

SOCIO-LEGAL REVIEW

Style Guide for Authors

Authors are requested to refer to this guide while preparing their manuscripts for submissions to the *Socio-Legal Review*. Following these guidelines helps us in ensuring uniformity of formatting, ultimately resulting in a speedy publication process and a better reading experience.

1. RULES OF EXPRESSION

1.1. General

- 1.1.1. Please use the British spelling conventions, as set out in the current edition of the *Oxford English Dictionary*. For example, please use honour as opposed to honor or analyse as opposed to analyze.
- 1.1.2. In case of non-English terms, please italicise the term and provide an approximate English translation of it in parentheses at its first appearance. The need for translation does not apply to legal phrases in Latin such as *prima facie*. This rule does not apply in its entirety to words such as caveat and per annum, which have been assimilated into English.
- 1.1.3. In case a particular term occurs frequently in the article, we encourage the use of short forms. For instance, ‘This paper shall discuss the Industrial Disputes Act, 1947 (‘the Act’) in detail.’ Please refrain from using terms such as ‘hereinafter’.
- 1.1.4. Please use the Oxford or serial comma wherever possible.

1.2. Numbers and Figures

- 1.2.1. Dates should appear in the following format: April 22, 2019.
- 1.2.2. Single digit numbers (0-9) should be written in digits, while larger numbers should be written in words. For instance, ‘the 2 girls were carrying twenty boxes, while the 5 boys carried only ten.’
- 1.2.3. Percentages should be written in digits, followed by the ‘%’ sign.
- 1.2.4. Similarly, for all measurements, including monetary amounts, use digits rather than words to express the figures.

1.3. Quotations and Extracts

- 1.3.1. All extracts should appear within double quotation marks. Extracts longer than 50 words should be separated from the body by placing them in a separate paragraph, indented on both sides by 1 inch of the margin. No quotation marks should be used for such extracts.
- 1.3.2. If quotation marks are being used to highlight a term used in a specific manner, please use single quotes.

2. FORMATTING OF THE TEXT

2.1. Text: Font- Garamond; size- 12; justified; 1.5 line spacing.

2.2. Footnotes: Font- Garamond; size- 12; justified; single line spacing.

3. HEADINGS

A hierarchy of headings is essential to organize complex text, but please restrict it to three levels of headings. In case of particularly complicated discussions, a fourth level may be used. Please follow the following system of organization.

Level 1:

I. BOLD, UNDERLINED SMALL CAPITALS, CENTER ALIGNED, GARAMOND SIZE 12

Level 2:

A. Sub-heading- Bold, Left Aligned, Garamond Size 12

Level 3:

1. Italicized, Left Aligned, Garamond Size 12

Level 4:

Garamond Size 12, Left Aligned, No special formatting

4. REFERENCES

4.1. SLR follows a system of footnotes. Please use the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) – 4th edn., for your citations.

4.2. Please number footnotes sequentially starting from ‘1’ and place footnote numbers after punctuation marks, including quotation marks.

4.3. Please pin cite the references as far as possible.

4.4. Please ensure that there is a single space between the footnote number and the contents of the footnote.

4.5. In case of online references, please remove the hyperlink and only retain the text of the web address.

4.6. The use of substantive footnotes is not discouraged; however, they should not be used so excessively as to disrupt the flow of the text.

5. TABLES AND GRAPHS

Tables, graphs and charts should be numbered sequentially using Arabic numbers. As far as possible, please try to ensure that the tables are editable. Please avoid the usage of non-editable images in tables and graphs.