Academy Publishing
AUTHOR’S GUIDE
(Journals)
2011 Edition
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INTRODUCTION

Thank you for publishing with Academy Publishing (“AP”). This Author’s Guide (“the Guide”) has been designed to help you get published as quickly and easily as possible. Here, you will find information that will assist you at all stages of the publishing process.

The following aspects are covered in the Guide:

- **Composition of an Article**
- **Guidelines on Format and Style.** Focuses on the author’s role in the preparation of the manuscript, and the immediate steps required prior to submission.
- **What Happens Next?** A brief look at the editorial process after receipt of an article.

A. COMPOSITION OF AN ARTICLE

The most common parts of an article are described here:

- The article title
- The author’s full name and credentials (see below)
- The text: main text, with footnote text set out at the bottom of each page
- Appendices, if any

1. **Author’s full name and credentials**

An author’s credentials should appear in the following order: (a) educational qualifications; (b) professional qualifications and present appointment (if desired). Separate qualifications of different types with semicolons.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Oxford), LLM (National University of Singapore); MSIArb, MCIArb; Barrister-at-Law (Gray’s Inn), Advocate &amp; Solicitor (Singapore); Consultant, Litigation &amp; Dispute Resolution Practice Group, XYZ LLP, Singapore</td>
</tr>
</tbody>
</table>

Generally, educational and professional qualifications should be set out in some logical order, such as the order in which they were received. Indicate the institution awarding an educational qualification or the jurisdiction in which a professional qualification applies in parentheses after the abbreviation of the qualification.

2. **Text**

The bulk of an article will be the text and the accompanying elements such as tables, graphs, and figures. The most common text elements are listed below:

- **Tables.** Tables can be the best way to present data or other essential information. The tables you submit with your article should be prepared with the same skill, thought, and care as the text. Include only those tables that make a positive contribution to the article. All tables
submitted with the final manuscript must be complete. If the tables are obtained from another source, all copyright permissions must be sought prior to submission.

- **Figures/illustrations.** Graphs, flow charts, diagrams, drawings, maps, and photographs are some of the different types of illustrations you may submit as part of your article. Each illustration should be thoughtfully designed or selected in order to show a relationship of ideas, data, or objects that would be difficult to describe precisely or completely using words alone.

  Illustrations or figures must be submitted with the final manuscript in softcopy. Authors are responsible for preparing or obtaining reproducible versions of their figures, along with captions and source lines.

- **Footnotes.** Footnote indicators are used to indicate the authority for a proposition made in the text of an article, or the source of the material referred to. Footnotes may also be used to set out information that is related to the subject matter of the article, but which is considered sufficiently peripheral such that putting it in the body of the article would detract from the propositions being made. Footnote indicators should be given superscript Arabic numerals and should run consecutively, beginning with “1”, in each chapter.

- **References.** AP publications use a particular way of referencing source material. More detailed information on citing references is available under “Writing style” (see page 4).

3. **Appendices**

Appendices should be limited to material designed to supplement the text. They should be prepared like the rest of the article. If you have more than one appendix, each should be assigned a number and title. Obtain copyright permissions for any materials included that are from other sources. Each appendix should be referenced somewhere in the main text, and it should appear in the order in which it is referenced.

B. **GUIDELINES ON FORMAT AND STYLE**

AP strives to publish titles that demonstrate excellence in the quality of technical information and the clarity of expression. Your ideas should be presented in a manner that is logical, accurate, and as concise as possible. It is important that technical terms, notations, and symbols are defined and used with consistency.

There are several things you can do as an author to help facilitate a smoother workflow in the publishing process.

These Guidelines are by no means comprehensive. If you have questions about style points not discussed here, please consult with the Editor.

