



ADDITIONS AND STYLE GUIDE

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As at 13 August 2016

This is a working document of the *UNSW Law Journal* Editorial Board

ADDITIONS TO THE AGLC (3RD ED)

Purpose

The purpose of this document is to clarify and supplement the AGLC, and to explain the editing practices of the *UNSW Law Journal*. This document should be as consistent with the AGLC as possible, only making additions or amendments where absolutely necessary.

Underlying Principles

1. **Clarity and accuracy.** Citations should allow the reader to identify and locate the source as easily as possible. Citations should also make clear how the source has been used.
2. **Consistency.** Consistency should be maintained, especially for decisions which might otherwise be categorised as arbitrary, such as rules of spelling or typography.
3. **Simplicity and efficiency.** Plain language is to be preferred. Language should be no more esoteric than is reasonably necessary.
4. **Aesthetic appeal.** Where one alternative in a typographical matter is more pleasing to the eye, it is to be preferred.

If an issue is not covered by a specific rule, use common sense, and provide as much information as is necessary for ease of retrieval.

1.1 General Format of Footnotes

1.1.5 Referring to Following Pages

RULE: When an author wants to refer to a particular page number in a cited work and the following pages of the article, section or chapter, they may use ‘ff’.

EXAMPLE: Friedrich Juenger, ‘Tort Choice of Law in a Federal System’ (1997) 19 *Sydney Law Review* 529, 540 ff

1.4 Subsequent References

1.4.1 Ibid

RULE: ‘Ibid’ can never be used for legislation (the full Act name and citation must be given in every footnote referring to it). This overrides AGLC rule 3.9.1.

1.4.2 Referring to More Than One Work by the Same Author

RULE: Where more than one work by the same author is cited in an article, above n references for each of the author's works should read:

- **Articles:** Author's family name, 'Abbreviated title of work', above n x, pinpoint.
- **Books:** Author's family name, *Abbreviated title of work*, above n x, pinpoint.

NOTE: The formatting of the abbreviated title should match that of the source title in its initial citation. For example, book titles should be italicised, and titles of journal articles should be enclosed in single quotation marks.

NOTE: When abbreviating source titles for above n references under this Additions rule, a formal short title under AGLC rule 1.4.3 is not required to be added to the first citation of the source. This does not prevent a short title from being added for any other reason: cf AGLC rule 1.4.3.

1.4.4 Referencing within a Footnote

RULE: When referencing any discursive text that appears in the footnotes, the reference should appear after the text, immediately following a colon.

EXAMPLE: 'There is some judicial support for the argument that a reputation as a fraudster would fall outside the scope of the offence': *Dias v O'Sullivan* [1949] SASR 195, 204.

1.5 Quotations

1.5.4 Punctuation within Quotations

RULE: When a quotation ends in a question mark or exclamation mark, the punctuation mark is included in the quotation. When it ends in any other mark, such as a full stop or comma, the punctuation is omitted from the quotation.

EXAMPLES:

- According to Tilbury the question is: 'Must causation be a real limitation on the recovery of compensation in equity?'
- Justice Dawson opined that 'aboriginal title is neither a personal nor proprietary right'.

1.5.7 Editing Quotations

RULE: Punctuation in quotations should adhere to AGLC style. In quotations, it is necessary to make the following changes to punctuation:

- Change hyphens, en-dashes and em-dashes (AGLC rule 1.5.4);
- Omit full stops from acronyms (AGLC rule 1.5.4);
- Change quotation marks (AGLC rule 1.5.3);
- Italicise case names, statute titles, treaty titles and titles of sources (AGLC rule 1.5.7);
- Remove commas in numbers in quotations: 1,000,000 to 1 000 000 (see AGLC rule 1.12.1), but do **not** write numbers under 10 in words (this is an Additions rule);
- Amend superscripts (eg, change ‘19th’ to ‘19th’) (this is an Additions rule).

RULE: To remove letters from a word in a quotation, replace the whole word in square brackets.

