

UNIVERSITY OF DAR ES SALAAM



SCHOOL OF LAW

GUIDELINES FOR AUTHORS

JOURNALS

1. EASTERN AFRICA LAW REVIEW
2. NYERERE LAW JOURNAL

GENERAL

Submission of Articles

Authors are invited to submit their manuscripts in English on any topic in law. Manuscripts should be submitted to the Chief Editor, accompanied by an assurance (a signed declaration) that the article has not been published, submitted, or accepted for publication elsewhere, and that no plagiarism has been committed. The format of the Declaration is appended hereto.

Authors are requested to submit their manuscript by electronic mail (Word attachment, 1997-2003 compatible) to udsmlawjournals@gmail.com

Plagiarism Check

The Editors will run each article through the anti-plagiarism software. Authors must check their articles for plagiarism before sending them to the Chief Editor and also before signing the anti-plagiarism declaration. Any article found to have been plagiarized will be rejected outright.

Title

The title of articles must not exceed 15 words. This includes punctuation marks if used. The title must be **capitalized** and rendered in **Bold, Arial 12 Pt and aligned to the centre**.

Author's Names, Titles, Affiliations and Acknowledgements

The names of the author should be written in full in the order of first name, middle name (if any) and surname, and must appear immediately below the title, followed by an email address. The author's institutional and professional affiliation, if any, biographical information and/or acknowledgements should be provided in a first footnote, which should be **asterisked** and not numbered

Abstract and Keywords

Authors must provide an abstract at the beginning of the article. The abstract must strictly not exceed 150 words, with no footnotes, and in **Aerial, size 10**. The abstract must be indented on both sides.

Authors should also provide a maximum of five to six key words immediately after the abstract. Please pay particular attention in the selection of keywords. Compound nouns and phrases are accepted.

Length of Articles

Articles should not exceed 10,000 words in length, including abstract and footnotes. In exceptional circumstances, the Editors may extend this limit to 12,000 words for an article that makes an important (exceptional) contribution to the field of law.

Consideration of Manuscripts

Editors will acknowledge receipt of all manuscripts. Also, after receiving comments from reviewers or a review panel, the Chief Editor will give a notification of acceptance, rejection or need for revision to authors usually within 12 weeks of receipt of an article.

Short Articles

The *Journal* also accepts short articles (2,000 – 4,000 words) for publication. This includes book reviews, case notes, commentaries on new legislation and any other important pieces of writing raising serious or important legal issues, such as valedictory speeches, professorial inaugural lectures or speeches, etc. Not more than 2 short articles can be published in one issue.

Note

Contributors wishing to review a book should contact the Chief Editor for a list of titles that may be available for review.

Language, Spelling and Editing

Only articles written in standard (grammatically correct and structurally good) **British English and spelling** will be accepted. Authors are advised to ensure that they edit or proofread their articles before submission. Articles with serious structural or grammatical mistakes shall be rejected. Authors who do not have good mastery of written English are advised to seek assistance from professional language editors. This step will enable journal editors and reviewers to concentrate on the substance of the article.

FORMAT REQUIREMENTS

Headings and Fonts

All headings should be in Arial font, preceded by a blank line and (**except for heading 4**) aligned to the left.

All headings must be numbered in Arabic numerals. Roman numbers and alphabets are strictly NOT allowed. Only 4 levels of headings are allowed. Each level of heading must strictly comply with the following specific instructions.

Heading one (e.g. 1): should be in **BOLD, UPPER CASE, ARIAL 12 pt**

Heading two: (e.g. 1.1): should be in **Bold, Sentence Case, Arial 12pt**

Heading 3 (e.g. 1.1.1): should be in *italics, not bold, Sentence Case, Arial 12 pt*

Heading 4 (e.g.1.1.1.1): *should be in italics, **not bold**, Sentence Case. Arial 12 pt, and **indented on the left** (1 cm).*

Both the main text, footnotes and indented quotations should be in Aerial font and the font size should be as follows:

- Main text in 12pt
- Footnotes 10pt
- Indented quotations in 11

Line Spacing

- Main text in 1.5
- Footnotes 1.0

- Indented Quotations 1.0
- Abstract 1.0

Paragraphs

All paragraphs should start at the margin. Using the line spacing options in MS Word, a space should be ‘added’ after each paragraph. Do not leave a blank line between paragraphs. The entire text should be fully justified.

