

RGNUL | Guidelines for the Contributors

***RGNUL Law Review (RLR)* - A Six-Monthly Law Journal
published by Rajiv Gandhi National University of Law
(RGNUL), Punjab
(Established under the Punjab Act No. 12 of 2006)**

PART ONE: SCHEME OF THE JOURNAL

1. THE EDITORIAL POLICY

The *RGNUL Law Review (RLR)* aims at providing a forum for sharing advanced research and scholarship. It would be a unique publication in providing comprehensive coverage to some of the important and contemporary legal issues agitating the minds of jurists at the national and international levels. The *RLR* could become a part of the essential reading for academicians, practitioners students and for other inquisitive readers who need to stay abreast of the recent developments in the discipline of law and social sciences. Our chief objective is to reflect the new trends in legal thinking that could be applied for giving shape to the future policies and programmes for betterment of the society.

2. SCOPE OF PUBLICATION

A contribution for the *RLR* should pertain to important socio-economic-legal or socio-politico-legal issues or to other matters of current significance relating to law, justice, and judicial system. The paper must identify the core issues. The discussion thereon should be with reference to the contemporary developments and with up-to-date knowledge pertaining to that area. This may follow the summing up of the relevant issues of study in a coherent manner. The whole endeavour should be towards providing concrete contribution to the existing knowledge. Books may also be submitted for publication of Reviews. However, unsolicited Book Reviews shall not be entertained.

All contributions should be submitted on a plain **A4 Size Paper** and on a **Compact Disk (CD)**, in **MS Office, Word** or **Word Perfect Software**.

3. CONDITIONS FOR ACCEPTANCE OF PAPERS

- (i) Only those papers that fall within the scope of the *RLR* shall be considered.
- (ii) Contributions should be in English language and be in conformity with the *RLR's* scheme, style and rules of citation.
- (iii) The word limit for Articles is approximately 10,000. Notes and comments should be in about 8,000 words. Book Reviews shall have the word limit of 1,500 words.**
- (iv) Contributions to the *RLR* shall be evaluated by the nominated Referees. A mere submission of a contribution shall not confer any claim for publication.
- (v) RGNUL reserves the right to take decision to publish the contribution or not.
- (vi) Submission of a paper shall be taken to imply that it is an unpublished work and is not being considered for publication elsewhere.
- (vii) Copy right of all entries received shall exclusively vest with the Rajiv Gandhi National University of Law, Punjab. The submission of work would imply that the contributor has assigned such rights to RGNUL on its publication in the *RLR*.

4. SUBMISSION OF THE RELEVANT INFORMATION

The following information is required alongwith the contribution:

- (i) Name, official designation, correspondence, e-mail address, and phone number of the contributor;

- (ii) Brief resume (not exceeding 150 words);
- (iii) Certificate that the paper submitted is a piece of original and bonafide research work and has not been published or submitted for publication elsewhere;
- (iv) An abstract of not more than 500 words that outlines the area of study and important conclusions; and
- (v) Two hard copies and a soft copy of the contribution must be submitted. Please e-mail the soft copy to rlr@rgnul.ac.in Hard copies must be mailed to the following address:

**The Executive Editor RGNUL Law Review (RLR)
Rajiv Gandhi National University of Law, Punjab
Sidhuwal New Campus, Bhadson Road, Patiala - 147 001 (Punjab)**

5. THE PROCEDURE FOR ACCEPTANCE

- (i) On receipt of the contribution, the Editorial Committee shall screen it to satisfy itself about the conformity of the contribution with the RLR conditions, policy, scheme and style for submission of the manuscripts.
- (ii) The screened work shall be assessed by the nominated referees.
- (iii) A contribution recommended by the referee as fit for publication as such or recommended for publication with necessary amendments, if any, shall be considered for publication after the author would submit the amended paper accordingly. The author will be given two weeks to carry out changes thus suggested.

6. COPIES OF THE OFFPRINTS

Ten (10) offprints of the paper published alongwith a copy of the journal will be sent to author of paper. Additional copies of the off-prints / journal may, however, be purchased from the University.

PART TWO: STYLE OF THE JOURNAL

1. FORMATING THE TYPESCRIPT

- Font Type : Arial / Times New Roman
- Font Size : 12
- Spacing : 1.5
- Alignment : Justified
- Margins : Left 1.5 Inch and Right 1.0 Inch, Top 1 Inch and bottom 1 inch.

