

TANZANIA LAWYER JOURNAL
IN-HOUSE STYLE

A. General

1. All title headings for the articles, case comments and book reviews should be in capital letters and bolded.
2. Subtitles should be in Arabic numbers e.g. *1. Introduction* if the article does not have subtitles within the titles and if there are sub titles then it should be e.g.:

3.0 An Overview on Criminal Law

3.1 Tanzania Penal Code

3.2 Criminal Procedure Code

3. Name of the author should be capitalized in each first letter of the name with a* after the name.
4. There should be an abstract on each paper and should not exceed 250 words. This does not apply to case notes and book reviews.
5. The heading of the abstract should be in italic form and bolded and indented on the left side below the name of the author.
6. The abstract should be in Book Antiqua with 11 font size.
7. There should be four Key Words for every article manuscript below the abstract.
8. The manuscript shall be typed in Book Antiqua, (Font size 12 and for footnotes it should be font size 10), 1.5 line spacing.

B. Word Limit and Specific Criteria

1. Comment articles

Manuscripts for comment articles analysing and commenting on recent cases, legislation and other topical matters must range between 1500 and 3000 words. No footnote shall be allowed in comment articles. References, case citation, legislation and relevant literature should appear in brackets in the main text. All comment articles should be accompanied by a short abstract not exceeding 50 words. The comment must bear the following headings:-

- Title (descriptive)
- Name/Citation of relevant case/legislation/material
- Legal context

- Facts
- Analysis
- Practical significance

2. Full-length articles

Manuscripts for full-length articles must range between 5000 and 10,000 words (including footnotes). Each submission must be accompanied by an abstract of between 150- 250 words indicating briefly the overall argument of the author. Four key words must be written immediately below the abstract and footnotes must be kept to the minimum.

3. Book Reviews

Book reviews may range between 1500 to 4000 words although review articles could be much longer. The title of any book review must take the following format:-

Author/Editor Name, Book Title, Publisher, Year of Publication, ISBN, Number of Pages, Price.

Book reviews should be clear and objective and in particular address these points:-

- The intended audience of the book
- The main argument and objective of the book
- The soundness of the argument and the research methods used
- The strength and weakness of the book as a scholarly piece of work

C. Mode of Reference/Citation of Sources

- i. Reference to sources shall be done by using footnotes only.
- ii. Cases shall be cited as: *Joseph Warioba v Stephen Wassira & another* [1997] TLR 272. Cases names within the text shall be italicized.
- iii. Books should be cited starting with author's surname followed by initials. The title of a book should follow, edition, with publisher, place of publication, and year of publication, finalised by page number.

Example: Shivji, I. G, *Pan-Africanism or Pragmatism? Lessons of the Tanganyika Zanzibar Union, Mkuki na Nyota, Dar es Salaam, 2008, p.14.*
- iv. A chapter in an edited book should be cited in the following format: Author's name followed by title of chapter in italics with the word 'in' then the names of editors, title of the book, publisher, place and year of publication followed by pages of chapter.

Example: Roos, A, '*Data Protection*' in van der Merwe, D et al, Information and Communications Technology Law, LexisNexis, Durban, 2008, pp. 313-397, at p.356.

- v. A journal article should be cited starting with the name of the author as in books, followed by article title in italics, then journal's name, year of publication, volume and issue number, followed by page numbers of journal covering the article.

Example: Makulilo A.B, *Likelihood of Confusion: what is the yardstick? Trademark jurisprudence in Tanzania*, Journal of Intellectual Property Law and Practice, 2012, Vol.7, No.5, pp.350-357.

- vi. Where a particular paper is cited and is not published, it shall be indicated as unpublished.
- vii. The use of '*op cit*', '*loc cit*', or other such abbreviations, other than '*ibid*' (next to the work cited immediately above) are not acceptable.
- viii. Cross-references should be done in the following manner 'Makulilo (n 7) p.14'.
- ix. Citation of internet based materials should always indicate the link and the date when it was accessed.
- x. Where abbreviations are used, they shall be written out in full for the first time and then abbreviated when used for the next and subsequent time (s)
- xi. Consistence shall be maintained in the use of numbers, symbols, and other characters e.g. dates.
- xii. Quotations within the text shall be in quotation marks, indented and in font size 10. Quotation marks should always be double, but within a quotation only single quotation mark is required. Up to two lines of quote may be included in the body of the text and longer quotations must be indented. However longer quotations should be avoided. Authors should paraphrase.