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MONGOLIAN LAW REVIEW

JOURNAL

Notes for Contributors and Style Guide

About *MONGOLIAN LAW REVIEW*

Mongolian Law Review Journal is a forum for debate for scholars and professionals concerned with the laws and legal cultures of Mongolia. It aims for recognition as a leading medium for scholarly and professional discourse in a region characterized by rapid growth and social change. It is a joint initiative of the Mongolian Bar Association, with support and advice from Mongolian and international colleagues.

1. NOTES FOR CONTRIBUTORS

The editors welcome contributions from scholars and professionals world-wide. We publish multidisciplinary, historical and contemporary research and fieldwork in English, in the original and in translation. All contributions are peer reviewed.

Contributions should involve analysis of issues, engage with existing academic literature and not be simply descriptive. While the journal does occasionally commission longer essays (up to 20,000 words), it does **not** accept unsolicited submissions of this length.

- Contributions should be submitted by e-mail.
- **Standard articles** should be **8,000-12,000 words (inclusive of notes and references)**, depending on the subject matter.
- **Book reviews** should be around **1,000 words**, or **3,000 words** for a longer review essay. Intending authors should adopt the style used in this journal.
- **Case studies** can vary in length, depending on the content, but would normally be around **2,000-8,000 words**.
- Contributors should include an **abstract of approximately 150-200 words**.
- Author name and titles, academic qualifications and all other relevant **personal information** (including footnotes) should be removed and recorded on a **separate sheet**.

- We recommend that authors who are not native speakers of English seek the **assistance of a native speaker to proofread their articles** *before* submitting them to the journal.

Contributors are responsible for: the content of their papers; the accuracy of all quotations, footnotes and reference listings; and the correct attribution of quotations. All citations and quotations should be carefully examined by the author before submission. Final responsibility for the accuracy of both the contribution, including the final proofs, remains with the author. The editors reserve the right to make changes they consider necessary to eliminate errors, ambiguity or infelicity, enhance accuracy and clarity and achieve conformity with the house style.

2. REFERENCE STYLE

General required use footnotes. Not to use endnotes or bibliography etc.

2.1. In the Footnotes

Mongolian Law Review uses its preferred style a modified form of social-science citation. (Adapted from the *Australian Guide to Legal Citation* and the *Chicago Manual of Style*, 14th edition). Please pay careful attention to the punctuation to be used in this style.

2.1. a. Legislation

The first citation of a particular piece of legislation in the article should include the full details. Subsequent references to legislation can then be abbreviated.

Legislation (this can have sub-headings into countries where appropriate), and should include Laws, Regulations, Government Decrees etc.

In the footnotes, the article should be listed *before* the legislation, for example:

See the art 282(1) of the Criminal Code.

See the art 2(1) of the Government Decree No.141 (2010) ‘National Program for Information Security’.

International Instruments should be cited as:

See the art 1 of the Convention on Cybercrime (2001) Budapest, 23.Nov.

Court Cases should be cited as:

Decision by the United States Court of Appeals, Eleventh Circuit “Jackson v. Peoples Republic of China” Jul 25, 1986.

Other jurisdictions

Authors are requested to use the form of citation that is most authoritative within the jurisdiction that is the subject of the article. If there is no authorized citation style, then use a style that is clear and consistent and most likely to be understood by people who commonly use such materials.

Do NOT italicize laws, conventions or treaties.

2.1. b. Books

Author's surname, Name or Initials (Date) *Title of Book*. Volume number (if relevant); Edition (if relevant). Place of publication: Publisher. Page number.

For example:

Chimid, B (2004) *Constitutional concept: common issues*. Ulaanbaatar: Admon. p.111.

Translated works should be cited as:

Boguslavskiy, M.M (trans) (2008) *International Private Law: Study book*. 5th edition. Ulaanbaatar: National Legal Institute Press. p.111.

Edited works should be cited as:

Sovd, G (ed) (2000) *Definition of the Constitution of Mongolia*. Ulaanbaatar: Admon. p.111.

Where the work cited is a **chapter from an edited volume**, the work should be cited as:

Lev, Daniel (1999) 'Between State and Society: Professional Lawyers and Reform in Indonesia', in Timothy Lindsey (ed), *Indonesia: Law and Society*. Sydney: Federation Press. p.111.

If there are **several works by the same author**, list them chronologically in the references, ending with the most recent. If two or more works have been published in the same year, list them alphabetically by title, with lower-case letters of the alphabet attached to the publication date, for example:

Brown, FG (1985a) [*Title etc.*]

Brown, FG (1985b) [*Title, etc.*]

Where there are **two authors or editors** of a book, both names should be inverted, for example:

Butt, Simon and Lindsey, Tim (2012) [*Title, etc.*]

2.1. c. Papers and articles

Author's surname, Name or Initials (Year of publication) 'Title of article', Volume number (and issue number in brackets if appropriate) *Journal Title*. Number of first page of article.

For example:

Paul, N Stockton and Michele, Golabek-Goldman (2014) 'Prosecuting cyber terrorists: applying traditional jurisdictional frameworks to a modern threat', *Stanford Law and Policy Review*.

Sinha, Nirmal C (1994) 'Asoka's Dhamma', 30(2) *Bulletin of Tibetology*. 5.

2.1. d. Newspapers

Author's surname (if known), Name or Initials (Year of publication) 'Title of article', *Newspaper*, Day and Month, Page number.

For example:

Fung, N and McCarthy, G (1999) 'Departure of Bankruptcy Expert is Blow to Confidence in Indonesia', *Asian Wall Street Journal*, 26 March: 3.

