

Sweet & Maxwell Group House Style

This is not intended to be a comprehensive guide to our House Style, but it does offer a few key points that the House Editor would typically look out for when the manuscript is first received in-house.

It is undeniably helpful when new material is delivered in House Style as this saves time during the early stages of the publishing process. It also means a higher level of accuracy when material is being typeset as fewer changes will have been applied by the House Editor to the manuscript. However, it is not expected that authors will be aware of all the minutiae of our House Style, and the text will be edited thoroughly for House Style points by the House Editor.

1. Cases

Citing Cases:

e.g. *Henry v London General Transport Services Ltd* [2001] I.R.L.R. 132, EAT
R. v Brown Ex p. Smith

Key points

- Italicised case name.
- No full point after *v*.
- Square brackets around the year if it is essential to the reference (if the report can be located by volume number alone, then use round brackets for the year).
- Full pointed law report or journal.
- No full points in EAT (the court is never full pointed e.g. CA, QB, CCA, DC, HL, and so on, see (e) for other abbreviations).
- County Court and Magistrates Court should not be abbreviated outside of citations.
- Abbreviated party names are not to be full-pointed with the exception of R. for Regina, e.g. *A v B* not *A. v B.*
- Cases heard before October 2, 2000 should be cited: *R. v Immigration Appeal Tribunal Ex p. Zazoun.*
- Cases heard after October 2, 2000 should be cited: *R. (on the application of Zazoun) v Immigration Appeal Tribunal.*
- No preceding comma, e.g. *R. v Brown Ex p. Smith.*
- Paragraph numbers/case numbers should be added in accordance with the rules on neutral citations.
- Citation of judges; Smith L.J. (no comma); C. for Chancellor of the high court.
- Citation of practice directions and similar documents issued by the courts should be cited as follows: Practice Direction/Practice Note/Protocol (whatever it happens to be) followed by (in brackets)
 - an abbreviated name of the applicable court.
 - a descriptive phrase giving the gist of the PD. Usually this will be given in the law reports.

In Tables of Cases:

- Both affirming and affirmed are spelt out in full and set in roman.
- sub nom. is set in roman.
- Attorney-General should be spelt out in full but will be abbreviated in tables if necessary to Att-Gen (not Att.-Gen.).

Case Names:

- For civil cases full names to be supplied when the surname is a common one (e.g. *R. v Smith (Terry)*, *R. v Roberts (John)*).
- For criminal cases first and second name to be provided.
- Plc and Ltd to be spelt with first letter in upper case only.
- For cyfyngedig use cyf, for cwmni cyfyngedig cyhoeddus use ccc (note no full points and all lower case).

Admiralty Cases:

- Should be cited by the name of the parties and the name of the ship in parentheses, e.g. *Ellis Shipping Corp v Voest Alpine (The Mermaid)*. Where the parties are cargo

owners and ship owners the case should be cited as *Owners of the Titanic v Owners of the Cargo Lately Laden on Board The Titanic (The Titanic)*.

2. Legislation

General:

- Acronyms should not be used for legislation unless the legislation in question is frequently referred to in the product e.g. ICTA in a book about tax.
- If using acronyms or abbreviations the item should be spelt out in full when first mentioned followed by the acronym in brackets. Acronyms and abbreviated titles for legislation may be used in successive cites within the text and footnotes.
- Do not abbreviate a provision if it appears at the start of a sentence.
- Footnotes should be written so that the sentence starts with the act name (abbreviated or otherwise) and not the abbreviation of the provision.
— For example correct and incorrect citation in footnotes as follows:

Law of Property Act 1925 (LPA 1925) s.12.

LPA s.12.

Law of Property Act s.12.

s.12 LPA.

s.12 Law of Property Act.

ibid. s.12.

s.12.

Citing Statutes:

Spelling and hyphenation of titles should be exactly as they appear on the Office of Public Sector Information website <http://www.opsi.gov.uk/acts.htm>, even when contrary to house style, e.g. Anti-social Behaviour Act 2003, even though house style is Antisocial behaviour.

Citations should be as follows: s.1 **of** the Law of Property Act 1925; the Law of Property Act 1925 s.1; Sch.1 **to** the Law of Property Act 1925.

