



## Style Guidelines

In preparing material for submission of articles, authors should be guided by the following points.

1. *Manuscript Presentation* All manuscripts should be emailed to the address provided in the Note to Contributors.
2. *Title* Each manuscript should have a title which is both succinct and descriptive.
3. *Abstract* An abstract of no more than 150 words must be supplied at the beginning of each article. The abstract should briefly outline the structure and content of the article and summarise its conclusions.
4. *Footnotes* These should be numbered consecutively throughout and appear at the foot of the page. All bibliographical details, case citations etc should be contained in the footnotes and not in the text. Footnotes should not be used to make substantive points.
5. *References and Citations*

*Cases* The full citation of a case should always be used when a case is first mentioned eg, *Smith v Brown* (1983) 6 ALR 100 or *Smith v Brown* [1972] 2 All ER 100. Note that full points should not be used. Media neutral citations and BC numbers, where applicable, should be included.

- Where a case is mentioned frequently it may be given an abbreviated title, eg, *Smith's case*.
- Page references other than to the initial page in reports are preceded by 'at', eg, *Smith v Brown* [1972] 2 All ER 100 at 106, or at 106-7.
- A reference to the footnote of the initial citation may be used when subsequently referring to a citation, eg, above n 3, at 108.

### *Books*

- Initial references to books are as follows: E Sykes, *Labour Law in Australia*, Vol 1, Butterworths, Sydney, 1980, p 2.
- Subsequent references should appear as, Sykes, above n 3, at p 43.

### *Chapters within Books*

- R R S Tracey, 'Individual Rights in Industry', in D W Rawson and C Fisher (Eds), *Changing Industrial Law*, Croom Helm, Sydney, 1984, p 10.

### *Journal Articles*

- Initial references to journal articles are as follows, M Christie, 'Legal Duties and Liabilities of Federal Union Officials' (1986) 15 *MULR* 591. Page references other than to the initial page are preceded by 'at' eg, '591 at 594'. Note that journal names and abbreviations should be italicised.
- Subsequent references should appear as, Christie, above n 5, at 594.

### *Legislation*

- Initial references are to short title, eg, Conciliation and Arbitration Act 1904 (Cth).
- Subsequent references may be descriptive, eg, Conciliation and Arbitration Act.

6. *Capitals* Capital letters should be kept to a minimum and used primarily when referring to proper nouns eg, Supreme Court of NSW or the Human Rights Commission, and thereafter, eg, court, commission.
7. *Autobiographical Notes* Authors are requested to supply details of their full name, academic qualifications and current position as part of the first footnote.
8. *Numbers* For spans of numbers use as few figures as possible, but do not abbreviate numbers between 10 and 19 eg, 28-9, 230-1, 340-51 but 10-11, 214-15.
10. *Language* Authors are advised that the preferred language style is gender-neutral plain English. Latin and foreign phrases should be kept to a minimum and not used where an English-language alternative is appropriate eg, 'above' rather than 'supra'.
11. *Graphics* The use of graphics, tables and flow charts should be kept to a minimum.