

## IRRI Rights in Exile Newsletter submission and style guidelines

Last updated October 2016

<http://rightsinexile.tumblr.com>

Thank you for considering writing for the Rights in Exile Newsletter! Please send your submissions to [refugeenewseditor@gmail.com](mailto:refugeenewseditor@gmail.com) with one line about yourself and your institutional affiliation (for example: "[Firstname Lastname](#) is a refugee advocate working in City, Country), including a link to your email address. The last day we can accept submissions for the next issue is the **15th of each month**.

Please prepare your submission following these **Style guidelines**. Papers submitted to the newsletter that do not conform to the guidelines may be returned to you for revision.

- Please do *not* use footnotes or endnotes, and keep references to a minimum. Instead, use in-text citations – i.e. (UNHCR 2009: 23) – along with a reference list at the end. We make this request because the program we use for laying out the newsletter unfortunately makes footnotes very difficult to deal with. If you *must* use footnotes, please keep them to an absolute minimum.
- if, in your text or reference list, you are referencing something that can be found online, please create a [hyperlink](#) from the title of the source to its web address. For example, '[A dangerous impasse: Rwandan refugees in Uganda](#)' instead of 'A dangerous impasse: Rwandan refugees in Uganda. Available at [http://www.refugee-rights.org/Publications/Papers/2010/10\\_08\\_30\\_Dangerous\\_Impasse.pdf](http://www.refugee-rights.org/Publications/Papers/2010/10_08_30_Dangerous_Impasse.pdf)' To do this in Microsoft Word, select the text you want to make into a hyperlink, go to the 'Insert' menu and click 'Hyperlink' to add the web address. Full instructions on how to edit a hyperlink in Microsoft word may be consulted [here](#).
- please don't number your headings or sub-headings. Instead, indicate headings in **bold**, and sub-headings in *italics*;
- in title and sub-headings, only capitalise the first letter, except for proper nouns (i.e. 'Understanding Australia's asylum system', not 'Understanding Australia's Asylum System');
- please italicize *refoulement*, *pro bono*, *inter alia*, *sur place*, *prima facie*, other legal terms, and terms in different languages;
- please use "double" quotation marks, not 'single';
- when in doubt, use British English, not American spellings;
- no indents at beginnings of paragraphs;
- one space, not two, between sentences;
- italicize titles of books, journals, or court cases;
- USD not \$; GBP not £; EUR not €;
- justify all text;
- date format: 29 December 2004;
- please spell out all abbreviations the first time you use them, followed by acronym (for example: 'the Organisation of African Unity (OAU).')

- don't capitalize 'government' (i.e. the government of Rwanda) although the abbreviation 'GoR' is fine.
- don't capitalize the word 'refugee'
- 'UNHCR' not 'the UNHCR'
- when referring to a person, refer to them by their full name the first time (ex. Yara Romariz Maasri) and just by their last name on subsequent times (ex. Romariz Maasri)
- Country abbreviations include periods (U.A.E. rather than UAE)
- Numbers up to and including ten are spelled out ('six' not '6'), and numbers over 999 need to include a comma ('2,300' not '2300')
- finally, please run a spell-check prior to submission.

**About the newsletter:**

The *Rights in Exile Newsletter* is designed to exchange information and promote dialogue between legal aid providers as well as raise awareness of new issues relating to refugee legal aid. It is intended to complement the website, <http://refugeelegalaidinformation.org>. Please take a look at previous issues of the *Newsletter* (all back issues are online at <http://refugeelegalaidinformation.org/newsletter>)

The *Newsletter* aims to stand out from other refugee newsletters and publications through its focus on representing those seeking asylum and in other matters in which refugees need legal help, e.g. from marriage, divorce, birth registration, to detention to criminal allegations. The *Newsletter* will also include news items that may complement Country of Origin information.

The *Newsletter* seeks to be a source for information that otherwise might be difficult to compile or access. We try to present this information in these primary ways:

- direct links to articles;
- case/situation summaries;
- summaries of case law with links to the reported case;
- articles written specifically for the newsletter;
- announcements;
- requests for information that you are searching for.

We welcome submissions in any of these categories.

The *Newsletter* is designed to provide a means of publishing information that eventually could be developed to appear in a law journal, but where the information would be immediately useful to other legal representatives, many of whom do not have access to journal articles. Articles can be anywhere from about half a page to 5 pages or more. All submissions to the *Newsletter* are refereed by at least one academic specialist, so you may list it in your curriculum vitae. And where you have published a relevant article elsewhere, we would appreciate your forwarding it to the *Newsletter* with permission to reproduce it, always remembering colleagues in the South who do not have passwords to a law library.