EXAMPLE: To change ‘decides’ to ‘decide’, use ‘[decide]’ [**Not:** ‘decide[]’].

1.5.9 Order of Indicators at the End of Footnotes

NOTE: See the example in footnote 16 in AGLC rule 1.5.9, demonstrating that the order is: (emphasis in original) (citations omitted).

1.6 Punctuation

1.6.1 Full Stops

RULE: Full stops should only have single spaces after them.

1.6.3 Dashes

RULE: Em-dashes should not be used. En-dashes should be used to indicate an interruption within a sentence or in place of a colon. En-dashes should also be used to indicate a span between numbers. This overrides AGLC rule 1.6.3.

1.7 Capitalisation

1.7.1 Capitalisation Examples

RULE: The following words should generally be capitalised:

- Part (when the author refers to other sections of his/her own article eg, Part III).
- The name of any institution, when referred to in its specific sense (if used in its generic sense, use lower case). For example:

In a specific sense – ‘the High Court interpreted section 51 of the Constitution ...’

In a generic sense – ‘if we compare interpretations by high courts in countries with written constitutions with those without written constitutions ...’

There are specific capitalisation requirements for the following words:

- **Minister, member or senator:** These are not capitalised unless they refer to a specific person, or in the case of a minister, to a specific portfolio. For example, ‘Senator Stott Despoja said ...’ or ‘the Minister for Foreign Affairs’.
- **House:** ‘House’ is capitalised when referring to the House of Representatives, the House of Commons or the House of Lords. Often, an author will abbreviate the House of Representatives to just ‘the House’, and this should be capitalised (similarly, ‘Houses’ when referring to the Senate and the House of Representatives). ‘The Lower House’ and ‘the Upper House’ should be capitalised when used interchangeably with ‘the House of Representatives’ and ‘the Senate’. When talking generically about bicameral legislatures, ‘house’ is not capitalised, nor is it capitalised in the terms ‘people’s house’, ‘States’ house’ or ‘house of review’.
- **Federation:** Capitalise only when referring to the event that took place in 1901. So, it is the ‘centenary of Federation’, but Australia ‘is a federation of States’. (Note that in ‘centenary of Federation’, ‘centenary’ is not capitalised).
- **Government:** Capitalise when referring to a specific government in power at a particular time. For example, the Hawke Government or the Howard Government. ‘Federal Government’ or just ‘Government’ are capitalised when used interchangeably with a specific (named) government. All other uses of ‘government’ (including ‘the federal government’) are not capitalised.
- **Parliament:** Always capitalise, unless ‘parliaments’ are referred to in a general sense. Also capitalise ‘Members of Parliament’.

1.7.2 Capitalisation of Subheadings in Cited Materials

RULE: The first word in a subheading of a title in any cited material should be capitalised, even if it is an article, conjunction or preposition.

EXAMPLE: Gene Rowe and Lynn J Frewer, ‘Public Participation Methods: A Framework for Evaluation’ (2000) 25 *Science, Technology & Human Values* 3.

1.7.3 Capitalisation of Hyphenated Words of Titles of Cited Materials

RULE: In titles of cited materials, where two or more parts of a compound word are separated by a hyphen or hyphens, each part should be capitalised (eg, ‘Decision-Maker’, not ‘Decision-maker’). Where a word is modified by a hyphenated prefix, only the first letter should be capitalised (eg, ‘Re-enact’, not ‘Re-Enact’).

NOTE: Consult the *Macquarie Dictionary* to determine whether a compound or modified word should be hyphenated at all. If the *Macquarie Dictionary* yields an odd result, it will be up to the discretion of the Issue Editor to determine whether the *Macquarie Dictionary* is to be departed from.

1.7.4 Capitalisation of Parts of Speech

RULE: In accordance with AGLC rule 1.7, all words in a title except articles, conjunctions and prepositions should be capitalised.

However, ‘to’ is never capitalised unless it is the first word in the title or subheading of the title. This overrides AGLC rule 1.7 to the extent of any inconsistency.

