

# Author Guidelines

**NOTARY** is a peer-reviewed journal published by the Faculty of Law, Airlangga University 3 (three) times a year in February, June, and October. The aim of this journal is to provide a place for academics, researchers, and practitioners to publish research articles or conceptual articles. Articles are considered for publication provided that they have not been published before or submitted for publication in other journals. This journal provides direct open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Notaire is available in an online version. The languages used or accepted in this journal are English and Indonesian.

The scope of the articles published in this journal deal with a broad range of topics in the fields of Family Law, Inheritance Law, Contract Law, Land Law, Insolvency Law, Notary Law, Islamic Banking Law, Tax Law.

## GENERAL GUIDELINES

1. Manuscript submitted to NOTAIRE is written in MS. Word (.doc or .docx) file and shall be formatted as follows:
  - Book Antiqua font, size 11;
  - Space 1,5;
  - Paper size A4 (margin top-bottom-left-right, 4-3-4-3 cm)
2. Author's name is put in complete without academic title. It shall mention the last name of the author, email address and affiliation.
3. Manuscript written in Bahasa shall be 15-35 length while manuscript written in English 10-25 length.
4. The use of figures (includes; table, charts, diagrams) shall mention the number and title of the figures; using font Book Antiqua size 10 without vertical line.
5. The use of figures shall be in a good resolution. In one article page, figures shall not dominate the writings.
6. Academic writings submitted to NOTAIRE shall use reliable sources. It shall at best effort employs updated references that 80% of which are from scientific journals.
7. The editorial board has authority to edit the manuscript without changing the substantive idea of the manuscript.
8. The systematic structures of the original research article shall include Title, Author's name, Email, Affiliation, Abstract (in English) or Abstrak (in Bahasa Indonesia), Keywords, Research background (with the Research Questions), Research Methods, Research Result and Analysis, Conclusion and Bibliography.
9. The systematic structures of conceptual paper shall include: Title, Author's name, Email, Affiliation, Abstract (in English) or Abstrak (in Bahasa Indonesia), Keywords, Introduction, Discussion (immediately presented in headings based on the matters being discussed), Conclusion and Bibliography.
  - **Title:** Title of articles are written with Book Antiqua Bold (14 pt) and preferably not more than 15 words. Author(s) name, affiliations and e-mail.
  - **Abstract:** The abstract should be clear, concise, and descriptive. This abstract should provide a brief introduction to the problem, objective of paper, followed by a statement regarding the methodology and a brief summary of results. Font Book Antiqua (10 pt) and preferably not more than 200 words.
  - **Keywords:** Should reflect important words or phrases in the article, consisting of 3-5 words, Book Antiqua, Size 10. Separated by a semicolon (;).
  - **Introduction:** Introduction is first part of the article. It must state the background of the article. The background is a brief description of the importance of the topic and its discussion, a preliminary data should be provided, and the basic theory must be presented. In this part, the legal issues, which will be discussed in the article, must be stated. If the article is the result of a legal research, the research method used to analyze the legal issues should be mentioned. First line of paragraph must be 1 cm indented and there is no space between paragraphs (no before and after space).

- **Method:** The method written in descriptive. This Method are optional, only for original research articles.
- **Research Result and Analysis/Discussion:** This section is the most important section of your article. Contains the results of the object of study and should be clear and concise.
- **Conclusion:** Conclusion contains a description that should answer the objectives of research. Do not repeat the Abstract or simply describe the results of the research. Give a clear explanation regarding the possible application and/or suggestions related to the research findings.
- **Bibliography:** Bibliography at the end of the manuscript should be written in OSCOLA Citation Style. Please use Reference Manager Applications like EndNote, Mendeley, Zotero, etc. (we suggest Mendeley). All publications cited in the text should be included as a list of Bibliography. It is sorted into books, journals, Websites, and regulations. The Bibliography must be written in alphabetical orders of the authors names, while the regulation must be written according to the hierarchy of the regulation and the year of the enactment.

