

# SCR STYLE GUIDE FOR AUTHORS

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## I     FORMATTING

### A     *Formatting for Document Submission*

- Microsoft Word document
- Font: Times New Roman, size 12
- Line spacing: 1.5 lines
- Margins: Normal (2.54cm on left, right, top and bottom)
- Alignment: Justified
- Use block paragraphs (paragraphs separated by a margin of whitespace). Do not indent the first line.
- Articles should include an abstract (100-150 words)
- All submissions should include:
  - o A title;

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- A list of authors in order of publication;
- A biography for each author inserted as a footnote;
  - Any desired acknowledgements for institutional support or grant funding should be included at the end of the first author's biography as a new paragraph.
- Four to five keywords underneath the title.

### B Structure

- If the title of a submission includes a subtitle, a colon is to be used to separate the main title from its sub-title. The title and the subtitle of a submission is to be capitalised as desired for publication.
  - Eg, All Ears to the Ground: Resisting mass citizenship stripping and citizenship violence
- All submissions should be logically structured with headings and, if required, sub-headings.
- Any headings beyond first level headings should follow the following guide:

Headings should appear as follows:

Heading Level	Attributes
I HEADING LEVEL ONE	Upper-case Roman numeral not italicised; heading in large and small capitals and centred.
A <i>Heading Level Two</i>	Upper-case letter not italicised; heading italicised and centred.
1 <i>Heading Level Three</i>	Arabic numeral not italicised; heading italicised and left-aligned.
(a) <i>Heading Level Four</i>	Lower-case letter and heading italicised and left-aligned.
(i) <i>Heading Level Five</i>	Lower-case Roman numeral and heading italicised and left-aligned.

- All submissions should contain an Introduction and Conclusion. However, submissions do not necessarily have to name sections as 'Introduction' or 'Conclusion'. If using an '*Introduction*', this should be number as 'I'.
- The Introduction should include a roadmap of the argument.
- Submissions should contain page numbers.

### 1 Case Notes

Case notes should be structured as follows:

#### I Introduction

- Explanation of (national) context and 'noteworthiness' of the case in the context of the jurisdiction in which the case is being decided and from a global perspective. In particular, the author provides the relevant background law relating to the issues.

#### II Facts

- Inclusion of relevant facts presented in a clear, concise, and interesting manner. The idea is to focus readers' attention on those

critical facts determining the issue(s). Often courts in common-law countries distinguish cases on their facts. Mention of the lower court's holding, appeals and any subsequent action.

### III Issues

- Author sets out the legal issues (or questions of law) that were discussed in the case.

### IV Holding

- Author states the court's holding on each relevant issue.

### V Reasoning and Analysis

- Author describes and critically analyses the court's reasoning and decision, including addressing the application of key principles, ambiguous statements, whether any question was left unanswered, or whether the reasoning makes sense.

### VI Conclusion

- The conclusion brings the case note full circle, reinforcing the 'noteworthiness' of the case. If appropriate, author attempts to predict the impact of the case on future decisions.

## II GRAMMAR AND STYLE RULES

### A *Syntax and language*

- Use active voice, identifying the subject, verb and object in the sentence. Passive voice makes it difficult to understand the meaning of the sentence.
  - Eg, 'Measures were taken to remove the nationality of the individual'.  
As this sentence uses passive voice, the subject who took the measures against the individual (the object) is unclear.
  - This sentence can be rephrased as follows to use the active voice: 'The Federal government of State X took measures to remove the nationality of the individual'.
- Unless discussing a historical event or previous decision, an argument should be introduced using the present tense.
  - Eg, *This article examines*, rather than *This article will examine*
- Avoid writing sentences that have too many clauses. To simplify the sentence, break the complex or compound sentence into smaller, individual sentences.
  - Example of a sentence with too many clauses: 'The state's duty to admit its nationals and to allow them to reside in its territory, which is also generally regarded as a principle of customary international law, corresponds to the state's right to expel aliens from its territory — *which flows* from the personal and territorial supremacy of states — *and originates* from the fact that a state's refusal to admit its nationals would create a burden on the international community.'
  - This sentence can be redrafted as follows: 'The state's duty to admit its nationals and to allow them to reside in its territory — also generally regarded as a principle of customary international law — corresponds to the state's right to expel aliens from its territory. *This latter right flows* from the personal and territorial supremacy

