

Revised July 2001

Below are particular *GLR* conventions which we require you to follow. Outside these conventions, we recommend you consult standard style references, such as *Style Manual for Authors, Editors and Printers* (Australian Government Publishing Service), *MLA Handbook for Writers of Research Papers* (J Gibaldi and WS Achtert (eds), Modern Language Association of America), *Hart's Rules for Compositors and Readers* (Oxford University Press) or *Copy-editing for Editors, Authors, Publishers* (Judith Butcher, Cambridge University Press).

SYNOPSIS

Authors must include a synopsis of between 100-200 words between the title and body of the article. If this is not included by the time of final submission, the synopsis may be generated by the editors. The synopsis will also be published on the *GLR* website.

REFERENCE LISTS

All articles (but not book reviews) in the *GLR* should conclude with a reference list, which the author must supply at the time of *final* submission for publication. Besides assisting copy editing and readers who browse, the reference list is an essential referencing tool in the *GLR* style. By corraling full citation details for secondary sources in the reference list, footnotes are streamlined.

What does a reference list consist of?

Reference lists should list 'Secondary Sources' under a separate heading from 'Primary Legal Sources' (eg cases and legislation). If the number of secondary source references is large, authors may wish to further subdivide these into different categories (eg to separate 'Secondary Sources' into sub-headings such as 'Reports', 'Monographs' and 'Articles and Book Chapters'). References under particular headings should be listed in alphabetical order, by author surname or case or legislation name.

Do *not* list news reports (whether they have a by-line or not) or websites accessed as websites (as opposed to substantial articles published on-line with an identifiable author) in the reference list. The same applies to casual items of correspondence (eg where referring to a letter or discussion with a colleague, or an interview). Such references are merely footnoted, as per items 4-7 under 'Footnotes' below.

Citation formats for your reference list.

Cases (reported): *R v Smith* (1986) 66 ALR 512 at 514. Use the regional convention if different (eg for United States cases: *State v Smith* 424 US 366 (1976)). Nb: use the year of *judgment* of a case, not necessarily the year(s) of the volume of the law report. (Please restrict 'medium neutral' electronic references (eg: *R v Smith* [2001] HCA 111) to instances where the case has not been reported in a law report.).

Cases (unreported): *Smith v Phillips* (Qld Court of Appeal, unreported, 15 April 1985), or if there is an accessible electronic report, use the database's official style of referencing (eg when using Lexis) or 'medium neutral' reference (eg as established by many Australian courts and replicated on databases such as Austlii and ScalePlus).

Legislation. Cite in form: *Short Title including year of enactment* (jurisdiction in abbreviated form). Eg: *Commonwealth Electoral Act 1918* (Cth).

Journal articles: Thomas McDonald (1989) 'Into the Maelstrom: Nursing in Nursing Homes' 23 *Geriatrics* 11.

Newspaper/magazine opinion columns: Paul Kelly (2001) 'Republic Re-visited', *The Australian*, 20 July 2001, p 12.

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

Jointly authored books: George L Smith and Amanda Jones (1989) *Taming of the Shrew Revisited*, Mic Mac Books.

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

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

Jointly edited volumes: Charles Sampford and Charles AJ Coady (eds) (1993) *Ethics, Law and Business*, Federation Press.

Chapter or article in an edited volume: George L Smith (1985a) 'Locking up the Children' in RA Boyd (ed) *Legislation*

and Children's Rights, New Edition Press.

Unpublished material: George L Smith (1985b) 'Rethinking the War', paper presented at the Association of South East

Asia Scholars Annual Conference, March.

If there are two citations for the same author/s in the same year, distinguish by using 'a', 'b' etc after the year (eg as in the George L Smith example immediately above).

Electronic sources:

As mentioned above, websites referred to purely as websites, or as sources of unauthored statistics or illustrations, are not listed in the reference list, but are simply footnoted in full (see below, item 4 under 'Footnotes'). However, articles with identified authors, published on the web, are listed in the reference list, in the form: Author Name (Year of Publication (if any)), 'Title of document', URL. Eg: Joe Blow (1997) 'Metaphysical Reflections' <http://www.geocities.com/bloggs~/metap.html> If no date is known, put '(date unknown)' where the year would be.

Wherever possible, do *not* use electronic references if the material has been published in hard copy: this is particularly the case for journal and newspaper articles, and cases that have been reported.

FOOTNOTES

- 1 Use footnotes for citations, and for any other information that does not belong within the text itself.
- 2 For primary legal sources (eg cases and legislation) repeat the full reference, as per the reference list, in *each* and every footnote. Where there is a well-known abbreviation of a case name, use the full name in the first footnote, but the abbreviation in second and subsequent footnotes: eg *Mabo's case* (1992) 175 CLR 1 at 12. For specific sections or parts of legislation, place the reference to the specific section or part after the name of the Act: eg *Commonwealth Electoral Act 1918* (Cth) s 155 (or ss 155-161, or Pt XA)
- 3 For secondary sources, merely give a truncated citation of the reference in the reference list, in the following form: Author's Surname/s (Year), specific page (or paragraph) number/s (if any). Eg: Smith (1985a), pp 149-151. This may be less easy if the piece was published only on the internet, especially if no paragraph numbering was used, but the following is fine as a truncated citation in the footnotes, provided the reference list contains the exact URL: Blow (date unknown), paras 12-15.
- 4 Newspaper reports (As opposed to authored, opinion pieces, and whether the report is by-lined or not.) Use the following style: 'Title of Report', *Name of Newspaper*, date, page number. Eg: 'Interest Rates to Rise', *The Sydney-Morning Herald*, 7 July 2000, p 15.
- 5 Web-based material (For web-sites referred to purely as web-sites or as sources of unauthored statistics or illustrations, as opposed to substantial articles published on-line with an identifiable author.) Use the following style: Title of the web-site or organisation responsible for the content of the site, whichever is more appropriate, 'Title of Document (if any)', URL. Eg: Griffith Law Review, 'Style Guide', <http://www.gu.edu.au/glr/frameset3.html> If the material is designed to change over time (eg statistics which are updated), or is clearly date specific (eg news reports broadcast online) append the date you accessed the information (in the case of statistics) or the exact date of publication (in the case of a news report). Eg: ABC News Online, 'Jeffrey Archer to Appeal Four Year Jail Term', http://www.abc.net.au/news/2001/07/item20010720064354_1.htm, 20 July 2001.
- 6 Interviews or private correspondence. EG: Jane Bloggs, Interview recorded in Canberra (or Personal correspondence with author), 15 April 1996.
- 7 Use 'at' before the number of the page or paragraph for law reports. Use 'p' or 'para' for all other publications.
- 8 Do not use 'Ibid', 'Op.cit' or 'Above/Below'. To refer to a source already cited, use the citation conventions given in 2 and 3 above. If a footnote refers to another footnote's informational content, please use: 'See n *'.
- 9 Please format text to print footnotes on the same page as the text to which they are linked. Do not use endnotes.
- 10 Please put full stops at the end of footnotes.

