

International Journal of the Jurisprudence of the Family

Style Sheet

Perhaps the best way to see IJF style is to look at an article in the journal. Don't worry about margins or type size, but please notice how words, lines, paragraphs, headings, and footnotes are formatted.

1. *Software and formatting.* Please use Microsoft Word to create your article, if at all possible. Use the automatic footnote function in Microsoft Word. Formatting that is not part of Microsoft Word, such as other programs' automatic footnote functions, makes it difficult to put the document in our publisher's required format, so please avoid it. Please also avoid background colors and text colors.

2. *Spacing.* Please use the ruler at the top of the document (check Ruler in the View menu if it isn't showing) to indent paragraphs rather than using the space bar or tab key. Also, please type one space between sentences (rather than two, as you would on a typewriter). Please do not use the Page Layout menu to automatically space before or after lines, paragraphs, or headings. Go to the Page Layout menu, select the entire document (Control + A), and put "0 pt" in the Before and After boxes in the Spacing menu. Add one blank line between headings and paragraphs using the Enter key, but do not add a blank line between paragraphs.

3. *Footnotes.* The first footnote, which contains author information and any acknowledgments, should be numbered footnote 1; subsequent footnotes should be numbered sequentially starting with the number 2. Please carefully check internal cross-references (*supra* and *infra* references) to earlier or later footnotes and sections of article.

4. *Headings.* The abstract should not be given a numbered or lettered heading. If the article starts with an introductory section other than an abstract, identify it as section I. using the Roman numeral. Later sections should be numbered II., III., and so on. Heading levels (subsections) should be labeled in accordance with the following example: I. A. B., II. A. 1. 2. B., III. A. B. 1. 2. 3. C. The conclusion should also be identified with a Roman numeral.

5. *No ALL CAPS.* Please do not type any text or footnote material in ALL CAPS, as they will have to be retyped before they are placed in the proper format, thus increasing the likelihood of typographical errors. When you look at an article in the IJF, you will see some authors' names and book titles in LARGE (UPPER-CASE) AND SMALL (LOWER-CASE) CAPITAL LETTERS. You can create these by going to the Font menu and checking the box next to Small Caps. Material typed in upper-and-lower case regular type, *italics*, **bold**, or SMALL CAPS can easily be selected and transformed into its proper format during the IJF technical editing process, but ALL CAPS (even when selected in the Font menu) must be re-typed, so please don't use them.

6. *Reference/citation style.* The IJF prefers the citation style set forth in THE BLUEBOOK: A UNIFORM SYSTEM OF LEGAL CITATION, which is used in most U.S. law journals. Nevertheless, you may put your references in any style that includes:

—Journal articles, books or chapters in books:

- (a) author(s),
- (b) title of the work,
- (c) title of the journal or book in which the work appears,
- (d) number of the volume of the journal or set of books in which the work appears,
- (e) the first page number of the article or chapter within the journal or book,
- (f) the page number on which any direct quote or reference to particular material appears,
- (g) the name(s) of the editor(s) of a book,
- (h) the name(s) of the translator(s), if there are any,
- (i) the year of publication. If you cite to a work published before 1900, please cite a scholarly modern edition if there is one, but also identify the year of first publication. For example:

JOHN LOCKE, TWO TREATISES ON GOVERNMENT 137–39 (Peter Laslett ed., Cambridge Univ. Press 1988) (1690).

—Cases: Use the standard format for citing cases in the country of decision, including:

- (a) the name of the case (if applicable),
- (b) the court,
- (c) the year of decision,
- (d) the volume number and name of the reporter or other collection of cases,
- (e) the page number for the first page of the case,
- (f) the number of the page or paragraph containing any direct quote or reference.

—Statutes: Use the standard format for citing statutes in the country that has adopted the statute.

If the materials you are citing are available in hard copy as well as on the Internet, please include, in addition to the usual hard-copy citation information, the URL (internet address) at which the document can be viewed. If the materials are not available in hard copy, please include the name of the work and its year of publication, followed by the URL.

7. *Works not in English:* If you cite a work that is written in a language other than English, it is helpful but not required that you include a bracketed translation of any non-English words used in the citation. For example:

T. Garé, *La réforme de la filiation. À propos de l'ordonnance du 4 juillet 2005* [Reform of Filiation : Concerning the Ordinance of July 4, 2005] 31–35, *JURIS CLASSEUR PERIODIQUE* [PERIODICAL LAW FILE] 1492 (2005).