



موسسه حمیده برمکی برای حاکمیت قانون  
HAMIDA BARMAKI ORGANIZATION FOR THE RULE OF LAW  
PUBLISHING STANDARDS (ENGLISH)

## Table of Contents

I. General Guidelines .....	1
II. Formatting standards .....	2
III. Content standards .....	2
IV. Punctuation standards .....	3
V. Citation standards .....	4
VI. Final remark .....	5

Authors of HBORL Working Papers are kindly asked to use the Working Paper template and to apply the all guidelines mentioned in this document. Papers that are not in line with these standards will be reviewed by the editors.

### I. General Guidelines

#### 1. Writing style:

HBORL Working Papers are written in an academic writing style, rather than informal or journalistic styles. Writing in an academic style includes presenting ideas in an impersonal manner, using formal words or phrases rather than everyday idioms or slang, frequently expressing the results of actions without using verbs and without naming the person or thing that did the action.

Generally, articles should not be written in the first person. The author may instead use expressions such as “in the present author’s opinion”. The first person may be used exceptionally if the author has close working experience with the topic written about, and if an anecdotal perspective is required to establish the point being made. For example, a paper may be written in the first person when presenting anthropological research, if the author has personal knowledge of experiencing a particular social phenomena being described.



## 2. Presentation of information:

Information presented in publications should be organized in a coherent fashion, and logically presented. No discussion presented in the text should be left open ended without a conclusion by the author, even if the author's conclusion is that no satisfactory conclusion can be drawn from the discussion.

## 3. Originality:

Publications should be the original work of submitting authors. The unacknowledged use of the work of others as if it were the author's own original work constitutes plagiarism, which is strictly prohibited, and which will result in the paper not being published.

## 4. References should be used whenever:

- (a) Ideas from other authors are cited or paraphrased, regardless of whether these authors are expressly mentioned or not;
- (b) More information from the author or other similar authors would be helpful; or
- (c) Complex information is provided and requires further explanation.

Self-citation should be avoided as much as possible.

## II. Formatting standards

### General:

General formatting standards, including font, font size, heading styles etc. are provided for in the Working Paper template available on the HBORL website.

### Abstracts:

Abstracts should contain a maximum of 180 words.

### Headings:

Headings should go only to a maximum of 2 levels. For example, 1.1.

### Table of Contents:

A table of contents of the various sections and subsections must be available at the beginning of the article.

## III. Content standards

### Explanation of non-English terms:

Non-English terms that will not be familiar to an average reader of the English version should be explained in a footnote. For example, an English language explanation of the term "*mahram*" should be made available in a footnote. Non-English terms should also be italicized.



#### Grammar and spelling:

Authors may decide if they prefer US, UK, AUS, or CAN English, but must inform editors and apply the rules of their chosen version of English consistently throughout the text.

#### Dates:

Dates should be written according to the Gregorian calendar, followed by its corresponding date according to the Persian calendar where relevant with “A.P.”, in brackets. Dates should be written in the format: day – month – year. For example, “23 January 2014”. All years should be written numerically in full. For example, “1982-1984”, not “1982-84”.

#### Graphic communication:

The use of graphic communication (such as pictures, graphs, pie charts, etc.) should be titled AND numbered for ease of reference.

#### Abbreviations:

Abbreviations should be used as much as possible to refer to institutions, conventions, programs etc., especially those with long names. Standard abbreviations (those used by the institutions themselves) should be used as far as possible. The full name of all institutions, programs etc. should be written in full when mentioned in the text for the first time, with the abbreviations introduced alongside it in brackets. For example: “The Independent Commission for Overseeing the Implementation of the Constitution (hereinafter as ICOIC) was established in ...”

Commonly understood abbreviations such as “U.S.” or “U.K.” may be used without explanation.

#### Names:

When a person is mentioned for the first time, use his or her full name. Only use that person’s last name subsequently. Add life dates or dates of office wherever possible. For example: “President Hamid Karzai (r. 2001-2014)”; “the Egyptian jurist Abd el-Razzak el-Sanhuri (1895-1971) wrote...”

## IV. Punctuation standards

#### Use of capital letters:

The titles of a person should be capitalized when a specific individual is being referred to (“On 4 December 2014, the President appointed XY as minister”). When the position or office is referred to in an abstract manner, no capitalization should be used (“according to the law, the tasks of the president include: ...”). Specific articles and paragraphs of legal documents should be capitalized when referred to.

Additionally, brackets should not be used when referring to main numeral of specific articles or paragraphs, but can be used when referring to subsections. For example, “Article 61”, “Art. 61”, or “Article 61(3)”, but not “Article (61).

#### Use of dashes:



A short dash (hyphen) should be used only to connect words (for example: “during Karzai’s presidency, executive-legislative relations became worse”). A long dash (em-dash) should only be used to act as a comma or parenthesis to separate out phrases – or even just a word – in a sentence. (For example: “he said the car was red – which I think it was not – and then continued to talk about his bicycle”).

Use of contractions:

Contractions should be avoided as far as possible. For example, “cannot” should be used instead of “can’t”, and “does not” instead of “doesn’t”.

Use of commas:

The “Oxford comma” before the words “and”, “or”, and “as well as” should be used where appropriate, i.e. when listing a series of three or more items or terms (e.g. “lawyers, judges, and elders discussed the matter”).

Use of quotation marks:

A period or comma should not be used immediately before a closing quotation mark.

Symbols:

Symbols (such as “§”, and “&”) should be avoided.

## V. Citation standards

Citation (footnotes):

Citations should be done in accordance with the principles of the Oxford University Standard for Citation of Legal Authorities (OSCOLA), which can be found at <http://www.law.ox.ac.uk/publications/oscola.php>. Bibliographies at the end of articles are not required and should be incorporated into the footnotes instead.

In-text quotations:

If one full sentence or more from another document is quoted within the text, the quoted material should be contained in a separate and specially formatted paragraph.

Author’s footnote:

The author’s byline should be footnoted with an asterisk. The asterisked footnote should contain a very short bio of the author, and include his or her acknowledgments, including to any relevant translator.

Citation of works not in English:

If the title of a cited work is not in English, an English language translation of the title should be provided in brackets next to the original title. If the original title is not written in the Latin script, the original title should be provided in the form of a rough transliteration to the Latin script, rather than in its original script. As the Working Papers contain preliminary research results, scientific transliteration is not necessary.



The citation of a work not in English would therefore be in the following format:

Rita Faraj, *Anafī al-Islam al-Muasara (Violence in Contemporary Islam)*, (Arab Cultural Center, 2010).

OR

Shah Waliullah, *Izalat al-Khafa'an Khilafat al-Khulfa (Removal of Ambiguity about the Caliphate of the Early Caliphs)*, (Mazda Publishing, 2015).

## VI. Final remark

The existing HBORL Working Papers, which are published on the HBORL website, provide many examples of how these guidelines should be applied.