

**THE STRATHMORE LAW
REVIEW EDITORIAL POLICY
AND STYLE GUIDE**

2018

Submissions to the Strathmore Law Review

The Strathmore Law Review is an annual peer-reviewed, student-edited academic law journal published by the Strathmore Law School in conjunction with the Strathmore University Press. The Review considers submissions from students currently enrolled at any level of any Law program in the world. Submissions may be on any aspect of the Law in relation to Philosophy, Public Policy, Governance and Economics.

The preferred context of the submissions is the African continent.

The following works may be submitted:

- I. Articles:** A comprehensive and thorough analysis of issues related to the theme of the Journal. To qualify as an article, a submission must be between 7,000 and 10,000 words.
- II. Case Commentaries:** An academic writing that analyses or is a critique of a recent case. There is no minimum word limit but the maximum word limit for such case commentaries is 4,000 words.
- III. Legislative and Policy Commentaries:** An academic writing that analyses any recent or contemporary policy or legislative development or those in need of review. The maximum word limit for these commentaries is 4,000 words.
- IV. Any Other Submissions:** The Law review also invites other original works related to the law and in the realm of the legal industry. Examples may be normative law articles, essays on the legal profession, legal education or legal research and writing itself.

Instructions to Note

- I.** All submissions must be accompanied with an Abstract of no more than 200 words detailing the general arguments and ideas contained in the essay.

- II. All word limits are inclusive of footnotes.
- III. The Strathmore Law Review only publishes exclusive submissions. For that reason, any work being submitted should not have been previously submitted for publishing or published in any other forum.
- IV. The Strathmore Law Review is committed to a culture of open access and as such, all published pieces will be available for free online.
- V. On submission, attached to the essay manuscript should be a copy of the Author's Information and the Declaration of Originality Form appropriately filled.
- VI. The Strathmore Law Review is committed to a strict policy of **ZERO PLAGIARISM**. In case of any gross plagiarism found in the contents of a submitted manuscript, that manuscript will be subject to rejection.

What Are We Looking for in a Submission?

The Editorial Board generally encourages submissions that adhere to the following guidelines:

- I. Creative and original — the author must approach their topic in a way that is new or different from others writing on the same subject. The submission should not simply summarise history or literature in an area. Rather, authors should present a different and/or new perspective.
- II. Narrow and well-defined topics rather than those that are excessively broad — the author's submission should focus on one specific and well-defined idea or concept in depth rather than attempt to tackle multiple issues.
- III. Clarity — the submission should be clear and straightforward in a way that allows a prospective reader to easily discern the topic. Simple language is preferred, but there shall be no penalties for flowery language provided that the essay communicates. Unnecessary and excessive legal jargon and confusing, long-winded sentences should also be avoided.
- IV. The submission should adhere to the Strathmore Law Simplified Legal Citation (SLASLEC) and the Strathmore Law Review Editorial Policy and Style Guidelines. Authors should meticulously edit their submissions to ensure that they completely adhere to the above standards, and all other works referred to should be well-cited.

- V. Proper form, structure and organization — all submissions should have a logical flow and should be well-structured to build the author’s ideas and arguments from one section to the next. For instance, making proper use of headings where necessary to indicate different ideas.
- VI. Address all the issues the author promises to — authors should follow through with what they set out in the introduction of their essay.

General Guidelines

A. Structure and Format

All submissions must be in Times New Roman, Font Size 12, Line Spacing 1.5 and Justified Alignment.

All footnotes should be in Times New Roman, Font Size 10, Line Spacing 1.0, and Left Aligned.

All footnotes must also conform to the Strathmore Law Simplified Legal Citation (SLASLEC) style.

B. Capitalisation

Capitalise all words in titles except articles, coordinating conjunctions and prepositions fewer than five letters (a, an, the, at, by, for, in, of, on, to, up, and, as, but, or, nor).

In the body of the submission, lower case should be used whenever anything is used as a generic term and not as a proper noun.

Examples of Generic Term versus Proper Noun (specific reference):

Generic Term	Proper Noun
the government did not respond	the Government of Kenya
the company’s directors were able to	the Director of Internal Affairs Unit
the president or minister shall	President Uhuru Kenyatta/ the President of Kenya or the Minister for Foreign Affairs

the ministry is not responsible	the Ministry of Foreign Affairs
most constitutions do not	the Constitution of Kenya (when referring, capitalise with or without ‘of Kenya’ i.e. the Constitution)
the court ruled in favour of	the Supreme Court; the Court of Appeal

The titles of treaties, acts, agreements, declarations, resolutions, conventions, charters and protocols should be capitalised. Abbreviations should then be put in brackets after which the abbreviation is to be used for the duration of the work. For example: The African Charter on Human and Peoples’ Rights (ACHPR) provides that...

C. Foreign Words and Phrases

These should be italicised. Such words that have been generally accepted in the English language should, however, not be italicised. Examples include inter alia, status quo, et cetera, per se, etc. Do not put foreign words in quotes.

D. Emphasis

All emphasis in the text should be in italics, NOT bold and NOT underlined.

E. Headings

The title of the submission should be in **BOLD, Left Aligned and Font Size 16.**

I. All main headings (Heading One) e.g. Abstract, Introduction, Conclusion etc. should be in **BOLD, Capitalised Roman Numeral, Justified and Font Size 14).**

All should be listed e.g. ‘**I. Introduction**’ except for the abstract which is not listed.

i. Heading Two (Italics, lower case Roman numeral, Font Size 13).

*All should be listed with small letters (ii.) while **headings one should be listed in capital letters (II.)***

a. Heading Three (Italics, lower case Roman alphabet, Font Size 12)

All headings should have **NO FULL STOP**.

F. Listing

To list, use lower case Roman numerals with brackets: i) ii) iii)

Do NOT use bullets.

G. Quotations

All quotations marks should be single marks. Where a quotation from a text is three sentences or less, it is quoted in the same line with single quotation marks. Where it is more than three sentences long, the quote should be indented in a separate paragraph with single quotation marks.

H. Language

Submissions should use British English throughout ('-ise' and NOT '-ize').

I. Numbers

All numbers should be represented in words (for example: three people, one thousand things) in text. Numbers 21 to 99 should be hyphenated in their spellings for example: ninety-two, thirty-one.

Figures should be used when writing all numbers in footnote text.

J. Dates

Dates should be written in British format and without the superscript as '23 April 2010' NOT 23rd April 2010 or April 23rd 2010.

K. Symbols

Symbols should be used sparingly, and their meaning should be spelled out where possible. For instance, one hundred and twenty million US dollars NOT \$120 million and twenty percent NOT 20%.

L. General

Gender-neutral language is encouraged. This can be achieved by using the plural or by avoiding use of a gender-specific pronoun. If this is not appropriate, use either 'he' or 'she' throughout the entire work without alternating. You may use 'he or she' but not 'he/she' or '(s) he'.

The use of first person 'I' in submissions is generally discouraged. When communicating a personal opinion, the author is advised to use 'this author', 'this author submits that' or 'this author is of the opinion'.

For any further queries, you can contact the Editorial Board at **lawreview@strathmore.edu**