EXAMPLE: Jason Bosland and Jonathan Gill, ‘The Principle of Open Justice and the Judicial Duty to Give Public Reasons’ (2014) 38 *Melbourne University Law Review* 482.

EXAMPLE: The following table lists examples of parts of speech that *should not* be capitalised.

Article	Conjunction	Preposition
the	and	on
a	but	with
an	or	before, around, under, etc
		to (whether as a preposition or as part of an infinitive)

The following words are commonly mistaken as words that should not be capitalised, but they *should* be capitalised.

Pronouns	Verbs
It / Its	Is / Was
His / Him / He	Are / Were
Hers / Her / She	Be
They / Their	

1.8 Italicisation

1.8.2 Italicisation of Source Titles

RULE: All case names, statute titles, treaty titles and titles of other materials that should be italicised according to the rules in the AGLC and the Additions should appear in italics, even if they appear in a heading or title that is already italicised.

EXAMPLE:

K Barker, Warren Swain and Ross Grantham (eds), *The Law of Misstatements: 50 Years on from Hedley Byrne v Heller* (Hart Publishing, 2015).

EXAMPLE:

2 *The History of the Statute of Frauds*

1.15 Headings

RULE: Headings in the *UNSW Law Journal* should be consistent with the *UNSW Law Journal* Style Guide (see page 17 below). This overrides AGLC rule 1.15. Note in particular that small and large capitals are never used for headings or the author’s name.

1.17 Abbreviations

1.17.1 General Rules on Abbreviations

In general, abbreviations should not be used in the text of an article unless first written out in full. However, the following abbreviations are acceptable:

Business Corporations and Firms (see AGLC rule 2.1.2)	Company	Co
	Limited	Ltd
	Proprietary Limited	Pty Ltd
	Incorporated	Inc
Common Latin Phrases (see Additions rule 1.17.5)	<i>et cetera</i>	etc
	For example/exempli gratia	eg
	id est	ie
Titles and Postnominals	Justice of the Peace	JP
	Justice/Justices	J/JJ
	President (Court of Appeal – Vic, NSW, Qld and Canada)	P
	Queen’s Counsel, Senior Counsel	QC, SC
Units	Centimetre, metre, kilometre	cm, m, km

In discursive footnotes, authors may choose to use any of the abbreviations in the following table.

NOTE: This rule does not require the following terms to be automatically abbreviated in footnotes.

and following, et sequentes	et seq
and others, et alii	et al
appendix	app
approximately, about, circa	c
article/articles (of legislation, a Constitution)	art/arts
at the same page, in the same chapter or book, ibidem	ibid (but not id)
Australian Capital Territory	ACT
chapter/chapters	ch/chs
clause/clauses	cl/cll

compare with	cf
division	div
edition/editions	ed/eds
following	ff
New South Wales	NSW
Northern Territory	NT
note/notes (reference to a footnote or endnote within an article)	n/nn
number	no
Number (of an Act)	No
page/pages	p/pp
paragraph/paragraphs	para/paras
part/parts	pt/pts
regulation/regulations	reg/regs
rule/rules	r/rr
schedule	sch
South Australia	SA
supplement/supplements	supp/supps
volume/volumes	vol/vols
Western Australia	WA

NOTE: Refer to the following AGLC rules:

- 1.13.3 Decades and Centuries
- 1.14.1 General Rule [Individuals and Authors]
- 2.1 Case Name
- 2.3.2 Abbreviations for Report Series (see also the Appendix)
- 2.9.1 Judicial Officers
- 3.1.3 Jurisdiction
- 3.1.4 Pinpoint References [Statutes]
- 3.3.2 Pinpoint Reference [Delegated Legislation]
- 3.9.1 Legislative Materials in Their Entirety
- 7.4 Treaty Series
- 7.6 Subsequent References [Treaties]
- 8.2.3 Resolution or Decision Number [United Nations Materials]
- 8.2.4 Official Records [United Nations Materials]
- 8.2.10 UN Document Number

1.17.2 Abbreviations at the Start of Sentences in Footnotes

RULE: Abbreviations in footnotes should not be used at the start of a sentence, except for initialisms (such as NSW, SA, WA and ACT).