The first line of paragraph is not to be indented.

Page Number: Centre bottom / right except the first page.

2. TITLE OF THE PAPER AND THE DETAILS OF THE AUTHOR

Title of the paper should be in capital bold and centre aligned.

The name of author and co-author/s, if any, should appear in the next line and should be right aligned. The name of the author should be followed by footnote mark (*) for the first author and (**) for the second author. The footnotes should give educational qualifications and the institutional details of the contributor/s.

3. THE MAIN TEXT OF THE PAPER

3.1 Sub-Sections

An article may be divided into sections, sub-sections, and sub-sub-sections, using the Arabic numerals. Only the initial words should be

capitalized. The *RGNUL Law Review* would use the following heading levels:

All the headings should be given systematically. For example: The heading of the Article should be in CAPITAL BOLD.

The second sub-heading, that is, 1.1 should be in SIMPLE BOLD

The third sub-heading, that is, 1.1.1 should be ITALICS BOLD

The fourth sub-heading, that is, 1.1.1.1 should be in ITALICS SIMPLE

The fifth sub-heading, that is, 1.1.1.1.1 should be in PLAIN SIMPLE

Example: CONSUMER PROTECTION LAW IN INDIA: NEW DEVELOPMENTS AND EMERGING TRENDS

3.1 New Developments in Consumer Protection Law in India

3.1.1 *Consumer Protection and Business Self-Regulation*

3.1.1.1 Business Self-Regulation by the Public Sector

3.1.1.1.1 Banking Industry and Self Regulation

3.2 Punctuation

Punctuation should be consistent in the following ways: Single quotation marks should be used, except for quotations within quotations (which will have double quotation marks) and extracts broken off from the text (which will be set off from the text with no quotation marks); punctuation will follow closing inverted commas except for grammatically complete sentences beginning with a capital - e.g. He maintained: 'The book under discussion breaks new ground'. The serial comma (i.e. the one before and one after as in 'red, white, and blue') is used.

3.3 Quotations

Quotations of less than 40 words are to be included in the main text, between double quotation marks. Longer quotations should, however, begin on a new line, without quotation marks, and be indented one inch from the left and 0.5 inch from right in single space to indicate that it is to be set as a separate block of the text.

Style: The original capitalization, spelling etc. etc. of the quotation should be preserved. Place any change made to a quoted text between square brackets. Where you use an ellipsis to indicate omissions within the quoted text, do not enclose it in square brackets ([...]), unless the quoted author also used an ellipsis. Use ‘*sic*’ between square brackets to signify obvious mistakes in the quoted text. Quotations should always be followed by a footnote with a reference to the source. If you wish to add specific emphasis to part of the quoted text, this should be done by the use of italics, and ‘(emphasis added)’ should be added to the source note.

3.4 Lists

Numbered Lists: Use Arabic numbers followed by a full point. Separate each part with a semi-colon, ending the last one with a full point, and adding ‘and’ after the last semi-colon.

Example:

Certain rights are specifically designed for the protection of minorities:

- I. The Right to Non-Discrimination;
- II. The Right of Preservation of Identity;
- III. The Right to Strike; and
- IV. The Right to Establish and Maintain Institutions.

Use lower-case roman numerals in parentheses for a numbered list.

3.5 Listed Items Within a Sentence

Where these consist of more than single words or phrases, they should be separated by a semi-colon, e.g., ‘Head of Research, T.M.C. Asser Institute, The Hague, The Netherlands; CEO, Shell; General Editor, Banking News; and Professor of Economic Law, University of Maastricht, The Netherlands.’

3.6 Italics

Italics should be used sparingly. Only the following should be italicized in the main text:

Case Names (but not ‘v.’) and all procedural phases (*in re, ex parte*): *Corfu Channel Case*

Titles of Publications: American Journal of International Law, Harvard Law Review, Wall Street Journal, Yale Law Journal,

Words requiring special emphasis: ‘Never use bold type’.

Words or phrases in languages other than English which are not in common use

NB: Full quotations in a foreign language are not italicized (and a translation should be provided in a footnote).

