



Instruction for Contributors General guide

1. Scope

The African Journal of Law and Practice (AJLP) is a newly established publication, replacing the former Open University Law Journal. AJLP is a peer-reviewed academic journal committed to becoming one of the most reputable legal journals in its field. It is published quarterly and addresses a wide range of legal issues related to African law, legal practice, and law and development in Africa. AJLP specializes exclusively in legal issues and welcomes both doctrinal and empirical submissions that offer thought-provoking analysis of legal matters affecting communities, with a focus on legal reforms across the African continent. Additionally, it publishes manuscripts that apply a comparative approach and have broader implications for knowledge sharing and contribution.

2. Ethical consideration

When an article is published in AJLP, all parties involved in the publishing process, namely authors, editors, and reviewers are required to be highly ethical and comply with legal requirements.

For authors, this involves ensuring their writing is original, free of plagiarism, and properly cited. Data should be provided honestly and made publicly available, and any conflicts of interest must be disclosed. In addition to making significant contributions to the work, authors are also expected to ensure that all co-authors are appropriately acknowledged.

Editors and reviewers have the responsibility of ensuring that articles are assessed based on scientific merit and relevance, rather than personal bias. They must also maintain confidentiality throughout the review process and make decisions based on the quality and ethics of the work. Any potential conflicts of interest that may arise between editors, authors, or reviewers should also be addressed.

In order to ensure that the published study benefits the society at large, ethical publishing generally, requires all contributors to uphold the values of honesty, transparency, confidentiality, and fairness.

3. Submission of Manuscript

i) Online submission

The manuscript shall be submitted online to chiefeditor.afjlp@out.ac.tz

ii) Double Unanimous peer review process

The AJLP uses a double-anonymous peer review process. To ensure anonymity in peer reviewing, submitted manuscripts must be anonymous and free of identifying information for the double-blind review. The author's name or any identifying marks should not appear on any page of the manuscript, except on a separate title page file, which should include the title of the article, the name(s) of the author(s), their contact addresses, and affiliations. **PLEASE NOTE:** Any submitted manuscript containing the author(s)' name(s), affiliation details, or any identifiable references to their previous work(s) in the references will automatically be rejected by the Editorial Office.

The chief editor initially receives the manuscript and conducts an in-house review. This process aims to ensure that the submitted manuscript aligns with the journal's scope and policies. The chief editor then approves the manuscript and submits it to two anonymous reviewers. The review focuses on originality, scholarly content, structure, and citation

style. The review process takes a minimum of five weeks. Depending on the reviewers' comments, the editorial board may accept the manuscript as is, accept it subject to minor or major revisions, or reject it.

iii) File format

Manuscripts must be submitted in Microsoft Word format, not as PDF files.

iv) Submission Requirements

The AJLP publishes:

- (a) Full-length articles ranging from 7,000 to 12,000 words, including the main text, footnotes, references, and annexures.
- (b) Book reviews of approximately 2,000 words.
- (c) Recent developments/case notes/statute notes of 5,000 words and must include an abstract and keywords, similar to full research articles. Formatting requirements should align with those for articles.

v) Language of the journal

The language of the journal is English (British). Spelling should follow British English conventions, using 'ize' rather than 'ise' endings. English language editing is the sole responsibility of the authors, particularly those whose English requires significant or intensive editing. Such authors are advised to have their manuscripts checked by an English-language expert before submission.

vi) Font style and size

The font should be Garamond, size 12. The page setup should have 1-inch margins on the left, right, top, and bottom.

vii) Multiple Submission Policy

Whenever a paper is submitted to the AJLP, it indicates that no other journal is reviewing or considering it. Furthermore, the manuscript that was submitted for assessment ought to have never been published before.

viii) Previous submitted paper policy

The AJLP does not accept any manuscript that has been previously submitted, rejected, or withdrawn.

4. Manuscript structure

Manuscripts should be arranged in the following order: title page, names of author(s), abstract, keywords, and main text. It is the responsibility of the authors to ensure that their manuscripts strictly adhere to the journal's style. Manuscripts that do not conform to the journal's style will not be accepted.

i) Authors' name

Authors' names should be written on the title page immediately below the title. The author's first and last names should be written in full, while the middle name should be given as an initial(s), followed by the author's ORCID number, full institutional affiliation with postal code/postal address, and one email address. An indication of the corresponding author should also be provided.

ii) Abstracts

Every manuscript should include an abstract. The abstract should appear at the beginning of the article and be between 150-200 words in length, without any footnotes. It should consist of short, direct, and complete sentences. The abstract should state the objectives of the work, the problem under investigation that justifies the research, the methodology employed, key findings, conclusions, and recommendations. The abstract should be indented and in Garamond, 10-point font.

iii) **Keywords**

The manuscript should include up to five keywords, with particular attention given to the selection of these keyword.

iv) **Headings and Subheadings**

All headings and subheadings should be left-aligned with Arabic numbers in bold.