Key points

- Section abbreviated to s. both preceding and following an Act, Schedule to Sch., paragraph to para., etc. in main text and footnotes. The same rule is applied to regulations, rules, etc.
- No commas between act name and section; schedule and paragraph. The same rule is applied to regulations, rules etc. i.e. Law of Property Act 1925 s.2 *not* Law of Property Act 1925, s.2.

Citing Statutory Instruments:

e.g. Transfer of Undertakings (Protection of Employment) Regulations 1981 (SI 1981/1794)

Citing Scottish Statutory Instruments:

e.g. Mull Salmon Fishery District Designation (Scotland) Order 2002 (SSI 2002/138)

Citing Regnal Years and Chapter Number in Pre-1963 Acts years:

e.g. (1&2 Geo. 5 c.6)

Key Points

- The regnal years and chapter number should be enclosed in brackets, e.g. Road Traffic Act 1960 (8 & 9 Eliz. 2 c. 16), s.16.
- The numbers are arabic not roman, on grounds of space and readability *but* numerals should be roman for a local Act.
- The regnal years are connected by an ampersand.
- "Chapter" is abbreviated to "c." not "cap." and is preceded by a comma when the sovereign's designation is a complete word or ends in a numeral, but not when it ends in a full point, e.g. 13 Anne c.13; 5 Geo. 1 c.11; 49 & 50 Vict. c.31.

3. Citation of other authorities

Books:

References in text

- Provide the following elements when referring to book in text without footnotes: title, edition, date, author.
- Use the title and edition when referring to a major well know work, e.g. White Book.

References in footnotes

- The minimum elements essential in the first citation are: authors (forename or initials followed by surname), title, edition, date of publication, page/paragraph number.
- Full citation elements are: authors, title, editor or subsidiary author, edition, place of publication, publisher, year of publication, volume statement, numeration of volume/pagination reference.
- Example: S. Pollock and T. Maitland, *The History of English Law*, 2nd edn (Arnhem: Kluwer, 1911), Vol.1, pp.518, 520-522.
- Successive citations can use the author surname only and the title in an abbreviated form that clearly identifies the item, volume if necessary and date of publication. Ibid and op cit should not be used for successive citations as they require the reader to refer back to see what is being cited.

Essays in collections:

References in text

- Provide the following elements when referring in text without footnotes to an essay in a book of collected essays by various authors: title of essay, author of essay, title of book, date.

References in footnotes

- Same as for books, plus: author of essay, title of essay.
- Example: T. Maitland. "The Mystery of Seisin" in *Select Essays on Anglo-American Legal History*. (London: Sweet & Maxwell, 1993), Vol.3, p.591
- Successive citations can use author's surname only, abbreviate the essay title to words that clearly identify the item, book title and date. Ibid and op cit should not be used for successive citations as they require the reader to refer back to see what is being cited.

Articles in Journals:

References in text

- Provide the following elements when referring to a journal article in text without footnotes: title of article, author, journal citation.

References in footnotes

- All the following elements must be included: authors (forename or initials followed by surname), title of article in double quotation marks, journal title or abbreviation, year, volume and issue citation, page numbers.
- Journal titles spelt out in full go in italics.
- Example: Joshua Getzler, "Forfeiture for breach of a time condition" (2004) 120 L.Q.R. 203.
- Successive citations can use author's surname only, abbreviate the article title to words that clearly identify the item, journal title, year, volume and issue citation. Ibid and op cit should not be used for successive citations as they require the reader to refer back to see what is being cited.

Looseleafs:

References in text

- Only the title (in italics) is required when referring to a looseleaf in text without footnotes. Example: *Totty and Moss on Insolvency*.

References in footnotes

- The minimum elements essential for a first citation are: title (in italics), volume number and paragraph number.
- Full citation elements are: title (in italics), place of publication, publisher, volume number, paragraph number.
- Use “to” in paragraph number ranges.
- Do not give the year of publication when referring to a looseleaf.
- Example: *Encyclopaedia of Housing*, (London: Sweet & Maxwell), Vol.4, paras 4–423 to 4–426.

