

# Journal of Human Trafficking, Enslavement and Conflict-Related Sexual Violence

## Information for Authors

### Editorial Policy – Editing Instructions – Rights and Permissions

## 1. Editorial Policy

The Journal of Human Trafficking, Enslavement and Conflict-Related Sexual Violence (JHEC) primarily addresses the multifaceted issues involving human trafficking, enslavement and conflict-related sexual violence. It includes academic articles, case notes and relevant book reviews.

### Publications Ethics

The JHEC editors will operate in alignment with the Code of Conduct for Journal Editors developed by [COPE](#) (the Committee on Publication Ethics), which provides a forum for publishers and editors of scientific journals to discuss issues relating to the integrity of the work submitted to or published in their journals.

### Potential Conflict of Interest

Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties).

Editors who make final decisions about manuscripts should have no personal, professional, or financial involvement in any of the issues they might judge. All participants in the peer-review and publication process must disclose all relationships that could be viewed as potential conflicts of interest.

When authors submit a manuscript, whether an article or another publication, they are responsible for disclosing all financial and personal relationships that might bias their work.

### JHEC Peer Review Process

The JHEC uses a double-blind peer review process.

The JHEC peer reviews all the material it receives, internally and externally.

In order to ensure that the review process is as efficient as possible for authors and reviewers, all manuscripts are initially reviewed internally and then a decision is made about whether to send the paper for external review. The manuscript may be accepted, considered acceptable with revisions, or rejected. Reviewers are specifically queried on scientific originality, quality and correctness. Manuscripts will be reviewed with due respect for the authors' confidentiality.

### Criteria for Acceptance:

Importance and interest to this journal's readership

Scientific soundness

Originality

Degree to which conclusions are supported

Organization and clarity

Cohesiveness of argument

Length relative to information content

Conciseness and writing style

Appropriateness for the targeted journal and specific section of the journal

### Articles and Essays

Articles and essays will include theoretical and/or practical discussions on human trafficking, enslavement and conflict-related sexual violence. These submissions are particularly welcome in the journal and will provide a back-drop for future academic commentary and research.

Word count: 6,000-8,000 words; references excluded (practitioner's submission can be lower in number).

### Case Notes

Word count: 3,500 words; references included.

### Book/Manual/Legislative Guide Reviews

Word count: 2,500 words; references included.

### Submission of Contributions

Contributions should be submitted to one of the Chief-Editors (Anne-Marie de Brouwer, [JHEC@impact-now.org](mailto:JHEC@impact-now.org)) in Word. Contributions will be considered for publication by the editors on the understanding that the articles have not previously been published and are not under consideration elsewhere.

### Criteria for Submission

1. The length of the articles should not be longer than mentioned above.
2. An abstract of no more than 250 words should be submitted with the article.
3. Authors will be asked to submit at least three key words with their article.
4. A title page should be inserted, consisting of the following information:
  1. Article title.
  2. Author(s) names and institutional affiliations.
  3. The name of the department(s) and institution(s) to which the work should be attributed.
  4. Contact information for corresponding authors.
  5. Details of all funding sources for the work.
  6. Word count.
  7. The number of figures and tables.

5. Conflict of interest notification page: when authors submit a contribution, they are responsible for disclosing all financial and/or personal relationships that might bias their work. An author may be asked to complete a Conflict of Interest Disclosure Form.

## 2. Editing instructions

### Citation Style

The JHEC uses the Oxford Standard for Citation of Legal Authorities (OSCOLA), produced by the Oxford University Law Faculty. Please refer to OSCOLA for detailed information on citation style. The OSCOLA guide and quick reference guide are available at [www.law.ox.ac.uk/research-subject-groups/publications/oscola](http://www.law.ox.ac.uk/research-subject-groups/publications/oscola).

### Punctuation

- *Brackets*

Use brackets when you insert words into a direct quotation.

*Example:* The European Commission Report [on Article 81] explains (...).

Use the Latin word 'sic' in brackets to indicate an error in a quoted sentence which appears in the source material.

*Example:* The report on misdemeanours give [sic] an overview of the locus of crime around city centres.'