3.7 Abbreviations and Acronyms

Abbreviations that are in common use (UN, EC, EU, US, NATO) need not be given in full on the first use. Other abbreviations should be spelt out on the first use with the abbreviation given immediately following in parentheses, e.g. ‘World Health Organization (WHO)’. However, do not use an abbreviation if the name in question is only mentioned a few times—always give it in full.

Acronyms and lettered abbreviations will be rendered with no stops.

Terms such as ‘article’, ‘resolution’, ‘paragraph’, and ‘declaration’ should not be abbreviated (unless they are given in parentheses or footnotes). Paragraph numbers of articles should be given in parentheses, e.g. ‘Article 5(6)(b)’; ‘Article XII (1)’.

Number spans are elided to the shortest pronounceable form, so 385-7, not 385-87 or 315-6 but 315-16.

3.8 Dates

Use the form date - month - year, e.g. 2 November 2010.

Decades: Always use ‘1990s’, not ‘Nineties’ or ‘90s’. Spell out Centuries.

3.9 Capitalization

Avoid capitalization as much as possible - when they are used generically do not capitalize such words or phrases as ‘state’, ‘state parties’, ‘members’, ‘contracting parties’, ‘treaty’, and so on.

Courts, tribunal chambers and personnel: capitalize specific chambers, such as ‘Appeals Chamber’, ‘Trial Chamber I’, a generic term such as ‘trial chamber’ should not be capitalized. Where the formal functions of the Office of the Prosecutor are being discussed, then ‘Prosecutor’ should be capitalized, but it should not be when the term is used generically.

Similarly, ‘defence’, ‘defendant’, ‘accused’, ‘applicant’, ‘respondent’, ‘judge’, and so on should not be capitalized.

When a reference is made to the contracting parties of the GATT as a body, leave capitalization the way the author has indicated.

The following should always be capitalized: ‘article’, ‘chapter’, and ‘section’ (Examples: Article 21, Chapter X and Section 302), when followed by a number, and ‘resolution’, ‘treaty’, ‘draft’, etc. when referring to a specific text (Examples: Resolution 1221, Treaty V and Draft 7).

3.10 Miscellaneous

Please note that the following should be used

The First World War, The Second World War, *not* World War I, World War II

third world (noun), third-world (adjective)

co-operation, co-ordination etc.

Spellings: Judgment (when used in the legal sense to denote decision of a court) and judgement (when word is used in ordinary English usage).

4. FOOTNOTES

4.1 Abbreviations

The following should always be abbreviated in footnotes:

Annex(es):	Ann.
Appendix(-ices)	App.; Apps.
Paragraph(s)	Para.; Paras.
Decision(s)	Dec.; Decs.
Regulation(s)	Regs.
Resolution(s)	Res.

4.2 Page References

Use p. or pp.

Use 'at' if the page number may be confused with another part of the citation.

4.3 Cross-References

The first reference to any source must be given in full (for format see 'Rules for citation' below). Authorities and textual sources cited elsewhere in the article may be referred to by using a condensed reference, adding '*supra*' or '*infra*'. This also applies to case names. For a reference to the author, simply use the last name (no initials). Where two authors are cited give both names, but for three or more names, only the first author, followed by 'et al.'. Use 'note' or 'notes' when referring to other footnotes within the article. Do not use page numbers for references within an article, as they will change when the issue is typeset. Instead, refer to (sub)sections or text at notes. References such as 'op. cit.', only '*ibid.*' should be used, when referring to the source page cited immediately above and '*id.*' for same source but different page or para e.g. *id.*, at p. 5.

Examples: See: Rama Jois, (Year) p. 300.

id., at p. 325.

PART-III: RULES OF CITATION

1. BOOKS

Name of the Author/s, *Title of the Book* (To be Italicised), Name of the Publisher, Place of Publication, Year of Publication.

Examples: D.N. Saraf, *Law of Consumer Protection in India*, N.M. Tripathy, Bombay, 1996.

S.K. Verma and M. Afzal Wani (eds.), *Legal Research and Methodology*, Indian Law Institute, New Delhi, 1999.

Avtar Singh, *Company Law*, Eastern Book Co., Lucknow, 2010.

Author: cite initials (spaced), not full first names, and full last name. If a book has more than one author, cite them all at the first time the book is mentioned, with a maximum of three. If a book has more than three authors, mention the last name of the first author only, followed by 'et. al.'