Foreign words and phrases

Use italics only for truly foreign words (except foreign language proper nouns). Do not italicize words and abbreviations generally accepted in the English language (e.g., *inter alia*, *de facto*, *ibid*, *i.e.* etc.). All other foreign phrases should be followed by a brief translation either in square brackets or in an explanatory footnote.

Quotations

Use double quotation marks (“..”) when directly quoting a text from a source. In the main text (not in the footnotes) quotations that are more than 4 lines long in text should be indented (1 cm) on both sides, presented without quotation marks. **Do not** use ellipses or dots (.....) at the beginning or end of an indented quote. To indicate where words or phrases have been omitted from within a quotation, use only three dots “...”.

Note

Unless they are truly inevitable, direct (verbatim) quotations are highly discouraged. Editors shall, where inevitable, ask authors to remove such quotations before the article can be considered for publication.

Punctuation

Punctuation should be “outside” quotation marks (unless the punctuation is clearly part of the quotation) and footnote superscript numbers should come after punctuation mark.

Numerals

- In the main body of text, numbers and ordinals from one to ten (inclusive) should be spelled out; after that use digits: E.g.
 - One, two, three,... ten, 11, 12
 - First, second, ... tenth, 11th, 12th
- Use the longer “n dash” to separate groups of digits for page numbers and dates.
 - E.g. 20–24; 125–28
- When citing page numbers, abbreviate figures in the hundreds or thousands as appropriate

- E.g. 125–28 (instead of 125–128); 1923–25 (instead of 1923–1925); 2345–51 (instead of 2345–2351)
- Always use digits for footnotes, percentages and references to sections or pages of a document. Examples:
 - 2 per cent, 6 %
 - Page 7
 - S. 12 of the Law of Marriage Act.

Dates

When writing dates, use the style “10 February 1989”; “1988–89”; “1990s”.

Footnotes

- Footnotes, and not endnotes, should be used. Use “above” and “below” to refer to other footnotes in the article. **DO NOT** use *supra*, *op cit*, *loc cit*, *infra*, etc.
- Heavy footnoting is discouraged; unless it is truly necessary, avoid putting long texts in the footnotes.

Abbreviations

Use the following abbreviations: p/pp. (for page/pages); para/paras. (for paragraph/paragraphs); s/ss. (for section/sections of the law); art/arts. (for article/articles of a law, Treaty, Constitutions etc).

Multiple Authors

When citing a source written or edited by multiple authors, observe the following:

- If the number of authors is three or less, cite all authors or editors.
- If the number of authors/editors is four and above, please only cite the first author and add “*et. al*” (meaning “and others”) for the rest of the authors/editors.

Organization as Author

If a publication is issued by an organization (or association, commission, corporation, NGO, etc) and has no personal author’s name on the title page, list the organization itself as author, even if it is also given as publisher.

CITATIONS IN FOOTNOTES

Adhere **strictly** to the following formulae when citing your sources in the footnotes. Any article not adhering to the style provided here will be returned to the author.

Note

Observe the use and place of punctuation marks (commas, colons etc) brackets, arrangement of items, etc. in each respective category of sources.

Books

Author's surname and initials, *Title in Italics* (edition, if any), Place of Publication: Publisher, year (no brackets), at page number of quote. Examples:

- Malanczuk, P., *Modern Introduction to International Law* (7th Revised Edn.), London: Routledge, 1997, at p. 23
- Turabian, K.L., *A Manual for Writers of Research Papers, Theses and Dissertations* (7th Edn.) Chicago: University of Chicago Press, 2007, at p. 25.

Chapters in Edited Books

Author's surname and initials "Chapter tile" in Editor's (or editors') surname(s) and initials (ed./eds.), *Book Title in Italics*, city of publication, publisher, year (without brackets), page number of beginning of respective chapter, at page number where the idea is found. Examples:

- Materu, S.F., "A Strained Relationship: Reflections on the African Unions' Stand towards the International Criminal Court from the Kenyan Experience", in Werle, G.; Fernandez, L.; and Vormbaum, M. (eds.) *Africa and the International Criminal Court*, The Hague: T.M.C Asser Press, 2014, p. 211 at p. 223.
- Majamba, H.I. and Longopa, E.E., "Post-2015 Legislative and Policy Reforms for Oil and Gas", in Kweka, O.L. and Majamba, H.I. (eds.), *Scientific, Legal and Economic Aspects of Oil and Gas in Tanzania*, Dar es Salaam: University of Dar es Salaam, 2018, p. 40, at pp. 53–7.

