

Sweet & Maxwell House Style

This is not intended to be a comprehensive guide to S&M's 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 always 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.

Cases

Cases should be cited using ECLI and, where possible, C.M.L.R. citations:

Finanmadrid EFC SA v Albán Zambrano (C-49/14) EU:C:2016:98; [2016] 3 C.M.L.R. 3.

Unreported cases should be cited using the case name, number and date of the judgment:

Commission v United Kingdom (C-346/08) 22 April 2010.

Key points:

- Case name in italics
- No full point after v
- C- or T- number appearing after the case name and before the ECLI/CMLR cites
- Do not include an abbreviation of the court at the end of the citation where "C" or "T" numbers are available
- 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.*
- Full pointed law report or journal. References to paragraph numbers should be in square brackets, e.g. at [57]
- Plc and Ltd to be spelt as abbreviated and with first letter only in upper case
- 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
- For E.H.R.R. citations, there is no need to cite the date and application number.

Courts

Use a capital "C" when referring to "the Court". For the European Court of Justice, the Court of First Instance and the European Court of Human Rights, use the full name on the first mention with the abbreviated term in brackets directly following this (e.g. ECJ, CFI, ECtHR). Subsequent mentions may then use the abbreviated term.

Legislation

Abbreviations as follows unless the provision is the first word in the sentence:

Section/Sections → s./ss
Schedule/Schedules → Sch./Schs
Article/Articles → art./arts
Paragraph/Paragraphs → para./paras
Regulation/Regulations → reg./regs
Chapter → Ch.

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.

See Appendix 1 for the full list of contractions and abbreviations

Primary Law

Generally, cite only the new renumbered provisions:

art.2 TFEU
art.10 TEU.

Include historical provisions in parenthesis if the context requires:

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:

art.286 EC (now art.16 TFEU)
art.11 TEU (now art.24 TEU).

Reference to pre-Lisbon provisions should only be included if necessary, in which case such provisions should be cited as follows:

art.293 EC (repealed)
art.3 TEU (repealed).

Cite provisions of the EAEC Treaty as follows:

art.3 Euratom.

Secondary Law (Regulations, Directives, Decisions)

Cite short titles in text:

Regulation 1033/2006

and long titles in footnotes:

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

(note the format of the OJ reference: [year] OJ series number/page”).

Other EU Instruments

Cite these in the following styles:

European Parliament, *Report on the role of the national judge in the European judicial system*, 2007/2027(INI)

Commission, “Global Europe: Competing in the World—A Contribution to the EU’s Growth and Jobs Strategy” COM(2006) 567 final

O. Brown, “The Impact of EU Trade Agreements on Conflict and Peace”, EPLO Civil Society Dialogue Network Discussion Paper No.2 (2013), p.15

ECB, “Draft Guidelines to Banks on Non-Performing Loans”.

Journals

Author name(s), article title, year, volume number, short-form journal title where available (see below) and page number, e.g.

A. Fritzsche, "Discretion, Scope of Judicial Review and Institutional Balance in European Law" (2010) 47 C.M.L. Rev. 361, 392 and 379.

References in footnotes to the *European Law Review*, *Common Market Law Review* and *European Competition Law Review* should be shortened to "E.L. Rev.", "C.M.L. Rev." and "E.C.L.R." respectively.

Books

Author name(s), book title, edition number, place of publication, publisher, year, page number, e.g.

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

Layout

Manuscripts should be formatted in Times New Roman, 11pt.

Affiliations should be styled as follows:

John Smith*
Leeds University

...

*Lecturer in Law.

Headings

Where possible, the style of heading levels set out below should be followed at all times:

Heading Level One
Heading Level Two
Heading Level Three

Footnotes

- Aside from author information appearing in an asterisked footnote at the start of the relevant submission, footnotes are numbered from 1 onwards.
- Footnote indicators are inserted in the text after all punctuation EXCEPT colons, semi-colons and m dashes (—).

Quotations

- Use double quotation marks for all quoted material. 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.

- If the quote begins with a lower case letter, the text preceding the quote should end in a comma.
- If the quote begins with an upper case letter, the text preceding the quote should end in a colon.
- Where material is omitted from a quotation, this should be indicated by ellipses.
- Any interpolations or alterations to the quotation (other than omissions) should be indicated by being placed in square brackets.
- Any obvious spelling errors in quotations can be corrected 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 this 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 ...”.