- of states, *and* originates from the fact that a state's refusal to admit its nationals would create a burden on the international community.'
- Pronouns may not always clearly identify the specific noun in a sentence.
    - o Eg, 'Clarice was going through some files with Sophia in her office. Suddenly, she started yelling.'
    - In the second sentence, 'she' might refer to Clarice or to Sophia. If the pronoun in the second sentence refers to 'Clarice', the second sentence can be rephrased as follows: 'Suddenly, Clarice started yelling'.
  - Use of the first person should be avoided.
    - o Eg, 'This article argues', rather than, 'In this article, I argue'.
  - Where referencing second or third persons, gender-neutral pronouns should be used unless specifically discussing a gender-specific issue. Eg,
    - o Gender-neutral proposition: 'the *1961 Convention* prescribes that a foundling should acquire the nationality of the state in which ~~he~~ *or she* they are found.'
    - o Gender-specific proposition: 'If the mother does not reveal the identity of the father, *she* shall register her child with her surnames.'
  - Gender inclusive language is generally used:
    - o Eg, *they* (their, them) rather than she or he (his or hers, her or him);
    - o Eg, *reasonable person* rather than reasonable man, *spokesperson* rather than spokesman, *humankind* rather than mankind.

## B *Spelling, numbers*

- Spellings should be in British or Australian English style and grammar in accordance with the *Macquarie Dictionary* or the *Oxford English Dictionary*
  - o Eg, *Organisation* instead of Organization, *favour* instead of favor, *realise* instead of realize.
- Spans of dates and times should follow full dates where available:
  - o Date Format: DD Month Year, eg, 12 March 2023;
  - o Years: 2001–04 or 1998–2002;
  - o Dates: 1 January – 24 February or 22–30 March;
  - o Times: 12am – 3pm.
- Numbers under 10 should be written in words. Numerals should be used for numbers over nine, numbers of sections, paragraphs or clauses, as well as percentages or quantities. In numbers of four digits or more, a comma should be used to separate each group of three digits (4,150).
  - o Eg, first, seven, Second World War
  - o Eg, 1 million, 5%, 21<sup>st</sup> century

## C *Italicisation*

- Words within the text may be italicised for emphasis.
- Foreign words and phrases should be italicised unless they appear in the latest edition of the *Macquarie Dictionary* or the *Oxford English Dictionary*.

## *Style Guide for Authors*

- Examples of words that should not be italicised: *ad hoc*, *amicus curiae*, *de facto*, *de jure*, *inter alia*, *non-refoulement*, *per se*, *prima facie*, *sui generis*, *ultra vires*, *vice versa*.
- The following words should generally be italicised: *ex ante*, *lex fori*, *ne bis in idem*, *jus ad bellum*.

### D *Capitalisation*

- The following words should generally appear in lower case (except at the beginning of a sentence, in a title or in a heading): common law, the executive, federal, government, internet, judiciary, legislature, local government, parliamentary, press (the media), statute.
- The names of legal classifications should generally not be capitalised.
  - Eg, ‘refugee law’, ‘international law’, ‘statelessness law’.
- ‘Court’ should be capitalised when referring to a specific court (eg, High Court, Supreme Court, Court of Appeal). Please see the following section on ‘Short titles and abbreviations’ for further details. However, when used in the general sense, court should not be capitalised (‘the courts’).
- ‘State’ and ‘Territory’ should be capitalised, except when used generally: Eg, the State of Victoria, the State of Jordan, the State Revenue Office, her State of the Union address, the nation-state in international law, state sovereign immunity, state legislation, state government.

