



## **ADDITIONS AND STYLE GUIDE**

<b>Additions to the AGLC</b>	<b>1</b>
<b>UNSW Law Journal Style Guide</b>	<b>14</b>
<b>Journal Editing Guide</b>	<b>16</b>
<b>Appendix I: DOI Reference Linking Manual</b>	<b>32</b>
<b>Appendix II: International Sources Guide</b>	<b>35</b>

As at 3 January 2022

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

## ADDITIONS TO THE AGLC (4<sup>TH</sup> 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

---

#### 1.1.8 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(4) *Sydney Law Review* 529, 540 ff.

### 1.4 Subsequent References

---

**NOTE:** It is only necessary to footnote a case or statute again when the author quotes directly from or paraphrases the source or refers the reader to a particular page or section. That is, once a case or statute has been introduced in full, subsequent references to the case in general do not require a footnote.

#### 1.4.2 References within a Text

**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’.

#### 1.4.3 Ibid

**NOTE:** Despite Additions rule 1.4.1, ‘ibid’ may still be used in relation to all materials cited under AGLC Part II (Domestic Sources).

#### 1.4.4 Short Titles

**NOTE:**

- In accordance with AGLC rule 2.1.14, short titles for case names may be used where they are referred to more than once. A short title would not be given for a name that is brief and easy to read (eg, *Dog Act*), or where a case is only referred to once in the article.
- After a short title has been given, the source should from then on be referred to by its abbreviated name.
- Short titles may be provided and used in subsequent references for statutes, delegated legislation and bills, but not for other legislative materials. See Additions rule 3.5.

### 1.5 Quotations

---

#### 1.5.1 General Rule

**NOTE:** In quotations, it is necessary to make the following changes:

- Change hyphens, en-dashes and em-dashes (AGLC rule 1.5.1, Additions rule 1.6.3);
- Omit full stops from acronyms, abbreviations, initials and heading numbers and letters (AGLC rule 1.6.1);
- Change quotation marks (AGLC rule 1.5.1);
- Change capitalisation of the first letter (AGLC rule 1.5.2).
- Italicise case names, statute titles, treaty titles and titles of other sources (AGLC rules 1.5.1, 1.8.2);
- Numbers should be changed in accordance with AGLC rule 1.10.1. This includes amending superscripts (eg, change ‘19<sup>th</sup>’ to ‘19<sup>th</sup>’) and replacing spaces with commas in numbers (eg, change 1 000 000 to 1,000,000). Do **not** edit numbers in quotations under 10 into words (this is an Additions rule).

**NOTE:** Other than as provided above, spelling and capitalisation in quotations should generally not be changed (eg, American spelling should not be changed).

**RULE:** When a long quotation appears in a footnote, the citation to the source should appear on the line directly following the quotation. The citation should not precede the quotation. This partially overrides AGLC rule 1.5.1.

#### 1.5.4 Editing Quotations

**RULE:** To remove letters from a word in a quotation, replace the whole word in square brackets (see also AGLC rule 1.6.5).

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

### 1.5.6 Closing Punctuation

**RULE:** When a quotation ends in a question mark or exclamation mark, the punctuation mark is always included in the quotation. This partially overrides AGLC rule 1.5.6.

**EXAMPLE:**

According to Tilbury the question is: ‘Must causation be a real limitation on the recovery of compensation in equity?’

### 1.5.7 Omitting Citations and Adding Emphasis

**NOTE:** See the example in footnote 128 in AGLC rule 1.5.7, demonstrating that the order is: (emphasis in original) (citations omitted).

## 1.6 Punctuation

---

### 1.6.1 Full Stops

**RULE:** Full stops should only be followed by a single space.

### 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, and on both sides of a parenthetical remark or apposition. En-dashes should also be used to indicate a span between numbers. This partially 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 their 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:** Use an initial capital for the word ‘government’ if it is part of a formal name, for example, Australian Government, Victorian Government or the Hawke Government. Use lowercase for all other uses of ‘government’, for example, ‘the Australian and New Zealand governments’, ‘the governments of South Australia and Tasmania’ and ‘roads are maintained by local governments’.
- **Parliament:** Always capitalise, unless ‘parliaments’ are referred to in a general sense. Also capitalise ‘Members of Parliament’.
- **State(s):** In a public international law context, the word ‘State(s)’ should be capitalised, eg, when referring to contracting State(s) to a treaty. All other usages should follow AGLC rule 1.7.

