

UNIVERSITY OF DAR ES SALAAM



UDSM SCHOOL OF LAW

CITATION AND REFERENCING GUIDELINES

Approved in January 2021

1. INTRODUCTION

1.1. Objectives

Regulation 14 of the Postgraduate Regulations of 2018 entails the guidance for postgraduate students for purposes of preparation and submission of theses, dissertations and other forms of academic research papers. The guidance concentrates on the formal requirements of such academic writings. Students are required to adhere to the Regulation.

Regulation 14.11 contains specific provisions on referencing. It reads as follows:

14.11.1. All sources cited in the text should be included in the list of references. References should be arranged in alphabetical order at the end of the thesis/dissertation, beginning with author's name. Departments may differ in the specific referencing styles and candidates are advised to consult their respective Schools, Institutes or college authorities for appropriate referencing styles in their units. Where there is no guidance, the Harvard Style of referencing should be used.

14.11.2. Where a Unit decides to develop its own referencing system, the new format shall be approved by the DVC-Academic.

In line with the provisions above, the University of Dar es Salaam School of Law (UDSoL) has developed these Guidelines to be referred as ***The University of Dar es Salaam School of Law Citation and Referencing Guidelines***. They are meant to guide UDSoL students when writing their assignments, research proposals, advanced papers, graduate essays, dissertations, theses, etc, with a view to ensuring uniformity and consistency in terms of citation and referencing. No other citation and referencing style shall be accepted.

Note: These Guidelines shall apply *mutatis mutandis* to undergraduate Dissertations.

1.2. Important Formal Requirements (additional to those in the Postgraduate Regulations)

1.2.1. Quotations

Use double quotation marks (“...”) when directly quoting a text from a source. In the main text (not in the footnotes) quotations that are more than 4 lines long in text should be indented (1 cm) on both sides, presented without quotation marks. **Do not** use

ellipses or dots (...) at the beginning or end of an indented quote. To indicate where words or phrases have been omitted **from within a quotation**, use only three dots "...".

Note

Unless they are truly inevitable, direct (verbatim) quotations are highly discouraged. Supervisors shall, where such quotations are not required, direct candidates to remove them.

1.2.3 Punctuation

Punctuation marks should be "outside" quotation marks (unless the punctuation mark is clearly part of the quotation). A footnote superscript numbers should come after punctuation marks.

1.2.3 Numerals

- In the main body of text, numbers and ordinals from one to ten (inclusive) should be spelled out; after that use digits: E.g.
 - One, two, three,... ten, 11, 12,...
 - First, second, ... tenth, 11th, 12th
- Use the longer "n dash" to separate groups of digits for page numbers and dates.
 - E.g. 20–24; 125–28
- When citing page numbers, abbreviate figures in the hundreds or thousands as appropriate
 - E.g. 125–28 (instead of 125–128); 1923–25 (instead of 1923–1925); 2345–51 (instead of 2345–2351)
- Always use digits (not words) for footnotes, percentages and references to sections or pages of a document. Examples:
 - 2 per cent (do not write "two percent"); or 6 % (do not write 'six percent')
 - Page 7 (not 'page seven').
 - S. 12 of the Law of Marriage Act (not "section two of').

1.2.4 Footnotes

- Use footnotes, and not endnotes. **DO NOT** use *supra*, *op cit*, *loc cit*, *infra*, etc. Follow the style that is shown hereinafter.

- Heavy footnoting is discouraged. Unless it is truly necessary, avoid putting long texts in the footnotes. All relevant information should be placed in the main text.

1.2.5. Abbreviations

Use the following abbreviations: p/pp. (for page/pages); para/paras. (for paragraph/paragraphs); s/ss. (for section/sections of the law); art/arts. (for article/articles of a law, Treaty, Constitutions etc).

1.2.6. Multiple Authors

When citing a source written or edited by multiple authors, observe the following:

- If the number of authors is three or less, cite all authors or editors.
- If the number of authors/editors is four and above, only cite the first author and add “*et.al*” (meaning “and others”) for the rest of the authors/editors.

1.2.7 Artificial Persons as Authors

If a publication is issued by an artificial person (e.g. Government, organization, association, commission, corporation, NGO, etc) and has no personal author’s name on the title page, list the organization itself as author, even if it is also given as publisher.

2. CITATIONS IN FOOTNOTES

Adhere **strictly** to the following formulae when citing your sources in the footnotes. Any work that does not adhere to the style provided here will be returned to students or candidates.

Note

Observe the use and place of punctuation marks (commas, colons etc) brackets, if any (and their type), arrangement of items, etc. in each respective category of sources.

