

Author Guidelines IACA journal

1. Submitting a manuscript.

Articles should be submitted by use of the [Online Submissions system](#) (above) of the journal. Authors need to [register](#) with the journal prior to submitting, or if already registered as an author you can simply [log in](#) and begin the 5 step process. **NOTE!** If you are already registered but cannot start the 5 step process, please go to My profile (User Home) and check if you are registered as an author. If not, add your role as author to your profile. Prior to submission, potential authors should carefully read and follow the submission guidelines detailed below. Manuscripts that do not conform to these guidelines may be returned without review.

The editors of the *International Journal for Court Administration* welcome the submission of original high-quality articles that advance the *IJCA* aim to be the most respected and sought after periodical for practitioners and scholars of justice administration throughout the world. Originals or high-quality reproductions of photographs, graphs, charts, and forms in support of the text that enhance the article's presentation are encouraged.

Articles submitted for publication in the *International Journal for Court Administration* must not be under consideration by any other publication. Submitted articles may draw on a variety of research or other inquiry protocols of the social sciences and adhere to the highest professional standards of inquiry and reporting (e.g., reports of original research should document methodology including evidence of reliability and validity of results).

Professional Articles and Academic Articles

The *International Journal for Court Administration* has a professional and an academic section. Submitted manuscripts for the professional section are reviewed and evaluated by the editors. Submitted manuscripts for the academic section are evaluated anonymously by carefully vetted scholars and practitioners. *IJCA* has in place a policy of masked review for submissions for the academic section (double blind peer review). References that reveal the identity of authors should be deleted from the body of the manuscript for the academic section.

2. Deadlines

Academic and professional articles for the December issue must be submitted before September 1. Articles for the June issue must be submitted before March 1.

3. Text

Articles published in *The International Journal for Court Administration* typically run 30 to 50 double-spaced pages (roughly 5,000 to 7000 words) in length including end material (i.e., appendixes, notes, references, tables, and figures). While substantially longer articles may be published, their importance (e.g. quantitative empirical research reports) must justify the additional space required. Shorter pieces, such as practice notes and book reviews, would typically run 1500-3000 words.

4. Title, subtitles and biography

Submitted manuscripts

Submitted manuscripts should have a title page listing the full title, names, academic or professional affiliations and complete addresses of all authors. In case of multiple authors of one article, all authors should be displayed on a new line, followed by organization details, separated by commas. A brief autobiographical note may be supplied. The name and address of the author to whom correspondence may be sent should be indicated, including an e-mail address and telephone number.

Manuscripts accepted for publication

Manuscripts accepted for publication should show the title and the author(s). In the first footnote, author affiliations and e-mail addresses may be shown.

5. Abstract and key words

A structured summary of about 100 to 200 words should be included with the manuscript together with 5 key words which encapsulate the principal subjects covered by the paper which will be used for indexing. The summary should be understandable to readers who have not read the rest of the paper. It should not contain any citations of other published work.

6. Points of Style

Submissions of manuscripts should be in English and in Word or RTF format. References should be in footnotes. Sources should be listed in the References section. Examples of basic reference formats are as follows:

Journal Article:

P. Albers, Improvements of Judicial Systems: European Experiences. *International Journal for Court Administration* 1 (1) pp. 45-57

Authored Book:

H. Genn, *Court-Based ADR Initiatives For Non-Family Civil Disputes: The Commercial Court And The Court Of Appeal*, Department of Constitutional Affairs, 2002

Chapter in an Edited Book:

J. B. Auby, L. Cluzel-Métayer, Administrative law in France, in: R.J.G.H. Seerden (ed.), *Administrative Law of the European Union, Its Memberstates and the United States*, Intersentia, Antwerp 2007, pp 61-92.

Internet (url)

Use the full url of the relevant website. Always indicate the date on which you last visited the site. *Example:* <<http://www.un.org/icty>> [accessed 19 March 2013]

Footnotes

Page references

Use p. for the starting page or the exact page where the information is to be found; use pp. to indicate several pages, e.g.: pp. 15-18.

Cross-references

The first reference to any source must be given in full (for format see 'Rules of citation'). 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 reference to the author, simply use the last name (no initials). Where more than two authors are cited, name 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 the article, as they will change when the issue is typeset. Instead, refer to (sub)sections or text at notes. References such as 'op. cit.', 'loc. cit.', 'idem' ('id.') are not used; only 'ibid.' should be used, when referring to the source cited immediately above.

Examples:

See Falk, supra note 17, p. 86.

See *Roe v Wade*, supra note 20, p. 12.

Ibid., p. 24.

Cf. Section 5, infra.

See note 10, infra.