Journal Articles

Author's surname and initials "Article title" volume (issue, if any), *Title of Journal* (in full) *in Italics*, year, page number of beginning of article, at page number of quote.

- Tizeba, T., "The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa", 44(2) *Eastern Africa Law Review*, 2017, p.1, at p. 14.
- Werle, G. and Burghardt, B., "Do Crimes against Humanity Require the Participation of a State or a "State-Like" Organization?", 10(5) *Journal of International Criminal Justice*, p. 1151, at pp.1167 –70.

Official Reports

Name of author/institution issuing the report, *Title of the Report in Italics*, Place of Publication: Publisher, Year, at page number of quote - Examples:

- Human Rights Watch, *Ballots to Bullets: Weapons Proliferation, Political Violence and Human Rights in Kenya*, New York: Human Rights Watch, 2002, at p. 16.
- Republic of Kenya, *Report of the Commission of Inquiry into Post-election Violence*, Nairobi: Government Printer, 2008, at pp. 102–12.

Theses and Dissertations

Author's surname and initials "Title of Thesis/Dissertation", PhD Thesis / LL.M Dissertation, Name of University, Year, at page number of quotes.

- Peter, Y., "Prosecuting Money Laundering in Tanzania: Legal and Practical Challenges", LL.M Dissertation, University of Dar es Salaam, 2018, at p. 34.
- Mwanga, E., "Integrating Indigenous Knowledge Systems into Climate Change Strategies in Tanzania: Examination of Legal and Policy Challenges" Ph.D Thesis, University of Dar es Salaam, 2019, at pp. 176–9.

Newspaper Articles (Print and Electronic)

Print Newspaper

Author's surname and initials "Title of article", *Title of Newspaper in italics*, (place of Publication), date month and year of publication, at page number referred.

- Kolumbia, L., "President John Magufuli: No Tenure Extension," *The Citizen* (Dar es Salaam), 19 December 2019, at p. 1.

Online Newspapers

Author's surname and initials "Title of article", *Title of Newspaper in italics*, (Place of Publication) date month and year of publication, available at <URL/internet link>, (date accessed).

- Kolumbia, L., "President John Magufuli: No Tenure Extension," *The Citizen* (Dar es Salaam), 19 December 2019, available at <<https://www.thecitizen.co.tz/news/1840340-5391630-9wru7b/index.html>> (accessed 20 December 2019).

Unpublished Papers (Conference Papers or Research Papers, etc.)

Author's surname and initials, "Title of paper" (paper presented at name of conference) place, date, at page number of quote.

- Amao, F., "Universalism and African Union Law: An Uncomfortable Synthesis of Universalism and African Traditions?" (paper presented at the 114th Annual Conference on International Law and Universality), Manchester, 13-15 September 2018) at p. 7.

Electronic (Internet/Online) Sources

Use the phrase "available at: <http://...>" when citing, and provide date last accessed in brackets. **Remove** all hyperlinks. Cite using the following formula.

Author's initials and surname (or if authors is not a natural person, then name of the organization/institution publishing the material) "Title of the document", (Place of Publication (if available): publisher (if available), year (if available), at page number of quote (if available), available at <URL/internet link>, (date accessed)

Examples

- OECD, "Money Laundering and Terrorist Financing Awareness Handbook for Tax Examiners and Tax Auditors", Paris: OECD, 2019, at p. 15, available at <<https://www.oecd.org/tax/crime/money-laundering-and-terrorist-financing-awareness-handbook-for-tax-examiners-and-tax-auditors.pdf>> (accessed 20 December 2019).
- Ischebeck, J., "Money Laundering in Africa: What you Need to Know," available at <<https://moguldom.com/211905/money-laundering-in-africa-what-you-need-to-know/>> (accessed 18 December 2019).

Note: Do not cite the URL/internet link alone; you must provide the full facts of the publication, as far as they can be determined.

Cases

Cite cases in accordance with the normal practice in the relevant jurisdiction. If the case is reported, cite it according to the citation style of the respective Law Report.