Terms

Capitalisation

Always use capital letters for any references to the following:

Advocate General
Anything beginning with “European”
Member States.

Use lower case letters for references to the following:

contracting states
contracting parties and
signatory states.

Use capital letters for specific references to the following:

Decision
Directive
Regulation and
Treaty.

However, use lower case letters for general references to the above.

Spelling and hyphenation

- 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”)
- first, secondly, thirdly etc. (not firstly, secondly, thirdly).

Abbreviations and terminology

- Ibid. and op. cit. should not be used as they require the reader to refer back to an earlier footnote to ascertain what is being cited. Use the author’s surname and abbreviated title or an abbreviated case name instead for any “subsequent” references.
- et seq should be avoided. Page spans should be used instead e.g. pp.101–103 rather than pp.101 et seq.
- *supra* and *ante* are replaced by above; *infra* and *post* are replaced by below.
- Where possible, avoid the use of Latin terms; they should only be used where there is a specific legal term to describe a subject. The words in Appendix 2 are considered to have passed into everyday legal usage and so do not require italicisation.

- i.e., e.g. and etc. are full pointed, never italicised and always preceded by a comma (but not followed by one as a matter of house style).
- Spacing is removed wherever possible (e.g. s.4 rather than s. 4). As a general rule, a space is only required where abbreviated words and their figure are not separated by a full point, e.g. Pt 1, regs 1–2 etc.
- Generally, no full point is needed where the abbreviation is a contraction of the “fuller” 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).
- EC, EEC, EU, UK, UN, US and US are not full-pointed.

Figures

- One to nine are spelt out; 10 onwards are cited in numerals. Ranges of numbers in close proximity should be in numerals, e.g. “they were 6 and 14 years” *not* “six and 14”.
- 21–24 *not* 21–4.
- Ordinal numbers: 2nd, 3rd *not* 2d, 3d or 2nd, 3rd.

Dates and times

- Cited date/month/year, e.g. 1 January 2017 (no commas).
- 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.
- AD should precede the date (e.g. AD 50) and BC should follow the date (e.g. 50 BC) with no full points for either.
- 24-hour clock preferable. Note a full point separates the digits: 08.00, 23.45.

Weights, measures and currency

- Do not use a full point in abbreviations for currency, weights and measurements: 23m; 42km; 18kg; 5g; 75ml; 1,500l; 111mm; 112cm; 16yds; 2ft 3in; 300fl oz; 2oz; 5lb; 10cwt.
- Avoid mixing imperial and metric measurements.
- Use pound, dollar and euro symbols. For other currencies that use dollars, the dollar symbol and an appropriate acronym may be used, e.g. AUS \$100.

Appendix 1: abbreviations and contractions

App. Application
Apps Applications
art. article (UK, foreign domestic, international and EU legislation)
arts articles (UK, foreign domestic, international and EU legislation)
c. chapter (when referring to the chapter number of an Act)
Ch. Chapter (when referring to chapters of a book or as part of an Act or SI)
Chs Chapters (plural)
cl. clause
cll. Clauses
Co Company
Corp Corporation
CPR Pt/Pts CPR Part/Parts
Dir. Direction
Dr Doctor
ed. editor
eds editors
edn edition
fig. figure
figs figures
fn. footnote (*not* n.)
fnn. footnotes
Ltd Limited (*not* LTD or ltd)
No. number
Nos numbers
ord. order
ords orders
p. page
pp. pages
para. paragraph
paras paragraphs (references to paragraphs of judgments in square brackets)
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
St Street or Saint (*not* St.)
subs. subsection
subss. subsections
Vol. Volume
Vols Volumes.

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

Appendix 2: Latin phrases that are no longer italicised

a fortiori
a prendre
a priori
ab initio
acte clair
actus reus
ad hoc
amicus arbitri
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 actio)
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 se
inter vivos
intra vires
lacuna
laissez-faire
ipso facto
locus standi
locus in quo
mala fides
mens rea
modus operandi
mandamus
mortis causa
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 iudice
sub nom.
subpoena
sui generis
sui juris
supra
terra nullius
uberrimae fidei
ultra vires
verbatimim
via
vice versa
vis-à-vis
viz
voir dire
volenti non fit injuria