### E *Short titles and abbreviations*

- Abbreviations should be defined in text after their first instance. The abbreviation should be added in brackets within single quotes.
  - Eg, United Nations High Commissioner for Refugees (‘UNHCR’).
- Particularly for case notes or commentaries on legal issues, discussions of a court’s judgment can be signposted with a short title of ‘Court’ following the first reference of the court.
  - Eg, the Supreme Court of India (‘Court’).

### F *Quotations*

- Use single quotation marks on the outside of quotes; double quotation marks for a quote inside a quote. Eg, She observed that ‘the threshold for determining that an international organisation has “effective control” over an operation ought to be high’.
- Short quotations of **three lines or less** should be incorporated into the text using single quotation marks.
- If a quote is **four lines or more**, it should be indented from the left margin, and without quotation marks. Quotations may be used in the body of the text and in footnotes.
- Quotations should appear exactly as they do in the original source except for editing of spelling to British English. Capitalisation and hyphenation within quotations should not be changed.
  - If a quotation is altered, the alteration should be included in square brackets [ ... ].
  - Words omitted from a quotation should be indicated by an ellipsis ( ... ).

- [sic] should only be inserted after a **significant error** in material being quoted, eg, ‘They underestimated [sic] me’.
- Citations within the original source may be omitted from quotations, and words may be italicised for emphasis. If a quotation is altered in this way, it should be indicated in parentheses at the end of the citation: (citations omitted) or (emphasis added).
- Closing punctuation **should** be included within quotation marks where: the quotation is quoted as a **complete sentence**; or the punctuation mark is important to the meaning of a quotation, eg, a question mark.

#### G *Punctuation*

- Full stops should be followed by a single space.
- Per OSCOLA, as little punctuation should be used as possible. Full stops should only be used at the end of a sentence or footnote. Full stops should not appear after titles, abbreviations, initials, headings or numbers, nor in eg or ie:
  - o Eg, Ms not Ms.; GS Goodwin-Gill not G. S. Goodwin-Gill.
- Use Oxford commas. Oxford commas are commas placed before the conjunction ‘and’ or ‘or’ in a sentence containing a list of three or more items. Eg, They have the rights to education, healthcare and other health services, and work (not: they have the rights to education, healthcare and other health services and work).
- No special punctuation should be used where a sentence leads seamlessly into a quotation
  - o Ie, no colon is needed in ‘the court stated that “...”’, but a colon is needed in ‘the court stated: “...”’.

### III REFERENCING

#### A *When are footnote citations required*

- Every proposition or idea articulated in the article is to be accompanied by references in the footnote.
  - o Eg, ‘Today, states often engage in citizenship deprivation on grounds of national security’. This is an example of a proposition and should be accompanied by a reference.
- A factual proposition that is collateral to the thrust of a sentence or argument does not need a citation. A proposition made obvious by its introduction elsewhere in the piece needs no additional citation. A proposition that can be construed as an introduction or argument, rather than a non-obvious factual proposition or assertion of law, does not need a citation.
- The submission should contain the meaning of special terms, Latin phrases, foreign phrases and terms that are well-known within one discipline. As the SCR is an interdisciplinary journal, these explanations help improve the readability of the submission.
  - o This meaning can be added to the submission at the first instance when the word or phrase is used in the article. This explanation can be added either in the body of the submission or in a footnote.

B *Footnotes (please consult OSCOLA ss1.1 and 1.2 for more complete details)*

- Footnotes should be used to provide authority for a proposition, acknowledge a source that is relevant to an argument and indicate how it is relevant, provide information that enables the reader to access sources and quotations that appear in the text, provide tangential information that is not appropriate in the text.
- Footnote numbers should appear after the punctuation mark.
- All footnotes should end with a full stop.
- Please do not use ‘above’ or ‘below’ or the ‘Latin gadgets’ op. cit., id., supra, etc, in footnotes.
- Authors should be identified by full names and surname unless known by their abbreviation.
  - o Eg, JMA Blake, not J.M.A. Blake; cf Michelle Foster, not M Foster

1 *Pinpoint citations*

- The SCR has **strong** emphasis on pinpoint referencing to provide exact support for a source. Footnotes should contain pinpoints to the source, ie, exact page numbers when citing a book, a chapter in book, a journal article or others, or exact paragraphs when citing a judgment or legislation.
  - o Specific examples are outlined below in *Subsequent references*
- When citing a particular page in an article or chapter in an edited volume, include the first page of the article/chapter followed by a comma and the pinpoint page number.

