KENYA LAW REVIEW JOURNAL EDITORIAL POLICY & STYLE GUIDE
Introduction
The Kenya Law Review Journal is an annual publication that provides a forum for the scholarly analysis of Kenyan law and interdisciplinary academic research on the law. The focus of the Journal is on studies of the legal system and analyses of contemporary legal issues with particular emphasis on every article making a substantive contribution to understanding some aspect of the country's legal system. The Editorial Policy of the Journal is to be non-ideological and with a multi-disciplinary outlook, to include articles showing the interplay between the law and other disciplines.

Submission Requirements
In all cases both the text and the footnotes must be double spaced, with margins on both sides. A statement of the number of words should be included.

Articles should not normally exceed 12,000 words (excluding footnotes), Case Comments should not normally exceed 5,000 words (excluding footnotes) and Legislation and Reports comments should not normally exceed 10,000 words (excluding footnotes). In all cases footnotes should be used only to make necessary citations rather than to provide additional text. All submissions should be accompanied by a statement that the material is not under consideration elsewhere, and that it has not been published or is not pending publication elsewhere.

The author's name should appear under the title, and should be asterisked, with the author's designation just above the notes.

The selection committee, composed of the editorial board of the Journal, will review and consider all submissions for publication and the contributors will be given notification of the acceptance of their works for publication in the Journal.
Each submission should be written in English and submitted both in signed paper copy and in soft copy as an editable word-processed computer file. They should conform to academic citation standards, be no longer than 12,000 words, and include an abstract of up to 350 words.

The submissions should include:

I. The author’s full names and contacts;

II. A declaration of originality;

III. A statement of whether the work has been previously published or tendered for publication in any other publication and where this is the case, the name of the publisher and the date of publication;

IV. A statement that the author consents to the publication of the work by the National Council for Law Reporting.

All submissions and enquiries should be addressed to:

The Editor
National Council for Law Reporting
(Kenya Law),
ACK Garden Annex, 5th Floor, 1st Ngong Avenue, Ngong Road
P.O. Box 10443-00100 Nairobi.
Tel: +254 (0)20 271 2767, 2719231
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The Review process

The Review is published annually submissions are accepted once the Call for Papers is issued.

**Initial manuscript evaluation**

The Editor screens all new submissions before deciding if they should be published in the journal. Those rejected at this stage generally lie outside the aims and scope of the journal. Those that meet the criteria for review are passed on to Assistant Editor for consideration for peer review. Authors of manuscripts rejected at this stage will normally be informed within 3 weeks of receipt.

**Plagiarism Check**

The articles will then be subjected to a plagiarism check to determine the authenticity if the articles. If a submitted article does not meet the authenticity threshold it will be rejected at that point.

**Assistant Editor Evaluation**

When assigned a new submission, the Assistant Editor will decide if it warrants peer review or if it should be rejected without review. Manuscripts rejected at this stage are insufficiently original, have serious conceptual and/or methodological flaws, have poor grammar or English language, or are outside the aims and scope of the journal. Authors of manuscripts rejected at this stage will normally be informed within 10 days of submission to the Assistant Editor. Those manuscripts deemed suitable for peer review are passed to at least one expert referee for review in cases where the author has submitted an article that has not been peer reviewed.

The review process usually takes 12 weeks, after which authors are notified of the Board’s decision. Please be aware that there can sometimes be delays if reviews come in late. We will never reject an article for lack of space; rather, we will hold it
over for consideration by the next volume. We encourage contributors to submit articles as soon as we issue the Call for Papers.

**Non-Discriminatory Language**

The Kenya Law Review Journal is committed to the use of non-discriminatory language.

As a general guide, consider the following:

1. Use ‘he or she’ instead of just ‘he’
2. Write in the plural; e.g. ‘when they consider’ **not** ‘when he considers’
3. Select neutral words; e.g. ‘drafter’ **not** ‘draftsman’
4. Avoid stereotyping individuals either in negative or positive terms, on their racial or cultural origins; e.g. “All Irish are stupid” or “Black men jump higher”

**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**;
- **Double spaced**;
- **With footnotes** (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

**Typefaces**

All material should appear in roman type except as otherwise specified below. Roman text is plain text—no underlining, italicization, bolding, special capitalization, or unusual positioning.

**The following should be italicized:**

**Case names**

[ex. *Muruiki & 2 others v Republic* [2005] KLR 443]

**Names of periodicals and journals**


**Books and treatise titles**

[ex. Charles Freeman, *The Greek Achievement*, Hackett]

**Uncommon foreign words**

[ex. The law school’s *raison d’etre* had vanished.]

**Words to be emphasized in text or notes**

[ex. Diana really, really wants to finish her paper tonight.]

**NOTE:** Common legal phrases, such as “ex parte” or “de facto,” need not be italicized.

**NOTE:** Articles or essays within periodicals or books should be placed in quotations, not italicized


**Paragraphs**

The first paragraph and every paragraph immediately following a heading or subheading 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.

Dates
These should be set out as follows: 14 June 2010, 25 December 2000.

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 L.R. 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 CID, FOB, CIF) 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.

