

Author Guide

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Author Guide

Chapter 1. CITATION OF AUTHORITIES

CASES

- Cite shortened case name, refer to one party only, or use nickname in text.

Example 1.1.

As was proposed by the Master of the Rolls in *Filmlab* and confirmed by the House of Lords in *Hurst*.

- Include full citation in footnote:
 - 1) Party names in italics separated by a v without a full point.
 - 2) Media neutral citation and law report reference(s) (where available). Separate with semi-colon.
 - 3) “Unreported” and date where no citations available.
 - 4) Court of decision at the end of the citation where no media neutral citation available.

Example 1.2.

Barnet LBC v Hurst [2002] EWCA Civ 1009; [2003] 1 W.L.R. 722

Rye v Rye [1994] A.C. 496 HL

Dean v Woods Unreported April 21, 1994 CA (Civ Div)

- Use shortened case name, refer to one party only, or use nickname for subsequent references and include at least one published report series for subsequent references in footnotes.

- Abbreviated party names are not full pointed with the exception of R. for Regina.

Example 1.3.

A v B

Not

A. v B.

LEGISLATION

STATUTES

- Include full title in main text on first citation, with section number either following or preceding name of Act with no comma after the year.

Example 1.4.

Law of Property Act 1925 s.32

or

s.32 of the Law of Property Act 1925

- Do not use acronyms for legislation in main text unless the legislation is frequently referred to in the product, e.g. ICTA in a tax book. Usage must be consistent within the product with legislation in full on first mention, followed by the acronym in brackets.

Example 1.5.

Income and Corporation Taxes Act 1988 (ICTA)

- For subsequent references in main text use the year of the Act, drop the year if only one Act is mentioned, or use the acronym.

Example 1.6.

the 1925 Act

the Act

ICTA

- Include full title in footnotes on first citation, with section number following name of Act with no comma after the year. Include acronym or abbreviated title in brackets.

Example 1.7.

Law of Property Act 1925 (LPA 1925) s.3

Caravan Sites and Control of Development Act 1960 (Caravan Sites Act 1960) s.2

- For subsequent references in footnotes use acronym or abbreviated title.

- Abbreviate provisions of statutes based on the house style guide abbreviations list.

Example 1.8.

s.10

ss.10–14

Sch.8

Schs 1 and 2

Pt 3

Pts 1–6

Ch.3

Chs 4 and 5

subs.(3) and subss.(4), (5)–(7)

para.(a) and paras (a), (b)–(d)

subpara.(i) and subparas (ii), (iii)–(v)

art.4

arts 3–7

cl.

cII.

subcl.

subcII.

STATUTORY INSTRUMENTS

- Include name, year and number when citing Statutory Instruments.

Example 1.9.

Small Holdings and Allotments (Compulsory Hiring) Regulations 1936 (SR & O 1936/196)

Animals (Cruel Poison) Regulations 1994 (SI 1994/1278)

Financial Services and Markets Act 2000 (Consequential Amendments and Repeals) Order 2001 (SI 2001/3649)

- For subsequent references use the year of the SI.

Example 1.10.

1936 Regulations

2001 Order

- Abbreviate provisions of SIs based on the house style guide abbreviations list.

Example 1.11.

reg.3

regs 3–5

art.5

arts 6–10

r.6

rr.7–11

RULES OF COURT

- Cite Rules of the Supreme Court and County Court Rules using abbreviation and Ord.

Example 1.12.

RSC Ord.6 r.5(1), provides that...

RSC Ords 6, 7, 9–11 rr.3–5, provide...

CCR Ord.6 r.5(1), provides that...

CCR Ords 6, 7, 9–11 rr.3–5, provide...

- Cite Civil Procedure Rules in abbreviated form.

Example 1.13.

CPR Pt 1

CPR r.5.5

- Cite Civil Procedure Practice Directions in abbreviated form.

Example 1.14.

CPR PD 2 (Court Offices) para.2.1(1)(a)

BOOKS

- Cite author surname and title of book in text.

Example 1.15.

Pollock and Maitland, *The History of English Law*

Baxter and Davidson, *Studies in Accounting Theory*

- Include full citation in footnote:

- 1) Authors (forename or initials followed by surname).
- 2) Title (including statement of original authorship where it is an integral part of the title)
- 3) Editor or subsidiary author (forename or initials followed by surname)
- 4) Edition (where not the first)
- 5) Place of publication, Publisher, Year of publication in parenthesis
- 6) Volume statement (Omitted where numeration of volume follows)
- 7) Numeration of volume or supplement
- 8) Pagination reference where citation is not to whole item

Example 1.16.