- *Comma in numerals*

Use commas in numerals greater than 999, but not in page, paragraph, or section numbers.

*Example:* 1,582, page 1582

- *Dashes*

Use a spaced en-dash to indicate an interruption in a text.

*Example:* There was a time – and indeed not very long ago – when things were much different

- *Ellipsis*

Use an ellipsis in parentheses to indicate that you have deleted material from a quotation.

*Example:* 'This decision (...) only seems to allow a negative conclusion.'

Do not use an ellipsis at the beginning of a quotation. Do not use an ellipsis at the end of a quotation unless you have deleted the final words of the quotation.

*Example: Original text:* A provision of this Part which is expressed to apply to, or in relation to, an agreement is to be read as applying equally to, or in relation to, a decision by an association of undertakings or a concerted practice (but with any necessary modifications).

*Quotation in manuscript:* A provision for section 2(5) on agreements preventing

competition applies to ‘a decision by an association of undertakings or a concerted practice (...)’.

- *Abbreviations*

Full stops are not required for abbreviations, either in text or in footnotes.

*Example:*

paragraph	para
paragraphs	paras
versus	v
Article	Art
Articles	Arts
note	n
et cetera	etc
Mister	Mr
Doctor	Dr

- *Quotation Marks*

Use single quotation marks.

*Example:* Non-business premises is defined in as, ‘any premises to which a decision of the Commission ordering the Article 21 inspection relates’.

Use double quotation marks for quotes within quotes.

*Example:* Section 2(7) of the Competition Act states, “‘the United Kingdom’ means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part’

Commas, colons, and semicolons are placed outside the closing quotation mark.

*Example:* Section 2(7) of the Competition Act states, ‘In this section “the United Kingdom” means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part’; however, ...

Full stops, question marks, and exclamation marks are generally placed outside the closing quotation mark; however, if an entire sentence is quoted (including the initial capital letter), the full stop, question mark, or exclamation mark may be placed inside the closing quotation mark.

## Mechanics

- *Abbreviations*

Abbreviations, other than short references, should not be used in the body of a text, but may be used in footnotes.

*Some examples include:*

Article 1	Art 1
-----------	-------

Chapter 9	Ch 9
section 2	s 2
sections 2 and 9	ss 2 and 9
subsection (3)	sub-s (3)
subsections (3)-(5)	sub-ss (3)-(5)
Schedule 8	Sch 8
Order 23	Ord 23
December	Dec

Latin abbreviations are appropriate in footnotes and bibliographies. Most Latin abbreviations have become anglicized and are not italicized.

<i>Latin Abbreviation</i>	<i>Latin Word</i>	<i>English Equivalent</i>
cf	confer	compare
eg	exempli gratia	for example
et al	et alii	and others
etc	et cetera	and so forth
ie	id est	that is
NB	nota bene	note well

A short reference is used when an abbreviated name will be used throughout a text. To introduce a short reference, use the entire name followed by the abbreviation in parentheses the first time the name is used.

*Example:* Burgerlijk Wetboek (BW), De Nederlandsche Bank (DNB)

- *Capitalization*

Capitalize proper nouns that are specific names for people, organizations, places, or things. Always capitalize the phrase *Member State(s)*.

When general nouns are followed by a number, the term becomes a proper noun. However, the words *paragraph*, *section*, *subsection*, *page*, and *footnote* do not become proper nouns when followed by a number.

Capitalize all words in titles and headings except for articles, prepositions, and conjunctions. The first word of titles, subtitles, and headings are also capitalized.

- *Cross References*

Cross references refer the reader to other parts of the same publication and should refer to specific heading numbers or footnote numbers. *Cross references should not refer to page numbers.*

*Example:* (see section 1.1.1 *supra*) ... as outlined in Chapter 5 below.

Be consistent in the use of either *supra* and *infra* (in italics) or 'above' and 'below' (not italicized).

*Ibid* (the abbreviation for *ibidem*) may be used in footnotes; it refers to the citation immediately preceding it and may only be used if the immediately preceding footnote contains no more than one citation. *Ibid* takes the place of the entire citation

and may be followed by a page number.

The terms *op cit*, *loc cit* and *id* should not be used.