2 *Subsequent references*

*ibid*

- ‘ibid’ should be used to refer to a source in the *immediately preceding* footnote, including any pinpoints. However, ‘ibid’ should not be used where there are multiple sources in the preceding footnote. If there are multiple sources in the preceding footnote, cross-references should be used.
  - o Examples:
    - Eric Barendt, *Freedom of Speech* (Oxford University Press, 2nd ed, 2005) 163.
    - ibid.
    - ibid 162.

*Cross-references*

- When citing a source that has previously been cited, please do **not** use automatic cross-referencing in your footnotes.

IV CITATION FORMATTING

The following section is categorised by source type, with its general rule and example included in full.

For additional source types not included in this section, please refer to OSCOLA as available [here](#).

A *Books*

Name of the author, *Title of the Book* (Edition, Publisher Year of Publication).

Eg, Laura van Waas, *Nationality Matters: Statelessness under International Law* (Intersentia 2008).

1 *Editions and Revised editions*

Eg, Guy S Goodwin-Gill and Jane McAdam, *The Refugee in International Law* (4<sup>th</sup> rev edn, OUP 2021).

2 *With pinpoint citations*

Eg, Michelle Foster and H el ene Lambert, *International Refugee Law and the Protection of Stateless Persons* (OUP 2019) 73.

3 *Translated books*

Eg, Jean-Paul Sartre, *Being and Nothingness: An Essay on Phenomenological Ontology* (Hazel E Barns tr, Methuen, 1969) 151 [trans of : *L'Et re et le N eant* (1943)].

B *Edited Books and Contributions to Edited Books*

Name of author (if no author, cite editor), *Title of the Book* (Editor if acknowledged on front cover, Edition, Publisher and Year of Publication)

Eg,

Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000)

HLA Hart, *Punishment and Responsibility: Essays in the Philosophy of Law* (John Gardner ed, 2<sup>nd</sup> edn, OUP 2008)

Name of the author of the chapter of the book, 'Title of the Chapter', in Editors (eds), *Title of the Book* (Publisher and Year of Publication).

Eg (with pinpoint),

Lindsey N Kingston, 'The Weaponisation of Citizenship: Punishment, Erasure, and Social Control', in Tendayi Bloom and Lindsey N Kingston (eds), *Statelessness, Governance, and the Problem of Citizenship* (Manchester University Press 2021) 100.

C *Journal Articles*

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Name of the author of the article, 'Title of the article' (Year of the issue) Volume number (Issue number) *Name of the Journal* First page.

Eg (with pinpoint),

Neha Jain, 'Manufacturing Statelessness' (2022) 116(2) *American Journal of International Law* 237, 250.

### D *Online sources*

Name of author, 'Title', Name of online site or publishing organisation (Source type, Full Date) <url>.

- If a source online is also available in hard copy, cite the hard copy version. Citations of publications that available only electronically should end with the web address (or 'url') in angled brackets (< >). Include 'http://' only if the web address does not begin with 'www'.
- If an author separate from the host website is not identifiable, the host website should be cited.

Eg, Peter McMullin Centre on Statelessness, 'An Overview of Statelessness' (Factsheet, October 2025)  
<[https://law.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0009/4460454/An-Overview-of-Statelessness-Oct-2025.pdf](https://law.unimelb.edu.au/__data/assets/pdf_file/0009/4460454/An-Overview-of-Statelessness-Oct-2025.pdf)>.