E terminology

- Website addresses should be italicised (not underlined or in bold).
- Include “http” at the start of the website address.
- Add a date accessed in the form “[Accessed April 1, 2004]” as pages can go out of date very quickly, e.g. *http://www.sweetandmaxwell.co.uk* [Accessed April 1, 2007]

Online

- The full reference should include:
 - Authors (Christian name or initials followed by surname) (Omitted where title includes statement of original authorship). Corporate authors as Organisation name. Section/Department responsible
 - Title (including statement of original authorship where it is an integral part of the title). Include subtitle where main title is not clear or indicative as to content. Title should be in double quotes
 - Publisher/Organisation responsible
 - Document date or date of last revision
 - Online database title in italics (where applicable)
 - Protocol and address
 - Date accessed in form [Accessed April 1, 2007]

4. General

I. Layout:

Footnotes

- Footnotes in books, journals and law reports should be numbered from 1 onwards through to the end of the chapter or article/report. They *will not* start again at 1 after 99. Footnotes in looseleafs should be numbered from 1 on each new page.
- Footnote indicators are inserted in the text after all punctuation EXCEPT colons, semi-colons and en or em dashes.
- Footnotes should not appear in headings. Narrative footnotes (i.e. those not already present as part of reproduced legislation) should not appear within the body of produced legislation.

Quotation marks and quoted and statutory material

- Quotation marks to be inserted at the beginning and end of every quotation.
- Double quotation marks are always used. For quoted material inside quotations use single quotation marks. Double and single quotation marks should then be used alternately for further levels of quotation.
- When the quoted extract is 22 words or over it should be typed as a separate paragraph and indented. The text following the indented extract should be full out if it is not a new paragraph.
- Statutory material and case reports should be reproduced in the exact form of the source material. Under no circumstances should it be put into house style.
- The typographical representation of quoted and statutory material (e.g. font type and size) may be changed to match output style. Typographical representation does not include amending date style or anything else style based.
- Where material is omitted from a quotation, this should be indicated by ellipses.
- Any interpolations or alterations to the quotation (other than omission) should be indicated by being placed in square brackets.
- Correct any obvious spelling errors in quotations silently. However this should only be done where there is no doubt at all. Alternatively, flag the change using square brackets, or simply allow the quoted text to stand but flag it with “[sic]”.
- Square brackets should be used if words are amended to help the sense of the quotation (for instance, amending “it was of the opinion...” to “[the Court] was of the opinion...”).
- Paraphrased material takes single quote marks.

Italicisation in headings

- Indicate case names, latin terms and foreign words and phrases by italicising/deitalicising where appropriate.

Lists

- Use bullet points for all lists, except where a numbered list is required, e.g. the text states, “There are four points to note ...” or a series of steps to be undertaken.
- For sub-levels within bulleted lists use em dashes.
- For levels within numbered lists use the follow pattern: first level element, Arabic number with a full point and no parentheses, e.g. 1., 2. subsequent levels: (a), (b), followed by (i), (ii):
- List items that are complete sentences start with initial upper case and end in full points. Sentence fragments do not, and are usually lower case.
- If the sentence preceding the list ends in a full stop, then each list item should be initial upper case and end with a full point. If the sentence preceding the list ends in a colon then each list item should begin with lower case and end in a semi-colon, with the last bullet point ending in a full stop.

II. Use of Terms:

Spelling and hyphenation

The general rule is to keep hyphens to a minimum, only inserting them where necessary to avoid confusion. The SMG Taxonomy provides a base standard for which words such be hyphenated. The taxonomy is available for download from the S&M website at <http://www.sweetandmaxwell.co.uk/online/taxonomy/index.html>. For words not in the taxonomy, please refer to the Oxford Guide to Style.

- judgment, acknowledgment, lodgment and abridgment (no "e" between the g and the m),
- American spelling is anglicised unless it is quoted directly from source (i.e. s not z)
- case law (not case-law).
- first, secondly, thirdly (not firstly, secondly, thirdly).
- up to date (*adverb*: brought up to date to January 1, 1993), up-to-date (*adjective*: an up-to-date book).
- newspapers: *The Times*, *The Sunday Times* and *The Economist* BUT *Daily Telegraph*, *Guardian*, *Independent* and *Financial Times*.

