

**Journal of Law and Society
Style Guide**

Section 1: Text layout

First page:

Title should be centred, in upper and lower case, with author's name on next line, in small caps.

An abstract of the article (100-150 words max.) should appear before start of main text, in italics and indented from the left hand margin. (If the abstract exceeds the 150 word limit, it will be edited down to size.)

The author's institution and full address should be included at foot of first page followed, on the next line, by email address, all in italics.

Any acknowledgements for assistance with the article etc. should be included directly below the address, and should not exceed 50-60 words.

Sub-headings and further division:

Main section sub-headings should be in capitals and centred.

Subsidiary sub-headings within each section should be in upper and lower case, italicized, not centred, and numbered 1, 2, 3, etc.

Further sub-divisions within these sub-sections, if required, should be numbered (a), (b),(c) etc., then (i), (ii), (iii) if the author needs to subdivide still further.

Section 2: Notes and References

Guidance on preparing footnotes

The principal vehicle for the advancement of the author's thesis is the text, not the footnotes.

Authors should omit references to items of common knowledge. All footnotes should be numbered in cumulative sequence throughout the article, and will normally appear at the end of the sentence, *after* the full stop. Footnote text will appear in sequence at the foot of each page (i.e., as footnotes, not endnotes).

It is essential to remember that, because of the interdisciplinary nature of the Journal, all citations should be comprehensible to non-specialists in the discipline in question.

N.B. Do **not** use the format of a separate bibliography of reference readings at the end of the paper: if you have used a source, quote it in the appropriate footnote and give sufficient information for it to be traced by a non-specialist reader.

(a) Books

- (i) Author's name (initial(s) and surname) followed by a comma, title in italics, date (and edition, if relevant, ordinal followed by 'edn.') in brackets, page number(s) (do not use 'p. or pp.) If citing chapter, use abbreviation 'ch.'. If not more than two authors name both, otherwise name the first only, followed by 'et al.' If an edited book, name editor(s) followed by 'ed.' in brackets.

A. MacIntyre, *Secularisation and Moral Change* (1967) 91.
G.H. Treitel, *The Law of Contract* (1979, 5th edn.) ch. 2.
W. Twining and D. Miers, *How to Do Things with Rules* (1982, 2nd edn.).
S. Hall et al., *Policing the Crisis* (1978) 14.
S. Lloyd-Bostock (ed.), *Psychology in Legal Contexts* (1981).

- (ii) One essay or article in a edited collection: author, title of article in single quotes, the word 'in' followed by book title in italics, the word 'ed(s)'. followed by name(s) of editor(s), date in brackets, page number(s).

M. Inman, 'Police Interrogation and Confessions' in *Psychology in Legal Contexts*, ed. S. Lloyd-Bostock (1981) 145.

(b) Journals and periodicals

Author's name followed by a comma, article title in single quotes, year in brackets, volume number, name of journal in italics, and beginning page:

R. Stewart, 'The Reformation of American Administrative Law' (1975) 88 *Harvard Law Rev.* 1667.

If citing from particular page, add 'at' and page number:

R. Stewart, 'The Reformation of American Administrative Law' (1975) 88
Harvard Law Rev. 1667, at 1675.

Use the following abbreviation in journal titles:

<i>J.</i> (Journal)	<i>Am.</i> (American)
<i>Rev.</i> (Review)	<i>Aus.</i> (Australian)
<i>Bull.</i> (Bulletin)	<i>Brit.</i> (British)
<i>Q.</i> (Quarterly)	<i>Cdn.</i> (Canadian)

(c) Newspapers and magazines

Name of author (if known) followed by comma, title of article in single quotes, no comma, name of publication in italics followed by comma, date followed by comma, page no. (Dates should always be written in order of **day** (numerals), **month** (name in full), **year** (numerals), with no commas.)

S. Laville and R. Evans, 'Judicial oversight to be ruled out for undercover police' *Guardian*, 15 October 2011, 8.

(d) Electronic sources

A web link to an article, report, electronic journal etc., should be placed within angle brackets/chevrons, and not italicized:

<<http://www.parliament.uk/documents/commons/lib/research/rp99/rp99-068.pdf>>.

In the case of an electronic journal, give author (comma), title of article in single quotes, year of publication in brackets, volume, name of journal in italics <url>:

R. Bradgate, 'Consumer Guarantees: the EC's draft Directive (1997) 1 *Web JCLI*
<<http://webjcli.ncl.ac.uk/1997/issue1/bradgate1.html>>.

Purely electronic publications may not have page numbers, or may use a system of numbered paragraphs. Follow whatever style they use.

(e) Cases

Follow standard law reporting procedures. Use official law report citation where possible. Case names should be italicized in the text and in footnotes. Use square brackets around the year where this forms an essential part of the citation, otherwise use round brackets.

R v. Secretary of State for Employment, ex parte Equal Opportunities Commission
[1995] 1 A.C. 1.

(f) European Community official papers

OJ/date/L for legislation or C for Communication/issue number/page number.

Abbreviations

op. cit.

When referring back to previously cited works, 'op. cit.' (no italics) should be used. Also include surname of author (no initial, comma), footnote number of original citation (comma) and page no. referred to:

Jones, op. cit., n. 16, pp. 116-32.

If the original footnote contains more than one work by the author, indicate which one by adding year of publication after 'op. cit.':

Jones, op. cit. (1997), n. 16, pp. 116-32.

If there are works published in the same year, they should be designated '1997a', '1997b' etc, in the original footnote and referred to in the same way in the op. cit.:

Jones, op. cit. (1997b), n. 16, pp. 116-32.

id.

'id.' on its own refers to precisely the same reference as that cited in the immediately preceding reference within the same footnote, or within the immediately preceding footnote when that note contains only one authority. If the reference is to a different page number, it should be indicated as follows: id. p. 51.

If the same footnote or the immediately preceding footnote contains more than one authority, give surname of the author as well, including page number if necessary:

Jones, id.

or

Jones, id., p. 51.

General

Abbreviations

Abbreviations should generally be avoided in the text. Thus 'etc.' should be 'and so on' ; 'e.g.' should be 'for example'; 'i.e.' should be 'that is'.

Figures/words

Where possible, use words in preference to figures up to twenty.

Write 'nineteenth century' not '19th century'

In the case of percentages, use figures rather than words (in order to facilitate reference to percentages which include decimal points):

10 per cent (not 'ten per cent')

10.7 per cent

Spelling/punctuation

In general refer, for spelling, punctuation etc to:

New Hart's Rules (2005)

The Oxford Dictionary for Writers and Editors (2000, 2nd edn.)