

Australian Journal of Asian Law Style Guide

This guide outlines our preferred house style. If you follow this style when writing the book, it will facilitate the editorial process – particularly if several authors are contributing to the same article.

Spelling

- use: use –ise **not** –ize for verbs such as recognise, itemise
- use: use –our **not** –or endings for nouns such as colour, labour
- use: use –ct **not** –x in such words as connection, extinction
- use: program **not** programme

Common words to note

Attorney-General	Internet
commonsense	interstate
Constitution	judgment
constitutionally	policy-maker
cross-examination	secondhand
decision-making	South-east Asia
encumbrance	subject matter
elite (not élite)	timeframe
Governor-General	Webpage
inquiry not enquiry	Website
in so far	

Note: text should be full out after all headings

Plain Language

Gender-neutral language should be used, for example:

- use: ‘person’ rather than ‘man’ where appropriate
- use: ‘him or her’
- use: ‘they’, ‘their’ used as singular pronouns is acceptable

To avoid excessive repetition of ‘he or she’:

- use: passive rather than active verbs
- use: when talking generally use more than one person, for example, ‘children receive their . . .’ rather than ‘a child receives his or her . . .’

Punctuation

Punctuation at the close of quotations within the text should be external to the quotation, for example:

‘The National Assembly’, wrote Jeldres, ‘seems unwilling to view itself as a branch of government equal to the executive’.

Also retain punctuation before ellipses, for example:

‘US President Bill Clinton had earlier commented, . . . and this resulted in a stalemate.’

Quotations

The style of quotations should remain as in the original source. If there is an obvious error in the printed source, correct it rather than perpetuating the mistake and drawing attention to it with ‘[sic]’.

If the quote begins mid-sentence, capitalise the first letter and place in square brackets, for example, ‘[T]he matter . . .’, and do not use ‘. . .’ at the start of the quote.

Material quoted that is more than four lines in length (or 60 words) should be in a separate paragraph, indented throughout (one tab space) from the main text, and not enclosed in quotation marks. In the text a phrase should introduce the quote leading in with a colon.

Quotes of less than four lines (or 60 words) should run on into the text, and should be enclosed in **single** quotation marks (for example, ‘quote’). Quotes within quotes are enclosed in double quotation marks (for example, ‘a “quote” within a quote’).

Any author’s or editor’s comments or any material not a part of the original material are to be in square brackets, but not italicised (including [sic], but see note above on errors), for example:

Legal requirements for marriage with a *t’sai* [principal wife] or a *t’sip* [secondary wife] are the same.

Emphasis not a part of the original quote is to be indicated thus:

The main reasons for Cohen’s opposition to *broadening* the definition . . . the institutional practice of psychiatry. (Shea, 1999:140; added emphasis)

Where the emphasis is in the original, add ‘original emphasis’ to the reference following the quotation.

Omitted words

Omitted words (other than at the start of a quote – see above) are indicated by an ellipsis (three dots).

Reference Style

In endnotes use the Harvard style, for example, ‘see Lev, 1999: 227’. Avoid Latin phrases such as ‘op cit’ and ‘ibid’. Where there is a string of references in the text, ensure the order is chronological, not alphabetical (for example, Bartlett, 1997; Jones, 1999; Swindon, 1967).

Books

In the references:

Author’s surname, Initial(s), Date, *Title of Book*, Volume number (if relevant), Edition (if relevant), Publisher. (For simplicity, omit the place of publication.)

For example:

Purcell, V (1948) *The Chinese in Malaya*, Oxford University Press.

Edited works should be cited as:

Carr, Josephine (ed) (1990) *Taxing Foreign Investment*, Euromoney Publications.

Where the work cited is a chapter from an edited volume, the work should be cited as:

Lev, Daniel (1999) 'Between State and Society: Professional Lawyers and Reform in Indonesia', in Timothy Lindsay (ed), *Indonesia: Law and Society*, Federation Press.

In the text, cite only the author's surname with the year of publication, and page number if relevant, for example:

'Brown argues (1985b: 122) . . .'

If there are several works by the same author, list them chronologically in the references, ending with the most recent. If two or more works have been published in the same year, list them alphabetically by title, with lower-case letters of the alphabet attached to the publication date, for example:

Brown, FG (1985a) *One* . . .
Brown, FG (1985b) *The Most* . . .

If more than one author by that name is cited, use the initial(s) for that surname only, for example:

'FG Brown argues . . .'