S. Pollock and T. Maitland, *The History of English Law*, 2nd edn (Arnhem: Kluwer, 1911), Vol.1, pp.518, 520–522.

Chitty on Contracts, edited by H.G. Beale, 28th edn (London: Sweet & Maxwell, 1999), Vol.1, paras 4–024–4–029.

Ian Baxter and John Davidson (eds), *Studies in Accounting Theory*, 2nd edn (London: Sweet & Maxwell, 1998), p.236.

Institute of Chartered Accountants in England and Wales. *Accounting Standards Committee, Accounting for the Effects of Changing Prices: a Handbook* (London: ICAEW, 1986).

Archbold on Criminal Pleading, Evidence and Practice, edited by P.J. Richardson, 2006 edn (London: Sweet & Maxwell, 2005), First supplement, para.19–5.

- Cite author surname, title of book, year and page/paragraph number for subsequent references.

Example 1.17.

Pollock and Maitland, *The History of English Law* (1911), pp.520–522.

ESSAYS IN COLLECTIONS

- Cite author surname and title of essay in text. Title in roman with quote marks.

Example 1.18.

Maitland, "The Mystery of Seisin"

- Include full citation in footnote:

- 1) Author of essay
- 2) Title of essay
- 3) Title of book
- 4) Date.

Example 1.19.

T. Maitland, "The Mystery of Seisin" in *Select Essays on Anglo-American Legal History* (London: Sweet & Maxwell, 1993), Vol.3, p.591

R. Goldberg, "Concepts of Depreciation" in Ian Baxter and John Davidson (eds), *Studies in Accounting Theory*, 2nd edn (London: Sweet & Maxwell, 1998), p.236

- Cite author surname, title of essay, title of book, year and page/paragraph number for subsequent references.

Example 1.20.

Maitland, "The Mystery of Seisin" in *Select Essays on Anglo-American Legal History* (1993), p.591

LEGAL PERIODICALS

- Cite author surname and title of article in text. Title in roman with quote marks.

Example 1.21.

Getzler, “Forfeiture for breach of a time condition”

Pengilley, “Restraint of Trade and Antitrust: A Pigskin Review Post Super League”

Reynolds, “From Congress with love to Group A”

Margolis, “All hooked up”

- Include full citation in footnote:

- 1) Authors (forename or initials followed by surname).
- 2) Title of article in double quotation marks.
- 3) Journal citation.

Example 1.22.

Joshua Getzler, “Forfeiture for breach of a time condition” (2004) 120 L.Q.R. 203.

W. Pengilley, “Restraint of Trade and Antitrust: A Pigskin Review Post Super League” (1997) 6 Canterbury L. Rev. 610.

Bob Reynolds, “From Congress with love to Group A” (2004) 133(1327) Accountancy 64.

Adrienne Margolis, “All hooked up” (2004) 117(Feb) I.H.L. 30, 34

- Cite author surname, title of article, journal citation and page number for subsequent references.

Example 1.23.

Getzler, “Forfeiture for breach of a time condition” (2004) 120 L.Q.R. 203

BOOK REVIEWS

- Cite author surname and title of book in text and precede with “review of”

Example 1.24.

...review of Oakley, *Megarry’s Manual of the Law of Real Property*

- Include full citation in footnote:

- 1) Full book citation (see 2.1 Books)
- 2) "Review at"
- 3) Journal citation (Analytical or LJI)
- 4) Page number(s).

Example 1.25.

A.J. Oakley, *Megarry's Manual of the Law of Real Property*, 8th edn (London: Sweet & Maxwell, 2002). Review at (2004) 120 L.Q.R. 220. [Analytical format]

A.J. Oakley, *Megarry's Manual of the Law of Real Property*, 8th edn (London: Sweet & Maxwell, 2002). Review at L.Q.R. 2004, 120(Apr), 220–221. [LJI format]

- Use author surname, title, year and review information for subsequent references.

Example 1.26.

Oakley, *Megarry's Manual of the Law of Real Property* (2002). Review at (2004) 120 L.Q.R. 220.

LOOSELEAFS

- Cite title in italics in all text.

Example 1.27.

Totty and Moss on Insolvency.

- Include full citation in footnote.

- 1) Title (in italics)
- 2) Place of publication
- 3) Publisher
- 4) Volume number
- 6) Paragraph number (use "to" in paragraph ranges).

Example 1.28.

Palmer's Company Law, (London: Sweet & Maxwell), Pt 1, para.5–523.

Encyclopedia of Housing, (London: Sweet & Maxwell), Vol.4, paras 4–423 to 4–426.