If the author is not known, then the newspaper title is listed first, for example:

The Asian Newspaper (2003) 'Courtroom Invaded by Ninjas', 20 March. www.asiannewspaper.com

(Last visited: year. month. day)

2.1. e. News on the Internet

Give the full newspaper or news magazine details as above, but in addition give the Uniform Resource Locator (URL) of the **homepage of the source**. For example,

Holland, Tom (2001) 'Investing in China: Between Hype and a Hard Place', *Far Eastern Economic Review*, 28 June. www.feer.com (Last visited: year. month. day)

If the author is not known, then the newspaper title is listed first, for example:

'Annual report 2014 of Information technology', *Post and Telecommunication Authority of Mongolia (ITPTA)* http://itpta.gov.mn/new/?page_id=6490 (Last visited: year. month. day)

3. CAPITALIZATION

In general, do not capitalize unless the word is a specific proper name. For example:

use: the Indonesian Government; the Federal Government

but: the government(s) (where referring to that government and to governments generally).

use: the Supreme Court

but: the court(s) (where referring to that court and to courts generally)

This rule also applies to: commission, inquiry, parliament, tribunal, report, committee, federal, department, the bench, the bar, chambers, articles, a brief, counsel, case law, family law, powers of attorney, etc.

3.1. Titles of office

These are capitalized when referring to the specific holder of the office, for example, 'National Assembly President Chea Sim', 'deposed Co-Premier Prince Norodom'. But the

title is lower case when not referring to a particular individual, for example, ‘comprising the chair and vice-chair’. Exceptions:

use: ‘the Crown’

use: ‘Act’ (where referring to legislation)

but: ‘act’ (where referring to something someone does)

use: ‘Rule’ and ‘Regulation’ (if attached to an Act)

but: ‘rule’ and ‘regulation’ (when general reference)

use: ‘Commonwealth’, ‘State’ and ‘Territory’ for Australia and other federal systems

use: ‘Bill’ (where referring to legislation)

4. ITALICS

4.1. Foreign words

o The following should be italicized: **foreign words**, where not set roman in the Macquarie dictionary, for example, *nouveau* state.

o Note, however that foreign words that are **proper nouns should not be italicized**, for example Komisi Pemberantasan Korupsi (Indonesian Corruption Eradication Commission) NOT *Komisi Pemberantasan Korupsi*.

o Latin and foreign words (such as ‘**prima facie**’, ‘**inter alia**’ or ‘**et al**’) that are commonly used in English are not to be italicized.

4.2. Italics for emphasis

Italics and underlining for emphasis should be not be used in the text. More flexibility is appropriate for quotes.

5. ABBREVIATIONS AND ACRONYMS

5.1. Acronyms

o Use acronyms (no punctuation and closed up), unless the organization is the subject. For example: ‘The United Nations sent out . . .’ but ‘A UN delegate attended . . .’

o If an acronym is in a foreign language, use the order – Acronym (Foreign Title, English), for example: FPI (Front Pembela Islam, Islamic Defenders Front)

5.2. Abbreviations

Do **not** use full stops after abbreviations and contractions (including initials, for example,

DE Fisher – also note also there is no space between the initials).

Other common abbreviations include:

art/arts (use abbreviation for articles in legislation, lower case, that is, **not** article, Article or Art)

Mrs Ms Dr

Inc Mr Co

Ltd

Note: in discursive text:

use for example **not** eg

use that is **not** ie

use and so on **not** etc.

use per cent **not** % (only use ‘%’ in tables)

6. NUMBERS AND DATES

6.1. Numbers

Numbers from one to nine are written out in words, except where the reference is to a section, page number, time, measure, weight or percentage, in which case figures are used.

Numbers above nine are written as figures, except where the number is the first word in a sentence.

Round numbers above 1 million are written thus: ‘3 million’, ‘56 million’ **not** ‘3m’, ‘56m’ (which means ‘three meters’, etc.). In numbers greater than 10,000, use commas to separate groups of digits, for example, 10,000. In numbers less than 10,000, omit the comma, for example, 9999, 4000.

When a range of numbers delineating a sequence of pages (or paragraphs) is used, the numbers should be elided to the last **two digits** (12-15; 113-16; 240-45, 400-99; 325-280, unless, of course, the two numbers cross the boundary between two or more units of 100 (96-1177; 195-305; 401-500)).

6.2. Dates

1 January 1988

1980s

1988–89

6.3. Times

10.30 pm

4.45 am

7. QUOTATIONS

The style of quotations should remain as in the original source. If the quote begins mid-sentence, capitalize the first letter and place in square brackets, for example, '[T]he matter . . .', and do not use '. . .' at the start of the quote. Material quoted that is more than three lines in length should be in a separate paragraph, indented throughout (one tab space) from the main text, and not enclosed in quotation marks. In the text a phrase should introduce the quote leading in with a colon. Quotes of less than three lines should run on into the text, and should be enclosed in **single quotation marks** (for example, 'quote').

Quotes within quotes are enclosed in **double** quotation marks (for example, 'a "quote" within a quote'). Any author's or editor's comments or any material not a part of the original material are to be in square brackets, but not italicized for example:

Legal requirements for marriage with a *t'sai* [principal wife] or a *t'sip* [secondary wife] are the same.

Emphasis not a part of the original quote is to be indicated thus:

The main reasons for Cohen's opposition to *broadening* the definition . . . the institutional practice of psychiatry (Shea, 1999:140; added emphasis).

Where the emphasis is in the original, add 'original emphasis' to the reference following the quotation.

8. PUNCTUATION

Note that there is only ONE space (NOT two spaces) after a full-stop.