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

- 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**

- Subsequent references should appear as: Atiyah, above, n 3, p 3.

**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:

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>above [or below], text at n ?</td>
<td>text at n</td>
</tr>
<tr>
<td>above [or below], text at n ??ff</td>
<td>text before n</td>
</tr>
<tr>
<td>above [or below], text following n ?</td>
<td>text following n</td>
</tr>
</tbody>
</table>

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’. 