- *Italics*

Italicize the following:

- words the author chooses to emphasize;
- case names, including the v (*Wade v Roe*);
- foreign words, except for words that have become anglicized.

The following list of words should *not* be italicized in legal writing.

ad hoc	amicus curiae	certiorari
de facto	et seq	passim
de jure	etc	prima facie
de novo	habeas corpus	quantum meruit
dicta, dictum	ie,	quid pro quo
eg,	in personam	res gestae
en banc	in rem	res ipsa loquitur
et al	inter alia	res judicata

- *Lists*

Use an unnumbered list with an en-dash (–) for short lists, for lists where numbering suggests an unintended hierarchy.

Where numbering is appropriate, lists and sub-lists should preferably be numbered in the following way:

- level 1: 1, 2, 3 ...
- level 2: a, b, c ...
- level 3: i, ii, iii ...

In all cases, lists must have at least two list items. List items should be punctuated either as full sentences (use an initial capital letter and end with a full stop) or as phrases (use a lowercase letter to begin the item and a semicolon at the end of each line item, with a full stop after the last list item. It is acceptable to use *and* or *or* between the penultimate and final list item.

- *Numbers*

Use numerals for:

- numbers greater than ninety-nine;
- dates and times;
- statistics (including decimals, percentages, ratios, ages of people, monetary figures);
- numbers in a series (5, 10, and 250 years);
- number spans (2-4; 204-209).

Do not use superscript for ordinal numbers: 1st, 2nd, 3rd, etc

Spell out the following numbers:

- numbers from zero to ninety-nine;
- write out the century number (nineteenth century);
- round numbers like hundred or thousand;
- fractions;
- numbers that begin a sentence.

- *Quotations*

Short quotations should be embedded in the text; if a quotation extends more than roughly four lines, use blockquote formatting.

Denote any emphasis using the parenthetical phrase '(emphasis added)' at the end of the quotation.

- *Short References*

The first time you cite a source, use the full citation in the footnote. Subsequent references use the author's last name, short title (only if the author cited has more than one reference), and page number.

- *Spelling*

Authors are allowed to use the spelling of their choice (British English or American English) as long as they do so consistently.

### Manuscript Formatting

- Use the European style dates.

*Correct*

1 January 2001

*Incorrect*

January 1, 2001

- Use the ellipsis symbol (...) for ellipsis, not spaced full stops. (ALT + 0133)

*Correct*

'This decision ... only seems to allow a negative conclusion.'

*Incorrect*

'This decision . . . only seems to allow a negative conclusion.'

- Please follow the following footnote rules:

- Use footnotes instead of endnotes.
- Footnote indicators follow punctuation marks in the text.
- Use an asterisk (\*) for author affiliation footnotes, which precedes numbered footnotes.

- Do not use a space before and after a forward slash.

- A maximum of five heading levels is recommended. Heading titles should follow title capitalization.

Level 1: 1

Level 2: 1.1

Level 3: 1.1.1

Level 4: 1.1.1.1

Level 5: 1.1.1.1.1

Carefully check the numbering system and cross references.

- When using italics, check punctuation on either side of the italicized section.

*Correct*

*'italicized text'*.

*Incorrect*

*'italicized text'*.

The first quotation mark is italicized in the incorrect example and shouldn't be.

- Lists in the manuscript should be clearly recognizable as lists.
- Each table must be numbered and referenced in the text.

### 3. Rights and permissions

By submitting an article to the Journal of Human Trafficking, Enslavement and Conflict-Related Sexual Violence, the author grants to the Publisher the following rights:

1. The exclusive right and license to print, publish, reproduce, or distribute the manuscript throughout the world in all formats and media whether now known or later developed.
2. The right to freely transfer and/or sublicense any or all of the exclusive rights listed in nr. 1 above. Sublicensing includes the right to authorize requests for reuse of the article by third parties.
3. The authority to enforce the rights in the article, on behalf of an author, against third parties, for example in the case of plagiarism or copyright infringement.

Copyright of the article remains in the author's name.

The author represents and warrants that the manuscript is the author's original work and does not infringe the copyright or property right of another.