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## NOTES ON STYLE FOR CONTRIBUTORS

The editors ask authors to observe the following notes on style in preparing their submissions. A full style guide is available on request from [jal@soas.ac.uk](mailto:jal@soas.ac.uk).

### General

Articles should be no longer than 12,000 words (including footnotes). Please also provide an abstract of no more than 150 words at the beginning of the article. Use footnotes, rather than endnotes.

### Spelling

Use British English, but with the “ize”, not “ise”, suffix.

### Capitalization

Please use lower case for professional titles and generic terms such as government, director, minister, common law. The titles of treaties, acts, agreements, declarations, resolutions, conventions, etc should be capitalized and not italicized.

### Foreign words and phrases

Truly foreign words and phrases (except proper nouns) should be italicized and followed by a translation in square brackets. Please do not italicize words, phrases and abbreviations generally accepted in the English language.

### Abbreviations

Do not use full stops for abbreviations or for initials within names. Article, chapter, section, ordinance, proclamation, paragraph, etc should be in full and in lower case in the text, but abbreviated in footnotes to art, chap, sec, ord, proc, para etc. Abbreviated forms used in the text must be in full in the first instance, followed by the abbreviated form/acronym in brackets. Per cent to be written in full in the text; use % in footnotes.

### Punctuation

Punctuation should be “outside” quotation marks (unless the punctuation is clearly part of the quotation) and footnote cues should come after punctuation. Use “smart” double quotation marks, followed by single quotation marks within a quotation. Quotations more than five lines long in the text should be indented.

### Numerals and dates

Numbers and ordinals from one to ten inclusive should be spelled out; after that use digits. However, always use digits for footnotes, percentages and references to sections or pages of a document.

## Citations

Give all journal and book titles in full and in italics.

### Books

Author's initial and surname *Title in Italics* (volume or edition, year of publication, publisher) at page number.

### Chapters in edited volumes

Author's initial and surname “Chapter/article title in lower case” in Editor's initial and surname (ed) *Book Title in Italics* (year, publisher) page number of beginning of chapter at page number of quote.

### Journal articles

Author's initial and surname “Title in lower case” (year) volume/issue *Title of Journal in Italics* page number of beginning of article at page number of quote.

### Newspapers

Author's initial and surname “Title in lower case” (date of publication) *Title of Newspaper* (location if deemed necessary) at page number.

### Unpublished papers (eg conference papers)

Author's initial and surname “Title in lower case” (paper presented at name of conference, place, date) at page number of quote.

### Electronic sources

Cite using the phrase “available at: <<http://...>>”, followed by the date last accessed in brackets. Please remove all hyperlinks.

### Cases

Cite cases in accordance with the normal practice in the relevant jurisdiction. Case names should be italicized.

### Abbreviating and cross-referencing citations

Author's surname *Abbreviated Title in Appropriate Format for Book / Article etc*, above/below at note XX. Do not use op cit, loc cit, supra, infra to refer to other footnotes. Use “ibid” to refer to an immediately preceding work with the same page number. Use “id” to refer to an immediately preceding author, or immediately preceding work with a different page number.

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