### 1.7.2 Capitalisation in Headings and Titles of Cited Materials

These notes apply to all text that should appear in title case. This includes Heading Levels 1–4 of the *UNSW Law Journal Style Guide* (see page 14 below), and titles of cited materials.

**NOTE:** The first word in a subheading should be capitalised, even if it is an article, conjunction or preposition (AGLC rule 1.7).

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

#### 1.7.2.1 Hyphenated Words

**NOTE:** 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’) (AGLC rule 1.7). 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. Editors may also consult the *Oxford Dictionary* if a result is not available in the *Macquarie Dictionary*.

#### 1.7.2.2 Parts of Speech

**NOTE:** All words in the heading or title except articles, conjunctions and prepositions should be capitalised (AGLC rule 1.7).

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 table includes parts of speech that *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 are not italicised in the original source. This applies even where the material appears in a heading, title, or citation which is already italicised. This partially overrides AGLC rule 4.2.

**EXAMPLE:**

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

[in heading]

2 *The History of the Statute of Frauds*

[in title]

**DOES THE *VOLUNTARY ASSISTED DYING ACT 2017* (VIC) REFLECT ITS STATED POLICY GOALS?**

[in abstract] *This article explores an ancient tale of customary public rights that starts and ends with the landmark decision of Brown v Tasmania. In Brown, Australia’s highest court recognised a public right to protest in forests.*

## 1.9 Spelling and Grammar

---

### 1.9.3 Inclusive Language

**RULE:** The neutral singular pronoun ‘they’ (and derivative forms ‘their’ and ‘them’) should be used in preference to ‘he or she’, ‘she or he’, or their derivatives.

**NOTE:** It may be appropriate to retain gender-specific language where they accurately convey the intended meaning in the context, or the author has done so with intent and their rationale is appropriate. Terms used in quotations should not be changed.

## 1.11 Dates and Time

---

### 1.11.2 Time

**RULE:** Time should be written in 12-hour time. This partially overrides AGLC rule 1.11.2.

**EXAMPLE:** 7pm, 8:30am [**Not:** 19:00, 08:30].

## 1.12 Headings

---

**RULE:** Headings in the *UNSW Law Journal* should be consistent with the *UNSW Law Journal* Style Guide (see page 14 below). This overrides AGLC rule 1.12. Note in particular that small and large capitals are never used for headings or authors’ names.

## 1.14 Abbreviations

---

### 1.14.1 General Rule 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 1.14.5)	<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

**NOTE:** In the text of an article and in discursive footnotes, the names of the States and Territories of Australia must be written out in full and an abbreviation introduced in the following form (see AGLC rule 3.1.3):

Jurisdiction	Abbreviation
Commonwealth	Cth
Australian Capital Territory	ACT
New South Wales	NSW
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

#### 1.14.2 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 where they have previously been introduced in full).

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

#### 1.14.3 Abbreviating Names of Institutions

**RULE:** In accordance with AGLC rule 1.4.5, 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 ...*’. The full name should also be used for subsequent references.