2.1. Books

- Author’s surname and initials, *Title in Italics* (edition, if any), Place of Publication: Publisher, year (no brackets), page number of quote/ where the idea is found.

Examples:

- Malanczuk, P., *Modern Introduction to International Law* (7th Revised Edn.), London: Routledge, 1997, p. 23
- Turabian, K.L., *A Manual for Writers of Research Papers, Theses and Dissertations* (7th Edn.) Chicago: University of Chicago Press, 2007, p. 25.

2.2. Chapters in Edited Books

- Author's surname and initials "Chapter title" in Editor's (or editors') surname(s) and initials (ed./eds.), *Book Title in Italics*, city of publication, publisher, year (without brackets), page number or numbers of quote/where the idea is found.

Examples:

- Materu, S.F., "A Strained Relationship: Reflections on the African Unions' Stand towards the International Criminal Court from the Kenyan Experience", in Werle, G., Fernandez, L. and Vormbaum, M. (eds.) *Africa and the International Criminal Court*, The Hague: T.M.C Asser Press, 2014, p. 223.
- Majamba, H.I. and Longopa, E.E., "Post-2015 Legislative and Policy Reforms for Oil and Gas", in Kweka, O.L. and Majamba, H.I. (eds.), *Scientific, Legal and Economic Aspects of Oil and Gas in Tanzania*, Dar es Salaam: University of Dar es Salaam, 2018, pp. 53–7.

2.3. Journal Articles

- Author's surname and initials "Article title" volume (issue, if any), *Title of Journal* (in full) *in Italics*, year, page number of beginning of article, page number of quote/ where the idea is found.

Examples:

- Tizeba, T., "The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa", 44(2) *Eastern Africa Law Review*, 2017, p. 14.
- Werle, G. and Burghardt, B., "Do Crimes against Humanity Require the Participation of a State or a "State-Like" Organization?" 10(5) *Journal of International Criminal Justice*, 2012, pp.1167–70.

2.4. Official Reports

- Name of author/institution issuing the report, *Title of the Report in Italics*, Place of Publication: Publisher, Year, page number of quote.

Examples:

- Human Rights Watch, *Ballots to Bullets: Weapons Proliferation, Political Violence and Human Rights in Kenya*, New York: Human Rights Watch, 2002, p. 16.
- Republic of Kenya, *Report of the Commission of Inquiry into Post-election Violence*, Nairobi: Government Printer, 2008, pp. 102–12.

2.5. Theses and Dissertations

- Author's surname and initials "Title of Thesis/Dissertation", PhD Thesis / LL.M Dissertation, Name of University, Year, page number of quotes.

Examples:

- Peter, Y., "Prosecuting Money Laundering in Tanzania: Legal and Practical Challenges", LL.M Dissertation, University of Dar es Salaam, 2018, p. 34.
- Mwanga, E., "Integrating Indigenous Knowledge Systems into Climate Change Strategies in Tanzania: Examination of Legal and Policy Challenges" Ph.D Thesis, University of Dar es Salaam, 2019, pp. 176–9.

2.6. Newspaper Articles (Print and Electronic)

2.6.1. Print Newspaper

- Author's surname and initials "Title of article", *Name of Newspaper in italics*, (place of Publication), date month and year of publication, page number referred.

Example:

- Kolumbia, L., "President John Magufuli: No Tenure Extension," *The Citizen* (Dar es Salaam), 19 December 2019, p. 1.

2.6.2. Online Newspapers

- Author's surname and initials "Title of article", *Name of Newspaper in italics*, (Place of Publication) date month and year of publication, available at <URL/internet link>, (date accessed).

Example:

- Kolumbia, L., "President John Magufuli: No Tenure Extension," *The Citizen* (Dar es Salaam), 19 December 2019, available at <<https://www.thecitizen.co.tz/news/1840340-5391630-9wru7b/index.html>> (accessed 20 December 2019).

2.7. Unpublished Papers (Conference Papers or Research Papers, etc.)

- Author's surname and initials, "Title of paper" (paper presented at name of conference) place, date, page number of quote.

Example:

- Amao, F., "Universalism and African Union Law: An Uncomfortable Synthesis of Universalism and African Traditions?" (paper presented at the 114th Annual Conference on International Law and Universality), Manchester, 13–15 September 2018) p. 7.

