
AUSTRALIAN FEMINIST LAW JOURNAL

GUIDE FOR CONTRIBUTORS

GENERAL STYLE CONVENTIONS

Please send your submission as a Word file. If this is not possible, please let us know which software you are using and we will suggest a format to be used. Keep a copy of the file as submitted.

Autobiographical Note

Provide a brief autobiographical note with your contribution. This should include email address, affiliation, and a sentence about relevant expertise. Include any necessary acknowledgements here.

TITLE

Author*

* [Autobiographical note as first footnote]

Headings

Number headings 1.0, 2.0 and so on. Number any subheadings 2.1 and so on.

General Spelling and Expression

Spell words with 's' not 'z' (eg, institutionalise), 're' not 'er' (eg, centre, theatre), and 'our' not 'or' (eg, colour, labour), unless identifying a proper noun (eg, Australian Labor Party, Center for Law and Social Policy). Use 'program' (not 'programme').

Use gender-neutral or non-discriminatory language.

Numbers and Dates

Write first, second, third (not firstly, secondly, thirdly).

Write numbers up to nine as words, and numbers 10 and above as figures, unless the number refers to a section, page number, currency, time, measure, weight or percentage: eg, 'she owned five dogs', but 'he spent 9% of the allowance'.

A number that opens a sentence should be expressed in words, regardless of quantity. No commas are required for numbers below 10,000.

Write dates as 19 February 1921 and World War II. Write generalised dates in figures: eg, 1890s (no inverted comma).

Abbreviations

Use the following abbreviations for states or provinces: ACT, NSW, Qld, SA, Tas, Vic, WA, NT, Cth, NY, MA.

Give the full name of an organisation when you introduce it, followed by the initials in brackets if you will use the abbreviation thereafter: eg, Australian Law Reform Commission (ALRC).

When abbreviating a case name, give the full name first, followed by the abbreviated form in brackets: eg, *Garcia v National Australia Bank Ltd* 194 CLR 395 (*Garcia*).

Do not use full stops to denote abbreviations: eg, CJ, US, UK, CLR.

Dashes

Use an en-dash (–) for an interruption or a pair of en-dashes for an aside – such as this one – within a sentence.

Use a hyphen (-) between numbers or for compound words.

Commas

Use commas to separate items in a list of more than two. Include a comma between the last two items if necessary to avoid ambiguity: eg, She thanked her parents, the prosecutor, and the witness.

If items of a list include commas or the word ‘and’, to avoid ambiguity you may use semi-colons to separate items in the list.

Capitalisation

Use capitalisation consistently. Capitalise all words (except prepositions, such as at, in or of) in the title of the article, and in all headings and subheadings.

Capitalise proper nouns, and where it is important for expression or meaning.

Capitalise titles and specific institutions: eg, Act, Minister, Attorney-General, Chief Justice, Commonwealth, the Crown, High Court of Australia. Nouns used in a general sense should not be capitalised: eg, the courts tended to favour plaintiffs in this area.

Quotations

Use single quotation marks: eg, She wrote, ‘Blah, blah, blah’. Use double quotation marks only inside quotations: eg, She wrote, ‘It is common to say “blah, blah, blah”.’

Indent quotations longer than 30 words; these do not require quotation marks. End text immediately preceding a long quotation with a final punctuation mark (eg, full stop or question mark) or a colon. Insert the relevant footnote at the end of the long quotation after – not before – the end punctuation.

Do not begin or end quotations with an ellipsis (...).

Alterations to Quotations

Use an ellipsis to indicate where words have been omitted from a quotation: eg, She wrote ‘blah ... blah’. (Note use of space before and after ellipsis.)

Use square brackets to indicate where an alteration or addition has been made to a quotation.

If there is an obvious error in the text quoted, signal this with [sic] immediately following the error.

If emphasis has been added (eg by italicising text) or if citations have been removed, insert ‘(emphasis added)’ or ‘(citations omitted)’ at the end of the citation.

Images, Tables and Graphs

If you include any illustrative material, provide a Figure Number and Title. Refer to the source for images or data, whether it is your own or from another source. If necessary, provide units (eg, AUD000 or %), and clear headings for all parts of the table/graph (columns, row, axes).

Images should also be provided separately from the Word document, in as high resolution as possible.