Note

- Names of parties to the case must be italicized. The rest of the citation should **NOT** be in italics.

- When writing the parties, use v.
- DO NOT use 'versus' or 'vs'.

Examples

- *Bloggs v. Smith* [2001] 3 XYZ LR 76, at p.....
- *Nicaragua Case* (Admissibility & Jurisdiction) (Nicaragua v. USA), ICJ Reports, at p.....
- *Director of Public Prosecution v. Daudi Pete* [1993] TLR 22, at p....
- *Okunda v. R.* [1970] EA 453, at p. 461.
- *Salomon v. Commissioner of Customs & Exercise* [1967] 2 QB 116, at p. 143.
- *Alex John v. The Republic*, Court of Appeal of Tanzania at Dar es Salaam, Criminal Appeal No. 129 of 2006 (Unreported), at p. 12.

Interviews

When the interviewer is the author: surname and initials of interviewee (if there is no anonymity) Interview by Author (Date and Place of the interview). E.g.

- Peter, C.M., Interview by author (20 March 2016, UDSM, Dar es Salaam).

When the interviewer was not the author: Initial and surname of interviewee (only if he does not prefer anonymity, Interview by ... (name of interviewer) (date and place of interview). E.g.

- Peter, C.M., Interview by Romward, T. (20 March 2016, UDSM, Dar es Salaam).

Abbreviating and Cross-referencing Citations

When citing a source that has already been cited in a previous footnote, do not repeat the whole citation again. Abbreviate the citation as follows.

Author's surname, *Abbreviated Title in Appropriate format for Book/Article etc*, above at note XX, at p....

Examples

- *First citation* (assume was in footnote 3)
Malanczuk, P., *Modern Introduction to International Law* (7th Revised Edn), London: Routledge, 1997, at p. 23

Subsequent citation: Malanczuk, *Modern Introduction to International Law*, above note 3, at p.26.

- *First citation* (assume was in footnote number 15)
Materu, S.F., “A Strained Relationship: Reflections on the African Unions’ Stand towards the International Criminal Court from the Kenyan Experience,” in Werle, G.; Fernandez, L.; and Vormbaum, M. (eds.) *Africa and the International Criminal Court*, The Hague: T.M.C Asser Press, 2014, p. 211 at p. 223.

Subsequent citation:

Materu, *A Strained Relationship*, above note 15, at p. 225.

- *First citation* (assume was in footnote 20)
Tizeba, T., “The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa,” 44(2) *Eastern Africa Law Review*, 2017, p.1, at p. 14.

Subsequent citation

Tizeba, *The Symbiotic Relationship*, above note 20, at p. 6.

Note

- Use “ibid” to refer to an immediately preceding work with **the same page number**. Use “id” to refer to an immediately preceding work with a different page number. Examples:
 1. Malanczuk, *Modern Introduction to International Law*, above note 3, at p.26.
 2. Id, at p. 28.
 3. Tizeba, *The Symbiotic Relationship*, above note 20, at p. 6.
 4. Ibid.
- **DO NOT** use *op cit*, *loc.cit*, *supra*, *infra* to refer to other footnotes.
- Always check the accuracy of all cross-referenced footnotes before submitting the article to editors. Articles with distorted cross-references will be returned to authors.

OTHER IMPORTANT INFORMATION

Other important things to observe in citation

- Add a full stop at the end of every footnote.
- When citing authors/editors’ names, **DO NOT** add space between two initials; every author/editor’s initial must be followed by a full stop. E.g. Peter, C.M.; Fimbo, G.M.; Wambali, M.K.B.
- “Place” of Publication refers to the CITY and not the country where the publisher is located.

- If you cite any other type of sources not covered in these Guidelines (e.g. audio/video recordings, television programmes or other broadcast sources, live performances, etc), please choose the most convenient way of citation, which, to the extent possible, should be consistent with the citation style given for the sources covered in these Guidelines (e.g. in terms of arrangement/position of names, dates, year, URL, etc). You must strictly maintain consistency throughout.

APPENDIX

DECLARATION

I/we.....(name of author/authors),
who wishes/wish to submit my/our article for publication in the
.....(name of Journal) do
hereby declare that the article has not been published nor has it been submitted or
accepted for publication elsewhere. I/we also declare that the article is my/our original
work and that it has not been plagiarized.

Signature(s): _____

Declared at: _____ on: _____