

THE EAST AFRICAN JOURNAL OF PEACE AND HUMAN RIGHTS
A Guide to Authors, Reviewers and Editors
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Introduction

The *East African Journal of Peace and Human Rights (EAJPHR)* is an international, peer-reviewed, bi-annual scholarly publication of the Human Rights and Peace Centre (HURIPEC), at the Faculty of Law, Makerere University. The journal publishes original contributions in the form of articles, comments, case notes, book reviews and reporting on important developments on a wide range of issues relating to law, human rights, peace and conflict.

Length and style of contribution

Contributions to the journal should be word processed in Microsoft Word or Corel WordPerfect. They should be typed at the default margin level, with a 1.5 line spacing, and Times New Roman font size 11. Articles should be an average length of 10,000 words (i.e. 20 pages). Comments and case notes should normally be shorter, between 4,000 and 6,000 words (i.e. 8-12 pages). Book reviews should be even shorter, at no more than 3,000 words (i.e. 6 pages). Footnotes should be placed at the bottom of each page and citations should follow *A Uniform System of Citation* (15th ed), commonly known as the Harvard Blue Book.

Text presentation

It is important to note that consistency must be observed throughout the text; and authors must strive to conform to the journal's in-house style. The following should be noted:

- Leave only one space between words;
- Leave two spaces after a period, but only one after a comma, colon, or semi-colon;
- If a comma, period, colon, semicolon, exclamation or question mark is to be used where there is a closing quotation mark, it should be inside (in front of) the quotation mark;
- Do not put a space in front of a question mark, exclamation mark, colon, semicolon, or closing quotation mark;
- Italicize foreign language words such as *raison d'etre*, *inter alia*, *ipso facto*, *coup d'etat*, etc.;
- Do not insert hard returns in the text except at the end of paragraphs or where you are introducing an outline of issues or an indented quoted material;
- Use a period after abbreviations (para., id., etc., ed., no., Ct., Ch.,) but not in acronyms (Dr, USA, HURIPEC, Unicef);
- Where an em rule or en rule is used, it should not be preceded or followed by a space;
- Do not start a sentence with figures, i.e. use "One thousand" instead of "1,000."

Spellings

There are a number of words that differ in spelling between American and British English. Treat as follows:

- For words with an o/ou difference such as color/colour, neighbor/neighbour, etc, use the **ou** spelling.
- For words with an er/re difference such as center/centre, theater/theatre, etc, use the **re** spelling.
- For words with a z/s difference such as organize/organise, colonization/colonisation, etc, use the **z** spelling.

Punctuation

1. Quotation marks

Use double quotation marks for dialogue and within-text quoted material. Use single quotation marks when you quote within a quotation. Remember, if the material quoted is a complete sentence, a period should come inside the quotation mark, as should a comma if the quoted material is only a part of the sentence.

2. Em rule

An em rule is a long dash. It should be used in pairs for parenthetical dashes. For example: “This approach has been responsible for the absence of a strong jurisprudence in support of economic, social and cultural rights, because the courts are prevented—either by constitutional or statutory provisions—from determining the legality or validity of these rights.” It should also be used singly to give a detail. For example: “There are serious budgetary implications in the enforcement of many civil and political rights—including the right to vote, equality, freedom of speech and the right to a fair trial.” Em rules are not common on standard keyboards, so you need to search and insert them. If you are using Microsoft Word: Insert > symbol > general punctuation. If you are using Corel WordPerfect: Ctrl+W > typographic symbols.

3. En rule

An en rule is half the size of an em rule. It should be used to link items of equal weight, e.g., “The HURIPec–MISR initiative.” It should also be used to replace ‘to’ in number spans, e.g. “30–33” or “January–March,” unless the word “from” is used, e.g., “from 30 to 33” or “from January to March.”

Headings, subheadings and sub-subheadings

The EAJPHR normally employs four levels of headings and subheadings. Use line spaces above and below headings, and the minimum of stylistic features to indicate different levels of headings as we show below.

Level I: Title of Paper

This should be in upper case, font size 14, bold, and centred. The name of the author should be placed immediately below the title in regular font size 12, centred.

Level II: Section Headings

The main sections should be Roman numbered and in upper case (I, II, III, etc), font size 11, bold, and centred. For example:

III. TRANSITIONAL JUSTICE MECHANISMS REVISITED

Level III: Subsection Headings

These should be numbered in alphabetical order (A, B, C, etc), and should be in title case, font size 11, italicized, and at the left margin. For example:

A. Exploring the Issues

Level IV: Sub-subsection Headings

These should also be in font size 11 and italicized. However, these should be numbered in Arabic, indented, followed by a period and an em rule (the long dash). The text follows immediately. For example:

1. *The African Union.*—Despite the existence of such a high number of unaccompanied refugee children in Africa and the recognition of the peculiar vulnerability of their separation from parents and care givers, the African human rights...

2. *Uganda.*—Uganda is on the UNHCR’s list of top ten asylum countries recording 24,000 refugee arrivals in 2005...

It is desirable that subheadings are used sparingly, and should as much as possible be limited to these four levels. The use of more than these four levels leads to difficulties in setting and may be confusing for the reader.

Please note that save for the fourth level sub heading, one line space should be left above and below the section or sub section heading. Note also that the first line of the first paragraph under levels II and III are not indented. Thereafter, paragraphs are indented with the tab, not with spaces by the space bar.

Originality and citation of sources

Overall, the contribution should showcase the author’s own knowledge, argument and conviction, reliance on other people’s ideas and facts notwithstanding. Therefore, facts, opinions and ideas borrowed from other scholars to reinforce one’s argument must be duly acknowledged. Note that even if a writer mentions the scholar he or she is citing but follows with a lengthy word-for-word or superficially paraphrased extract from that scholar’s work—whether already published or not—without full acknowledgement can constitute plagiarism. Similarly, an argument on the same lines as another author, without due acknowledgement, can also constitute plagiarism.

There are three ways in which other people’s ideas can be used: paraphrasing within the text, using short quotations within the text, and using extensive quotation of material set out from the text by indentation. Quoted material of more than three lines should be set out from the text and double indented, then foot noted. For example:

An interesting part of the decision of the majority in the case of *Louise Gosselin v. Attorney General of Quebec* is to the effect that,

While it is true that courts lack power to strike down laws that are inconsistent with the social and economic rights provided on the Chapter IV of the Quebec Charter, it does not follow from this that courts are excused from considering claims based upon these rights. *Individuals claiming that their rights have been violated under the Charter are entitled to have those claims adjudicated, in appropriate cases.* The Quebec Charter is a legal document, purporting to create social and economic rights. These may be symbolic, in that they cannot ground the invalidation of other laws or an action in damages. But there is a remedy for breaches of social and economic rights set out in Chapter IV of the Quebec Charter: where these rights are violated, a court of competent jurisdiction can declare that this is so.¹

If you are using Microsoft word: format > paragraph > indentation > 5 inches left and right. If you are using Corel WordPerfect: Ctrl+Shift+F7. Do not use quotation marks. The text must be quoted verbatim; and if any part of the text is skipped it should be replaced with three dots. Your own interpolations into quoted matter should be clearly enclosed in square brackets.

¹ [2000] 1 S.C.R. 703, 2000 SCC 28, ¶96 (emphasis in original).

Gender sensitivity

Authors should strive to use gender-neutral terms and references. For example, do not use *he* when both *he* and *she* are meant—just use *he or she*. There are a number of gender-insensitive terms that could be avoided by using gender-neutral ones. Here below are a few examples.

Instead of	You may use
chairman, chairwoman	chair; chairperson
fireman	fire-fighter
foreman	supervisor
manpower	staff; workforce; human resources
man-hours	work-hours
mankind	humankind; the human race
man-made fibre	artificial or synthetic fibre
policeman	police constable; police officer
salesman	salesperson
spokesman	spokesperson

Footnote text format

Under *A Uniform System of Citation*, references are more compressed than in other citation systems. It is important that you acquaint yourself with the style of presentation of the bibliographic information about the works being cited as well as cross-referencing. We provide a few indicative examples below.

1. Book entries

For an authored book, provide names in formal order (initials are preferred for the first and middle names), title of book, and the date in parentheses. Everything should be in small caps. If a page number is indicated, it should precede the date. For example:

K. AVRUCH, CULTURE AND CONFLICT RESOLUTION 22 (1998).

List multiple authors up to three in the order in which they appear on the book. For a work with more than three authors, use the first name, followed with “et al” and proceed normally. Examples:

**Y.P. GHAI & J.P.W.B. MCAUSLAN, PUBLIC LAW AND POLITICAL CHANGE IN KENYA (1970).
N. CHAZAN ET AL, POLITICS IN CONTEMPORARY AFRICA (1999).**

Reports are normally cited more or less as books.

2. Works within works

(a) Book chapters

Provide names in formal order, title of book chapter in italics, title of book in small caps, and editor(s) and date in parentheses. If a page number is indicated, it should be put after the closing parenthesis. For example:

I.G. Shivji, *Contradictory Perspectives on Rights and Justice in the Context of Land Tenure Reform in Tanzania*, in BEYOND RIGHTS TALK AND CULTURE TALK (M. Mamdani ed., 2000), at 22.

Please note that the editor’s role is indicated in abbreviation; and only 22 is indicated for the page number, not “p. 22” or “page 22.” “Et al” can be used both for authors and editors.

(b) Journal articles

Provide names in formal order, title of the article in italics, then volume number of the journal, abbreviated title of the journal in small caps, page number, and date. For example:

L. Adam & F. Wood, *An Investigation of the Impact of Information and Communication Technologies in Sub-Saharan Africa*, 25 J. INFO. Sc. 307 (1999), at 312.

This means that the article begins at page 307, but the material referred to is at page 312. Please note that the citation manual lists standard abbreviations for a number of words and journal titles. For example: Stud. for Studies; Comp. for Comparative; Int'l for International; Rts for Rights, etc. The word Journal is abbreviated as J., Quarterly as Q., Review as Rev., Year Book as Y.B., etc. Note also that most journals indicate how they should be cited.

(c) Newspapers

Provide names in formal order, title of the article in italics, title of the newspaper in small caps, date in full (date, month, year), and page number. For example:

Sam M. Katuramu, *Enact a Loosely-worded Law for Very Suspicious Suspects*, DAILY MONITOR, February 15, 2007, at 12.

3. Theses and dissertations

Provide names in formal order, title of work (no formatting), and in parentheses indicate the kind of thesis/dissertation, University and date), then page number if applicable. For example:

B.K. Twinomugisha, *Protection of Poor Women's Rights to Maternal Healthcare in Uganda: The Case of Kashambya Sub-county, Kabale District* (LL.D. Dissertation, Makerere University, 2004), at 186.

4. Unpublished papers

Provide names in formal order, title of paper (no formatting), and in parentheses indicate the workshop/seminar, venue and date; and if not presented, simply put "unpublished"), then page number if applicable. For example:

James Ogoola, *The Current State of Affairs in the High Court and the Role of Division Heads and Registrars* (Paper presented at a judges conference, Sheraton Hotel, Kampala, February 6, 2006), at 14-15.

James Ogoola, *The Current State of Affairs in the High Court and the Role of Division Heads and Registrars* (2006) (Unpublished), at 14-15.

5. Online works

In addition to the information necessary for printed works, include a full URL location and the date the work was last accessed, if applicable. For example:

ICRC, *History of the Central Tracing Agency of the ICRC*, <<http://www.icrc.org>> (accessed 26 September 2006).

6. Hanging entries

For works whose authors are not indicated, begin with the title and treat the rest as usual.

Common abbreviations and symbols

Id.

This is used when you are referring to the same source you have just cited.

Supra.

This is used to refer to a work you have already cited, but not the one immediately above. It shows the footnote where the work was first cited. Suppose you are making footnote 123, and you are citing Sam M. Katuramu, the same author and work you first cited at footnote 37. You write: **Katuramu, *supra* note 37.** If you are referring to specific material, say at page 20, you write: **Katuramu, *supra* note 37, at 20.** Please ensure that the name is in the same format as when it was first cited, e.g., **Ghai & McAuslan, *supra* note 33, at 28.**

Et al (see multiple authors at p. 4).

Et seq.

This is used to refer to the pages, sections or paragraphs following the one just indicated. For example: **Ghai & McAuslan, *supra* note 33, at 28 *et seq.***

§

This symbol stands for section when a specific section is being referred to. One is used for a single section and two for multiple sections. For example:

See, CONST. FEDERAL REP. NIGERIA (1999), § 33.

***Id.*, §§ 4–7.**

¶

This symbol stands for paragraph when a specific paragraph is being referred to. One is used for a single paragraph and two for multiple paragraphs. For example:

See, K. TOMASEVSKI, REPORT SUBMITTED BY Ms. KATARINA TOMASVESKI, SPECIAL RAPPORTEUR ON THE RIGHT TO EDUCATION, ADDENDUM MISSION TO UGANDA 26 JUNE - 2 JULY 1999, ¶ 90.

See, *Matia v. Uganda*, Criminal Revision Cause No. 5/1999, ¶¶ 4-5 (unreported).

Conclusion

This guide is by no means exhaustive. Authors, reviewers and editors are encouraged to study the Harvard Blue Book and acquaint themselves with the finer details of citation. For immediate consultation and guidance on specific citations, however, you are encouraged to contact Denis A. Katebire at dasiimwe@law.mak.ac.ug. Otherwise, contributions sent out for peer-review are evaluated using the following criteria:

- Importance of the subject matter;
- Originality of the approach;
- Soundness of the scholarship;
- Degree of interest to our readership;
- Clarity of the organization of content;
- Strength of the argument; and
- Writing style.