

# STYLE SHEET FOR ARTICLES

## TITLE PAGE

### **The Title**

(Bold, sentence case, centered, 16 pt.)

Author(s)<sup>1</sup>

(Title case, centered, 14 pt.)

Reference to author's current position/affiliation in the footnote. Qualifications are not included. An email-address should be provided in the footnote. Any acknowledgement(s) should be mentioned in the footnote.

### **Abstract**

(Bold, flush left, 14 pt.)

- The abstract itself should be non-bold, sentence case, not contain any undefined abbreviations or references, and approximately between 150 to 250 words.
- Footnotes should not appear in the Abstract.

### **Keywords**

(Bold, flush left, 14 pt.)

- 4 to 6 keywords should be provided.

## HEADINGS

Please use the decimal system of headings with no more than three levels.

For example:

### **1. Section**

(Numeral prefix, bold, flush left, sentence case, no abbreviations, 14 pt.)

#### **1.1. Sub-section**

(Numeral prefix, bold, flush left, sentence case, no abbreviations, 12 pt.)

##### **1.1.1. Sub-subsection**

(Numeral prefix, bold, flush left, sentence case, no abbreviations, 12 pt.)

## STYLE

### **Paragraphs**

- The first line of the first paragraph of each section (i.e., following a new heading) should be indented.
- The first line of each subsequent paragraph should be flush left.

### **Spelling**

- Except in quoted material, British English spellings should be used.
- Example: favour **not** favor; emphasised **not** emphasized.

### **Abbreviations**

- Where a convention or organisation has a regularly accepted abbreviation, on its first mention within the manuscript, state the name in full with the abbreviation in brackets; thereafter use the abbreviation.

Example: World Anti-doping Agency (WADA).

- Where there is no recognised abbreviation, but a shortened version of a title is being used for convenience, on its first mention, within the manuscript state the name in full with the name to be used in brackets.

Example: United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances (Drug Trafficking Convention).

- Do not abbreviate ‘for example’ or ‘that is’.

### **Quotations**

- All quotations must be replicated exactly as from the original source and should be fully referenced, including the page/paragraph number from which the quote is taken.
- Quotations under three lines long should be kept in the main body of the text, surrounded by double quotation marks (“”). Straight quotation marks (") should not be used.
- Quotations over three lines long should be indented from the body of the main body of the text; no quotation marks are needed.
- Square brackets are only to be used in the middle of a quotation in the following circumstances: Where there is a mistake: [sic] should be inserted to indicate awareness of the error. To distinguish commentary from the quotation.

### **Other formatting guidelines**

- **Punctuation:** All punctuation marks should be outside closing quotation marks except those belong to the quotation itself.
- **Footnote cues:** Footnote cues should appear after the punctuation mark.
- **Dates:** Date should be set out as 1 October 2020.
- **Numerals:** Numeral below 10 should be spelt out; example: There were 14 cases but only two were heard.
- **Italics:** Use italics for emphasis instead of quotation marks.

## FOOTNOTES

(Times New Roman, justified, single line spacing, 10pt).

- Footnotes can be used to provide citation of a reference included in the reference list, case name or any additional information.
- Citations of books, book chapters, or journal articles in the text or in footnotes should be given in a shortened form: author name(s), year and page number or paragraph.

Example:

- One author: Miller (1991), p. 17 or Miller (1991), para 30.
  - Two authors: Miller and Smith (1991), p. 17 or Miller and Smith (1991), para 30.
  - Three authors or more: Miller et al. (1991), p.17 or Miller et al. (1991), para 30.
  - Commentaries: Smit (2005), Article 5, para 7.
- Do not use ‘Supra/infra’ cross-references to refer to an earlier note.
  - ‘Ibid’ should be used when there are two or more consecutive references to the same work. Do not italicise ‘Ibid’.
  - Footnotes should be as brief as possible. Descriptive footnotes should be avoided where possible and text should be incorporated in the main body.
  - Each footnote should end with a full stop. If a footnote refers to several sources, a semi-colon should separate the references.

## REFERENCES

(Times New Roman, hanging indent, justified, single line spacing, 12pt).

- Please provide a reference list with the bibliographic details of the cited books, book chapters, or journal articles.
- Reference list entries should be alphabetised by the last names of the first author of each work.
- Use sentence case for title of books, journal articles, newspapers, etc. cited in the reference list.

- Journal names should be not abbreviated.
- If available, please always include DOIs as full DOI links in your reference list (e.g. “<https://doi.org/abc>”)

### **Journal article**

Author name (year) Article title. Journal Name Volume No.(Issue No.):Page-Nos.

Example: David J (2000) An analysis of board composition of national sports federations. Journal of Sport Law, Policy and Governance. 1(2): 613–618.

### **Article by DOI**

Author name (year) Article title. Journal name Volume No.(Issue No.):Page-Nos. DOI.

**Example:** Cheng, ECM, Courtenay SM (2006) Board composition, regulatory regime and voluntary disclosure. International Journal of Accounts 41:262-289. <https://doi.org/10.1016/j.intacc.2006.07.001>

### **Book**

Author name (year) Book title. Publisher.

Example: Enchelmaier S (1997) Europäische Wettbewerbspolitik im Oligopol. Nomos, Baden-Baden.

### **Book chapter**

Author name (year) Book chapter title. In: Editor’s name (eds), Book name, edition number. Publisher, chapter page-numbers.

Example: Hulle K van, Tas L van der (2001) European Union-individual accounts. In: Ordelheide D, KPMG (eds), Transnational accounting, 2nd edn. Palgrave, Basingstoke, pp 772–826.

### **Online document**

Author name (year) Title of the document. Date published online, Name of the publisher/organisation/website. URL. Access date.

Example: Deutscher Bundestag (2009) Plenarprotokoll 16/222. [http://www.bundestag.de/bic/plenarprotokolle/pp\\_pdf/16222.pdf](http://www.bundestag.de/bic/plenarprotokolle/pp_pdf/16222.pdf). Accessed 18 May 2009

## CASES CITED

(Times New Roman, hanging indent, justified, single line spacing, 12pt).

- Cases should be cited under a different heading subsequent the reference list.
- Case names should not be italicised.
- Case names should also be included with citation in the footnotes.