#### 1.14.4 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 ...’).

#### 1.14.5 ‘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 1.14.2).

**NOTE:** In the text of an article, 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’.

**NOTE:** In footnotes, the introductory signal, ‘See, eg,’ can never appear as ‘See, for example’ (see AGLC rule 1.2).

## **2.1 Case Name**

---

### **2.1.16 Deceased**

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

## **2.2 Reported Decisions**

---

### **2.2.2 Law Report Series**

**NOTE:** You are required to change the report series to one higher up on the list provided in AGLC rule 2.2.2, 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 authorised report series are listed at AGLC rule 2.2.3 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 unauthorised 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 2.3.1 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)

## 2.6 Quasi-Judicial Decisions

---

### 2.6.3 Administrative Decisions – Material Not Available to the Public

**NOTE:** If the material from an administrative decision or determination (including those of tribunals) 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 References

**RULE:** Abbreviations for pinpoint references to a statute (eg, s 245, pt 3, ch 13, art 33) or other legislative material should not be used in the text of an article or in the discursive text of a footnote. Pinpoint references should be written out in full discursively (eg, section 245, part 3, chapter 13, article 33). This partially overrides AGLC rule 3.1.4.

**NOTE:** Pinpoint references should *not* be capitalised [**Not:** Section 245, Part 3, Chapter 13, Article 33] unless they appear at the start of a sentence. Exception to this rule are chapters of the *Australian Constitution*. See Additions rule 3.6.

**EXAMPLE:** [in footnote] However, laws that apply only to residents of one State may infringe upon the guarantee in section 117 of the *Constitution*, unless a relevant exception applies.

[in text] Schedule 1 of the *Acts Interpretation Act 1954* (Qld) provides the definition of ‘public sector unit’.

## 3.5 Legislative Materials – Short Title and Subsequent References

---

**RULE:** A shortened title may be provided and used in subsequent references in accordance with AGLC rule 1.4.1 for a statute, bill or piece of delegated legislation. The **full title** for the *Australian Constitution*, Explanatory Memoranda, Statements and Notes, legislative history or quasi-legislative material must be used in subsequent references.

## 3.6 Australian Constitutions

---

**RULE:** 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*’.

### 3.6.1 Constitutional Alterations

**RULE:** Constitutional alterations should be cited as follows. For:

- constitutional alterations that have passed,

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

- constitutional alterations that were not passed,

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

The words ‘Act’ or ‘Bill’ are *not* to be used when citing constitutional alterations.

#### **4.4 Uniform Resource Locator (‘URL’)**

---

##### 4.4.1 Digital Object Identifier (‘DOI’)

**RULE:** Where editors are citing a source that has a DOI reference, the DOI must be added to the end of the citation in point brackets (<>). This is most relevant for journal articles, but editors should check every published source at the P1 stage to see if a DOI is available.

- In order to locate the DOI, access this link: <https://apps.crossref.org/SimpleTextQuery>. Then copy and paste the full AGLC citation of the sources into the text box and click ‘submit’ to retrieve the DOI. You may also locate the DOI when you are finding the source from an online repository, eg, Taylor & Francis, SAGE etc.
- If no DOI is available, proceed with the standard AGLC citation.
- For more information and examples, see Appendix II.
- **NOTE:** hyperlinks must be removed.

#### **4.5 Archived Sources**

---

**NOTE:** When using an archived link from ‘Wayback Machine’, ie, because the original link is now invalid or it is important to refer to the webpage at a point in time, eg, for COVID-19 statistics, the archived link should be used instead of the original website link. In these instances there is no need to use the phrase ‘archived at’.

**EXAMPLE:** For example, the city of Melbourne entered a multi-week Stage IV lockdown on 2 August 2020: ‘Victoria’s Restriction Level’, *Victoria State Government Health and Human Services* (Web Page, 20 August 2020)  
<<https://web.archive.org/web/20200820150953/https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>>.

## 7.1 Reports and Similar Documents

---

**NOTE:** Where possible, the AGLC distinctions in Chapter 7 should be followed. Use rule 7.1 for sources that are clearly identified as reports.

## 7.2 Research Papers, Theses and Similar Documents

---

### 7.2.1 General Rule

**RULE:** Where a source does not neatly fit into any of the Chapter 7 categories, AGLC rule 7.2.1 operates as a catch-all. In these cases, the rule should be adapted as necessary to respond to the relevant information (or absence of it). For internet materials, use AGLC rule 7.15.