If material is borrowed in full from a published source, or is subject to copyright, you are responsible for obtaining permission from the original author/publisher.

FOOTNOTES

Location of Footnotes

All references should appear as footnotes, not in the text. No separate reference list, bibliography or end notes are required.

Insert the footnote number after the final punctuation mark at the end of a sentence. If a footnote number must be inserted within a sentence for clarity, insert it after the relevant punctuation (eg, after a comma or quotation mark).

General Footnote Points

Insert a space between the footnote number and the first letter of the footnote.

If a footnote contains several references these should be separated by a semicolon.

Every footnote must end with a full stop or other final punctuation mark (eg, a question mark).

Avoid Latin terms. Use 'compare' rather than cp. Use 'contrast' rather than cf.

Rather than *ibid* or *supra*: for anything other than case citations, use 'as above' if the reference is directly above:

1. Hester Eisenstein, *Feminism Seduced: How Global Elites Use Women's Labor and Ideas to Exploit the World* (Routledge 2009) 54.
2. As above at 55.

For case citations, a further reference directly following the first simply states the page/paragraph number:

1. *Mabo v Queensland (No 2)* (1992) 175 CLR 1.
2. At 49.

Rather than *op cit*: for anything other than case citations, subsequent references which do not follow directly on from the first reference should provide the surname and original note number as follows:

1. Hester Eisenstein, *Feminism Seduced: How Global Elites Use Women's Labor and Ideas to Exploit the World* (Routledge 2009) 54.
- ...
23. Eisenstein above note 1 at 63.

For case citations, subsequent references that do not follow directly from the first reference should repeat the complete citation.

For texts with two authors, subsequent references provide the authors' surnames separated by 'and'. For subsequent references for texts with more than two authors, use 'and others' rather than 'et al.':

18. Stevens and others, above note 15 at 22.

Spell out introductory signals at the beginning of footnotes:

See, for example, Hester Eisenstein, *Feminism Seduced: How Global Elites Use Women's Labor and Ideas to Exploit the World* (Routledge 2009) 54.

See, generally, Gayatri Chakravorty Spivak, 'Can the Subaltern Speak?' in Cary Nelson and Lawrence Grossberg (eds) *Marxism and the Interpretation of Culture* (University of Illinois Press 1988) 271.

CITATIONS

Books

[Author] First name Surname, *Title* (Publisher Year of publication) page number/s.

Kaja Silverman, *The Subject of Semiotics* (Oxford University Press 1983) 126.

Present the author's name as they do. Keep any abbreviations and do not reorder Asian or other names to place family name last:

Kwok Pui-lan, *Postcolonial Imagination and Feminist Theology* (Westminster John Knox Press 2005).

bell hooks, *Happy to Be Nappy* (Jump at the Sun 1999).

If necessary, indicate edition by inserting edition number or year following publication details:

Simon During (ed) *The Cultural Studies Reader* (Routledge 2007, 3rd edn).

George Orwell, *Animal Farm: A Fairy Story* (Secker and Warburg 1995 edn, first published 1945) 18.

Edited Volumes

[Editor] First name Surname (ed) *Title* (Publisher Year of publication).

William Waller Hening (ed) *Maxims in Law and Equity, Comprising Noy's Maxims, Francis's Maxims and Branch's Principia Legis et Aequitatis* (T W White 1824).

Chapters in Books

When a document appears in a book or collection of papers, cite both by joining the two citations with 'in'. Also provide the page at which the included authority begins.

[Chapter Author] First name Surname, 'Title of chapter or essay' in [Book Author/Editor] First name Surname *Title* (Publisher Year of publication) First page number at Page number.

Meaghan Morris, 'At Henry Parkes Motel' in John Frow and Meagan Morris (eds) *Australian Cultural Studies: A Reader* (Allen & Unwin 1993) 140 at 142.

Articles

First name Surname, 'Title of Article' (Year) Volume Number (Issue Number) *Journal Title* First page number. Do not abbreviate journal titles.

Yoriko Otomo, 'The Gentle Cannibal: The Rise and Fall of Lawful Milk' (2014) 40(2) *Australian Feminist Law Journal* 215.