2.8. Electronic (Internet/Online) Sources

Use the phrase "available at: <[Remove all hyperlinks. Cite using the following formula.](http://...>)

- Author's surname and initials (or if authors is not a natural person, then name of the organization/institution publishing the material) "Title of the document", (Place of Publication (if available): publisher (if available), year (if available), page number of quote (if available), available at <URL/internet link>, (date accessed)

Examples

- OECD, "Money Laundering and Terrorist Financing Awareness Handbook for Tax Examiners and Tax Auditors", Paris: OECD, 2019, p. 15, available at <<https://www.oecd.org/tax/crime/money-laundering-and-terrorist-financing-awareness-handbook-for-tax-examiners-and-tax-auditors.pdf>> (accessed 20 December 2019).

- Ischebeck, J., “Money Laundering in Africa: What you Need to Know,” available at <<https://moguldom.com/211905/money-laundering-in-africa-what-you-need-to-know/>> (accessed 18 December 2019).

Note: Do not cite the URL/internet link alone; you must provide the full facts of the publication, as far as they can be determined before placing the internet link.

2.9. Cases

Cite cases, rulings, decisions and judgments, in accordance with the normal practice in the relevant jurisdiction. If the case is reported, cite it according to the citation style of the respective Law Report.

Note: Regardless of all other factors, when citing cases:

- Names of parties to the case **MUST BE** italicized. The rest of the citation **MUST NOT** be in italics.
- When writing the parties, use v.
- **DO NOT** use ‘versus’ or ‘vs’.

Examples

- *Bloggs v. Smith* [2001] 3 XYZ LR 76, p. 13.
- *Nicaragua Case* (Admissibility & Jurisdiction) (Nicaragua v. USA), ICJ Reports, p. 60.
- *Director of Public Prosecution v. Daudi Pete* [1993] TLR 22, p 21.
- *Okunda v. R.* [1970] EA 453, p. 461.
- *Salomon v. Commissioner of Customs & Exercise* [1967] 2 QB 116, p. 143.
- *Alex John v. The Republic*, Court of Appeal of Tanzania at Dar es Salaam, Criminal Appeal No. 129 of 2006 (Unreported), p. 12.

2.10. Interviews

- When the interviewer is the author: surname and initials of interviewee (if there is no anonymity) Interview by Author (Date and Place of the interview). E.g.
 - Peter, C.M., Interview by author (20 March 2016, UDSM, Dar es Salaam).

- When the interviewer was not the author: Initial and surname of interviewee (only if he does not prefer anonymity, Interview by ... (name of interviewer) (date and place of interview). E.g.
- Peter, C.M., Interview by Romward, T. (20 March 2016, UDSM, Dar es Salaam).

2.11. Legislation

- Local (Tanzanian) statutes must be cited in accordance with the guidance provided under part III (Section 20) of the Interpretation of Laws Act, Cap. 1 [R.E. 2002]. For example:
 - *Principal Legislation*
 - ✓ Land Act, Cap. 113 [R.E. 2002], s. 20.
 - ✓ Drug Control and Enforcement Act, Cap. 95 [R.E. 2019], s. 29(2).
 - *Subsidiary Legislation*
 - ✓ Village Land Regulations, 2001 (GN. 86 of 2001), reg. 4.
 - ✓ The Tanzania Court of Appeal Rules, 2019 (GN. 368 of 2009), r. 3.

Note

Citation of foreign national legislation shall comply with the citation style dictated by the guiding law, if any, of that respective jurisdiction, or by the specific law being cited.

- International and regional legal instruments should be cited fully and adequately. A short form of citation can be used only after a full citation has been provided as per part 3.0 below.

Note

Some Treaties and Conventions provide for the manner of citation. Examples:

- ✓ Vienna Convention on the Law of Treaties, 1969 (United Nations, Treaty Series, Vol. 1155, p. 331). **Alternatively:** Vienna Convention on the Law of Treaties, 1969 (1115 U.N.T.S 331).
- ✓ Convention on the Law of the Sea, 1982 (1833 U.N.T.S 397).

- ✓ Rome Statute of the International Criminal Court, 1998 (U.N.T.S Vol.2187).
- ✓ African (Banjul) Charter on Human and Peoples' Rights, 1982 (OAU Doc. CAB/LEG/67/3 Rev. 5, 21 I.L.M. 58).

3.0 ABBREVIATING AND CROSS-REFERENCING CITATIONS

When citing a source that has already been cited in a previous footnote, do not repeat the whole citation again. Abbreviate the citation in subsequent footnotes as follows.

- Author's surname, year of publication, p....

Examples

- *First citation* (assume was in footnote 3)
Malanczuk, P., *Modern Introduction to International Law* (7th Revised Edn), London: Routledge, 1997, p. 23

Subsequent citation (e.g. in footnote 11): Malanczuk, 1997, p.26.