- Cite title for all subsequent references.

GOVERNMENT PUBLICATIONS

- Cite author and title in text.

Example 1.29.

Law Commission, *Legislating the Criminal Code: involuntary manslaughter*

House of Commons. Select Committee on Modernisation of the House of Commons, *Scrutiny of European matters in the House of Commons. Government memorandum from the Leader of the House of Commons: session 2003–04*

Department for Transport, *The Government's response to the Transport Committee's report on the Departmental annual report 2003*

- Include full citation in footnote:

- 1) Official body
- 2) Title
- 3) Section/Department responsible
- 4) Date of publication
- 5) Series

Example 1.30.

Law Commission, *Legislating the Criminal Code: involuntary manslaughter* (HMSO 1996), Law Com. No.237, HC Paper No.171 (Session 1995–96)

House of Commons. Select Committee on Modernisation of the House of Commons, *Scrutiny of European matters in the House of Commons. Government memorandum from the Leader of the House of Commons: session 2003–04* (The Stationery Office, 2004), HC Paper No.508 (Session 2003/04)

Department for Transport, *The Government's response to the Transport Committee's report on the Departmental annual report 2003* (The Stationery Office, 2004), Cm.6157

- Cite author and title for subsequent references.

CDs and DVDs

- Cite title of CD/DVD in italics in text.

Example 1.31.

Current Legal Information

- Include full citation in footnote:

1) Authors (forename or initials followed by surname) (Omitted where title includes statement of original authorship). Corporate authors as Organisation name. Section/ Department responsible

2) Title in italics

3) [CD-ROM]

4) Version or release number or date

5) Place of publication, Publisher, Year of publication in parenthesis

Example 1.32.

Current Legal Information [CD-ROM], December 2006. (London: Sweet & Maxwell, 2007)

- Cite title for subsequent references.

ONLINE PUBLICATIONS/BLOGS

- Cite author surname and title of article in text.

Example 1.33.

Cross, "A Guide to Citing Internet Sources"

- Include full citation in footnote:
 - 1) Authors (forename or initials followed by surname) (Omitted where title includes statement of original authorship). Corporate authors as Organisation name. Section/Department responsible
 - 2) 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
 - 3) Publisher/Organisation responsible (if necessary)
 - 4) Document date or date of last revision
 - 5) Online database title in italics (where applicable)
 - 6) Protocol and address
 - 7) Date accessed in form [Accessed July 1, 2004].

Example 1.34.

P. Cross, "A Guide to Citing Internet Sources" (Bournemouth University, 1996). *Bournemouth Online*, <http://www.bournemouth.ac.uk/service-depts/lis> [Accessed July 1, 2004]

J. Rozenberg, "Newspapers pay high price for 'accidental' contempt of court" (July 20, 2011), *Guardian.co.uk*, <http://www.guardian.co.uk/profile/joshua-rozenberg> [Accessed July 27, 2011].

- Cite author surname and title in subsequent references.

E-TERMINOLOGY

- Use italics for website addresses (not underlined or in bold).

- Include "http" at the start of the website address.

- Add a date accessed in the form "Accessed July 1, 2008" as pages can go out of date very quickly. This includes home pages:

Example 1.35.

<http://www.official-documents.gov.uk/document/cm68/6878/6878.asp>
[Accessed July 1, 2008]

- Do not italicise email addresses:

Example 1.36.

an.author@nottingham.ac.uk.

NEWSPAPERS

- Use italics for the name of newspapers.

- Include the definite article in the title of the newspaper where this is an integral part of the name of the relevant publication.

Example 1.37.

The Times, The Economist, The Sun

But note

Daily Telegraph, Daily Express, Daily Mail

Chapter 2. EUROPEAN UNION MATERIAL

- Use European Union and EU law.

- Use European Communities/European Community and EC law/Community law for historical purposes only.

EUROPEAN UNION CASES

- Cite shortened case name, refer to one party only, or use nickname in text.

Example 2.1.

Gillard

Biehl

Sabatucci

Cassis de Dijon

ABNA

- Include full citation in footnote or cases referred to field:
 - (1) Case name in italics followed by case number in parenthesis.
 - (2) European Court Report citation where available.
 - (3) Nickname in parenthesis if case is commonly known by nickname.
 - (4) Case name, number and judgment date for cases not yet reported.
 - (5) Do not include an abbreviation of the court at the end of citation.

Example 2.2.

