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Australian Journal of Human Rights STYLE GUIDE

Please submit your article to the Australian Journal of Human Rights (AJHR) 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.

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
 - Reference list

Guidelines for contributors

- The editors welcome the submission of manuscripts for publication in the following sections of the journal — articles of 6000–8000 words and book reviews of maximum 1500 words. Word limits include footnotes. Under certain circumstances the editors will accept longer papers. Font is Times New Roman.
- Manuscripts should make an original contribution to our understanding of human rights and should not merely describe a particular incident.
- For a submission to be accepted for review by the academic editors of the journal, the following must be included:
 - ✓ a manuscript submitted in **Word.docx** form
 - ✓ six keywords appropriate for web searches
 - ✓ an abstract of no more than 200 words.
- For article titles, only capitalise the first word of the article title and proper nouns.

All manuscripts must be formatted according to the journal style guide. This includes full referencing both in the 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 AJHR to assess their suitability for the journal. If accepted, articles are anonymously peer reviewed. It is anticipated that this process should take 10 weeks.
- The manuscript should be formatted with double-spacing. It should contain no identifying information but should be accompanied by a cover letter setting out the name(s), address(es) and contact details of the author(s), together with a word count for the article.
- The manuscript should 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, bibliographical details and case citations. 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

Gender neutral language: Use 'his or her'; 'he or she'; avoid the use of 'they' as a singular pronoun.

Spelling: Refer to Oxford English Dictionary.

Dates: For example, use '27 May 1997' and '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. Use an en-dash (not a hyphen) in number spans. Use single quotation marks, with double quotation marks for quotes within quotes.

Acronyms: Spell out the acronym at the first usage. For example, 'International Labour Organization (ILO)'. 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 full stops. For example, 'p' not 'p.', 'UN' not 'U.N.'.

Quotations: of less than 30 words should stand within the text in quotation marks. Quotations of more than 30 words should be indented and set in 9 point font without quotation marks. An indented quotation within the quoted source should be further indented.

References must be cited at the end of quotations.

Archaic language: Use 'while' not 'whilst', 'among' not 'amongst'.

Tables: Use Word tables with rows and columns, rather than tabulated tables, as these do not translate well into HTML for online publication.

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

Exceptions are measurements such as:

2 per cent

\$10 and \$9 million

4 kilometres

3 cents

Do not use commas in four-digit numbers.

Paragraphs: Do not indent first line, Use 3 point spacing before and after paragraphs, with double-spaced lines.

Default style: general text should be Times New Roman, 12 point font.

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

Paper: A4 (210 × 297mm) portrait.

Header and footer: 127mm but no text.

Headings: Headings should be sentence case and 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 – 13 point bold

Level 2 – 13 point bold and italics

Level 3 – 13 point italics

If further heading levels are required, repeat the sequence using 12-point font.

Footnotes: These should be explanatory only and kept to a minimum (where possible, limited to 40 words). Footnote text should be Times New Roman, 10 point font, single spaced. Use 'above' not 'ibid' or 'supra'. Use 'compare' for cp. Use 'contrast' for cf.

Abstract: should be formatted using Arial font.

Currencies

Currencies should take the following form:

¥200,000

US\$200,000

A\$200,000

NZ\$200,000

G£200,000

€200,000

Citation style

AJHR uses an in-text Harvard 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).

Within the text: in-text citations guide

The Harvard system requires you to include three pieces of information about a source within the text: the name of the author or authors, the year of publication and 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 should include all the books, journal articles and other sources of information you have referred to in your text. Full bibliographical information must be included. Please see below for further information on the required form of the bibliography.

In-text citations: a guide to citing different sources

To cite a direct quotation: Transcribe the text exactly as given in the source document and place single quotation marks 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 and 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 you are referring to the entire work.

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.

For example: For a direct quote (Entwistle 1977, 23) and for a general idea only (Entwistle 1977)

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

For example: (Entwistle 1977; Haddon 1969)

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

For example: (Sontag, Jones and Paglia 1987)

To cite from an article or book with four or more authors: Use the surname of the first author and 'et al'.

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 that they are different people.

For example: The theory was first developed in 1978 (Smith A K 1979, 654), but later many of its elements were refuted (Smith J A 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: Add 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 and the page number.

