication edition (if applicable) in brackets publisher place of publication

Examples:

Smith G and Brown J (1993) Introduction to Sociology UNSW Press, Sydney Leeder SR, Dobson A J,

Gribberd R W and Patel N K (1996) The Australia Film Industry (2nd edn), Dominion Press, Adelaide

To cite Articles from a Book Collection

When a book is a collection of articles, each by different authors, but with an editor(s), use the following layout: Marton F, Hounsell D and Entwistle N (eds) (1982) The Experience of Learning Scottish Academic Press, Edinburgh

When you use an article from a book collection, the title of the article appears in quotations; the title of the book is either underlined or italicised. When listing an article from a book collection, place the information in the following order: author name and initial(s), year of publication in brackets, name of article (between single quotation marks) in initial(s) and surname(s) of editor(s)

(ed(s)), name of collection (in italics), publisher then comma, place of publication, if applicable, page number of article listed as pp.No

For Example:

Curthoys A (1997) 'History and identity' in W Hudson and G Bolton (eds) Creating Australia: Changing Australian History

Allen & Unwin, Australia pp 12-54

To cite Journal Articles

When referencing journal articles you need to place the information in the following order:

author name and initial(s)

year of publication, in brackets

title of article (between single quotation marks)

volume number, if applicable

issue number, or month (if applicable)

title of journal or periodical (underlined or in italics)

page numbers

Examples:

Kozulin A (1997) 'Literature as a Psychological Tool' 7 (3) Educational Psychologist pp 253-265

Souban JC, Kouzman TH and Whitman W (1991) 'A Sociological Survey into Enterprise Bargaining' 6 Journal of the

Australian Sociological Association pp 23-45

To cite Internet Sources

A Note About Internet Sources

There are some special problems and demands when referencing Internet sites. In comparison to print material, electronic sources can easily be changed, or vanish altogether. This makes full and accurate information essential. If an

Internet source has no author, use identifying words from the title (e.g. 'Australian Government Official Website')

Avoid dividing an electronic address. Place the Internet address on a single line when possible.

A World Wide Web Page

Author Known:

author name and initial

year of publication in brackets

title of site/page (underlined or in italics)

[Online]

Available:

URL or Internet address without http://

year, month and day the material was accessed (between square brackets)

Author Unknown:

title of site/page (underlined or in italics)

[Online]

year of publication in brackets

Available:

URL or Internet address without http://

year, month and day the material was accessed (between square brackets)

For Example:

a web page with an author:

Winston J (1999) A look at referencing [Online] Available: www.aaa.edu.au/aaa.html [2000, October 20].

an unauthored web page:

[Online] 1999 Available: www.aaa.edu.au/index.html [2000, October 20]

To cite a foreign language title:

Put the translation in parenthesis after the original title:

Jung CG (1964) *Der Mensch und seine Symbole* (Man and his Symbols) Allen & Unwin, London

To cite a newspaper article with a named author:

Donaghy, B (1999) 'National meeting set to review tertiary admissions' Campus News 3-9 March pp 3

To cite an unattributed newspaper article:

'UNSW gains top ranking from quality team' Sydney Morning Herald 30 February 1994 pp 21

To cite Government publications:

Give the name of the ministry or agency that has issued the report:

Department of Education, Employment & Training Annual Report 1991-92 AGPS, Canberra 1996