Directeur Regional de la Sécurité Sociale de Nancy v Gillard (9/78) [1978] E.C.R. 1661

Biehl v Administration des Contributions du Grand-Duché du Luxembourg (C-175/88) [1990] E.C.R. I-1779

Sabatucci v European Parliament (T-31/89) [1990] E.C.R. II-265

Rewe-Zentral AG v Bundesmonopol für Branntwein (Cassis de Dijon) (120/78) [1979] E.C.R. 649

R. (on the application of ABNA Ltd) v Secretary of State for Health, Food Standards Agency, Fratelli Martini & C SpA v Ministero delle Politiche Agricole e Forestali, Ferrari Mangimi Srl v Ministero delle Politiche Agricole e Forestali, Nederlandse Vereniging Diervoederindustrie (Nevedi) v Productschap Diervoeder (C-453/03, C-11/04, C-12/04 & C-194/04) [2005] E.C.R. I-10423

Ümit Bekleyen v Land Berlin (C-462/08) January 21, 2010

- Use shortened case name, refer to one party only, or use nickname for subsequent references and include at least one published report series for subsequent references in footnotes.

EUROPEAN COMMISSION COMPETITION DECISIONS

- Cite short title in text.

Example 2.3.

Coca-Cola Decision

PO/Thread Decision

Decision M.1636

The Contested Decision

- Include full reference and OJ citation (if available) in footnote.

Example 2.4.

Decision 2005/670 relating to a proceeding pursuant to Article 82 of the EC Treaty and Article 54 of the EEA Agreement (COMP/A.39.116/B2-*Coca-Cola*) [2005] OJ L253/21

Decision relating to a proceeding under Article 81 of the EC Treaty and Article 53 of the EEA Agreement (COMP/38.337-*PO/Thread*)

- Use short title for subsequent references.

EUROPEAN UNION LEGISLATION

EU PRIMARY LAW

- Use short title when citing EU primary law in main text and footnotes.

- In general, cite only the new renumbered provisions.

Example 2.5.

art.2 TFEU

art.10 TEU

- Include historical provisions in parenthesis if the context requires or for the sake of clarity.

Example 2.6.

art.32 TFEU (ex art.27 EC)

art.3 TEU (ex art.2 TEU)

- If historical provisions are specifically referred to, include the new provisions in parenthesis.

Example 2.7.

art.286 EC (now art.16 TFEU)

art.27 EC (now art.32 TFEU)

art.11 TEU (now art.24 TEU)

- Include “repealed” in parenthesis when citing historical provisions which have been repealed following the entry into force of the Treaty of Lisbon.

Example 2.8.

art.293 EC (repealed)

art.3 TEU (repealed)

EU SECONDARY LAW, PREPARATORY LAW AND OTHER INSTRUMENTS

- Cite short title or nickname in text.

Example 2.9.

Regulation 1033/2006

WEEE Directive

Recommendation 2005/309

Common Position 2005/304

Draft Directive on the protection of the environment through criminal law

Draft Regulation establishing a multi-annual recovery Plan for Bluefin tuna in the Eastern Atlantic and Mediterranean

Communication on a first assessment of national energy efficiency action plans as required by Directive 2006/32 on energy end-use efficiency and energy services

Green Paper on Forest Protection and Information in the EU: Preparing forests for climate change

Guidelines on maritime transport services

Notice on certain scheduled air services within Portugal

- Include full reference and OJ citation/COM or SEC Doc number in footnote.

Example 2.10.

Regulation 1033/2006 on the requirements on procedures for flight plans in the pre-flight phase for the single European sky [2006] OJ L186/46

Directive 2002/96 on waste electrical and electronic equipment (WEEE Directive) [2003] OJ L37/24

Recommendation 2005/309 on the transposition into national law of Directives affecting the internal market [2005] OJ L98/47

Resolution of the European Parliament accompanying the decision concerning discharge in respect of the implementation of the general budget of the European Union for the 2002 financial year [2004] OJ L330/82

Proposal for a Directive on the protection of the environment through criminal law COM(2007) 51 final

Proposal for a Regulation establishing a multi-annual recovery Plan for Bluefin tuna in the Eastern Atlantic and Mediterranean COM(2007) 169 final

Communication on a first assessment of national energy efficiency action plans as required by Directive 2006/32 on energy end-use efficiency and energy services COM((2008) 11 final

Green Paper on Forest Protection and Information in the EU: Preparing forests for climate change SEC(2010)163 final

Guidelines on the application of Article 81 of the EC Treaty to maritime transport services [2008] OJ C245/02

Notice pursuant to Article 4(1)(a) of Regulation 2408/92 Amendment of public service obligations imposed on certain scheduled air services within Portugal [2008] OJ C104/08

- Use short title or nickname for subsequent references.

