Style and Citation Guide

The *Business and Human Rights Journal* (*BHRJ*) accepts submissions throughout the year on a rolling basis. The Editors welcome submissions on any business and human rights-related topic from scholars, judges, practitioners and civil society actors representing all parts of the world and working in any relevant field.

BHRJ publishes scholarly articles, short 'Developments in the Field' (DiF) pieces, and book reviews. The recommended length (including footnotes and references) is 9,000–12,000 words for articles, 2,000–3,000 words for DiF pieces, and 1,000–1,500 words for book reviews.

All articles should examine an issue concerning the intersection of business and human rights from a theoretical, empirical or policy/reform-oriented perspective and make an original contribution to scholarship. For DiF pieces, please also refer to *BHRJ*'s additional guidelines.

All manuscripts to *BHRJ* must be submitted via ScholarOne, and follow the guidance about 'style' and 'citation' laid down in this document.

All articles and DiF pieces should be accompanied by an **abstract** of maximum 150 words outlining the central argument(s) and up to five **keywords**, in alphabetical order, in plain text, separated with semi-colons. The term 'business and human rights' should not be used since this is the name of the journal and is redundant.

Citation Guide

Referencing Style

Due to the interdisciplinary nature of this journal, authors may follow **either** the author/date referencing style in the ***APA*** **referencing style**, with a reference list at the conclusion of the paper **or** footnotes in the ***OSCOLA*** **referencing style**, provided that same style is employed consistently throughout the manuscript. **Authors should indicate clearly which of the two reference systems they have chosen to use when submitting their paper via Scholarone.**

Style Guide

Abbreviations: All abbreviations (including common acronyms such as the UN, UNGPs and NGOs) should be spelt out in full on first use with the abbreviation in parentheses with no full

points or quotation marks. Please do not include 'hereinafter' within the parentheses.

Anonymity: To facilitate the blind review process, authors should not mention any identifiable information anywhere but on the separate title page of the manuscript.

Bullet Symbol: If necessary, please use this '•' bullet symbol.

Capitalization: Capital letters should be used sparingly, for acronyms (BBC, OECD, UN, USA, WTO) and offices (Prime Minister, President, Secretary General), but not for government and state. Unless you are referring to a specific court, please do not use a capital 'C' for court(s).

Contributions: Please refer to scholarly papers as 'articles' and DiF papers as 'pieces'.

Copyediting: All manuscripts will undergo a light copyediting process. Authors will be sent any queries from the copyeditor alongside their proofs.

Copyright: All authors whose papers are accepted for publication will retain copyright but will sign a 'licence to publish' Author Publishing Agreement with Cambridge University Press. Any material subject to copyright restrictions other than those owned or controlled by the contributor must be accompanied by appropriate permissions from the relevant copyright holder(s).

Cross-references to sections: Cross-references to other sections of a paper or piece should be in the format 'in Section 1' and follow the numbering or lettering of the relevant section heading.

Currency: Use currency symbols before the amount in Arabic numbers, e.g., US$5 billion; UK£7 million; ¥20 billion.

Dates: Write dates as 1970s; 10 December 1948; twenty-first century.

Ellipses: Ellipses should be used with one space before and after: ' … '.

Exclusive Submission: *BHRJ* has an exclusive submission policy. Only manuscripts which are not being considered for publication elsewhere or have not been previously published will be considered for publication.

Em-dashes: Authors are permitted to use an 'em' dash (—) in their punctuation should they wish to.

Figures, Tables and Graphs: If figures, tables and graphs are used, these should be referenced in the main text such as 'Table 1' or 'Figure 2'. Each figure, table and graph should have a title, which should be left-aligned. Figures, tables and graphs should be placed at the end of the manuscript, but their approximate location should be clearly indicated within the text. On acceptance of your manuscript, all images should be sent as separate files, in our preferred file formats. Full information on how to prepare and supply your figures can be found at: www.journals.cambridge.org/artworkguide.

