

REVISED EDITORIAL POLICY & HOUSE STYLE OF THE LAW SOCIETY OF KENYA JOURNAL

Policy

The *Law Society of Kenya Journal* is a general journal seeking to publish scholarly legal work across a broad range of subject matter. The journal welcomes well researched, creative, meaningful, clear, purposive and jurisprudential articles, case notes and book reviews. For inclusion as an article, a manuscript should exceed 5,000 words but be not more than 10,000 words (including footnotes). Case notes and book reviews should not exceed 5,000.

Plagiarism is unacceptable and will lead to automatic disqualification.

Articles submitted for publication must not have been published elsewhere, and must not be under consideration for publication elsewhere.

Authors are reminded that the *Journal* has a wide circulation, nationally and internationally. Authors are, therefore, encouraged to ensure that the context of laws and policies is clearly explained (in footnotes, if appropriate) to readers who may be unfamiliar with the details of particular national or regional systems. Neither the Editor-in-Chief and the Editorial Board, nor the Law Society of Kenya accepts responsibility for the views authors express in their contributions.

Only manuscripts written in accordance with this Editorial Policy will be considered for publication. As contributions accepted for publication must be put into Journal style, authors are reminded to minimize the possibility of their manuscript(s) having to be re-formatted by the Editor-in-Chief or the Editorial Board. Neither the Editor-in-Chief nor the Editorial Board has the resources for either copy-editing or re-formatting. The Editorial Board, therefore, regrets that contributions which depart substantially from this policy and Law Society of Kenya Journal style will be returned to authors for revision.

Submission of manuscripts

All manuscripts should be submitted in both signed hard and soft copy to the following address:

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OR

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Gitanga Road
P.O. Box 72219-00200
Nairobi
[Email;lsk@lsk.or.ke](mailto:lsk@lsk.or.ke)

Language

All manuscripts should principally be written in the English language. An author who presents work in other language may be required to seek authenticated translation into the English language, at a cost to be met by the author. Such translation shall not be a guarantee that the manuscript shall be accepted for publication.

Format

All manuscripts should be in the following format:

- Ms Word;
- Times New Roman, font 12 font;
- Double spaced;
- With footnotes, **NOT** endnotes (i.e. all notes appearing consecutively and collated at the bottom of the text);
- With margins of 2.5 cm at each side of the text and at the top and bottom of each page;
- With the total number of words of the text indicated at the top right hand corner of the front page, and

Titles and headings

Titles of manuscripts should be in capitals, **bold** and centred; followed by the author's name, centred, in capital italics; followed immediately by a * symbol footnote, the text of the associated note indicating the author particulars. For example,

THE ROLE OF CONSULTATION IN MAKING A CONSTITUTION

Kamau Mungai and Kipkorir Bett***

In all manuscripts, a maximum of two headings should be used and numbered consecutively as follows:

- Main headings (which should be in **bold** UPPER CASE, centred) as follows:

1. MAIN HEADINGS

- Sub-headings (which should be in **bold** Title Case, [i.e. first letter of every word being in upper case], italics and flush with the left margin) as in:

1.1 *Sub-heading*

All headings and sub-headings should be numbered consecutively in Roman characters.

Case notes

The title to every case note should be centred and should be set out as follows:

- descriptive title, in **bold UPPER CASE**, Roman text, centred; followed by
- the name of the case, in **bold italics**
- the report citation, properly punctuated in Roman text but with no closing full stop after the citation
- the names of the members of the court (in round brackets) in the order in which they are listed in the law report or transcript.