Multiple Authors

Co-authors should be listed with 'and' between the names of the last two authors, and commas between any other authors:

Emily E Stevens, Thelma E Patrick and Rita Pickler, 'A History of Infant Feeding' (2009) 18(2) *The Journal of Perinatal Education* 32.

Translations

Translations should be indicated by inserting 'trans' and the translator's name (First name Surname) after the title of the text. The original text may then be included in square brackets, after the main citation, and beginning with 'trans of'.

Johann Jakob Bachofen 'Mother Right' in *Myth, Religion and Mother Right: Selected Writings of Johann Jakob Bachofen* (trans Ralph Manheim) (Princeton University Press 1967) 133.

Michael Foucault *Discipline and Punish: The Birth of the Prison* (trans Alan Sheridan) (Pantheon 1977) [trans of *Surveiller et Punir: Naissance de la Prison* Editions Gallimard Paris 1975].

Forthcoming Material or Material on File with the Author

Insert 'forthcoming' or 'on file with the author' (eg for interview notes) to replace or immediately precede year of publication if necessary.

Cases

Provide as full a case citation as possible, cited in the style required by the original source. Use authorised sources where possible:

University of Wollongong v Metwally (1984) 158 CLR 447.

Cases from the UK, Canada and New Zealand follow the same format as Australian cases.

When citing a US case, a comma follows the names of the parties and the year is included in round brackets at the end of the citation, not after the name of the parties.

Chicago Board of Trade v United States, 246 US 231 (1918).

Unreported Decisions

Name of Case Date (unreported, Court, Judge).

Smith v Brown 12/6/92 (Unrept, Vic SC, McDonaldJ).

Statutes

Short Title of Legislation Year of Enactment (Jurisdiction) section number.

Sex Discrimination Act 1984 (Cth) s 3.

Bills are cited similarly, but are not italicised.

Legislation from other countries should be cited in the format required in the relevant jurisdiction.

International Instruments

Treaty Title Parties' names (if any) Date opened for signature or signed Treaty series Date entered into force.

International Covenant on Economic, Social and Cultural Rights opened for signature 16 December 1966 993 UNTS 3 entered into force 3 November 1976 art 11.

Newspapers

Articles published in print: First name Surname, 'Article Title' *Newspaper Title* (place of publication if necessary to avoid ambiguity) Date [Day Month Year] Page.

Andrew Burrell, 'Miss Dhu 'believed faking ill'' *The Australian* 15 March 2016 p 2.

Articles published only online: First name Surname, 'Article Title' *Newspaper Title* (online) Date [Day Month Year] <URL> (last access date).

Sarah Sedghi, 'Gender Pay Gap Hits Record High, Prompting Calls for Government Action' *ABC News* (online) 27 February 2015 <<http://www.abc.net.au/news/2015-02-27/gender-pay-gap-hits-record-high/6268084>> (last accessed 3 June 2016).

Reports and Submissions

Author, *Title* Report number (Year) page and/or para.

Law Reform Commission (NSW), *Evidence* Report No 38 (1987) 54 para 144.

Author, 'Title' (if any) Document type to Committee/Body *Name of Inquiry* (if any) Date [Day Month Year].

Carers Australia, Submission No 39 to the Senate Standing Committees on Economics *Inquiry into Economic Security for Women in Retirement* 30 October 2015.

Conference Papers

Author, *Title of Paper* paper presented at ... [Name of conference], Place Date [Day/s Month Year].

Mary Deflem, *Social Control and the Theory of Communicative Action* paper presented at the 50th Anniversary Meeting of the American Society of Criminology, San Francisco 20-23 November 1991.

Web-based Material

Web-based material should only be cited as such if there is no other appropriate citation format as provided above.

Provide the last access date if the material is designed to change over time, or if it is clearly date specific (eg, news reports broadcast online), or if it is known to have changed.

Author (if any), *Title of Document* (online) Date of publication (if any) [Day Month Year] <URL> (last accessed Date [Date Month Year]):

Radio National Law Report, *Lawyers and Depression* (online) 25 March 2008 <<http://www.abc.net.au/radionational/programs/lawreport/lawyers-and-depression/3286804#transcript>> (last accessed 26 May 2016).

Other

When citing a source for which instructions are not given in this Guide, please follow the Australian Guide to Legal Citation, 3rd edition, available at:
http://law.unimelb.edu.au/_data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf