

Studies in Restorative Justice

Author's instructions

Instructions for manuscript submission

- For information and queries concerning the series and potential manuscripts please contact the Editors-in-Chief Estelle Zinsstag and Tinneke Van Camp at estelle.zinsstag@kuleuven.be and vancamptinneke@csufresno.edu. Manuscripts should be submitted as a Word document (no PDF) to the publisher Selma Hoedt at S.Hoedt@boomdenhaag.nl.
- Please make sure that the submitted manuscript is the *final* version, not a draft, as it is not possible to make radical changes further along in the process.
- Use only one font (Times New Roman, 12 pt.) for the text, with line spacing at 1.5. Do not separate paragraphs with a blank line, but indent the first line of a new paragraph. Refrain from using hyphenation and headers or footers.
- Use as little formatting as possible for the text, and use only bold and italics to mark paragraph headers. All lay-out specifications are taken care of by the graphic designer.
- Tables can be inserted directly within the text. If the Word document contains illustrations other than tables (including figures, photographs, drawings, etc.), kindly deliver them as separate files (preferred formats are: .jpg/jpeg, .eps and .ai). Label each picture and clearly indicate where it should be placed. Illustrations should have a minimum resolution of 300 dpi. Please note that most images from the Internet cannot be used because of their low resolution, and that the journal will be printed in black and white.
- Always ensure that previously published material (including images) is either free of use or that (written) permission for its use has been granted.

Spelling

Use British spelling (refer to the *Oxford English Dictionary* or the *Concise Oxford Dictionary*). We prefer the endings -ise and -isation as opposed to -ize or -ization. Other examples are programme as opposed to program, neighbourhood as opposed to neighborhood and centre as opposed to center.

References

Please use in-text citation between parentheses: last name of the author, year of publication and, if applicable, page number. E.g.:

- (Elkington, 1999: 15)
 - (Allen & Qian, 2005; Bennet et al., 1999)
 - (Rousseau, 1998a, 1998b).
- If the author's name forms part of the sentence, it is not necessary to repeat it in the reference, e.g. 'according to Light (1977: 468)'.
 - Works by two authors should always mention all names, i.e. (Light & Gold, 2000).
 - Works by three to five authors should mention all names the first time. For subsequent citations in the text, et al. (no italics) may be used.
 - Works by six or more authors may be shortened to et al. (no italics).

A complete alphabetical list of references should be added at the end of the article (titled: 'References').

Referencing style should be as follows:

I. Book titles by a single author

Deutsch, M. (1973). *The resolution of conflicts: constructive and destructive processes*. New Haven: Yale University Press.

II. Book titles by two or more authors

Alfini, J., Press, S.B., Sternlight, J. & Stulberg, J. (2006). *Mediation theory and practice*. Los Angeles: LexisNexis.

III. Contributions in compilations and edited volumes

Kelman, H. (1996). The interactive problem-solving approach. In C. Crocker & F. Hampson (eds.), *Mediation in international relations* (pp. 191-237). London: Macmillan.

IV. Articles in a journal

Avruch, K. & Black, P. (1987). A 'generic' theory of conflict resolution: a critique. *Negotiation Journal*, 3(1), 87-96.

V. Websites

Retrieved from: <www.sustainability.com/library> (last accessed 1 January 2013).

Retrieved from: <http://ssrn.com/abstract=1870727> (last accessed 1 January 2013).

Only add 'http:/' when a website does not start with 'www.' If possible, mention when the website was last visited: (last accessed (date)).

VI. Acts

Short title of the Act – Year – (Jurisdiction abbreviation) – Section number – Subdivision, if relevant – (Country abbreviation)

Anti-Discrimination Act 1991 (Qld) s. 15.4 (Austl.)

VII. Bills

Bill name – Year – (Jurisdiction abbreviation) – (Country abbreviation)

Interactive Gambling Bill 2001 (Cth) (Austl.)

VIII. Cases

Case Name – Year – Volume number – Reporter abbreviation – First page number – (Country abbreviation)

Mabo v. Queensland 1988 166 CLR 186 (Austl.)

IX. Thesis

Author, I. (year). *Title* (PhD Dissertation). University, Country.

- Where there are several works cited for one author, cite single-authored works first in chronological order.
- Works written by the same author plus one other person should be listed next, in alphabetical order of their second authors, and then chronologically.
- Alphabetise works with no known author by their title; use a shortened version of the title in the parenthetical citations.
- Place of publication: only one place of publication should be listed. Do not include country and state details; only list the city or town in which the work was published.

Other

- Authors may use up to four levels of numbered section headings (e.g. 3, 3.1, 3.1.1, 3.1.1.1).
- *Use of italics*: Italics may be used to indicate emphasis. Additionally, terms or phrases from other languages that are not established in English (e.g. *rechten*) can also be italicised. Titles of books, films, newspapers, magazines, journals and plays should also be placed in italics. Do not italicise words from other languages that have been established in English (e.g. per se, en route, Zeitgeist).
- Parentheses – () – are used for simple interpolations, and square brackets – [] – for editorial notes or interpolations in quotations.
- *Numbers*: Dates should be written 11 July 2017, and decades as the 1970s without an apostrophe. Numbers one to twenty are written out, but 21 upward appear in figures, unless used in general terms ('about a thousand people'); use a comma in thousands and larger numbers (8,792) and use a point in decimals (8,792.3). Do not shorten inclusive numbers, but write these in full (not 20-4 or 130-3, but 20-24 or 130-133).
- Use single quotation marks ('...') for words or for short quotations in the text. A quotation within a quotation is put between double quotation marks ("..."). If a quotation is longer than 30 words, please

leave out the quotation marks, indent the quotation on the left and insert an extra line between the lines above and below the quotation.

- Abbreviations and initials should be followed by a full stop, without spaces in between. For example: 'e.g.', 'H.L.A. Hart'. Do not use commas after i.e. and e.g.
- For acronyms in CAPITALS, however, no full stops are required, e.g. 'ECHR', 'WHO', 'UN'.
- Do not use serial commas – i.e. the comma before 'and' or 'or' in lists of three or more items, unless it is necessary for the sake of sense: 'red, white and blue'.
- Ellipsis: use three full points spaced from the words on either side to indicate matter omitted from a quotation ... like this. Do not use an extra full point to indicate the end of a sentence before or after the ellipsis.
- Always put footnote numbers in the text after the last punctuation mark.
For example: ... done.⁹