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The editors ask authors to observe the following guide on style in preparing their submissions.

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Article manuscripts should be submitted through the ScholarOne online submission and peer review system (http://mc.manuscriptcentral.com/jal). If you experience technical difficulties, please contact the Editorial Office at jal@soas.ac.uk. An abstract of 100–150 words and five or six keywords should also be provided. All submissions should conform to the styling of the *Journal of African Law*. As soon as a manuscript is submitted, authors will receive a message acknowledging receipt. Research articles should be no longer than 12,000 words, including footnotes. "Recent developments" and "case notes" should not exceed 5,000 words (all inclusive).

We do not accept manuscripts submitted by a third party. All manuscripts must be submitted by the author(s) directly through the ScholarOne site. Submission to and publication in the *Journal of African Law* is free of charge, except where the author elects to publish Gold Open Access, in which case an article processing fee will be levied after acceptance.

Submission of a manuscript to JAL implies that it has not been submitted elsewhere nor published in any form. We allow a maximum of two submissions per 12-month period.

GENERAL

Abstracts and keywords

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. Please also provide five or six keywords. Please pay particular attention to the choice of the keywords (compound nouns and phrases are accepted).

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All submitted manuscripts should be rendered **anonymous** and devoid of identifying information for the purposes of double-blind peer review. **PLEASE NOTE**: any submitted manuscript containing the name of the author(s), their affiliation details or any identifiable reference(s) to their previous work(s) in the references will automatically be unsubmitted or rejected by the Editorial Office

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- Conflicts of Interest declarations should list all contributing authors.
- Example wording for a Conflicts of Interest declaration is as follows: "Conflicts of Interest: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H." If no Conflicts of Interest exist, the declaration should state "Conflicts of Interest: none".

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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.

English language editing services

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number of third-party services specialising in language editing and / or translation, and suggest that authors contact as appropriate. Please see the Language Services page for more information.

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these

services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

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 " … ".

Colour figures

If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

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

The formatting requirements are the same as for research articles, but the length should not exceed 5,000 words. Please include an abstract and keywords, 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: Westlaw UK

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