### 1 *Online articles*

Eg,

Priya Pillai, 'Taking Statelessness Seriously: Linkages to Mass Atrocities' *OpinioJuris* (Online Article, 28 January 2019)  
<<https://opiniojuris.org/2019/01/28/taking-statelessness-seriously-linkages-to-mass-atrocities/>>.

### 2 *Blogs*

Eg,

Guy S Goodwin-Gill, 'Statelessness is Back (Not That it Ever Went Away...)', *EJIL Talk!* (Blog Post, 12 September 2019)  
<[ejiltalk.org/statelessness-is-back-not-that-it-ever-went-away/](http://ejiltalk.org/statelessness-is-back-not-that-it-ever-went-away/)>.

### E *Domestic sources – Australian case law and legislation*

Please refer to Part II of the AGLC4 (ss 2 and 3), which can be viewed [here](#).

### F *International Sources*

#### 1 *UN Documents*

Eg,

*International Day of Peace*, UN Doc A/RES/55/282 (28 September 2001, adopted 7 September 2001) [3].

*Office of the United Nations High Commissioner for Refugees*, UN Doc A/RES/50/152 (9 February 1996, adopted 21 December 1995) art 15.

2 *European Court of Human Rights Case Law*

Eg,

*Hoti v Croatia* (European Court of Human Rights, First Section, Application No 63311/14, 26 July 2018) [53].

3 *Commonly cited documents*

*Universal Declaration of Human Rights*, GA Res 217A (III), UN Doc A/810 (10 December 1948) ('*UDHR*').

*International Covenant on Civil and Political Rights*, opened for signature 16 December 1966, 999 UNTS 171 (entered into force 23 March 1976) ('*ICCPR*').

*International Covenant on Economic, Social and Cultural Rights*, opened for signature 16 December 1966, 993 UNTS 3 (entered into force 3 January 1976) ('*ICESCR*').

*International Convention on the Elimination of All Forms of Racial Discrimination*, opened for signature 21 December 1965, 660 UNTS 195 (entered into force 4 January 1969) ('*ICERD*').

*United Nations Declaration on the Rights of Indigenous Peoples*, GA Res 61/295, UN GAOR, 61st sess, 107th plen mtg, Agenda Item 68, Supp No 49, UN Doc A/RES/61/29 (2 October 2007) 7 ('*UNDRIP*').

*Convention relating to the Status of Refugees*, opened for signature 28 July 1951, 189 UNTS 150 (entered into force 22 April 1954) ('*Refugee Convention*').

*Convention Relating to the Status of Stateless Persons*, opened for signature 28 September 1954, 360 UNTS 117 (entered into force 6 June 1960) ('*1954 Convention*').

*Convention on the Reduction of Statelessness*, opened for signature 30 August 1961, 989 UNTS 185 (entered into force 13 December 1975) ('*1961 Convention*').

*Convention on the Elimination of All Forms of Discrimination against Women*, opened for signature 18 December 1971, 1249 UNTS 1 (entered into force 3 September 1981) ('*CEDAW*').

*Convention on the Rights of the Child*, opened for signature 20 November 1989, 1577 UNTS 3 (entered into force 2 September 1990) ('*CRC*').

*International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families*, opened for signature 18 December 1990, 2220 UNTS 3 (entered into force 1 July 2003).

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*Convention for the Protection of Human Rights and Fundamental Freedoms*, opened for signature 4 November 1950, 213 UNTS 221 (entered into force 3 September 1953) (*'ECHR'*).

*European Convention on Nationality*, opened for signature 6 November 1997, CETS No 166 (entered into force 1 March 2000) (*'European Convention on Nationality'*).

*American Convention on Human Rights*, opened for signature 22 November 1969, 1144 UNTS 144 (entered into force 18 July 1978) (*'American Convention on Human Rights'*).

*African Charter on Human and Peoples' Rights*, opened for signature 27 June 1981, 1520 UNTS 217 (entered into force 21 October 1986) (*'Banjul Charter'*).