EXAMPLES: ‘NSW took a different legislative approach’. ‘Section 5 of the Act applied’.

1.17.3 Abbreviating Names of Institutions

RULE: Institutional bodies should be abbreviated in parentheses immediately following the first use of the term, surrounded by single quotation marks. ‘The’ should never be used in an abbreviation.

Names of institutions should be capitalised in the same way that the institution itself capitalises its name:

EXAMPLE: ... the Independent Commission Against Corruption (‘ICAC’).

RULE: Where an institution is the author of a source, do not use its abbreviated name when crediting it in a citation as the author of the source. For example, cite a report by ICAC as: ‘Independent Commission Against Corruption, *Report ...*’ **not** ‘ICAC, *Report ...*’.

1.17.4 Abbreviating Names of Judges Writing Curially

RULE: Members of the Judiciary may be referred to by their abbreviated title (eg, Gaudron J) every time they are cited. This is so even if it is being used to start a sentence or to indicate the possessive (eg, ‘Gaudron J’s opinion ...’; ‘McLelland CJ at CL said ...’).

1.17.5 ‘Eg’ and ‘ie’

RULE: ‘Eg’ and ‘ie’ may be used in the text of an article, as well as in the footnotes. Wherever ‘ie’ or ‘eg’ are used, they should always be followed by a comma. However, ‘eg’ and ‘ie’ should never be used at the start of a sentence (see Additions rule 1.17.2).

NOTE: Where the author has used ‘eg’, it does not need to be changed to ‘for example’ (unless it is used at the start of a sentence). Where the author has used ‘for example’, it does not need to be changed to ‘eg’.

1.17.6 Time

RULE: Time should be written in 12-hour time, with the hours and minutes separated by a full stop and no space before ‘am’ or ‘pm’.

EXAMPLE: 7.00pm, 8.30am, NOT 7:30 pm, 14:15.

1.17.7 Abbreviating Case Names

NOTES:

- Short titles for case names may be used where they assist the reader. For example, a short title would not be given for a case name that is brief and easy to read (eg, *Raymond v Honey*), or where a case is only referred to once in the article.
- After a short title has been given, the case should from then on be referred to by its abbreviated, italicised name.
- It is only necessary to footnote the case again when the author quotes directly from or paraphrases the case or refers the reader to a particular page or section, in which case the relevant footnote should include the abbreviated case name, the citation and a pinpoint reference, eg: *Leech* [1993] 4 All ER 539, 552.

1.18 References to Current Article

RULE: Where the author references their own article, it should be referred to as an ‘article’ not, for example, as a ‘paper’.

EXAMPLE: ‘This article will argue...’ *not* ‘This paper will argue...’

RULE: Where the author references a part of the current article, it should appear in the following form: Part III(A).

EXAMPLE: ‘The legal test for necessity will be set out in Part II(B)(1)(b).’

RULE: When referring discursively to anything lower than a part of the article, refer to it as a ‘section’ of the article. Do not use ‘sub part’ or ‘sub sub part’.

2.1 Case Name

2.1.16 Deceased

RULE: In case names, write (*deceased*) out in full.

2.3 Law Report Series

2.3.1 Official and Unofficial Report Series

RULE: Report series are to be preferred in this order:

1. Official (authorised) report series
2. Generalist unofficial report series
3. Subject-specific unofficial report series, eg, the Australian Torts Reporter
4. Medium-neutral/unreported citations (these are court-specific reports)

NOTE: You are required to change the report series to one higher up on this list, if the case appears in more than one report series. Note that this means the pinpoint reference will be different; please ensure the pinpoint reference is changed as well as the series.