Papers and articles

In the references:

Author's surname, Initial(s), Year of publication, 'Title of article', Volume number and issue number, Journal, Number of first page of article.

For example,

Katz, J and Katz, R (1978) 'Law Reform in Post-Sukarno Indonesia' 10 *International Lawyer* 335.

Newspapers

In the references:

Author's surname, Initial(s), Year of publication, 'Title of article', Newspaper, Date, Page number.

For example:

Fung, N and McCarthy, G (1999) 'Departure of Bankruptcy Expert is Blow to Confidence in Indonesia', *Asian Wall Street Journal*, 26 March, 3.

Capitalisation

In general, do not capitalise unless the word is a specific proper name.

For example:

use: the New South Wales Government
the Federal Government

but: the government(s) (where referring to that government and to governments generally).

use: the Supreme Court

but: the court(s) (where referring to that court and to courts generally)

use: *Mining Amendment Regulations (No 2)* 1982

but: empowered to make regulations

This rule also applies to:

commission, inquiry, parliament, tribunal, report, committee, federal, department, the bench, the bar, chambers, articles, a brief, counsel, case law, family law, powers of attorney, etc.

Also (unless part of title):

- use: judge, magistrate, police magistrate, barrister, solicitor, coroner, justice of the peace, counsel, notary public, prosecutor, puisne judge, clerk of the courts, articulated clerk, dean, minister, etc.
- but: State Coroner, Chief Justice, Chief Inspector of Police, Attorney-General, Solicitor-General, Crown Solicitor, Crown Prosecutor, etc.

Titles of office

These are capitalised when referring to the specific holder of the office, for example, 'National Assembly President Chea Sim', 'deposed Co-Premier Prince Norodom'.

But the title is lower case when not referring to a particular individual, for example, 'comprising the chair and vice-chair'.

Exceptions:

- use: 'the Crown'
- use: 'Act' (where referring to legislation)
- but: 'act' (where referring to something someone does)
- use: 'Rule' and 'Regulation' (if attached to an Act)
- but: 'rule' and 'regulation' (when general reference)
- use: 'Commonwealth', 'State' and 'Territory' for Australia and other federal systems
- use: 'Bill' (where referring to legislation)

Italics

The following should be italicised:

- foreign words, where not set roman in the Macquarie dictionary, for example, *nouveau-state*
- newspapers, where referred to in the text, for example, the *Sydney Morning Herald* (note: the definite article remains roman, except where referring to *The Times* or *The Economist*).
- legislation, for example, *Aged or Disabled Persons Homes Act 1954 (Cth)*; *Native Title (Prescribed Bodies Corporate) Regulations 1999*; modern Japanese legislation (**note:** not Taiwanese, Malaysian, Indonesian or Singaporean legislation)

Latin and foreign words that are commonly used in English are not to be italicised.

Acronyms

Use acronyms (no punctuation and closed up), unless the organisation is the subject. For example:

- 'The United Nations sent out . . .'
- 'A UN delegate attended . . .'

Abbreviations

Do **not** use full stops after abbreviations and contractions (including initials, for example, DE Fisher – also note also there is no space between the initials).

Other common abbreviations include:

Pty	Mrs	Ms	Dr
Inc	Mr	Co	Ltd

Note: in discursive text:

use	for example
not	eg
use	that is
not	ie
use	and so on
not	etc
use	per cent
not	% (only use ‘%’ in tables)

Numbers and Dates

Numbers

Numbers from one to nine are written out in words, except where the reference is to a section, page number, time, measure, weight or percentage, in which case figures are used. Numbers above nine are written as figures, except where the number is the first word in a sentence.

Round numbers above 1 million are written thus: ‘3 million’, ‘56 million’ **not** ‘3m’, ‘56m’ (which means ‘three metres’, etc).

In numbers greater than 10,000, use commas to separate groups of digits, for example, 10,000.

In numbers less than 10,000, omit the comma, for example, 9999, 4000.

Dates

1 January 1988
1980s
1988–1989

Times

10.30 pm
4.45 am

Legislation

The first citation of a particular piece of legislation in any chapter should include the full short-title details. Subsequent references to the Act in the same chapter can then be abbreviated.

Endnotes

Use endnotes, not footnotes. Endnotes should be kept to a minimum, and be as simple and short as possible. Avoid cross-references to endnote numbers since the numbers change if endnotes need to be added or deleted (repeat the information rather than cross-reference – especially if it is short).