Abbreviations, acronyms and terminology

- United Kingdom, written in full is preferred to UK. UK can however be used as an attributive adjective.
- Do not begin a footnote with an abbreviation (e.g. ¹ s.15 of the Sale of Goods Act), reword so the footnote starts with the Act name (e.g. ¹ Sale of Goods Act, s.15). If a footnote simply says "s.15" then this is permitted.
- Avoid new acronyms where possible, but common acronyms (e.g. BBC, NHS) can be used as they appear in the SMG taxonomy (see address above). Acronyms which are common to a subject specific product are also acceptable.

Latin and foreign terms

- Avoid the use of Latin terms, they should only be used where there is a specific legal term to describe a subject.
- Latin/French phrases and other non-English expressions are italicised (unless they have been absorbed into everyday language).
- The following may be judged to have passed into everyday legal usage and so do not require italicisation: amicus curiae; a priori; bona fide; de facto; de jure; ex parte; ex post facto; indicia; inter alia; laissez-faire; novus actus interveniens; obiter dicta; per se; prima facie; quantum meruit; quid pro quo; raison d'être; ratio decidendi; stare decisis; terra nullius; ultra vires; vice versa; vis-à-vis; viz.
- Words that do not appear in the list above should be italicised.

i.e., e.g., and etc

- These are never italicised.
- , i.e. and, e.g. are always preceded by a comma, but NEVER followed by one and are also full pointed. They are always in lower case even at the start of footnotes.
- , etc. is always full-pointed, preceded by a comma, but never followed by one.

Gender neutral noun usage

- Use the plural or "the applicant", "the claimant", do not use "he", "she" unless talking about a named person.

Figures

- One to nine is spelt out; 10 onwards are cited in numerals. This does not apply to citations. Spell out age from one to nine. Where there is a mix of numbers together in the same sentence, so that it would look wrong to use a range of words and numerals, you should use numerals for them all, for example:
 "It was found in 9 out of 40 cases that..."
 "A record of eight disqualifications from 2 to 10 years" [note that "eight" looks fine as a word here even though it appears close to two other numbers]
 "6 and 10 months' imprisonment"

- 21–24 *not* 21–4.
- A comma is used for four or more figures (e.g. 1,234), not a space.
- Ordinal numbers: 1st, 2nd, 3rd *not* 1st, 2nd, 3rd.
- Groups: 56 sheep, 25 lawyers.
- Telephone numbers should be set as 020 7393 7000 (i.e. not hyphenated and without brackets).
- Percentages should be expressed in full in text (per cent) rather than using the per cent symbol (%). The exceptions are tabular material, footnotes, calculations, diagrams and graphics where % should be used.

Dates and times

- Cited using the formula sequence: Month (in full) Date, Year (e.g. August 7, 1972, August 7 or August 1972).
- Also, 1984–88 or 1984–1988 *not* 1984–8. The 1970s (*not* 1970's).
- Century to be referred to using figures in text and footnotes (e.g. 20th century). Avoid starting a sentence with a figure; make it “In the 20th century” *not* just “20th century” for instance.
- AD should precede the date (e.g. AD50) and BC should follow the date (e.g. 50BC) with no full points for either.
- Seasons to be written in lower case (e.g. autumn) unless referring to a specific issue of a newsletter or journal, where the first letter should be capitalised (e.g. Issue 1, autumn).
- 24-hour clock preferable. Note a full point separates the digits: 08.00, 23.45.
- Am and pm do not have full points.
- As with all numbers, sentences should not start with a figure (e.g. “At 4pm” *not* “4pm”).

Weights, measures and currency

- Measurements do not follow the rule of taking a full point to represent the abbreviated letters: 23m; 42km; 18kg; 5g; 75ml; 1,500l; 111mm; 112cm; 16yds; 2ft 3in; 300fl oz; 2oz; 5lb; 10cwt.
- Number is always a numeral e.g. 6km, 10kg.
- Do not mix imperial and metric measurements.
- Use abbreviations in tables, footnotes, etc. but spell out in isolated cases, e.g. “it landed three inches away”.
- Use symbols for pounds, dollars and euros. For other currencies which use dollars, the dollar symbol and appropriate acronym may be used.
- Use currency mnemonic in all other circumstances. Include a space between mnemonic and amount.
-
- Pence should only be used with an abbreviation where the amount is less than £1 and no currency mnemonic is being used, e.g. 67p but £3.54. If a currency mnemonic is being used then GBP 0.50.