- *First citation* (assume was in footnote number 15)
Materu, S.F., "A Strained Relationship: Reflections on the African Unions' Stand towards the International Criminal Court from the Kenyan Experience," in Werle, G., Fernandez, L. and Vormbaum, M. (eds.) *Africa and the International Criminal Court*, The Hague: T.M.C Asser Press, 2014, p. 223.

Subsequent citation (e.g. in footnote 22):
Materu, 2014, p. 225.

- *First citation* (assume was in footnote 20)
Tizeba, T., "The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa," 44(2) *Eastern Africa Law Review*, 2017, p. 14

Subsequent citation (e.g. in footnote 54):
Tizeba, 2017, p. 6.

Note

- If the same author has two or more works with the same year of publication, **add** letters ‘a’, ‘b’, ‘c’ etc immediately **after the year of publication** (do not leave any space) to differentiate the works when citing them for the first time and also when abbreviating their citations.
- Use “ibid” to refer to an **immediately preceding** work with **the same page number**. Use “id” to refer to an immediately preceding work **with a different page** number.

Examples (of consecutive footnotes):

1. Malanczuk, P., *Modern Introduction to International Law* (7th Revised Edn), London: Routledge, 1997, p. 23.
2. Id, p. 28.
3. Tizeba, T., “The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa,” 44(2) *Eastern Africa Law Review*, 2017, p. 14.
4. Ibid.

NOTE:

- **DO NOT** use *op cit*, *loc.cit*, *supra*, *infra* to refer to other footnotes.

4.0. CITATIONS IN BIBLIOGRAPHY

A bibliography (or list of references) should be provided at the end of the work. It should only include sources that have been referred to in the work and cited in the footnotes. The bibliographical citation should follow the style used in the full citation of footnotes for the respective source **but without** page numbers. The only exceptions in this regard are **chapters in edited books** and **journal articles** whose bibliographical citation should include the page range indicating the **beginning** and the **end** of the chapter or article, as the case may be. For example:

Chapters in edited books

- Materu, S.F., “A Strained Relationship: Reflections on the African Unions’ Stand towards the International Criminal Court from the Kenyan Experience”, in Werle, G. Fernandez, L. and Vormbaum, M. (eds.) *Africa and the International Criminal Court*, The Hague: T.M.C Asser Press, 2014, pp. 211–228.

- Majamba, H.I. and Longopa, E.E., "Post-2015 Legislative and Policy Reforms for Oil and Gas", in Kweka, O.L. and Majamba, H.I. (eds.), *Scientific, Legal and Economic Aspects of Oil and Gas in Tanzania*, Dar es Salaam: University of Dar es Salaam, 2018, pp. 40–69

Journal Articles

- Tizeba, T., "The Symbiotic Relationship between Illicit Financial Flows and Money Laundering in Africa", 44(2) *Eastern Africa Law Review*, 2017, pp. 1–18.
- Werle, G. and Burghardt, B., "Do Crimes against Humanity Require the Participation of a State or a "State-Like" Organization?", 10(5) *Journal of International Criminal Justice*, 2012, pp.1151–1170.

Note

Entries in the Bibliography must be arranged in alphabetical order.

5. OTHER IMPORTANT INFORMATION

Other important things to observe in citation

- Add a **full stop** at the end of every footnote.
- When citing authors/editors' names, **DO NOT** add a space between two initials; every author/editor's initial must be followed by a full stop. E.g. Peter, C.M.; Fimbo, G.M.; Wambali, M.K.B.
- "Place" of Publication refers to the **CITY** and not the country where the publisher is located.
- If you cite any other type of sources not covered in these Guidelines (e.g. audio/video recordings, television programmes or other broadcast sources, live performances, etc), choose the most convenient way of citation, which, to the extent possible, should be consistent with the citation style given for the sources covered in these Guidelines (e.g. in terms of arrangement/position of names, dates, year, URL, etc). You must strictly maintain consistency throughout.

6. ANTI-PLAGIARISM DECLARATION

All works that are submitted for examination must be accompanied by a declaration that no plagiarism has been committed. The University Anti-Plagiarism Regulations shall be

applied in the event that plagiarism is detected. The standard format of the Anti-plagiarism declaration is appended hereto.

➤ **Plagiarism Check**

The School will run each submitted thesis, dissertation, graduate essay, advanced paper, assignment, etc. through the anti-plagiarism software. If any plagiarism beyond the tolerable level is detected, the applicable Regulations shall be applied accordingly.

APPENDIX

DECLARATION

I.....(name of student/candidate),
who wishes to submit my work for examination, do hereby declare that the work has not
been published nor has it been submitted or accepted for examination elsewhere. I also
declare that this is my original work and that it has not been plagiarized.

Signature: _____

Declared at: _____ Date: _____