OJ AND COM DOC REFERENCES

- Cite OJ references using “[year] OJ series number/page” format

Example 2.11.

[1982] OJ C172/3

[1983] OJ L281/24

- Cite COM and SEC Document references using “COM/SEC(year) number” format .

Example 2.12.

COM(2007) 0075

SEC(2010) 835

Chapter 3. TEXT PREPARATION

HEADINGS

- Use a consistent system of headings to allow subject matter to be presented clearly.

- The style and layout of headings should be sufficient to show the hierarchy of headings.

- Use numbered headings where further clarity as to heading levels is needed and ensure consistency throughout.

PARAGRAPH NUMBERING

- Paragraph numbers are added to each new heading and within headings paragraph numbers are added after roughly every three paragraphs.

- Use an en dash, not a hyphen, in paragraph numbers.

Example 3.1.

1–100

- Use stroke numbers to preserve the existing paragraph numbering when inserting a new paragraph into an existing run of paragraphs.

Example 3.2.

12–123

12–123.1

12–123.2

12–124

or

12–123

12–123/1

12–123/2

12–124

- Use a link line to preserve the existing paragraph numbering when deleting a paragraph from within an existing run of paragraphs. When deleting paragraph 12–124, a link line bridges the gap between paragraphs 12–123 and 12–125.

Example 3.3.

[THE NEXT PARAGRAPH IS 12–125]

- Where possible a paragraph number should not exceed seven characters (letters and/or figures) in order to allow for stroke numbers to be inserted at a later date if necessary. Ensure that the whole paragraph number will fit in the margin of the paper product.

QUOTATIONS

- Insert double quote marks at the beginning and end of every quotation.

- Use alternate single and double quote marks for further levels of quotations.

- Short quotations (<22 words) should:

- 1) be within text
- 2) begin with a lower case letter.

- Long quotations (>22 words) should:

- 1) be a block quote, i.e. separated from the text and indented
- 2) begin with a capital letter, using square brackets if the original quotation began with a lower case letter.
- 3) be preceded by a colon.

Example 3.4.

The claimant's solicitors said:

“[I]n all the circumstances, we do not consider that a telephone hearing would give our client an adequate opportunity to put his case to you.”

- Where material is omitted from a quotation, this should be indicated by ellipses. Ellipses should have spaces either side.

Example 3.5.

Where material is omitted ... this should be indicated by ellipses

- Use square brackets if words are added or amended to help the sense of the quotation.

Example 3.6.

amending

it was of the opinion that

to

[the court] was of the opinion that

- Grammatical or spelling oddities or errors should either be replaced by the correct word or phrase in square brackets or should be allowed to stand followed by “[sic]”.

- If the punctuation is part of the quotation, it should appear inside the quotation marks.

Example 3.7.

“The goodwill of a business is one whole. Goodwill has no independent existence. It cannot subsist by itself. It must be attached to a business.”

- If the punctuation has been added, but is not part of the quotation, it should appear outside the quotation marks.

Example 3.8.

As Collins C.J. observed, “the goodwill formed part of the business”.

LISTS

- Use bullet points for lists and for sub-levels within bulleted lists use em dashes.

- Use numbered lists if specifically required and for sub-levels within numbered lists use the following pattern:

Example 3.9.

- 1) Case citations
 - (a) party names
 - (b) case references
 - (i) court
 - (ii) judge
- 2) Legislation citations
 - (a) act name
 - (b) year

FOOTNOTES

- Numbered footnotes should be used.

- Number footnotes in books, journals and law reports from 1 onwards from the beginning of each chapter or article/report.

- Footnotes in looseleaves should be numbered from 1 on each new page.

- Footnote locators in text must appear before the following punctuation marks:
 - colon
 - semi-colon
 - em dash
 - en dash

- Footnote locators in text must appear after all other punctuation.

BIBLIOGRAPHIES

- Arrange bibliographies alphabetically by author surname

- Subdivide bibliographies by publication type where there is more than one type of publication.

CROSS-REFERENCES

- Internal cross-references must follow one consistent style.

- Always abbreviate page to p. or pp. in cross-references to pages.

Example 3.10.

See p.42

See pp.42–43

- Always abbreviate footnote to fn. or fnn. in cross-references to footnotes

Example 3.11.

See fn.3

See fnn.3–4

- Do not use supra/ante or infra/post. If necessary, replace with above or below.

- Avoid et seq. wherever possible and use page spans instead.

Example 3.12.

See pp.123–129.

EMS AND ENS

- Em rules can be used in place of commas or brackets for interjections within sentences, in indented material and in tabular material to indicate a lack of data.

