

Journal of Law and Public Policy

STYLE GUIDELINES

GENERAL GUIDELINES

Spelling and Style Manual: Use British spelling, in accordance with the Oxford English Dictionary. For example, use 'labour' and not 'labor', 'recognise' and not 'recognize', and 'judgement' and not 'judgment'. While we use British spelling, we follow the Chicago Manual of Style.

Headings: Please include up to 3 (preferably) or 4 levels of headings.

- First-level headings should be numbered 1, 2, and so on.
- Second-level headings should be lettered A, B, C, and so on.
- Third-level headings should be numbered (i), (ii), and so on.

Speaking Footnotes: Use sparingly and only to convey helpful supplementary information or a divergent point of view.

References: *JLPP* uses the Chicago author-date style of referencing. Citing sources in this style consists of two parts:

1. An in-text citation
2. A reference list

The in-text citation points the reader to the full information about the source found in the reference list.

FORMATTING THE IN-TEXT CITATION

- Enclose the **author's last name** and the **year** of publication in parentheses with no intervening punctuation.

(Smith 2016)

- For **two to three authors**, include the last names of authors using commas and 'and'.

(Smith, Lee, and Alvarez 2016)

- For **four or more authors**, include the last name of the first author and 'et al.'.

(Smith et al. 2016)

- When **editors, translators, or compilers** are used as the author, do not include their role (trans., ed., comp.) in the in-text citation.
- When the reference list has works by **authors with the same last name**, include their first initial in the in-text citation.

(B. Smith 2016)

(J. Smith 2009)

- If an author has published **multiple works in the same year**, alphabetise the titles in the reference list and then add a, b, c, etc., to the year.

(Lee 2015a)

(Lee 2015b)

- When quoting directly from a text, include the specific page(s), add a comma, and the page number(s).

(Smith 2016, 21-23)

- If the author's name appears in the sentence, do not include the name again in the parentheses.

Smith (2016) indicates that good citation practices are important.

- To cite **more than one reference** in a single in-text citation, separate the references by semicolons. If the works are by the same author, use just the year and separate with a comma.

(Smith 2016; Lee 2015)

(Smith 2016, 2013; Lee 2015)

FORMATTING THE REFERENCE LIST

General rules

- Entries begin with author(s) and date of work.
- Entries are arranged alphabetically by the last name of the first author.
- If there is no author, use the first word of the title of the work (excluding The, A, An).
- Single-author entries precede multi-author entries beginning with the same name.
- Multiple works by the same author(s) are arranged chronologically.

Format for Citing Specific Sources in the References List

Books

Author Last Name, First Name. Year. *Book Title*. Publisher.

Nairn, Tom. 1997. *Faces of Nationalism: Janus Revisited*. London: Verso.

Edited Books

Editor Last Name, First Name, ed. Year. *Book Title*. Publisher.

Dmytryshyn, Basil, ed. 1999. *Imperial Russia: A Source Book, 1700–1917*.

Academic International Press.

Chapter or Essay in Book

Author Last Name, First Name. Year. "Chapter/Essay Title." In *Book Title*, edited by Editor First Name Last Name, Inclusive Pages of Chapter/Essay. Publisher.

Roell, Craig H. 1994. "The Piano in the American Home." In *The Arts and the American Home, 1890–1930*, edited by Jessica H. Foy and Karal Ann Marling, 193–204.

University of Tennessee Press.

Journal Articles

Author Last Name, First Name. Year. "Article Title." *Journal Title* Volume (Issue):
Page Range of Article. URL/DOI.

Hunter, Margaret. 2016. "Colorism in the Classroom: How Skin Tone Stratifies
African American and Latina/o Students." *Theory into Practice* 55 (1): 54–61.
<https://doi.org/10.1080/00405841.2016.1119019>.

Newspaper/Magazine/Blog Article

Author Last Name, First Name. Year. "Article Title." *Newspaper/Magazine/Blog
Title*, Month Day, Year, URL.

Eligon, John. 2015. "One Slogan, Many Methods: Black Lives Matter Enters Politics."
New York Times, November 18.
[http://www.nytimes.com/2015/11/19/us/one-slogan-many-methods-black-lives-
matter-enters-politics.html](http://www.nytimes.com/2015/11/19/us/one-slogan-many-methods-black-lives-matter-enters-politics.html).

Legal Citations

JLPP uses the Oxford Standard Citation of Legal Authorities (OSCOLA) to cite
primary legal sources such as legislation, bills, and court cases. Please consult
the [OSCOLA Quick Reference Guide](#) or the complete [OSCOLA guide to legal
citation](#).

Legal sources are to be cited as endnotes. These are not to be included in the list
of references.