Font Size/Style and Line Spacing: All manuscripts should use Times New Roman 12 point for the main text and 10 point for footnotes. One-and half (1.5) line spacing is recommended for the main text.

Footnote numbering: Footnote numbers in the main text should follow punctuation (e.g., the footnote numbers should come after the period which concludes a sentence).

Headings: The first letter of all important words in headings (except articles, prepositions and conjunctions) should be capitalised, e.g., 'What is the Extent of Corporate Moral Rights and Duties?'. The following styles (including numbering and lettering) should be adopted for different layers of headings in articles and DiF pieces:

First Level Heading [14 pts, plain text, left-aligned, line space below];

A. Second Level Heading [12 pts, italics, left-aligned, line space below];

Third Level Heading [12 pts, italics, left-aligned, no line space below].

The first word after a colon or em-dash in a heading should always be capitalised, including articles, prepositions and conjunctions.

Hyphens: Hyphens should be used consistently and only when necessary. Use, e.g., 'long-term', 'first-order, but 'cooperative' rather than co-operative, and 'coordinate' rather than co-ordinate. Hyphens should not be used at the end of a line where a word will become broken across two lines.

Italics: Italicised text should be used for case names, Latin and other foreign language words (unless these words are commonly used in the English language, e.g., 'vis-à-vis'), and to add emphasis. The title of national statutes and regional/international instruments in the main text or in footnotes should not be italicised.

Language: *BHRJ* requires authors to use gender inclusive language. For example, use 'person' and 'chairperson' instead of 'man' and 'chairman'). It is preferable of use 'they' as a neutral singular pronoun. Do not use 'he' or 'she' alone, though one may use 'she or he' if necessary.

Lists: Numbered/lettered lists should be separated using semi-colons.

Numbers: Numerals up to and including ten should be spelt out. Commas should be used in numbers with four or more figures, e.g., 14,000. When referring to numbered parts, sections, paragraphs, footnotes or a numbered document numerals should be used.

Offprints: Authors will be provided with an electronic PDF file of their published article for their personal use subject to the conditions of the Author Publishing Agreement.

Page Number Ranges: Use shortest possible figure that makes sense, e.g., 1–6; 12–14; 33–8; 135–42. Page numbers should be separated with an 'en' dash: –.

Percentage sign: The percentage sign ('%') should be used only in tables and figures. Otherwise please use 'per cent' in the text.

Proofs: Page proofs will be sent to authors for review and correcting minor typographical errors or factual mistakes.

Punctuation: Please avoid using the Oxford/serial comma (i.e., adding a comma after the final item in a list).

Quotations and Quotation Marks: Quotations over 50 words should be indented as a block

quotation. No quotation marks should be used for indented quotations. Otherwise, single quotation marks (‘’) should be used consistently, with double quotation marks (“”) for quotes within a quotation. Punctuation should be kept within the quotation marks.

Review Process: All papers will be desk-reviewed initially by the Editors-in-Chief and then suitable papers will be sent out for double blind review. Although an attempt will be made to communicate a decision to authors about the publication of their paper as soon as possible, the process is expected to take at least two to three months from the date of submission.

Spelling: Apart from quoted text, British spelling following the Oxford English Dictionary or the Concise Oxford Dictionary should be used. Use ‘z’ rather than‘s’ in words such as ‘organize’, where there is a choice.

Title: The title of the paper should be precise but at the same time indicative of its content.

Title Page: In order to facilitate double blind peer review process, authors must mention names, contact details and professional affiliations only on the separate title page of the manuscript.

Use of ‘e.g.’ and ‘i.e.’: Insert a comma both before and after these abbreviations: ‘, e.g.,’ / ‘, i.e.,’.

Use of ‘Cf’, ‘Ibid’, ‘et al’, ‘para’, ‘art’, ‘sec’: Please do not insert a full point after these unless used at the end of a sentence – e.g., ibid, note 7; Cooper et al; para 23; art 5(c); sec 42. Cf should not be used.

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