These Guidelines will cover the following aspects:

- Pre-submission, submission, post-submission steps for authors
- Writing style — headings, paragraph numbering, text, quotations, citing cases, legislation and other references
- Copyright compliance for third party material

1. **Pre-submission, submission, post-submission steps for authors**

   *(a) Format your document*

   - We can accept most word-processing formats but we prefer Microsoft Word or Rich Text Format ("RTF").
• Please see “Writing style” below (see page 4), particularly the reference style. By submitting manuscript in AP’s preferred style, fewer changes will have to be made later on, which reduces the possibility of errors being introduced.
• Most formatting codes are removed or replaced when we process your manuscript, so there is no need for you to use excessive layout styling. Please DO NOT use options such as automatic word breaking, double columns, automatic paragraph numbering or automatic numbering (especially for bullet points).
• You may use bold face, italic, subscripts, superscripts, etc, as appropriate.

(b) Prepare graphics, photos and charts (if any)

Submitting your illustrations, pictures, tables and other artwork (such as multimedia and supplementary files) in an electronic format helps us produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. Please note that artwork in colour may not be reproduced in colour as the text is generally printed in black only.

---

**Checklist**

Before you send us your artwork, ensure the following:

• Files are in the correct format — TIFF (Tagged Image File Format), EPS (Encapsulated PostScript), PDF (Portable Document Format) or AI (Adobe Illustrator). MS Office files (Word, Powerpoint, Excel) are also accepted though not encouraged.
• Any artwork within the source document is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art.
• Use only Times/Times New Roman, preferably size 12 pt.
• All illustrations are provided as separate files.
• All artwork is numbered according to its sequence in the text.
• Figures/illustrations have captions. In addition, all figures are referred to in the text.

---

(c) Submit your article

Submission of your article implies that it has not (in its current or modified form) been previously published or made available elsewhere in any media, in English nor in any other language, and that it is not under consideration for publication elsewhere. The contribution of the author(s) should be an original one and should in no way violate any existing copyright, and it should contain nothing of a libellous or scandalous nature.

In general, articles should not exceed 10,000 words in length, case notes 5,000 words and book reviews 2,000 words. Departures from this guideline will be considered on a case-by-case basis.

Your manuscript (accompanied by a 100-word abstract) may be submitted to the Editor via e-mail to academypublishing@sal.org.sg.
(d) **Attend to other post-manuscript submission matters**

- Once the article is accepted for publication, grant a copyright licence to AP. See “Notification of acceptance or otherwise”, below (see page 11).
- Check the edited proofs. See “Final check by author”, below (see page 11).

2. **Writing style**

(a) **Headings**

To avoid confusion, it is important for there to be consistency in the style of the headings and subheadings in your manuscript. AP journals use the following heading levels and styles, which are all to be aligned with the left margin:

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. First-level heading</td>
<td>A. Second-level heading</td>
</tr>
<tr>
<td></td>
<td>(1) Third-level heading</td>
</tr>
<tr>
<td></td>
<td>(a) Fourth-level heading</td>
</tr>
</tbody>
</table>

You may adopt your own style of headings, but please be consistent in the execution of the style. Please note that original styles and formats will eventually be altered during editing to conform to the AP house-style.

(b) **Paragraph numbering**

The text should be organised into numbered paragraphs. Authors should number the paragraphs in the text sequentially starting from “1”.

Any cross-references within the manuscript should be to paragraph numbers only.

(c) **Text**

Body text should be set in 12 pt Times (or Times New Roman) and justified with 1.5 line spacing. You may use symbols where certain characters or accents need to be added.

(i) **Abbreviations**

Abbreviations and acronyms, unless universally known, should always be stated in full when it first appears in the article and its abbreviation indicated after it in parentheses within double quotation marks, for eg, Inland Revenue Authority of Singapore (“IRAS”).

(d) **Quotations**

(i) **Quotations within a sentence**

Enclose quotations within a sentence in double quotation marks (“ ”). A quotation within a quotation should be enclosed in single quotation marks (‘ ’). Include punctuation within quotation marks only if a complete sentence is quoted.
Examples

In addition, s 2 also states that these activities must be done “in any place to which the ‘public’ or any class of the public has access whether gratuitously or otherwise.” [Full stop after the closing quotation mark as the quotation is not a complete sentence.]

When asked what was in the bag, the defendant told the narcotics officer, “I am carrying Chinese medicine.” [Full stop within the quotation marks as a complete sentence is quoted; no additional full stop required after the closing quotation mark.]

(ii) Quotations in a separate block

A quotation longer than three lines should be set out in a separate block indented from the left margin.

(iii) Changes to quotations

In general, a quotation should be reproduced exactly as it appears in the source, with no changes to spelling, capitalisation or punctuation. However, if desired, citations may be omitted and the phrase “[internal citations omitted]” added to the end of the quotation.

If it is necessary to make interpolations, corrections, explanations, translations or comments for clarity, these should be enclosed in square brackets (“[ ]”). Omissions should be indicated with the use of an ellipsis (“…”), which should consist of three full stops, no more or less, with a space before and after. Do not type a full stop after an ellipsis that ends a sentence.

Examples

The contract specified that “property in the goods shall not pass to the Buyer [ie, the plaintiff] until payment in full has been received by the Vendor [the defendant].”

He clearly “intend[ed] to take dishonestly” the cheque out of the plaintiff’s possession.

“The manner of the attack was vicious and very destructive … There can have been no excuse.”

(iv) Errors in quotations

Spelling or grammatical errors in quotations should be retained, with the word “[sic]” (Latin for “thus” or “so”) in brackets inserted after the error.

Examples

“He cannot have had [sic] been unaware of the presence of the clause.”

“The trial judge took the view that the case was governed by the principle in Rylance [sic] v Fletcher.”
(e) **Citing cases, legislation and other references**

(i) **Cases**

- When citing a local reported judgment from 1965 to 2009, cite the SL(R) in preference to other editions of the Singapore Law Reports. When citing a local reported judgment from 2010, use the SL citation. Only where a Singapore case is unreported should its neutral citation (e.g., “[2004] SGHC 12”) be used. When a US case is cited, put the year of the judgment at the end of the citation, following the US practice.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reported case</strong></td>
</tr>
<tr>
<td><em>Multi-Pak Singapore Pte Ltd v Intraco Ltd</em> [1993] 1 SLR(R) 220 <em>not</em> <em>Multi-Pak Singapore Pte Ltd v Intraco Ltd</em> [1993] 2 SLR 113</td>
</tr>
<tr>
<td><em>ASM Assembly Automation Ltd v Aurigin Technology Pte Ltd</em> [2010] 1 SLR 1 at [10]</td>
</tr>
<tr>
<td><em>Sheldon v Outhwaite</em> [1996] 1 AC 102</td>
</tr>
<tr>
<td><em>Mabo v Queensland (No 2)</em> (1992) 175 CLR 1 at 45</td>
</tr>
<tr>
<td><em>Herbage v Times Newspapers Ltd</em> The Times (1 May 1981)</td>
</tr>
</tbody>
</table>

| **Unreported case cited by neutral citation** |
| *Victor Adam Ibrahim v Tan Kim Seng trading as Hock Huat Engineering* [2003] SGHC 155 |

| **UK case cited by neutral citation** |
| *Grobbaelaar v News Group Newspapers Ltd* [2001] EWCA Civ 1213 at [10] |

| **US case** |
| *Lojuk v Quandt* 706 F 2d 1456 at 1458 (7th Cir, 1983) |

| **Case with parallel citations** |
| *Halpern v Toronto (City)* (2003) 172 OAC 276, 65 OR (3d) 161 |

| **Indicating court levels** |
| *The Seaway* [2004] 2 SLR(R) 577 (HC); [2005] 1 SLR(R) 435 (CA) |

| **Case name changed on appeal** |
| *Burswood Nominees Ltd v Liao Eng Kiat* [2004] 2 SLR(R) 436 (HC); *Liao Eng Kiat v Burswood Nominees Ltd* [2004] 4 SLR(R) 690 (CA) |

- **Pinpoint citations.** When referring to a particular passage in a case, cite to the relevant paragraph number(s) in the judgment rather than to the page number(s), thus: “[2006] 1 SLR(R) 484 at [38]”.


Examples
This principle was applied in two subsequent cases: *Andermatt Investments Pte Ltd v Comptroller of Income Tax* [1995] 2 SLR(R) 866 at [27] and *JD Ltd v Comptroller of Income Tax* [2006] 1 SLR(R) 484 at [38].

- **English cases.** Insert the ICLR citation before existing non-ICLR citation. Only include extra parallel citations if they are ICLR citations.¹

Examples

<table>
<thead>
<tr>
<th>Year</th>
<th>Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1964</td>
<td>P 356;</td>
</tr>
<tr>
<td>1964</td>
<td>2 WLR 1108;</td>
</tr>
<tr>
<td>1984</td>
<td>2 All ER 233</td>
</tr>
</tbody>
</table>

(ii) Legislation

Examples

**The Constitution**
Constitution of the Republic of Singapore (RS(A) 14 of 1966)
Constitution of the Republic of Singapore (1980 Reprint)

Where a chapter number has been assigned
Misuse of Drugs Act (Cap 185, 2001 Rev Ed) s 2(1)
Central Provident Fund (Investment Schemes) Regulations (Cap 36, Rg 9, 2002 Rev Ed)
Rules of Court (Cap 322, R 5, 2004 Rev Ed) O 14 r 1

Where no chapter number has been assigned
Contracts (Rights of Third Parties) Act 2001 (Act 39 of 2001)

**Malaysian statute**
Film Censorship Act 2002 (No 620 of 2002) (M’sia) s 5

**UK statute**
Dealing in Cultural Objects (Offences) Act 2003 (c 27) (UK) s 3

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¹ These include (in order of preference): Queen’s Bench (“QB”), Appeal Cases (“AC”), Chancery (“Ch”), Family (“Fam”), Probate (“P”), Weekly Law Reports (“WLR”) and All England Law Reports (“All ER”).
US legislation
Non-Detention Act 18 USC (US) §4001(a) (2000)
[NB: USC stands for United States Code.]

UK subsidiary legislation
Electronic Communications (Universal Service) Regulations 2003 (SI 2003 No 33) (UK)

Bills
Computer Misuse (Amendment) Bill 2003 (Bill 22 of 2003) cl 4

Parliamentary debates
United Kingdom, House of Lords, Parliamentary Debates (4 July 2003) vol 650 at col 1148 (Baroness Pitkeathley)

Select Committee reports
United Kingdom, Report of the Committee on Homosexual Offences and Prostitution (Cmnd 247, 1957) at 42 (Chairman: Sir John Frederick Wolfenden)

(iii) Other references

Examples

Books

Chapter in a book

Articles in legal journals

**Articles in scientific journals**

[Note that 15 is the volume no, 5 is the number of the part, and the article runs from pages 455 to 460.]

**Articles in serial publications**

Ho Ka Wei & Ben Nadarajan, “Thwarting the Cyber Terrorist” The Straits Times (14 November 2003) at p H1
Jeremy Summers, “We’re Innocent Until We’re Proved Guilty ... or Until Our Assets are Seized” The Times (London) (29 November 2003) at p 34
Shashi Nathan & Tania Chin, “Ethics in the Criminal Court”, Inter Se (Jan–Jun 2010) p 39

**Materials on the Internet**


**Law Reform Working Papers and Reports**

Law Reform Committee, Singapore Academy of Law, Report of the Sub-Committee on the Status of Children Born Through Artificial Conception (26 September 1997) at para 1.2 (Chairman: Jeffrey Chan Wah Teck)


United Kingdom, Royal Commission on Criminal Justice, Report (Cmd 2263, 1993) (Chairman: Viscount Runciman of Doxford)


**Treaties**


**Dissertations and forthcoming materials**


• Footnotes are preferred to endnotes. Footnote referencing should be accurate and complete when the manuscript is submitted.

Examples

27 Yogambikai Nagarajah v Indian Overseas Bank [1996] 2 SLR(R) 774 not ibid, Yogambikai.
29 This point is examined at the text accompanying nn 79–84 below.
30 This point is examined at paras 28–31 of the main text below.

• When referring to an authority cited in another footnote, please be very precise in your reference to avoid confusion and reduce the chances of errors occurring. Please refrain from using ibid, id, supra, infra; instead the citation/source should be repeated in full.

Examples

78 [2001] 2 SLR(R) 583 at [43]–[45] per Yong CJ.
79 [2001] 2 SLR(R) 583 at [43]–[45] per Yong CJ not Ibid.
80 [2001] 2 SLR(R) 583 at [60] not Id at [60].
81 [2001] 2 SLR(R) 583 at [74]; see also Public Prosecutor v Mazlan bin Maidun [1992] 3 SLR(R) 968.

3. Copyright compliance for third party material

AP respects the copyright ownership of other publishers and requires its authors to obtain copyright permission to reproduce any material that they did not create themselves. The author has the responsibility to identify materials that require copyright permission and to obtain such permission from the copyright owner.

Authors should identify all quotes, figures or tables requiring permission and begin requesting permissions at the writing stage and before submission of manuscript. No manuscript with outstanding permission requests will be turned over for production.

AP will assume that all necessary copyright permissions have been sought and obtained. Where there are copyright permissions obtained, please list this in the Third Party Copyright Confirmation Form (see Annex B) and send it together with the manuscript.

C. WHAT HAPPENS NEXT?

1. Key milestones during production

During the time between your article submission and its final printing, the following will occur.
(a) Initial check
The Editor does an initial check on your manuscript. This involves:
- Sending the author an acknowledgment letter/e-mail. [NB: An acknowledgment does not constitute acceptance for publication.]
- Checking your manuscript for completeness.
- Checking your artwork/tables/figures (if any) for clarity.

(b) Peer review
AP academic journals are peer-reviewed publications. For certain journals, articles for consideration will undergo a double-blind peer review process, in which the identity of the Referee is withheld from the author and vice versa. The review process may take between 2–3 weeks.

Only articles which have been deemed suitable for publication by our independent and expert Referees will be accepted.

(c) Notification of acceptance or otherwise
Authors will receive notification of the outcome of the peer review. Authors whose articles have been accepted for publication will be requested to grant a copyright licence to AP to publish their article, prior to commencement of copyediting. AP’s standard Copyright Licence Agreement may be found at Annex A.

(d) Copy-editing
When the manuscript is ready to enter the production process, it is copy-edited in the style of the journal and typeset. The artwork is sized according to the required specifications. The main objective of copy-editing is to ensure that the text is clear and correct with regard to spelling, grammar and syntax. It is not intended that your manuscript be rewritten in any other way.

Many manuscripts deal with highly technical or specialised areas. A basic familiarity with legal/technical English on the part of the Editor is assumed, but a detailed knowledge of the discipline concerned is not. It is assumed that the legal content and expression of the manuscript has been thoroughly researched and checked by the author prior to submission.

(e) Final check by author
As the author of the work, AP relies on you to submit a clean, correct copy. As soon as the manuscript has been edited, one set of edited proof in MS Word format will be sent to the author. Upon receipt of the proof, author(s) may review the content to ensure that the meaning and intention of their text has not changed during the editing phase.

Please use this proof only for checking editing, completeness and correctness of text, tables and figures.
Checklist
Remember to check your proofs for:

- Conversion errors.
- The result of (copy)editing actions (for example: language, house-style, linking of captions to figures, graphical conventions, legal nomenclature, etc).
- The use of illustrations (are they depicted at their actual size and roughly in place?)

Clear marking of corrections is essential for the production of a quality publication. Please track all necessary corrections. This feature can be enabled in Microsoft Word under the Tools menu:

It is important to ensure that all of your corrections are sent back to us in one communication. Please check carefully that your corrections are complete before returning the tracked MS Word file. Note that AP may proceed with the publication of your manuscript, as-is, if no response is received from the proofread request within the stipulated deadline.

As a general guideline, all corrected proofs should be returned within 2 weeks of receipt.

(f) Queries to the author
There may be a list of comments/queries from the Editor on a “Queries to Author” sheet enclosed with your proof or marked out in the edited proof. The Editor may also ask you to update text or authorities in the footnotes that were unavailable (“in press”) at the time you submitted your manuscript but are available now. Please answer all of the Editor’s queries and return your corrected proof within the specified timeframe.

2. Publication
AP publishes your article. This involves:

- Correcting any errors you identify on the edited proof.
- Ensuring that the Text is in order.
- Sending the finalised files to the printer.
• Distributing the printed copies of the issue.
• Sales and Marketing.

3. Complimentary copies

Offprints of individual articles will not be published. Instead, a complimentary copy of the issue will be sent to you generally within two weeks of publication. Please note that receipt of the publication depends on the destination. Please allow for more time for addresses outside Singapore.

If you wish to order copies of the issue, please contact Sales & Marketing on (+65) 6332 4388, at academypublishing@sal.org.sg or visit our e-bookshop at http://www.sal-e.org.sg/academic-journals.
ANNEX A

Academy Publishing Journal Copyright Licence Agreement

All submissions published in any AP journal are subject to the following copyright licence agreement.

Author: ________________________________________________________________

Title of article: _________________________________________________________

The author warrants and represents that the work is an original work and does not infringe upon any copyright or other right(s), and that it does not contain infringing, libellous, obscene or other unlawful matter, that the work has not in its current or modified form been previously published or made available elsewhere in any media nor has it been submitted for publication elsewhere before, and that he/she has obtained the customary permission from the copyright owner or his legal representative whenever a passage from copyrighted material is quoted or a table or illustration from such material is used.

Copyright Licence Agreement

In consideration of the Singapore Academy of Law (“the Academy”) agreeing to publish the work(s) submitted by you, the author, in the [Title of Journal], you hereby grant the Academy the non-exclusive right by way of an irrevocable, sub-licensable, transferable, royalty-free licence to:

(a) publish the work(s) in printed formats;

(b) publish the work(s) on the Internet or other online transmissions or by means of any other electronic medium whether now known or subsequently developed, including but not limited to CD-ROMs;

(c) translate the work(s) into all languages and publish the translation(s) using the means referred to in paragraphs (a) and (b); and

(d) reproduce the work(s) for conferences, courses, lectures, seminars, symposia and other educational events organised solely or jointly by the Academy;

throughout the world for the full period of the copyright in the work(s), provided that the Academy shall always acknowledge you as the author of the work(s).

Signature

(Signature) _____________________________

(Full name of Author in BLOCK)

(Date)

(NRIC No/Passport No)

(Address)
ANNEX B

Third Party Copyright Confirmation Form

This form must be signed and returned if materials in your manuscript require copyright permission to be reproduced.

Author: __________________________________________

Title of article: ____________________________________

Permission Status

I verify that the text, figures, and tables are original, except as listed below. Written permission to use previously published materials has been obtained and the necessary documentation/correspondence attached.

Please fill in the blanks below, adding lines/pages as necessary.

<table>
<thead>
<tr>
<th>List the paragraph numbers in which the quote, figure or table appears</th>
<th>Name of copyright holder</th>
<th>Credit Line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Specified</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enclosed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y/N</td>
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<td>Y/N</td>
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<td>Y/N</td>
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<tr>
<td></td>
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<td>Y/N</td>
</tr>
</tbody>
</table>

Signature

(Signature) __________________________________________

(Full name of Author in BLOCK) __________________________

(Date) __________________________________________

(NRIC No/Passport No) __________________________________________

(Address) __________________________________________