The official report series are listed at AGLC rule 2.3.2 and include:

- Commonwealth Law Reports (CLR)
- Federal Court Reports (FCR)
- New South Wales Law Reports (NSWLR)
- Victorian Reports (VR)
- Queen’s Bench (QB)
- Law Reports, Appeal Cases (AC)

The unofficial report series include:

- Australian Law Reports (ALR)
- Australian Law Journal Reports (ALJR)
- Federal Law Reports (FLR)
- Family Law Cases (FLC)

Medium neutral citations are dealt with by AGLC rule 2.8 and include:

- High Court of Australia (HCA)
- Federal Court of Australia (FCA)
- Supreme Court of New South Wales (NSWSC)
- New South Wales Court of Appeal (NSWCA)
- New South Wales Industrial Relations Commission (NSWIRComm)
- Western Australian Supreme Court (WASC)
- Supreme Court of Victoria (VSC)
- Supreme Court of Victoria Court of Appeal (VSCA)
- Supreme Court of Tasmania (TASSC)
- Supreme Court of South Australia (SASC)
- Queensland Supreme Court (QSC)
- Queensland Court of Appeal (QCA)
- Queensland Industrial Relations Commission (QIRComm)
- Queensland Industrial Court (QIC)

2.8.1 Decisions with a Medium Neutral Citation

RULE: The date of decision does not need to be included for Unreported Decisions with a Medium Neutral Citation. This overrides AGLC rule 2.8.1.

EXAMPLE: *Quarmby v Keating* [2009] TASSC 80, [11].

2.9.1.1 Identifying Judicial Officers

RULE: Instead of ‘where appropriate’, pinpoints should always be followed by the name of the judicial officer (or ‘The Court’ for unanimous decisions).

If the identity of the judicial officer is clear from the text, there is no need to include their name after the pinpoint in the citation. For example, if the paragraph of the article being footnoted starts with ‘As Kirby J said in dissent ...’, there is no need to include ‘(Kirby J)’.

2.11 Quasi-Judicial Decisions

2.11.1 Tribunal Decisions

RULE: When citing tribunal decisions in medium neutral form, omit the full date. This overrules AGLC rule 2.11.1, and is consistent with Additions rule 2.8.1.

2.11.3 Tribunal Decisions – Material Not Available to the Public

NOTE: If the material from a tribunal is not available to the public (such as the determinations of the Victim’s Compensation Tribunal), include as much information as possible to enable readers to identify the source.

EXAMPLE: New South Wales Victims of Crime Compensation Tribunal, Notice of Determination: File Ref 73123, 15 February 2002. Copy consulted by the author with the permission of Valerie Linow.

3.1 Statutes

3.1.4 Pinpoint Reference

Abbreviations for pinpoint references to an Act (eg, s 245, pt 3, ch 13, art 33) or other instruments should only be used in footnotes, not in the text. Such abbreviations also cannot be used where the word appears at the start of a sentence.

In the body of the text, pinpoint references should be written out in full (eg, section 245, part 3, chapter 13, article 33). Pinpoint references should *not* be capitalised (the following are incorrect: eg, Section 245, Part 3, Chapter 13, Article 33).

3.2 Constitutions

Additional Note: When referring to chapters of the *Australian Constitution*, the full word Chapter (with a capital ‘C’) is to be used.

EXAMPLE: ‘Gaudron J referred to Chapter III of the *Australian Constitution*’.

3.2.1 Constitutional Alterations

RULE: Constitutional alterations should be cited as follows:

Constitutional alterations that have passed are cited in the same way as any Commonwealth Act of Parliament in AGLC 3.1:

Example	<i>Constitution Alteration</i>	<i>(Retirement of Judges)</i>	1977	(Cth)
Rule	<i>Constitution Alteration</i>	<i>(Title)</i>	<i>Year</i>	(Jurisdiction)

Constitutional alterations that were not passed are cited as follows:

Example	Constitution Alteration	(Preamble)	1999	(Cth)
Rule	Constitution Alteration	(Title)	Year	(Jurisdiction)

The word ‘Bill’ is *not* to be used when citing constitutional alterations.

6.5 Newspaper Articles

6.5.1 Printed Newspapers

RULE: A printed article does not need to be cited in preference to the electronic version. This rule overrides AGLC rule 6.5.3 that says ‘[e]lectronic newspapers should only be cited where an identical printed edition (of the newspaper or the article cited) does not exist.’