For example:

CLINICAL GUIDELINES, “NICE” AND THE COURT OF APPEAL

City Council of Nairobi and Others v Kenneth Namanda

Unreported, Court of Appeal Civil Case No ..., Nairobi, 25 November 2004 (C.A.)
(Gicheru CJ, Githinji and Omollo JJ.A)

Book Reviews

The title of the review should be set out

- a descriptive title in **bold**, UPPER CASE, Roman text, centred; followed by
- the name of the book, justified, in Title Case, *italics*; followed by
- the name of the author(s) editor(s), in UPPER CASE, Roman text; followed by
- the country of publication; followed by
- the publisher; followed by the year of publication; followed by
- the number of pages (set out by the number followed by “pp.” as in xx + 200 pp.); followed by
- an indication whether published in Paperback or Hardback; followed by
- the price; followed by
- the ISBN number. Book reviews may be published only in respect of books that have ISBN number.

For example,

ENVIRONMENTAL LAW & POLICY

Kenya’s Environment, The LSK Assessment, edited by Omwanza Ombati and Munir Mohammed Nairobi, for the Official Publications of the Law Society, 2005, xxiv + 677 pp., Paperback, Kshs 2000, ISBN 92-826-5409-5

Please note that there is no closing full stop.

Paragraphs

The first paragraph and every paragraph immediately following a heading or sub-heading must begin at the margin. Thereafter, the first line of all other paragraphs must be indented by three points.

Parentheses and Punctuation

Unless the parenthesis is a complete sentence, full stops should be outside closing parenthesis.

Emphasis

All emphasis in the text should be in *italics*, not bold, not underlined.

Numbers

Numbers upto and including ten should be spelt out in words. Numbers more than and including 11 should be in digits.

Dates

These should be set out as follows: 13 February 1999, 23 March 2000.

Lists

If you include indented lists in your text please do not use bullet points. Instead, each point in the list should be numbered as follows;

- | | | |
|-----------|----|-------------|
| (a) Cat | | (i) Cat |
| (b) Dog | OR | (ii) Dog |
| (c) Mouse | | (iii) Mouse |

Quotations

Quotation marks

Quotations should be enclosed in-between single inverted comas, save for a quotation(s) within a quotation(s) which should be enclosed in-between double inverted comas. The style of inverted comas to be used should be “...” (if double) or ‘...’ (if single). No other style should be used.

Indented quotations

Unless they appear in footnotes, quotations of more than three lines should be indented by half three points without quotation marks and separated from the main text by an extra line before and after the quotation.

Un-indented quotations

Quotations of less than three lines should be placed within the text and be indicated by single inverted commas.

Punctuating quotations

Punctuation marks should normally be placed after the last inverted comma, save where double inverted commas are used when the punctuation mark should normally be placed immediately before the inverted commas.

Italics

These should be used for:

- case names;
- emphasis;
- words languages other than English, including vernacular, Latin, French; and
- literary abbreviations such as: *ibid.*, *loc cit*, *per*, *etc*, *viz*

Underlines

Underlines are generally not allowed.

References and footnotes

Manuscripts should be backed by adequate referencing. Authors are responsible for checking the accuracy of all references.

References should be in the form of footnotes appearing consecutively numbered and collated at the bottom of the main text with no extra line between footnotes.

Footnotes to the titles and author(s) should be designated as *, ** *etc*. Footnotes to the text should be designated as 1, 2, 3 *etc* and be placed after the punctuation. The footnote to the name(s) of the author(s) should give the author's position, brief qualifications, email address, institutional address (where appropriate), and any brief acknowledgements

if required. The footnote to the title should include a statement as to when the law is accurate, eg The law is stated as at 1 January 2008.

References should be cited in full on the first occasion they are mentioned. Subsequent citations of a source that has previously been cited in full should use an appropriate cross-referencing format (e.g., *above*, *loc cit*, *op cit*, *ibid*, *supra*, *see*).

A full stop should be placed at the end of each footnote.

Citation of Cases

- case names may be stated in the main text or footnotes as appropriate but **MUST** be stated in *italics*;
- abbreviation “v” should be used instead of “versus”. The “v” should also be in italics without a full-stop or other punctuation.
- The citation of law report should always be placed in the footnotes, **NOT** in the main text.
- The year of the law report should normally be enclosed in square brackets,

For Example,

Quick v Taff-Ely Borough Council [1980] QB 809.

