

JACL HOUSE STYLE

Headings

1. Hierarchical numbering is used for headings.
2. Main section headings are in bold capitals and numbered thus:
1 INTRODUCTION
5 CONCLUSION
3. Sectional subheadings are in bold lower case and numbered as follows:
1.2 Corruption and money laundering
3.5 The consequences of corruption
4. Second tier and further subheadings are in lower case italics and numbered as follows:
1.2.1 The challenges faced in combating corruption
3.5.1.2 The social impact of money laundering

Quotations

5. Quotations in the text are indicated by double quotation marks.
6. Quotations in excess of 40 words should be stand-alone and indented. Quotation marks should NOT be used.

Italics

7. Italics are used for emphasis in the text.
8. Italics are used also for foreign words in the text. "Foreign words" refers to words or phrases NOT listed in a standard English dictionary.

Abbreviations

9. Abbreviations are used in footnotes, but NOT in the text.

For example:

"section" in the text is abbreviated to "sec" in footnotes

"article" in the text is abbreviated to "art" in footnotes

"paragraph" in the text is abbreviated to "para" in footnotes

10. Abbreviations of terms are given in brackets the first time the term is used (either in the text or in a footnote).
Thereafter the abbreviation should be used.

For example:

Anti-Corruption Act 7 of 2016 (ACA)

United Nations Convention against Corruption (UNCAC)

References and citations

11. Footnotes are used for references and citations.
Footnotes should be numbered consecutively and inserted using the automatic "Insert footnote" function in MS Word.
Endnotes and in-text referencing are NOT used.
12. Upper case is used for the key words in the titles of books, chapters in books and articles.
13. Books
A first reference to a book should indicate the author's surname and initial(s), year of publication (in brackets), title of book (in italics), edition, place of publication and publisher.
The page number referred to should be indicated.
For example:
Mugarura N (2012) *The Global Anti-Money Laundering Regulatory Landscape in Less Developed Countries* Abingdon: Ashgate Publishing at 150.
Heimann F & Pieth M (2018) *Confronting Corruption: Past Concerns, Present Challenges and Future Strategies* New York: Oxford University Press at 33.
14. Chapters in books
Titles of chapters should be in quotation marks.
The page number referred to should be indicated.
For example:
Goredema C (2016) "Curbing Illicit Financial Flows in Sub-Saharan Africa: New Approaches and Strategic Entry Points for Anti-Corruption Efforts" in Martin B & Koen R (eds) *Law and Justice at the Dawn of the 21st Century: Essays in Honour of Lovell Derek Fernandez* Bellville: Faculty of Law, University of the Western Cape at 48.

15. Journal articles

Citations should indicate the author's surname and initial(s), year of publication (in brackets), title of article (in double quotation marks), volume and issue number (where applicable), title of journal (in italics) and the page range of the article.

The page number referred to should be indicated.

For example:

Bardhan P (1997) "Corruption and Development: A Review of Issues"
35(3) *Journal of Economic Literature* 1320 – 1346 at 1330.

16. Subsequent citations

If a book, a chapter in a book or a journal article is cited more than once, the second and subsequent citations should give only the surname of the author(s), the year of publication and the page reference.

For example:

Mugarura (2012) at 71.
Heimann & Pieth (2018) at 125.
Bardhan (1997) at 1341.

17. If two or more publications by one author from the same year are cited, distinguish them by adding a lower case letter to the year of publication.

For example:

Carr I (2007a) "Corruption, Legal Solutions and Limits of Law"
3(3) *International Journal of Law in Context* 227-255 at 231.
Carr I (2007b) "Fighting Corruption through Regional and International Conventions: A Satisfactory Solution?" 15 *European Journal of Crime, Criminal Law & Criminal Justice* 121-153 at 131.

18. Cases are cited with the names of the parties in italics.

The paragraph or page number referred to should be indicated.

For example:

Glenister v President of the Republic of South Africa and Others 2011 (3) SA 347 (CC) para 18.
Aregbesola v Oyinlola (2009) 14 NWLR (Pt 1162) at 429.
Caplin & Drysdale v United States 491 US 617 (1989) at 617 & 626.

19. Electronic sources

Citations should include the date when the source was last visited.

For example:

OECD (2014) *Illicit Financial Flows from Developing Countries: Measuring OECD Responses*, available at https://www.oecd.org/corruption/Illicit_Financial_Flows_from_Developing_Countries.pdf (visited 18 January 2018)

Akingboye O (27 December 2016) "Why I Did Not Challenge Ondo Governorship Poll Result, by Jegede " *The Guardian*, available at <https://t.guardian.ng/news/why-did-not-challenge> (visited 2 February 2018).