5. Citations

The Oxford University Standard for the Citation of Legal Authors (OSCOLA), 4th Edition, should be used for citations. In this system, names, titles, publishers, and dates of materials used are written in the footnotes. No references are required at the end of the manuscript; the detailed citation in the footnotes is sufficient.

5.1 Citation requirement

- i) Footnotes should be in 10pt font and write a full stop at the end of each footnote.
- ii) Latin terms such as *op cit*, *loc cit*, *supra*, and *infra* should not be used. Only *ibid*. should be used to refer to an immediately preceding source of information. If the quote or reference is on a different page number of the same material, use *ibid* with the different page number.
- iii) All quotations of more than five lines should be indented and put in 10pt font.
- iv) All text should be fully justified;

5.2 Citation of sources

i) **Citation of books**

Author's initials and surname. Title in italics, edition (or volume), city, publisher, year of publication, page number without word page or p, For example; -

B. Cardozo, *The Greatness of Jurisprudence* (2nd ed), Timbuktu: African Star Publications Ltd, 2017, 46.

B. N. Cardozo, *The Nature of the Judicial Process*, (6th Printing), New Haven: Yale University Press, 1928, 46

H.L.A Hart, *The Concept of Law* (2nd edn), London: Clarendon Press 1994, 35.

Harris M.B. & Ross E.B. (ed.), *Food and evolution: Toward a theory of human food habits*, Philadelphia: Temple University Press, 1987, 33.

ii) **Chapters in edited volumes**

Author's initials and surname, 'Chapter/article title in lower case' in Editor's initials and surname (ed.), *Book Title in Italics*, city, publisher, year of publication, page range of the chapter, followed by the specific page number where the quote or citation is related to. For example:

C. Falme, "To learn law sounds great" in B. Laurian (ed). *Unveiling the Law in African Customs*, Blantyre: Black Elephant Publishers, 2017, pp.23-45, 34.

iii) **Book reviews**

The title of the book should be in italics, with the author's name placed under the title, as for articles. Use an asterisked footnote to show the author's affiliations, etc. All book information should be in Garamond, 12-point font, while additional book information may be in 10-point font. Indicate the place of publication, publisher, city, year, and number of pages. Also, indicate the ISBN, paperback price, and ISBN. For example; -

To Serve on the Bench is Great: It Must Be for the Sake of Love of Law, by C. Pampeo., Maputo: African Elephant Publishers, 4th ed., 2016, 320, 43, ISBN 0-111-337-Y.

iv) Journal articles

Name of the author, starting with the initial(s) followed by the surname, 'Title in lower case,' *Title of Journal in Italics*, Volume/Issue No., year, page range from the beginning of the article to the end page of the article (in brackets), followed by a comma, then the specific page number of the quote referred to or the subject matter. For example:

B. Nzagamba, 'Law Has Never Left Anyone Safe: Alienating Foreign Legal Precedents from African Legal Systems,' *African Journal of Law and Practice*, Volume 1, No. 3, 2007 (39-58), p. 34

F.H. Newark, 'The Boundaries of Nuisance,' *Law Quarterly Review*, Vol. 65, No. 2, 2010, (460-497), p. 480

v) Subsequent citation of two works by the same author:

A. Ashworth, 'Testing Fidelity to Legal Values: Official Involvement and Criminal Justice,' *Modern Law Review*, Vol. 63, 2000 (623-645), 635.

A. Ashworth, *Principles of Criminal Law* (6th edn.), London: OUP, 2009, 68.

A. Ashworth, 'Testing Fidelity to Legal Values' (note 47), pp. 634-637.

A. Ashworth, *Principles of Criminal Law* (note 28), 73.

vi) Newspapers

Author's initial(s) and surname, 'Title of a Newspaper Article in Lower Case' (date of publication), *Title of Newspaper* (location or issue number if deemed necessary), page number. For example:

S. Mwanakatwe, 'Remand Prisoners Reject to Obey Unlawful Orders' (23 November 2024), *The Daily News*, Issue No. 1573, 19.

vii) Unpublished papers (eg conference papers or research papers)

Author's initial(s) and surname, 'Title in Lower Case' (paper presented at the *name of conference*, place, date), at page number of the quote. For example:

A. Falme, 'Legal Research Scholarship Under Critical Attack: A New Perspective on Research Methodology' (paper presented at the Fourth African Conference on Trends and Developments in Advanced Legal Research Methodology, Mbabane, 24th April 2020), 7.

viii) Electronic sources

Example; - S. Mohamed, 'Internet Surveillance in Digital Environment Rejected,' available at: <http://www.calltoarms.localdaily> (last accessed 6 March 2004).

ix) Per Cent

Percent should be used when the figure preceding it is written in words: 'two percent'; '%' should be used when the figure is given in numbers: 25.1%.

x) Cases Citation

Cite cases in accordance with the normal practice in the relevant common law jurisdiction, adhering to the specifics of this Guide. However, case names should be italicized. For example:

Dangabote Burn v Mobutu Sesemwanda [2001] 3 TLR 76 *Pemberton v Bright* [1960] 1 All ER 792 (CA).

xi) Legislation Citation

For legislation, a citation in a footnote is not required if all the information about the source is provided in the text, as in the following sentence:

This case highlights the far-reaching judicial role ushered in under section 20 of the *Basic Human Rights Act 1999*.

Where the text submitted by the author does not include the name of the Act or the relevant section, this information should be provided in a footnote. For example: *Basic Human Rights Act, 1999, s 20*.

xii) Subsequent citation of cases, legislation and secondary sources

In subsequent citations of cases, a short form of the case name is sufficient to identify the source. For example, *Dangabote case*, (n17) 20.

Subsequent citations of legislation may use abbreviations or other short forms. For example:

Basic Human Rights Act (n 30) s 12.

Subsequent citations of secondary sources require only the author's or authors' surname(s), unless several works by the same author are being cited. In that case, the surname and the title of the work (or a short form of the title) should be provided. For example, M. Keen and P. Mullins, (n17) 14.

xiii) Foreign words and Phrases

Foreign words and phrases should be italicized and followed by a brief translation, either immediately afterward in brackets or in an explanatory footnote if required. Words and abbreviations generally accepted in legal English (e.g., i.e., *inter alia*, *de facto*, *ultra vires*, *stare decisis*, *obiter dicta*, *ratio decidendi*, *a priori*, *a fortiori*, *passim*, *ibid.*, etc.) should not be italicized and must not have full stop.

xiv) Abbreviations

No full stops should be used for abbreviations or initials (e.g., ECOWAS, Mr, ACPHR, PhD, etc.).

Words like 'paragraph,' 'chapter,' 'section,' 'article,' 'proclamation,' 'order,' 'ordinance,' etc., should be written out in full and in lowercase in the main body of the text. These can be abbreviated in footnotes (e.g., s, ord, proc, art, chap, para).

The first time an abbreviation or acronym is used, write it in full, followed by the acronym in brackets. After that, use the abbreviation (e.g., Agreement on Trade-Related Aspects of Intellectual Property (TRIPS Agreement)).

The term 'percent' should be written out fully in the text, without full stops. In footnotes, the percentage symbol (%) can be used instead

xv) Punctuation and Titles

Punctuation should go outside quotation marks unless it is part of the quoted text. For example: He stated that the 'scheme would "bankrupt" society.'

Titles of other works should be in single quotation marks, such as *'The Debate Over Ethics in Technology'*.

Capitalize the first letter of major words in a title. For example: *The Catcher in the Rye*.

Minor words (e.g., 'for,' 'and,' 'or,' 'the') should not be capitalized unless they are the first word of the title or subtitle."

xvi) Capitalization

Use lowercase for professional titles and generic terms, such as common law, solicitor general, municipal director, director general, minister, and government, in the body of the text.

Titles of conventions, charters, resolutions, treaties, Acts, agreements, declarations, protocols, etc., should be capitalized according to OSCOLA, as long as the legal citation section is consistent with OSCOLA. These titles should not be italicized.

Titles of published reports should be italicized and capitalized, e.g., *The Global Trade Report*.

6. Publication Proofs

Once accepted, a proof of the article will be sent to authors via e-mail for a careful review of factual and typographic errors. Only minor corrections may be made at this stage in the production process. Any alterations to the original manuscript are not permitted at this point. Authors should return the proofs promptly.

7. E-offprints

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8. Open Access

This journal is an open-access publication, ensuring that all published articles are freely available to readers without subscription or paywall barriers. Authors retain copyright but grant the journal the right to publish and distribute their work under an open-access model. By submitting to this journal, authors agree to make their work accessible to a global audience, promoting wider dissemination and impact.

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