Example 3.13.

The parties themselves—and perhaps, in particular, the claimant—are more likely than the arbitral tribunal to know where recognition and enforcement of an award will be sought.

Industrial buildings and structures

—a writing-down allowance at the rate of four per cent.

- En rules may be used to express connection or relation between words in the same sense as an oblique stroke, to distinguish a difference of meaning and as a short dash to mean "to".

Example 3.14.

Marxist–Leninist theory (same as Marxist/Leninist theory), Labour–Liberal alliance (same as Labour/Liberal alliance), or Holyfield–Tyson fight (same as Holyfield/Tyson fight).

red–green colour-blind (as opposed to blue-green colour-blind, where it is a bluish-green); or "the Smith-Jones theory" (one person) compared to "the Smith–Jones theory" (two people).

1939–45, ss.40–45, pp.40–45 and Monday–Saturday.

HYPHENATION

- Keep hyphens to a minimum, only inserting them where necessary to avoid confusion.

USE OF CAPITAL LETTERS

- The use of capital letters must be consistent.

- Lots of capital letters are distracting; when in doubt, use lower case.

- Use initial capitals for proper nouns including names of people, places, days, months, buildings, etc.

FOREIGN WORDS AND PHRASES

- Italicise all foreign words and phrases unless they have naturalised into English.

- The following are regarded as having passed into everyday legal usage. Any foreign words or phrases not listed here should be italicised.

a fortiori	a prendre	a priori
ab initio	acte clair	actus reus
ad hoc	amicus curiae	ad valorem
ante	autrefois acquit	bona fide
bona vacantia	caveat/caveat emptor	certiorari
cestui que trust	cf.	chose in action

curator ad litem	curator bonis	cy-près
de facto	de jure	de minimis (non curat lex)
de novo	dictum, dicta	doli incapax
e.g.	ejusdem generis	etc
et al	et seq.	ex gratia
ex parte	ex post facto	ex relatione
ex officio	ex tempore	ex turpi causa (non oritur action)
ferae naturae	fieri facias	force majeure
forum non conveniens	functus officio	habeas corpus
ibid.	i.e.	in camera
in personam	in loco parentis	in rem
indicia	insitu	infra
inter alia	inter alios	inter partes
inter vivos	intra vires	ipso facto
lacuna	laissez-faire	locus in quo
locus standi	mala fides	mandamus
mens rea	modus operandi	mutatis mutandis
nisi	nisi prius	non compos mentis
non sequitur	novus actus interveniens	obiter
obiter dictum, dicta	pari passu	passim
per	per annum	per capita
per caput	per curiam	per se
post	post mortem	prima facie
pro bono	pro forma	pro rata
pro tanto	profit a prendre	qua
quaere, sed quaere	quantum	quantum meruit
quasi	quia timet	quid pro quo
quorum	raison d'être	ratio decidendi
res gestae	res ipsa loquitur	res judicata
restitutio in integrum	semble	seriatim
simpliciter	sine die	sine qua non
stare decisis	status quo (ante)	sub judice
sub nom.	subpoena	sui generis
sui juris	supra	terra nullius
uberrimae fidei	ultra vires	verbatim
via	vice versa	vis-à-vis
viz	voir dire	volenti non fit injuria

GENDER NEUTRAL NOUN USAGE

- Aim to use gender neutral nouns, rephrasing where necessary to the plural or passive.

- If rephrasing to the plural or passive is not possible, use either “he” or “she” but ensure consistency and do not alternate within a single piece of text.

CONTRACTIONS AND ABBREVIATIONS

- Use the following commonly occurring contractions and abbreviations.

App.	Application
Apps	Applications
art.	article (UK, foreign domestic, international and EU legislation)
Art.	Article (European Patent legislation only)
arts	articles (UK, foreign domestic, international and EU legislation)
Arts	Articles (European Patent legislation only)
asp	Act of the Scottish Parliament
c.	chapter (when referring to the chapter number of an Act)
CC	County Council
Ch.	Chapter (when referring to book chapters)
Chs	Chapters (when referring to book chapters)
Ch.	Chapter of an Act or SI
Chs	Chapters of an Act or SI
cl.	clause
cll.	clauses
Co	Company
Corp	Corporation
CPR Pt/Pts	CPR Part/Parts
DC	Detective Constable
Dir.	Direction
Dr	Doctor
ed.	editor
eds	editors
edn	edition
fig.	figure
figs	figures
fn.	Footnote/note (not n.)
fnn.	footnotes/notes
Form	Form – as part of Act or SI
Forms	Forms – as part of Act or SI
Hr	Hour

