



Style Guidelines

In preparing material for submission as articles and comments, authors should be guided by the following points. Submissions which do not conform cannot be considered for publication.

1. **Title** Each manuscript should have a title which is both succinct and descriptive.
2. **Autobiographical notes** Authors must provide details of their full name, academic qualifications and current position.
3. **Abstract** An abstract of no more than 150 words should be provided.
4. **Capital letters** Use capital letters sparingly — upper case for specific singular use, eg Supreme Court of NSW or the Human Rights Commission, and lower case thereafter, eg court, commission.
5. **Inverted commas** *JCL* style is to use single inverted commas.

6. Abbreviations

- Full points are not used in abbreviations.
- Commonly used abbreviations include: art (article); arts (articles); cl (clause); cll (clauses); p (page); pp (pages); para (paragraph); paras (paragraphs); s (section) and ss (sections). The symbol § is acceptable as an abbreviation for 'section' in book references, US statutes and Restatements of the Law.

7. Footnotes

- Footnotes should be numbered consecutively throughout.
- All bibliographical details, case citations etc should be contained in the footnotes and not in the text.
- As a rule footnotes should not be used to make substantive points.
- Footnote signifiers must be appropriately placed, and generally after any punctuation, eg 'the parties are discharged';⁵
- Where a blocked quotation appears in the text, the signifier should be placed at the end of the line of text which precedes the quotation.

8. References and citations

Cases

- The full citation of a case should always be used when a case is first mentioned. Where available, the authorised report of the case must be cited, eg *Hongkong Fir Shipping Co Ltd v Kawasaki Kisen Kaisha Ltd* [1962] 2 QB 26. (Citations in the form [1962] 2 QB 26, CA are not used.)
- The name of a case may be abbreviated in subsequent references, but the citation should generally be complete, eg *McRae* (1951) 84 CLR 377 at 402.
- For cases decided from 2000 onwards, the neutral citation must be included. *JCL* style is for the neutral citation to follow the authorised

(or other) report, eg *Hewitt v Debus* (2004) 59 NSWLR 617; [2004] NSWCA 54; *Eastwood v Magnox Electric Plc* [2005] 1 AC 503; [2004] UKHL 35.

- Cases cited from the *Nominate Reports* must include the *English Reports* citation, eg *Hochster v De la Tour* (1835) 2 E & B 678; 118 ER 922.
- The *Australian Law Reports* citation may be added where applicable, eg *Koompahtoo Local Aboriginal Land Council v Sanpine Pty Ltd* (2007) 233 CLR 115; 241 ALR 88; [2007] HCA 61.
- *JCL* style for specific page references is 'at' without 'p', eg (1931) 45 CLR 245 at 253, 257. (Citations in the form [1962] 2 QB 26 at 61C are not used.)
- Where there is a neutral citation, *JCL* style is to include 'at' references in the form *Stocznia Gdynia SA v Gearbulk Holdings Ltd* [2010] 1 QB 27 at 46; [2009] EWCA Civ 75 at [44]. However, provided the usage is meaningful and consistent, other formats may be acceptable.

Books

- *JCL* style for initial references to books is as follows: P S Atiyah, *The Rise and Fall of Freedom of Contract*, Clarendon Press, Oxford, 1979, p 431.
- Subsequent references should appear as: Atiyah, above, n 3, p 3.
- Chapters within books are cited as follows: H K Lücke, 'Good Faith and Contractual Performance' in P D Finn, ed, *Essays on Contract*, Law Book Co Ltd, 1987, p 155.

Journal articles and notes

- Journal names should be italicised and generally abbreviated in accordance with the journal's preference.
- *JCL* style for initial references to articles is as follows: Brian Coote, 'Variations Sans Consideration' (2011) 27 *JCL* 185.
- Notes in journals should generally be cited without a title. There is no comma after the author's name, eg J Beatson and G Tolhurst [1988] *CLJ* 253.
- Page references other than to the initial page are preceded by 'at', eg (2011) 27 *JCL* 185 at 188.
- Subsequent references should be presented as: Coote, above, n 5 at 189. However, full citations are also acceptable.

Legislation

- Initial references to statutes are to the full short title, with the jurisdiction indicated in parens, eg Competition and Consumer Act 2010 (Cth).
- In footnotes, *JCL* style for references to specific sections is, for example, Sale of Goods Act 1979 (UK), s 11.
- Subsequent references may be descriptive, eg Competition and Consumer Act.
- Note that statute titles are not italicised.

9. Heading levels and styles

No numbering

Commencing with Vol 32 the style for headings in the *JCL* will not include numbering in any format, whether Arabic, Roman or any other letter-numeric format (eg A, B, C).

Levels

For most articles it is expected that there will be no more than three levels of heading, the first level being the article title.

Styles for levels

To ensure correct typesetting of the different levels of heading, the headings in the manuscript must be formatted in the following manner:

First level (Article title)

Centred, not bold, capital letters for all words except prepositions, conjunctions and adverbs

Second level

Centred, bold, capital letters for all words except prepositions, conjunctions and adverbs

Third level

Centred, not bold, capital letters for all words except prepositions, conjunctions and adverbs

Fourth level (if absolutely necessary)

Flush left, not bold, capital letter first word only

Use of italics within headings

Italics should only be used to emphasise particular words or for case names within headings (which should usually be in abbreviated form).

10. Cross-referencing

If you wish to refer to another part of your article, please use the following form of cross-referencing:

- above [or below], text at n ?
- above [or below], text at n ??ff
- above [or below], text before n ?
- above [or below], text following n ?

11. **Language** The preferred language 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'.

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