### SPECIFIC GUIDELINES

1. NOTAIRE applies footnote as the citation model as follows <sup>(1,2,3,4,5)</sup> and refers to the citation style of OSCOLA (Oxford University Standard for Citation of Legal Authorities). Authors can take advantage of Mendeley Reference Manager to facilitate them in citing the references.
2. Some citation style that are not regulated in OSCOLA shall use the example as follows;
  - Regulations (legislations, acts, laws)
    - ◊ The type of regulation, number, year, title (followed by year and number where the regulation recorded in the state gazette). Example 1: Law Number 5 Year 1999 concerning Prohibition of Monopolistic Practices and Unfair Business Competition (The Republic of Indonesia State Gazette Year 1999 Number 33, Annotation 3817). Example 2: Ministry of Internal Affairs Regulation Number 80 Year 2015 concerning Local Regulatory Drafting (The Republic of Indonesia Statute Book Year 2015 Annotation 2036)

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<sup>1</sup> **Books** Writer's name, *book title* (publisher name (space) year of publication). [quote page] Period

**Example:**

Peter Mahmud Marzuki, *Pengantar Ilmu Hukum* (Prenada Media 2009).[50].

<sup>2</sup> **Journal** Author's name, 'article title' (with quotation marks), (Journal year), volume (space) journal name. [page] period.

**Example:**

Sri Winarsi, 'Pengelolaan Tanah Kas Desa Di Era Otonomi Daerah' (2005) 20 *Yuridika*. [418].

<sup>3</sup> **Paper** Author's name, 'Title of Paper' (with quotation marks) (space) Name of Activity, (Researcher Year). [page] Period.

**Example:**

Yance Arizona, 'Konstitusi Dalam Intaian Neoliberalisme: Konstitusionalitas Penguasaan Negara Atas Sumber Daya Alam Dalam Putusan Mahkamah Konstitusi', Konferensi Nasional APHK (Intrans 2016).[7].

<sup>4</sup> **Internet/media online** Author's name, 'writing title' (with quotation marks), (Publication, year of publication) <website/online portal address>, date accessed/downloaded (written accessed).

**Example:**

Lon L. Fuller, 'The Morality Of Law (Eight Ways To Fail To Make Law)' (Yale University Press, 1964) <www.yalepress.yale.edu/book> accessed 20 September 2014.

<sup>5</sup> **Legislation** Nomenclature of laws and regulations along with number, year and the title.

**Example:**

Law Number 5 of 1999 concerning the Prohibition of Monopolistic Practices and Unfair Business Competition.

- If the references cannot identify the exact publisher and the year published, it shall be written with;
  - ◊ [s.n] sine nomine / without publisher.
  - ◊ [s.a] sine anno / without publication year.
  - ◊ [s.l] sine loco / without city publisher.
- 3. The use of *ibid*, *Op.Cit.* , and *Loc.Cit.* in a footnote
  - *ibid.* (means at the same page).<sup>6</sup>
  - *Loc.Cit.* (means at the same page with the reference cited before).<sup>7</sup>
  - *Op.Cit.* (means at the same page with the reference interspersed by other citation).<sup>8</sup>
- 4. References
  - Blogs dan wikipedia are not a reliable source for academic writings. It shall not be cited in the manuscript;
  - E-Book references shall mention the authors' name and publisher;
  - Bibliography use font Book Antiqua, size 11 space 1 (no before and after space).

**Books**[Book Antiqua, Bold, 11]

Agus Yudha Hernoko, *Asas Proporsionalitas Dalam Kontrak Komersial* (Laksbang Mediatama 2008). [1 buku 1 enter]

John Rawls, *A Theory of Justice* (Mass ed, Harvard University Press 1971).

**Journal** [Book Antiqua, Bold, 11]

Woerjaningsih, 'Problematik Pelaksanaan Hak Asasi Manusia Di Hadapan Hukum Pidana' (1996) XI Yuridika.

Fifi Junita, 'Aspek Risiko Dan Tanggung Gugat Bank Dalam Transaksi Pengiriman Uang Secara Elektronik' (2005) 20 Yuridika.

**Websites** [Book Antiqua, Bold, 11, disertai waktu akses laman]

Lon L. Fuller, 'The Morality Of Law (Eight Ways To Fail To Make Law)' (Yale University Press, 1964) <[www.yalepress.yale.edu/book](http://www.yalepress.yale.edu/book)> .

**Regulations** [Book Antiqua, Bold, 11]

Law Number 5 Year 1999 concerning Prohibition of Monopolistic Practices and Unfair Business Competition (The Republic of Indonesia State Gazette Year 1999 Number 33, Annotation 3817).

Ministry of Internal Affairs Regulation Number 80 Year 2015 concerning Local Regulatory Drafting (The Republic of Indonesia Statute Book Year 2015 Annotation 2036).

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<sup>6</sup> *ibid.*

<sup>7</sup> Moh. Mahfud MD.*Loc.Cit.*

<sup>8</sup> Amartya Sen.*Op.Cit.*[10].