An author may cite either the electronic newspaper or the printed newspaper.

6.5.3 Electronic News Websites

RULE: Online news websites that are not blogs are to be regarded as electronic newspapers. A printed version of the website is not required. Blogs are to be cited in accordance with AGLC rule 6.15.7.

6.9 Working Papers and Similar Documents of Various Bodies

This rule applies to publications released by institutions of a similar nature to reports, discussion papers, and working papers. For documents that do not fall within this rule, see AGLC rule 6.15.

6.9.1 AGLC Rule 6.9 for Miscellaneous Documents

RULE: AGLC rule 6.9 operates as a catch-all and should be used when the source cannot fit in another category. In these cases, the rule should be adapted as necessary to respond to the relevant information (or absence of it). For example, a report, a report authored by an organisation, an agreement and ABS statistics may appear as follows:

Example	Andrew Markus,	‘Mapping Social Cohesion: The Scanlon Foundation Surveys 2014’	(Report		, Scanlon Foundation	, 2014)	
	Administrative Review Council,	‘Report to the Attorney-General: Rule Making by Commonwealth Agencies’	(Report	No 35		, 25 March 1992)	12–16
	Council of Australian Governments,	‘Food Regulation Agreement’	(Intergovernmental Agreement			, 3 July 2008)	cl 10
	Australian Bureau of Statistics,	‘Labour Force, Australia’	(Publication	No 6202.0		, February 2015)	39
Rule	Author/ Parties,	‘Title’	(Document Type	No	, Institution Name	, Full Date)	Pinpoint

6.9.2 Specific Paper Series

RULE: If the working paper is from a particular series, cite the series.

EXAMPLE: Philip Alston and Joseph Weiler, ‘An “Ever Closer Union” in Need of a Human Rights Policy: The European Union and Human Rights’ (Jean Monnet Working Paper No 1/99, Harvard Law School, 1999).

6.15 Internet Materials

6.15.8 Priority

RULE: A source should be cited as an internet material in accordance with AGLC rule 6.15 only if it cannot be cited in accordance with any other rule, including AGLC rule 6.9.

6.17 Material on File

Occasionally material cited may be confidential, unpublished, or otherwise difficult for the public to access.

RULE: Fill in as much material as possible and accompany the citation with ‘(copy on file with author)’.

6.18 Unpublished Manuscripts

6.18.1 To Be Published in a Journal

RULE: The work should be cited as a journal article, with ‘forthcoming’ in place of the volume number. This overrides AGLC rule 4.6.

Example	Michael Whincop,	‘Contracting around the Conflict Rule’	(2002)	forthcoming	<i>Journal of Corporate Law Studies</i>
Rule	Author	‘Working Title’	(Year)	forthcoming	<i>Journal</i>

Where the author refers to a particular page, the following format should be adopted:

Example	Sanford M Jacoby,	‘Corporate Governance’	(2001)	forthcoming	<i>Comparative Labor Law and Policy Journal</i>	(copy on file with author)	20
Rule	Author	‘Working Title’	(Year)	forthcoming	<i>Journal</i>	(copy on file with author)	Pinpoint

6.18.2 Other Manuscripts

For manuscripts where it is not known where the paper is to be published, cite as follows:

Example	Yun Park et al,	'Executive Pay Practices of Firms with Dominant Shareholder CEOs'	(2002)	(unpublished, copy on file with author)	8
Rule	Author	'Title'	(Year)	(unpublished, copy on file with author)	Pinpoint

6.20 Patents and Trademarks

Patents and Trademarks may be cited as follows:

Example	Yoshito Kishi et al,	‘Synthesis of Halichondrin B and Norhalichondrin B’	(United States)	Patent No 5,338,865	, published on 16 August 1994	, assigned to President and Fellows of Harvard College)	
Example	Yongbo Hu,	‘Halichondrin B Analogs’	(United States)	Patent No 8,598,373 B2	, published on 3 December 2013	, assigned to Eisai R&D Management Co Ltd)	24
Example	Peter T Northcote et al,	‘Bioactive Compound’	(United States)	Patent No 6,790,862 B2	, published on 14 September 2004	, assigned to Victoria Link Ltd)	
Rule	Inventor ,	‘Title’	(Country)	Patent No	, published on	, assigned to) Pinpoint

NOTE: In the ‘Patent No’ category, include commas if necessary to locate the patent using the relevant jurisdiction's search function.