Title: Give the full title in italics as it appears on the title page of the book, including sub-title. Capitalize the initial word, the word immediately following a colon, and all other significant words except articles, conjunctions, and prepositions of less than four letters. Do not underline or italicize.

Page: Cite page number if a specific reference is made; use 'p.' or 'pp', 'at' if the page number may be confused with a part of the title or any other numerical sequence.

Editions: Do not indicate the edition, the year of publication is sufficient.

Volume Number: if the book consists of several volumes, the volume number is placed after the full title, and followed by a comma.

2. ARTICLES

Name of the Author, "Title of the Article", (In Double Inverted Comas),
Name of the Journal, (To be Italicised) Vol./s., No./s., Month/s,
Year of Publication, Pages of the Article.

Examples:

Mahendra P. Singh, "Federation, Democracy and Human Right: Some Reflection", *Journal of the Indian Law Institute*, Vol. 41, No. 4, October-December 2005, pp. 429-446.

While referring to a particular page, it may be cited like this

N.R. Madhva Menon, "Training in Legal Education: Some Comparative Insight from Indian and American Experience", *Journal of the Indian Law Institute*, Vol. 49, No. 3, July-September 2007, pp. 399-408, at p. 405.

Author: Cite Initials (spaced), not full first names and full last name. If an article has more than one author, cite them all the first time the article is mentioned, with a maximum of three authors. If the article has more than three authors, mention the last name of the first author only, followed by 'et. al'.

Title: Give the title in quotation marks. Capitalise the initial letter, the letter immediately following a colon and all other significant letters.

3. CITATIONS FROM COMPILATIONS AND EDITED VOLUMES

Author/s, 'Title', Editor's / Editors' name (ed. / eds.), *Compilation*, Name of the Publisher, Place of Publication, Year of Publication, first page at page of quote.

Fali S. Nariman, "Judicial Independence in India", Venkat Iyer (ed.), *Democracy, Human Right and the Rule of Law, Essays in Honour of Nani Palkhivala*, Butterworths India, New Delhi, 2000, pp. 13-32.

Example:

K.R. Narayanan, "The President's Role and Responsibility in the Constitution", Mool Chand Sharma and Raju Ramachandran (eds.), *Constitutionalism, Human Right and the Rule of Law: Essays in Honour of Soli J. Sorabji*, Universal Law Publishing Co., New Delhi, 2005, pp. 1-7.

Author: Cite initials (spaced), not full first names but full last names. If a contribution has more than one author, cite them all the first time it is mentioned, with a maximum of three. If a contribution has more than three authors, mention the last name of the first author only, followed by 'et. al'.

Title: Give the full title in quotation marks. Capitalize the initial word, the word immediately following a colon, and all other significant words.

Editor: Cite initials and last name of the editor, followed by '(ed.)'. If the volume is edited by more than one editor, cite all names, with a maximum of three, followed by '(eds.)'.

Title of Volume: Give the full title in italics as it appears on the title page, including subtitles. Capitalize the initial word, the word immediately following a colon, and all other significant words.

Page: The page number follows the title of the book, not title of the contribution. Use 'at' if the page number may be confused with a part of the title or any other numerical sequence. Give the number of the first page of the contribution, followed by 'at' and the page of the contribution where the quote can be found.

4. NEWSPAPER ARTICLES

Name of the Author, "Title of the Article", *Name of the Newspaper*, (To be Italicised) Date of Publication, Year of Publication, page/s.

If no author

Title of the item, Page, Date, Page.

Example: A.K. Singh, "Spruce Up Security", *The Asian Age*, 14 January 2010, at p. 6.

"UK to Appeal EU Ruling on Terror Law", *The Asian Age*, 14 January 2010, at p. 8.

Author: If the name of the author is available, cite initials (spaced), not first full name but full last name.

Title: Give the full name in quotation marks. Capitalize the initial letter, the word following a colon and all other significant letters except articles, conjunctions and prepositions of less than four letters. The title must be italicized.

Paper: Give the full name. The definitive articles should not be used except like – The Tribune.

5. CASES

Mention the names of the parties in italics. In case there are more plaintiffs/ petitioners/appellants or defendants/Respondents use 'Name of the first party and another' or 'Name of the first party and others' if there are more than three.

'Versus' should be spelt as 'v.' and should be in roman and not italicized. The formal of the citation should be in the manner provided by the reporter.