TEXT PREPARATION

In.	line
Inn.	lines
Ltd	Limited (not LTD or ltd)
Messrs	Plural of Mister
Mme	Madame
Mr	Mister
Mrs	
No.	number
Nos	numbers
p.	page
pp.	pages
para.	paragraph
paras	paragraphs
PC	Police Constable
Plc	Public limited company (not PLC or plc)
Pt	Part
Pts	Parts
r.	rule
rr.	rules (except when referring to the title of an entire piece of legislation)
reg.	regulation
regs	regulations (except when referring to the title of an entire piece of legislation)
RSC/CCR Ords	RSC/CCR Orders
s.	section
ss.	sections
Sch.	Schedule (not Sched.)
Schs	Schedules (not Scheds)
Sch.nn para.nn	Schedule paragraph – sublevels of Acts and SIs
Sch.nn Pt nn	As above Schedule Part
SI	Statutory Instrument
SSI	Scottish Statutory Instrument
St	Street or Saint (not St.)
subs.	subsection
subss.	subsections
Table	Table – sublevels of Acts and SIs
Tables	Tables – sublevels of Acts and SIs
Vol.	Volume
Vols	Volumes

- Do not use abbreviations or contractions in a heading or at the start of a sentence.

ACRONYMS

- Avoid acronyms if at all possible.

- Full points are not used in acronyms.

- Include the full form on the first acronym reference if it is not a common or very well known acronym.

- Common acronyms do not need the full form on first mention, especially when they are very well known.

Example 3.15.

EU law

BBC

NHS

TITLES AND QUALIFICATIONS

- Do not full point titles and qualifications.

Example 3.16.

MA (Oxon), LLB (Hons), BCL, PhD, DPhil, BSc, BA (Hons), LLM, MSC,
DCL, Dip LP, QC

- Precede abbreviated titles and qualifications following a name with a comma.

Example 3.17.

John Smith, LLB (Hons)

Susan Wilkinson, MVO, MFH

- Do not use comma after name for counsel and include title where first name is not used.

Example 3.18.

Mary Arden QC

Mr F. Smith QC

FIGURES

- Spell out from one to nine only and use arabic numerals thereafter.

Example 3.19.

Three to six months

24–36 months

age nine

56 sheep, 25 lawyers

- Use numerals where there is a mix of numbers close together in the same sentence, where it would look wrong to use a mix of words and numerals.

Example 3.20.

It was found in 9 out of 40 cases that...

6 and 10 months' imprisonment

3–12 months

A record of eight disqualifications from 2 to 10 years

- 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. Always use arabic numerals when expressing a per cent.

DATES, TIMES, MONTHS, DAYS AND SEASONS

- Use American date format.

Example 3.21.

January 1, 2005.

- Use the 24-hour clock and separate numbers by a full point, not a colon.

Example 3.22.

08.00

23.45

- Names of months must be given in full in the main text.

- Names of months can be abbreviated in tables or footnotes.

Example 3.23.

Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec

- Names of days should normally be given in full.

- Names of days can be abbreviated in tables or footnotes.

Example 3.24.

Sun, Mon, Tues, Wed, Thurs, Fri, Sat

- Seasons are written in lower case.

MONEY, WEIGHTS AND MEASUREMENTS

- Do not use a full point in abbreviations for currency, weights and measurements.

Example 3.25.

23m; 3sq m; 10cu m; 42km; 18kg; 5g; 15mg; 75ml; 1,500l; 111mm; 112cm;
16yds; 2ft 3in; 300fl oz; 2oz; 5lb; 10cwt; 30mph

- Express numbers in currency, weights and measurements as a numeral.

Example 3.26.

6km, 10kg, £12.67

- Use currency symbols for pounds, dollars and euros.

Example 3.27.

£5, \$5, €5

- Use a currency mnemonic with a space between mnemonic and amount in all other circumstances.

Example 3.28.

DM 9 million; FRF 1 million.

Chapter 4. INTERNATIONAL AND FOREIGN MATERIAL

INTERNATIONAL LEGISLATION

- Cite Treaties and Conventions as fully as possible in the first instance, using initial upper case and including year.

Example 4.1.