NOTE: A patent may be issued before it is published, meaning in some instances, there will be an issuing date and a publication date. Although the legally relevant date for a patent is the date of issue, not the date of publication, the issuing date should never be included and the publication date should always be included. This is because the issuing date does not appear on the patent itself.

NOTE: Omit the ‘assigned to’ category if the patent has not been assigned.

UNSW LAW JOURNAL STYLE GUIDE

Styles

The following styles should be used in formatting *UNSW Law Journal* articles.

Style	Details	Notes
ARTICLE TITLE	Centred, Times New Roman, bold, all caps, 12 pt	Used only for title of the article. Should be followed by a two-line gap.
AUTHOR NAME	Centred, Times New Roman, all caps, 10 pt.	Author Name. Should be followed by a two line gap. A footnote after the authors name can be used to provide biographical details. Should use “*” for first author, “**” for second author etc.
I HEADING LEVEL 1	Centred, Times New Roman, bold, all caps, 12 pt	Heading Level 1 uses roman numerals (I, II, III, IV etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
A Heading Level 2	Centred, Times New Roman, bold, sentence case, 12 pt	Heading Level 2 uses upper case letters (A, B, C, D etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
1 Heading Level 3	Left aligned, Times New Roman, bold, italics, sentence case, 12 pt	Heading Level 3 uses numbers (1, 2, 3, 4 etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
(a) Heading Level 4	Left aligned, Times New Roman, italics, sentence case, 12 pt	Heading Level 4 uses lower case letters ((a), (b), (c), (d) etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
(i) Heading Level 5	Left aligned, Times New Roman, italics, sentence case, 12 pt	Heading Level 5 uses lower case roman numerals ((i), (ii), (iii), (iv) etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
Body Text	Justified, Times New Roman, sentence case, 12 pt, single spaced	A single line space should separate each paragraph.
Block Quotes	Justified, Times New Roman, sentence case, 11pt, single spaced Indented: 1cm.	Block quotes are separated by a single line space before and after.
Footnotes	Left aligned, Times New Roman, sentence case, 10pt, single spaced, Indented: Hanging 1cm.	Each footnote should be separated from the number by a tab space.
Bulleted List	Justified, Times New Roman,	There is no paragraph spacing between

	sentence case, 12 pt, single spaced, Indented: Hanging 1 cm.	items.
Numbered List	Justified, Times New Roman, sentence case, 12 pt, single spaced, Indented: Hanging 1 cm.	There is no paragraph spacing between items.
Alpha List	Justified, Times New Roman, sentence case, 12 pt, single spaced, Indented: Hanging 1 cm.	There is no paragraph spacing between items.
Table Heading	Left aligned, Arial Narrow, sentence case, bold, 10 pt, single spaced	
Table Body	Left aligned, Arial Narrow, sentence case, 9 pt, single spaced	
Figure/Table Caption	Left aligned, Arial Narrow, sentence case, 10 pt, single spaced	

Margins

The Margins should be set as follows.

- Left: – 3.17
- Right: – 3.17
- Header: – 1.25
- Footer: – 1.25
- Top: – 2.54
- Bottom: – 2.54

Hyperlinks

All hyperlinks (including field codes) should be removed from the document before editing commences.

For PC users:

Click in the main body of the article > ctr+A > ctr+SHIFT+F9

Click in the footnotes > ctr+A > ctr+SHIFT+F9

For Mac users:

Click in the main body of the article > command+A > command+6

Click in the footnotes > command+A > command+6