	Council of Australian Governments,	‘Food Regulation Agreement’	(Intergovernmental Agreement			, 3 July 2008)	cl 10
Rule	Author/ Parties,	‘Title’	(Document Type/Series	No	, Institution /Forum Name	, Full Date)	Pinpoint

## 7.11 Newspaper Articles

---

### 7.11.1 Printed Newspapers

**NOTE:** A printed newspaper article does not need to be cited in preference to the electronic version. An author may cite either the electronic newspaper or the printed newspaper.

### 7.11.2 Electronic News Websites

**RULE:** Online news websites that are not blogs are to be regarded as electronic newspapers. Blogs are to be cited in accordance with AGLC rule 7.15.

## 7.13 Interviews and Similar Formats

---

### 7.13.1 Interviews with Multiple Interviewees

**RULE:** Where interviews involve two or more interviewees in the same interview, the first citation should be in the following format (per AGLC Rule 7.13):

- Interview with Name of Interviewee/s (Name of Interviewer, Forum or Form of Interview, Full Date).

**EXAMPLE:** Interview with Louise Petschler, General Manager Advocacy, Australian Institute of Company Directors and Christian Gergis, Head of Policy, Australian Institute of Company Directors (Ian Ramsay, 5 May 2020).

**RULE:** For subsequent references, where it is clear that a proposition should be attributed to a specific interviewee, the citation should be in the following format:

Last Name of Relevant Interviewee, Interview with Last Name of Interviewee/s (n X) pinpoint reference.

**EXAMPLE:** Petschler, Interview with Petschler and Gergis (n 109) 5.

**RULE:** Where it is unclear who a proposition should be attributed to, subsequent references can be cited more generally as:

Interview with Last Name of Interviewee/s (n X) pinpoint reference.

**EXAMPLE:** Interview with Petschler and Gergis (n 109) 5.

## **7.17 Material on File and Unpublished Manuscripts**

---

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

**RULE:** Journal articles and books should be cited in accordance with AGLC rules 5.11 and 6.8 respectively. For other types of sources, fill in as much material as possible and accompany the citation with ‘(copy on file with author)’.

**RULE:** 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

## UNSW LAW JOURNAL STYLE GUIDE

### Styles

---

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

Style	Details	Notes
<b>ARTICLE TITLE</b>	Centred, Times New Roman, bold, all caps, 12 pt font	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 font	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.
<b>I HEADING LEVEL 1</b>	Centred, Times New Roman, bold, all caps, 12 pt font	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.
<b>A Heading Level 2</b>	Centred, Times New Roman, bold, title case, 12 pt font	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.
<b>1 Heading Level 3</b>	Left aligned, Times New Roman, bold, italics, title case, 12 pt font	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.
<i>(a) Heading Level 4</i>	Left aligned, Times New Roman, italics, title case, 12 pt font	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>(i) Heading Level 5</i>	Left aligned, Times New Roman, italics, title case, 12 pt font	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 font, single spaced	A single line space should separate each paragraph.
Block quotes	Justified, Times New Roman, sentence case, 11pt font, 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 font, single spaced, Indented: Hanging 1cm	Each footnote should be separated from the number by a tab space.
● Bulleted list	Justified, Times New Roman, sentence case, 12 pt font, single spaced, Indented: Hanging 1 cm	There is no paragraph spacing between items.  There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.

1. Numbered list	Justified, Times New Roman, sentence case, 12 pt font, single spaced, Indented: Hanging 1 cm	There is no paragraph spacing between items.  There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.
(a) Alpha list	Justified, Times New Roman, sentence case, 12 pt font, single spaced, Indented: Hanging 1 cm	There is no paragraph spacing between items.  There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.
<b>Table Heading</b>	Left aligned, Arial Narrow, title case, bold, 10 pt font, single spaced	Tables have headings (above the table), and figures have captions (below the figure).
Table body	Left aligned, Arial Narrow, sentence case, 9 pt font, single spaced	
Figure/Table caption	Left aligned, Arial Narrow, sentence case, 10 pt font, single spaced	

## **Margins**

---

The Margins should be set as follows.

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

## **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`