Agreement concerning the Activities of States on the Moon and other Celestial Bodies 1979

Convention on the Elimination of Double Taxation in Connection with the Adjustment of Profits of Associated Enterprises 1990

Universal Postal Convention 1989

Memorandum of Understanding between the Government of the United States and the Government of Israel on Strategic Cooperation 1981

Exchange of Letters establishing the Australia/EU Joint Group on Industrial Cooperation (JGIC) 1992

Accord of Co-operation for the Protection of the Coasts and Waters of the North-East Atlantic against Pollution due to Hydrocarbons or other Harmful Substances 1990

International Covenant on Civil and Political Rights 1966

Protocol relating to the 1981 Madrid Agreement concerning the International Registration of Marks 1989

Fourth Protocol to the General Agreement on Privileges and Immunities of the Council of Europe 1961

European Convention on Human Rights Protocol 4 1963

Freedom of Association and Protection of the Right to Organise Convention 1948 (ILO 87)

Treaty between Spain and Peru on Judicial Co-operation in Criminal Matters 2000

Agreement between France and Germany on the Protection of Marks of Origin 1960

Russia-United Kingdom Double Taxation Convention 1997

Resolution 1441/2002 The situation between Iraq and Kuwait (United Nations)

- Subsequent citations for all international legislation may be shortened.

FOREIGN DOMESTIC LEGISLATION

- Cite foreign Acts with an initial upper case, giving a date where possible in the format day month year with no comma and do not include the abbreviation No.

- Place the country name in brackets after the legislation title unless the country is mentioned in the title.

- The original language can be added in italics and contained in brackets if available.

Example 4.2.

Law 518 of 29 December 1992 on Copyright in Computer Software (Italy)

Trade Agent Act (Germany) (*Handelsvertretergesetz*)

US LEGISLATION

- Cite the United States legislation in full initially, with subsequent reference using a shortened version.

Example 4.3.

United States Code 5 USC (1999) Ch.7 s.552(a)(1)

5 USC Ch.7 (1999) s.552(a)(1)

Constitution of the United States art.III s.2 cl.2

US Constitution art.III s.2 cl.2

Digital Millennium Copyright Act 1998 (United States)

Public Company Accounting Reform and Investor Protection Act 2002 (18 USC s.1350)

Code of Federal Regulations Pt 260

Uniform Mediation Act 1993 (United States)

Model Punitive Damages Act 1996 (United States)

1993 Uniform Act

1996 Model Act

Constitution of New York

New York State Defence Emergency Act Ch.784/51

US CASES

- Include the following information in US case citations:

- 1) Parties
- 2) Report volume
- 3) Report
- 4) Series (where appropriate)
- 5) Page number
- 5) Court and year

Example 4.4.

Perry v Schwarzenegger 704 F.Supp. 2d 921 (N.D. Cal. 2010)

Recordings Inc v Veoh Networks Inc 93 U.S.P.Q. 2d 1010 (2009)

Gill v Office of Personnel Management 699 F.Supp. 2d 374 (D. Mass 2010)

eBay Inc v MercExchange LLC 126 S. Ct. 1837 (2006)

Associated Press v All Headline News Corp 608 F.Supp. 2d 454 (S.D.N.Y. 2009)

AH v Florida 949 So. 2d 234 (Fla. 2007)

Chapter 5. TABLES AND INDEXES

- Produced by a team of skilled experts, your contributions will be fully tabulated and indexed to ensure ease of reference for the reader.

TABLE OF CASES

- Tables of cases are arranged in strict alphabetical order according to the name of the first party.

- Case names, including the "v", "Re", "Ex p." and "sub nom." are in roman.

- References should be separated by a semi-colon.

- The only word to appear in italics should be "*See*".

TABLE OF STATUTES

- Acts of Parliament are arranged chronologically.

- Within each calendar year Acts are arranged in the following order and in chapter order within each of these categories:

- UK Public General Acts
- Private Acts
- Church Assembly Measures
- Acts of the Scottish Parliament
- Welsh Measures
- Northern Ireland Acts

TABLE OF STATUTORY INSTRUMENTS

- Statutory instruments are arranged chronologically.

- Within each calendar year SIs are arranged in the following order and by SI number within each of these:
 - UK SIs
 - Scottish SIs
 - Northern Ireland SRs

INDEXES

- Your contribution will be allocated keywords from the Legal Taxonomy utilised by Sweet & Maxwell to provide a standardised way of describing legal concepts.
- These keywords are identical to those used in Westlaw UK and have been used for many years in other publications such as Legal Journals Index.
- The keywords provide a means of identifying similar concepts in other Sweet & Maxwell publications/online services to which keywords from the Legal Taxonomy have been applied.
- Keywords will follow the Taxonomy logo at the beginning of your contribution and will be used, together with keywords allocated to other contributions, to construct a cumulative index that will appear in the end-of-year bound volume.
- There is therefore no need for you to provide keywords with your contribution as these will be supplied by our dedicated in-house Taxonomy team.