See also text at notes 35-37, infra.

See notes 12-15 and accompanying text, supra.

See, e.g., cases cited at note 24, supra

7. Other points of style

Main text

Technical details

Please specify the type of computer and the version of Word used. Use only the Word format (.doc).

Manuscripts should be typed on pages of uniform size using double spacing and wide margins to allow room for comments.

Ensure that the letter 'I' and digit '1' (also letter 'O' and digit '0') have been used properly, and format your paper consistently.

Do not use bullets or numbering or other automatic functions to list items, but use non-automatic Arabic numerals or hyphens instead.

Make sure all changes have been accepted and turn off the possibility 'track changes'.

If there are notes, insert footnotes (notes are not allowed in (sub)titles or biography).

Footnotes must all end in a full stop. The footnotes should in general be placed after a dot.

This might be different if a footnote only refers to a certain word in the sentence, but this should remain an exception.

Example: In the *Badeck* case, the Court concluded that these provisions did not apply.¹

Subsections

An article may be divided into sections, subsections, and sub-subsections, using Arabic numerals. Only the initial word and proper names should be capitalized.

Example:

1. Terrorism and financial supervision

1.1. Introduction

1.1.1. European Union

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).

Punctuation will follow closing inverted commas.

The serial comma (i.e. the one before 'and' in 'red, white, and blue') is not used.

Quotations

The original capitalization, spelling etc. of the quotation should be preserved. Place any change made to a quoted text between square brackets, unless you use an ellipsis to indicate omissions within the quoted text: (...). Use [sic] to signify obvious mistakes in the quoted text.

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.

Quotations should always be followed by a footnote with a reference to the source.

Italics

The following should be italicized in the main text:

- Case names (e.g.: The Court in *Bosman* held that (...); In the *Kelderluik* case, the Dutch Supreme Court considered (...)
- Titles of publications: *Wall Street Journal*, *International journal for Court Administration*
- Words requiring special emphasis: '*never* use bold type'
- Words or phrases in languages other than English which are not in common use
- First time references to national legislation, national bodies and institutions, etc. In these cases, give an English translation first, followed by the official name in the national language between brackets and in italics: Identification (Financial Services) Act (*Wet identificatie bij financiële dienstverlening*), Dutch Central Bank (*De Nederlandsche Bank, DNB*). Use only the English translation in future references, or the national abbreviation where supplied.

Abbreviations

Abbreviations that are in common use (UN, EC, EU, US, UK) need not be given in full on first use.

Other abbreviations should be spelt out on first use with the abbreviation given immediately following in parentheses, e.g. 'World Health Organization (WHO)'. In future references use the abbreviation.

Acronyms and lettered abbreviations will be rendered with no stops.

Terms such as 'article', 'resolution', 'paragraph', and 'declaration' should not be abbreviated in the main text (cf. 'footnotes' below, however). Subsection or paragraph numbers of articles should be given in parentheses, e.g. 'Article 5(6)(b)'; 'Article XII(1)'; and Section 2(a), first item, second sentence, of the Sickness Benefits Act;

Numbers

Numerals will be written out up to and including ten; 11 and above will be given in figures. If numerals up to ten and numerals above ten are included within the same sentence, all should be written out for consistency's sake. Numerals are always used to indicate percentages. Percentages should be given using %.

Dates

Use the form day-month-year, e.g. 2 November 2002.

Decades: always use '1960s', not 'sixties' or '60s'.

Capitalization

The following should always be capitalized: States Parties, Contracting Parties, Member States (but not state or states), Parliament, Government, Ministry/Minister and portfolio (e.g. Ministry of the Interior), Secretary General, State Secretary, Directorate General, names of established committees and commissions, working groups, etc., 'Article', 'Chapter', 'Section' and 'Paragraph', when followed by a number, and 'Resolution', 'Treaty', 'Act', etc. only when referring to a specific text. Otherwise, use capitalization sparingly.

8. After review

Once the manuscript has been accepted for publication, the author(s) should provide a final version that takes account the reviewers' comments. A completed and signed Copyright Acceptance Form, available from the Co-Managing Editors, must accompany each submission. By signing the form the author accepts the copyright statement of the *International Journal for Court Administration*

9. Text Corrections

IJCA also publishes articles from non-English speaking countries. We have a network of voluntary text correctors who are familiar with the English vocabularies of law and justice administration. Articles in English by non-native English authors therefore will be sent for correction to one of our volunteers. Corrected texts will be sent to the author for approval before publication.

10. Contacts

More information can be acquired by sending an e-mail to **Philip Langbroek:** p.m.langbroek[at]uu.nl and **Markus Zimmer:** zimmerb[at]icloud.com