For example: (*Sydney Morning Herald* 7 March 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 August)

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 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 judgment: Cases in text can appear in shortened form with parties' names italicised. Do not provide full case citations in the text, as these 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 judgment: Transcribe the text exactly as in the judgment and place single quotation marks at the beginning and end of the quote. The judge, case, date and page or paragraph number must be included. Note that the word 'at' must appear before the page number or paragraph number. Use square brackets for paragraphs numbers.

For example: 'Australia is a settler society' (Hudson J in *Smith v Wade*, 1997, at [259])

To cite legislation: Legislation should appear in text with the Act title followed by the date of the Act, both in italics, the 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: These are to be abbreviated consistently (except at the start of a sentence), with spaces between abbreviation and number. There should be no 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) 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 give the Article number in parentheses.

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 etc if there are subsequent speeches/articles from the same person in the same year.

For example: Lord Irving, House of Lords, 1998a

Reference lists

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
- Other references

Please refer to the following guidelines when referencing.

Domestic cases

The full standard legal case citation (including media neutral citation, if available) must be listed at the end of the article under a heading **[Country] cases**. Note that cases from different countries should be listed separately.

For example:

Australian cases

Applicant A v Minister for Immigration and Ethnic Affairs [1997] HCA 4

Dranichnikov v Minister for Immigration and Multicultural Affairs [2001] FCA 769

Canadian case

Canada (AG) v Ward [1993] 2 SCR 681

Unreported cases should be cited as *Title* (unreported, court, Judge's name, date).

For example: *Blair v Zane* (unreported, DCNSW, Vance J, 12 December 1986)

Domestic legislation

All domestic legislation referred to in the text must be listed at the end of the article under a heading **[Country] legislation**. Note that legislation from different countries should be listed separately.

Act titles and rules of court should be in italics. Do not use italics for Bill titles.

For example:

Migration Act 1958 (Cth)

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

International legal materials

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

For example:

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

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

International Covenant on Civil and Political Rights, 16 December 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)

Other references

Books and journal articles

List references alphabetically by author surname. Works by the same author should be listed in chronological order. 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.

Use title case for book titles and names of journals (capitalise every word, except articles and prepositions).

Article titles should be in single quotation marks and sentence case (only capitalise the first word of the article title and proper nouns).

If there is more than one author or editor, all must be listed in the references. Do not use 'et al'.

Do not use commas, full stops 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 which case, use a comma between author names (but not before 'and').

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

Include full bibliographic details, presented in the following order: author (or editor) 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 S R, Dobson A J, Gribberd R W and Patel N K (1996) *The Australian Film Industry* (2nd edn) Dominion Press, Adelaide

To cite articles from a book collection

When a book is a collection of articles 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 referencing an article from a book collection, use quotation marks for the title of the article and italics for the book title. When listing an article from a book collection, use the following format: 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 (with comma), place of publication (if applicable), page numbers of article listed

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, place the information in the following order: author name and initial(s), year of publication in brackets, title of article (sentence case, between single quotation marks), volume number, issue number (if applicable) or month (if applicable), title of journal or periodical (in italics), page numbers

For example:

Kozulin A (1997) 'Literature as a psychological tool' 7(3) *Educational Psychologist* 253–65
Souban J C, Kouzman T H and Whitman W (1991) 'A sociological survey into enterprise bargaining' 6 *Journal of the Australian Sociological Association* 23–45

To cite internet sources

There are some special problems and demands when referencing internet sites. In comparison to print material, electronic sources can easily change, or can vanish altogether. This makes full and accurate information essential. If an internet source has no author, use identifying words from the title (for example, 'Australian Government Official Website').

Web page

Author known:

author name and initial

year of publication in brackets

title of site/page (in quotes if referring to an online article; in italics if referring to a complete site)

[Online]

Available:

URL or internet address without http://

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

For example:

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

Author unknown:

title of site/page (in quotes if referring to an online article; in italics if referring to complete site)

[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:

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

To cite a foreign language title

Place the translation in parentheses after the original title.

For example: Jung C G (1964) *Der Mensch und seine Symbole* (Man and his Symbols) Allen & Unwin, London

To cite a newspaper article with a named author

For example: Donaghy B (1999) 'National meeting set to review tertiary admissions' *Campus News* 3–9 March pp 3

To cite an unattributed newspaper article

For example: 'UNSW gains top ranking from quality team' (1994) *Sydney Morning Herald* 30 February pp 21

To cite government publications

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

For example: Department of Education, Employment and Training (1992) *Annual Report 1991–92* AGPS, Canberra