The citation should identify the reporter, the year of the decision, the name of the court and the page number from where the case starts, pin point reference can be by putting the page(s) in brackets or with reference to paragraph numbers.

Examples:

Dinesh Mohan Trivedi v. Union of India, AIR 1996 SC 1256 (1260).

Maneka Gandhi v. Union of India, AIR 1978 SC 598 para 8.

6. LEGISLATION

Title, Year

Title: Title of the statute should be italicised followed by coma and year.

Example: The *Indian Penal Code*, 1860.

Section: In foot note the title, year, section as s.

More than one section to be referred as ss.

Examples: The *Indian Penal Code*, 1860, s. 34.

The *Indian Penal Code*, 1860, ss. 34 and 149.

In the text reference to a particular provision of law should be:

Section [number] of the Statute, year

Example: Section 34 of the *Indian Penal Code*, 1860.

Section, if in start of the sentence and section if in between the sentence.

7. REPORT

The Report prepared by a commission should be referred by name of the commission followed by title of the Report in single quotes and year in parenthesis.

Example: The Law Commission of India, One Hundred and Eighteen Report on 'Article 20(3) of the Constitution of India and the Right to Silence (2002).'

8. INTERNATIONAL MATERIAL

(a) Multilateral Treaties

Give Name of Agreement (adopted, came into force) treaty source.

- (i) When citing to treaties, provide reference to the source that is United Nations Treaty Series (UNTS) or the League of Nations Treaty Series (LNTS) or the European Treaty Series (ETS), where the treaty is cited in any of them.
- (ii) The name of the treaty should be italicized. The date on which the treaty was adopted and the date it came into force should be included in parentheses and separated by a comma. Otherwise, the date on which all the parties signed the treaty is to be mentioned.

Example: *International Covenant on Civil and Political Rights* (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171.

(b) Bilateral Treaties

- (i) Give the name of the bilateral treaty in italics, the names of the parties in parentheses. The names of the parties should be separated by an en-dash. This is followed by the date signing, coming into force and citation.

(c) Other International Material

For citing to other UN documents, refer to 'Documents Symbols: United Nations Documentation', available at <http://www.un.org/Depts/dhl/resguide/symbol.htm>.

(d) Decisions of International Tribunals

Citations to decisions of the International Court of Justice (ICJ) or the Permanent Court of International Justice (PCI) should consist of the following components:

- (a) Name of the case in italics, Names of the parties in parentheses the volume and the name of the publication and the page. This is followed by the citation to a report.
- (b) If it is an advisory opinions than no parties are required to be listed. Interpretation of Peace Treaties with Bulgaria, Hungary and Romania, Advisory Opinion, 1950 ICJ 65 (Mar 30).
- (c) Indicate series in citation to PCIJ documents.
- (d) Use pinpoint cites to refer to specific page at the end and is preceded by a comma and a space.

Examples:

1986 ICJ 14, 15.

1930 PCIJ (Ser C) No. 62 at 12.

- (e) In date provide month and date.

(9) INTERNET SOURCES

(a) General

For all documents obtained through the Internet, provide the uniform resource locator (URL) and the date of access using the following rules:

Use the expression '*at*' before the URL if the electronic source is the only known source. The expression '*at*' should be italicized and should be preceded by a comma and a space.

Use the expression '*available at*' before the URL if the electronic source is a parallel reference to a printed source. The expression '*available at*' should be italicized and should be preceded by a comma and a space.

After the URL, provide the date on which the website was last accessed in parentheses. The date should be preceded by the expression 'last accessed'.

(b) Where Citation Format already Specified

In case of authorities provide the URL and the date of access after the citation.

The URL should be preceded by a comma and a space.

Example:

M. Scott McBride, 'Bioinformatics and Intellectual Property Protection' (2002) 17(4) *Berkley Technology Law Journal*, available at http://www.law.berkeley.edu/journals/btlj/articles/vol17/McBride_stripped.pdf (last accessed 20 October 2004).

(c) Where Citation Format Not Specified

Any other information obtained through the internet should be cited in the following format.

Name of the Author, 'Title of Article' (Year) Website Name, available at (or *at*) URL (last accessed date).

Example:

The URL and the date of access are placed after the citation.

If the author is not identifiable, indicate this using a double em-dash joined together (—).