Currency mnemonics

(Taken from ISO 4217 list of currency abbreviations, used by the international banking community)

* Countries marked with an asterisk now use the Euro

ALBANIA	Lek	ALL
AUSTRALIA	Australian dollar	AUD
*AUSTRIA	Austrian Schilling	SCH
*BELGIUM	Belgian franc	BFR
BOSNIA HERZEGOVINA	Convertible Mark	BAM
BULGARIA	Lev	BGL
CANADA	Canadian dollar	CAD
CHINA	Yuan Renmimbi	CNY
CROATIA	Kuna	HRK
CYPRUS	Cyprus pound	CYP
CZECH REPUBLIC	Koruna	CZK
DENMARK	Danish krone	DKK
ESTONIA	Kroon	EEK
EUROPEAN UNION	Euro	EUR
*FINLAND	Markka	FMK
*FRANCE	French franc	FRF
*GERMANY	Deutschmark	DM
*GREECE	Drachma	GRD
HONG KONG	Hong Kong dollar	HKD
HUNGARY	Forint	HUF
ICELAND	Icelandic kronar	ISK
*IRELAND	Punt	PT
ISRAEL	Shekel	ILS
*ITALY	Italian lira	ILR
JAPAN	Yen	JPY
LATVIA	Lats	LVL
LITHUANIA	Litas	LIT
*LUXEMBOURG	Luxembourg franc	LUF
MALTA	Maltese lire	MTL
MOLDOVA	Leu	MDL
*NETHERLANDS	Guilder	NLG
NEW ZEALAND	New Zealand dollar	NZD
NORWAY	Krone	NOK
POLAND	New Zloty	PLN
*PORTUGAL	Escudo	PTE
ROMANIA	Leu or Lei	ROL
RUSSIA	Rouble	RUR
SINGAPORE	Singapore dollar	SGD
SLOVAKIA	Koruna	SKK
SLOVENIA	Tolar	SIT
*SPAIN	Peseta	PST
SWEDEN	Krona	SEK
SWITZERLAND	Swiss franc	CHF
TURKEY	Turkish lira	TRL
UKRAINE	Hryvna	UAH
UNITED KINGDOM	Pound	GBP
UNITED STATES OF AMERICA	US dollar	USD
YUGOSLAVIA	Yugoslav dinar	YUD

Capitalisation of Member States, Contracting States, Contracting Parties and geographic names

- Member States, Contracting States and Contracting Parties are always capitalised.
- Only the second word of “signatory States” is capitalised.
- Capitalisation of geographic names should follow the SMG Taxonomy. The taxonomy can be downloaded from the S&M website at <http://www.sweetandmaxwell.co.uk/online/taxonomy/index.html>

Full points, abbreviations and spacing

- Spacing is removed wherever possible (e.g. s.4 not s. 4). As a general rule, space is only required where abbreviated words and their figure are not separated by a full point, e.g. r.4, s.12(1), *but* Pt 1, etc.
- Generally, no full point is needed where the abbreviation is a contraction of the word (i.e. the last letter of the abbreviation is the same as the last letter of the word, e.g. Mr, Ltd, St, Mrs).
- County Court and Magistrates Court should not be abbreviated outside of citations.
- EC, EEC, EU, UK, UN, US, USA are not full-pointed.
- Appendix and Appendices should not be abbreviated.

Note the following list of abbreviations and contractions which Sweet & Maxwell use regularly:

art.	article
arts	articles
Ch.	Chapter (when referring to chapters of a book)
Chs	Chapters (when referring to chapters of a book)
c.	chapter (when referring to the chapter number of an Act)
edn	edition
fig.	Figure
figs	Figures
fn.	Footnote
fnn.	footnotes/notes
no.	Number
nos	numbers
para.	paragraph
paras	paragraphs
p.	Page
pp.	Pages
Pt	Part
Pts	Parts
s.	section
ss.	sections
Sch.	Schedule (<i>not</i> Sched.)
Schs	Schedules (<i>not</i> Scheds)
Vol.	Volume
Vols	Volumes

Where the reference is to a specific office, organisation or body then a capital letter is used; but where the reference is a general one or is non-specific then the lower case letter is used. This rule can also be applied to "Chapter", "Part", "Volume", etc.