

## KAS African Law Study Library

### Style guide for manuscripts

#### 1. Main text

Font: 12 point, Times New Roman

Line space: 1,5

Refrain from using bold type or underlining in the text, also use italics only sparingly.

Full-line spacing between paragraphs.

Contributions must be saved in a simple format, i.e. without automatic hyphenation, with a consistent font, and NO activated hyperlinks or other macros.

Suggested headings:

- First level – A., B., C., D., etc.
- Second level – I., II., III., IV., etc.
- Third level 1., 2., 3., 4., etc.
- Fourth level – a), b), c), d), etc.

#### 2. General requirements

Please add a first footnote (\*) that provide information the status of the author and his/her email-address.

Please also provide a brief English abstract of your contribution.

#### 3. Footnotes

Font 10 point, Times New Roman

Line space: single

All footnotes end with a full stop.

Books:

<Author's full name> (in italics), <title>, <place and year of publication>, <page number> (do not cite the publishing company).

Subsequent quotation:

<Author's full name> (in italics), <title of the article>, <name of journal> <volume> <(year>, <page number> (of the specific page referring to, not of the article as such).

Subsequent quotation:

<Author> (last name only), <note #>, <page number>.

Articles in a collection:

<Author's full name> (in italics), <title of the article>, <in:> <name of editor or editors (ed./eds.)>, <title of the collection>, <place and year of publication>, <page number> (do not cite the publishing company).

Susquent quotation:

<Author> (last name only), <note#>, <page number>.

Websites:

<Author's full name> (in italics) OR <institution>, <title>, [://address-\(](://address-/) accessed on <date>)

Titels of works cited in languages using non-latin script should be given in an established transliteration and a translation of the title should follow in [].

4. Book reviews

Book reviews should contain a head-line citing

- Author(s)
- full title of book (in bold font)
- Publishing company, Place and year of publication, Page numbers and price, ISBN number