Where reference is to a specific page(s), the case citation should take the following format:

Quick v Taff-Ely Borough Council [1980] QB 809 at 810.

- E-law reports should be cited fully, eg, [2005] eKLR, <http://www.kenyalaw.org> <accessed on 22 September 2006>.

Citation of books

At first mention, books should be fully cited as follows: author, followed by the title – in plain text, **NOT** in italics, and then publication details in (in brackets, including, name of publisher, place of publication and year of publication in that order) and page number(s).

H Kelsen, *Pure Theory of Law* (California: University of California Press, 1967) p 33.

H Street, *The Law of Torts*, 9th edn (London: Butterworths, 1993), at p 100.

J L Jowell and D Oliver (eds), *New Directions in Judicial Review* (London: Stevens, 1988), at p 86.

Subsequent mentions should cross-reference appropriately (e.g., *op cit*, *ibid*, *supra*, *seeI*).

Citation of journal articles

At first mention, journal articles should be fully cited as follows: author, followed by the article title – in *italics*, then citation of the journal (by title – in plain text, volume, number, year) and the relevant page number(s).

Abbreviations should be used only for familiar journals. Otherwise, the title should be fully given

R Kerridge, *The Taxation of Trust Income* (1994) 110 L.Q.R. 84.

Citation of statutes

Statutes should be fully identified in the main text or footnote and cited in the footnote as appropriate. Old statutes which have chapter numbers should be cited in the following form:

Limitation of Actions Act, Chapter 22 of the Laws of Kenya.

Modern statutes should be cited in the form:

Children Act, 2001.

Reference to a specific section(s) of the statute should use the word “section” in full before the statement of the title of the statute. Where the abbreviation ‘s’ is preferred, the same should be placed in lower case at the after the citation of the statute or in parenthesis. For example,

Section 29, Limitation of Actions Act, Chapter 22 of the Laws of Kenya

OR

Limitation of Actions Act, Chapter 22 of the Laws of Kenya, s 29.

Citation of statutory Instruments

These should be fully identified in the main text or footnote and cited in the footnotes as appropriate. For example,

Stamp Duty Regulations 1986, L.N. 1986/1711.

Citation of international instruments

These should be fully identified in the main text or footnote and cited in the footnote as appropriate. The citation should normally include full title of the instrument, adopting

body, place of adoption, year of adoption, year of coming into force, resolution number (where applicable), where the full text is published.

Citation of internet sources

Internet sources should be fully identified by citing the websites where the reference may be accessed. At first mention, these should be fully identified thus: author, followed by the year of publication (in round brackets), title (in *italics*), the publisher's name and web address and date accessed.

A. Boon, (2001) *Making Good Lawyers: challenges to vocational legal education*, UK Centre for Legal Education, University of Warwick: <http://www.ukcle.ac.uk/resources/vtf/boon.html> <accessed on 22 September 2006>.

Abbreviations

Commonly used abbreviations, such as citations of law reports and journals, judges' titles and Latin shorthand (*ibid*, *op cit*, *loc cit*) need not be punctuated by full stops or other punctuation. For example,

- EALR and Crim LR rather than EA LR. and Crim L.R.
- Omolo JA (plural JJA)
- Etc, Dr, ed, vol, per cent, eg rather than etc., Dr., ed., vol., per cent., e.g.
- Acronyms (eg KTN, FOB, KN) also need not be punctuated.

In the main text, never use abbreviations of the words "section" "article" "regulation", "directive" or "paragraph". In footnotes spell out the full word when it appears as first word in a sentence. Otherwise use the abbreviations "s", "ss", "art", "reg", "dir" or "para".

It is also not necessary in the footnotes to punctuate abbreviations used to refer to specific courts, eg CA, HL, QBD, ChD and PC.

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