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 provide text in double-spaced format.
- 2 Please do not number paragraphs.
- 3 First paragraph under a heading, sub heading or sub-subheading is flush left. All subsequent paragraphs in same section to be indented one tab.

- 4 Subheadings: it is often helpful to the reader (and the writer) if subheadings within chapters 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:
- 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
 - 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

Dogs and Humans

The text will follow the subheading in a paragraph below.

Family Dogs

The text will follow the sub-subheading in a paragraph below.

Golden labradors The text will follow the sub-sub-subheading on the same line.

- 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 such lists. If using numbers, please present as in the following example:
- Theory
 - Development
 - Practice

EDITING PAPERS FROM CONFERENCES/SEMINARS/WORKSHOPS

- Remove any references to the conference itself — acknowledgments, phrases like ‘the focus of this workshop...’.
- Refer to ‘this article’, not ‘this paper’.
- If you are referring to the comments/paper of another member of the seminar whose work will be a part of the same edited volume, use phrases like: ‘As Joe Bloggs mentions in his piece on ...’
- Seminar pieces tend to be 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 to: ‘This discussion will now examine...’
- Try to avoid using first person.
- Please provide full references for publications, cases, legislation, etc. referred to.

SPELLING/COMMON PHRASES

Please follow Australian dictionaries, using the following conventions:

‘s’ *not* ‘z’ (eg itemised, institutionalisation)

‘our’ *not* ‘or’ (eg colour, labour) EXCEPT Australian Labor Party; names of some Victorian Acts

‘program’ *not* ‘programme’

‘World War II’ *not* ‘Second World War’

‘First, second, third’ *not* ‘Firstly, secondly, thirdly’

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

Generally only capitalise *specific* proper nouns. If it is a general reference, please do not capitalise.

the Supreme Court *but* the courts moved into new buildings

EXCEPT

Act (re: legislation) *but* act (re: something someone does)

Always capitalise the following:

State Coroner, Chief Justice, Chief Inspector of Police, Attorney-General, Solicitor-General, etc.

the Depression, the Crown

Commonwealth

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. However, some writers are particular about this so it is a quite flexible guideline.
- 4 Use single quotation marks. Use double quotation marks for quotes within quotes.
- 5 Quotations longer than four lines in text should be indented as separate paragraphs. Do not use quotation marks at the beginning or end of the long quote. 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 colon) at the end of the text prior to quotations longer than four lines.
- 7 Do not begin a quote with ‘...’
- 8 If a quote omits words or phrases within one sentence, please use three full stops, separated by spaces, to denote this (. . .). If a quote omits words or phrases over several sentences or paragraphs, please use four full stops separated by a single space (. . . .) 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 ‘Author’s emphasis’).
- 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 to avoid multiple footnotes within one sentence. If possible, combine citations within one footnote. For example, instead of ‘Bob said . . . ,¹ Michael replied . . . ² and Robert concurred . . .³’ with three footnotes, it would be preferable, if possible, to have ‘Bob said . . . Michael replied . . . and Robert concurred . . .¹’ with the following footnote: 1 Bob: citation; Michael: citation; Robert: citation. If this is not possible, please place footnote reference numbers immediately after the punctuation (if any) of the phrases/names which are to be referenced individually.
- 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 (eg Smith’s case).

ABBREVIATIONS

Please do not use full stops after abbreviations.

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.

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 nine should be written out in words, EXCEPT where the reference is to a section, page number, time, measure, weight, percentage or case figures.
- 2 eg: I ate five biscuits. *but* The rabbit weighed 5 kilograms.
- 3 Round numbers above 1 million are given as: 3 million, 56 billion, *not* 3m or 56m.
- 4 Use commas to separate groups of digits in numbers 10,000 and above.
- 5 Do not use commas in numbers less than 10,000.
- 6 Dates: 1 January 1995 1980s 1988–89

- 7 Times: 10.30 am
8 In the text, use 'per cent' rather than '%'. In tables, graphs, etc., use %.

TABLES/GRAPHS/OTHER ILLUSTRATIVE MATERIAL

If you include illustrative materials, please ensure you provide the following:

- 1 Clear title for the illustrative 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, or is copyright, the responsibility is on you the author to obtain clearance from its author/publisher.

ELECTRONIC VERSIONS OF MANUSCRIPT

- 1 If possible, please send files in Word format. If this is not feasible, 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).
- 2 Please make sure that you keep a copy of the disk with the final version of the file 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.