Abbreviations should be used only if they easily recognized, and then sparingly. Months of the year, geographic terms, and ordinal numbers should be spelled out. For abbreviations not familiar or recognizable from context, spell out the word or phrase on first reference and not the chosen abbreviation in parentheses.

[ex. The Kenya Medical Practitioners and Dentists Union (KMPDU) is not corrupt.]

Numbers
Ordinal numbers
For ordinal numbers in citations, use 1st, 2nd, 3rd, 4th, etc. In text, follow the convention for whole numbers described below.

[ex. She finished in third place.]
[ex. He finished in 100th place.]
[ex. Taxes are due each year on April 15.]
[ex. The First Amendment is about freedom of speech.]

Note: Do not superscript ordinal numbers.
A percent should always be expressed as a numeral followed by “percent.”
[ex. 34 percent (not 34%, thirty-four percent)]

Whole numbers
Spell out whole numbers from one to ninety-nine. Spell out any such one to ninety-nine multiple of hundreds, thousands, millions, and so on.
[ex. twenty-six, forty thousand]

Numerals
Use numerals for numbers greater than ninety-nine, for numbers that incorporate decimal points, and for dates. Use numerals to be consistent with other numbers expressed as numerals.
[ex. Almost 300 million people live in the US as of April 30, 1975.]

Currency
Use numerals for dollar amounts.
[ex. The jury awarded $27 million in damages.]

Starting sentences with numbers
Whenever a number starts a sentence, spell it out (as long as it is under 100).
[ex. Thirty-two percent of staffers attended the meeting.]

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.

**Multiple explanatory parentheticals: order and spacing**
Date parentheticals come first, followed by the authoring judge (if necessary). An explanatory parenthetical is always placed at the very end of a citation, after date, authoring judge, or cross-references.

**Editor or translator**
When referring to an edited collection of works by different authors, place the editor’s name in the author’s position, followed by “ed.” [ex. David Kairys, ed, The Politics of Law…]
A translator should be indicated in an explanatory parenthetical.
[ex. On Truth and Lies (Oxford 1957) (Edith Honeywell, trans.)]

**Multiple authors**
Separate two authors’ names with “and” rather than an ampersand (“&”). When there are three authors, separate the first and second with a comma, and the second and third with a comma and “and.” [ex. Richard Posner, Frank Easterbrook, and Richard Corn]
If there are more than three authors, list the first author and then “et al”.

**Using the same citation more than once**
When citing an authority for the first time, give the full citation. Thereafter, make references to the same authority by “id” only if the authority is the only one cited in the immediately preceding sentence or endnote. “Id” cannot be used even if the additional authority is merely cited in a parenthetical subsequent history, or “quoting” or “citing” reference.

Using “Id.”
“Id should be capitalized only if it is the first word in a sentence. It should not be followed by a period unless it appears at the end of a sentence, and should never be italicized.

Case names.
Cases involving the state should use the word Republic
[Ex. Republic v Jevan Mwanjau & Another]
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, Rylands v Fletcher [1868] UKHL 1.

Court
Use a parenthetical to indicate the name of the court that decided the case, unless the court’s identity is clearly indicated

Articles in journals, newspapers, and services should be cited as follows: {author}, {“title”}, {volume number} {periodical} {1st page}, {cited page}({date}). [ex.

**Books and treatises**

Books and treatises should be cited in the following form: {author}, {volume number} {title} {cited subdivision and/or page} ({publisher} {edition} {year}). [ex. James J. White and Robert S. Summers, *Handbook of the Law under the Uniform Commercial Code ss 14-6 at 563*(West 2d ed 1980).]

**Note:** Each new volume of a multivolume work takes a new full cite when it is first introduced.

**Title**

Generally, use the title of the book as it appears on the title page. Never shorten the title. Secondary titles (subtitles) should be included in the cite after a colon. Book and treatise titles should be italicized.

**Edition**

Give the number of the edition cited unless citing to a first or single edition.

**Constitution**

The Constitution of Kenya should be cited as follows: *Constitution of Kenya, 2010*

**Other founding legal documents**

When citing to other founding legal documents, use the general form for constitutions as far as possible.

**Name of act**

Give the official name of the act or title.

**Multiple sections or subsections**

To indicate multiple sections or subsections, separate them by commas if they are not consecutive, or by an en dash (not a hyphen) if they are consecutive.

**Section numbers**
If section numbers are continued, follow the rules for multiple page numbers.

**Treaties**

Treaties and agreements to which Kenya is party should be cited with *both* the official and unofficial citation. {name of treaty}, {official citation}, {unofficial citation} ((year signed)).


**Foreign Materials**

In general, foreign materials should be cited according to customary practice in the source country. The citation rules for a particular type of material's Kenyan equivalent may serve as a proxy.

**Internet sources**

Internet sources are transient in nature and often unreliable, so they should be cited with caution, and only if a paper source is not available. For only resources, provide the traditional citation for that type of document, followed by the “URL,” which is the exact electronic address of that source. Also include the date the source was last accessed, preceded by “visited.” Use the following form: {author}, {title}, {volume and publication} ((publisher and date)), online at {URL} (visited {date accessed}).


**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.
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.

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

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.

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The National Council for Law Reporting does not accept 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 Editorial Board. Contributions which depart substantially from this policy and Law Society of Kenya Journal style will be returned to authors for revision.