

House Style Guide

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Chapter 1. TEXT PREPARATION

1.1 HEADINGS

1.1.1 Key Style Rules

- **Key Rule:** Refer to product/series style sheets for full guidance on heading levels.

- **Key Rule:** Use a consistent system of headings to allow subject matter to be presented clearly.

- **Key Rule:** The style and layout of headings should be sufficient to show the hierarchy of headings.

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

1.1.2 Additional Guidance and Further Examples

- Use arabic numerals and letters for numbered headings up to four levels.

Example 1.1.

(1)

(b)

(iii)

4.

- Use roman numerals, capital arabic letters followed by arabic numerals and letters for numbered headings over four levels.

Example 1.2.

I.

B.

3.

(4)

(e)

(vi)

- Use a standard heading level of bold, italic, roman in Law Reports and Journals.

Example 1.3.

Heading Level One

Heading Level Two

Heading Level Three

- Refer to Law Report and Journal style sheets where headings exceed three levels and ensure consistency throughout.
- Indicate case names, publications and foreign phrases in headings by italicising/de-italicising where appropriate.

Example 1.4.

The legal consequence of deprivation of nationality for EU citizenship: The case of Rottmann

- Avoid excessive use of capitals in headings.
- Titles and headings can be footnoted.
- Do not indent the first line of text after a heading.

1.2 PARAGRAPH NUMBERING

1.2.1 Key Style Rules

- **Key Rule:** Use an en dash, not a hyphen, in paragraph numbers.

Example 1.5.

1–100

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

Example 1.6.

12–123

12–123.1

12–123.2

12–124

or

12–123

12–123/1

12–123/2

12–124

- **Key Rule:** 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 1.7.

[THE NEXT PARAGRAPH IS 12–125]

- **Key Rule:** 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.

1.3 QUOTATIONS

1.3.1 Key Style Rules

- **Key Rule:** Insert double quote marks at the beginning and end of every quotation.

- **Key Rule:** Use alternate single and double quote marks for further levels of quotations.

- **Key Rule:** Short quotations (<22 words) should:

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

- **Key Rule:** 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 1.8.

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.”

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

Example 1.9.

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

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

Example 1.10.

amending

it was of the opinion that

to

[the court] was of the opinion that

- **Key Rule:** 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]”.

- **Key Rule:** Correct any obvious spelling errors in quotations silently.

- **Key Rule:** If the punctuation is part of the quotation, it should appear inside the quotation marks.

Example 1.11.

“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.”

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

Example 1.12.

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

1.3.2 Additional Guidance and Further Examples

- It is the author’s responsibility to quote correctly.
- Extracts of statutory material and case reports should be reproduced in the exact form of the original. For each content area the “original” will mean something different e.g. a transcript for Cases or a HMSO document for Legislation.

- Do not use quote marks when reproducing entire Acts, entire sections of Acts or entire transcripts.
- Bad language within a quotation should not be omitted or changed on principle.
- Place any interpolations or alterations to the quotation (other than omissions) in square brackets.
- Use quotation marks to enclose a word or phrase whose meaning is being referred to.

Example 1.13.

The operator presses the letter n to indicate “no” and the letter y to indicate “yes”;

- Use quotation marks to enclose words or phrases following: entitled, the term, marked, designated, classified, named, enclosed, cited as, referred to as, signed.
- Do not use quotation marks to enclose an expression following: known as, called or so-called.
- Do not enclose slang or technical jargon in quotation marks.
- Use quotation marks where the word or phrase is expected to be foreign to the vocabulary of the reader.
- Use quotation marks to enclose nicknames and pseudonyms.
- Use quotation marks to enclose a word, often a colloquialism, used out of context.

Example 1.14.

Making the information on-screen less "cluttered"

- Always indicate clearly on the copy where punctuation marks should be set, as some typesetters will automatically set punctuation inside quotation marks.
- The text following an indented extract should be full out if it is not a new paragraph. This does not apply to text in fielded content centres such as S3C and CAwCC.

1.4 LISTS

1.4.1 Key Style Rules

- **Key Rule:** Use bullet points for lists and for sub-levels within bulleted lists use em dashes.

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

Example 1.15.

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

1.4.2 Additional Guidance and Further Examples

- List items which are complete sentences start with initial upper case and end in full points.
- 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.
- Sentence fragments do not end in full points and are usually lower case.
- 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.

1.5 FOOTNOTES

1.5.1 Key Style Rules

- **Key Rule:** Numbered footnotes should be used.

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

- **Key Rule:** Footnotes in looseleafs should be numbered from 1 on each new page.

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

- **Key Rule:** Footnote locators in text must appear after all other punctuation.

- **Key Rule:** Where footnotes are used, any reference in the text can be brief:

Example 1.16.

author's surname

title

part of a case name

- **Key Rule:** Give the full reference in the footnote. See Chapters 2, 3 and 4 of the Guide for detailed guidance.

- **Key Rule:** Where footnotes are not used, the full reference should be given in the text as it would be in footnotes.

1.5.2 Additional Guidance and Further Examples

- Symbols for additional footnotes such as author details can be used in Journals.
- Footnotes should appear at the bottom of the page to which they refer.
- Titles and headings can be footnoted.
- Use a letter suffix if new footnotes have to be added at proof stage.

Example 1.17.

12, 12a, 12b, 13, etc.

- Close up number gaps if footnotes have been deleted.

Example 1.18.

If footnote 9 has been deleted, the reference for footnote 8 in the text and notes should appear as "8–9".

- Renumbering should be avoided if at all possible. Remember that it is time consuming and expensive to renumber.
- Narrative footnotes (i.e. those not already present as part of reproduced legislation) must not appear within the body of reproduced legislation.

1.6 BIBLIOGRAPHIES

- A bibliography is a list of works used which are not directly related to the text by number. It is usually placed at the end of a publication before the index. There are minor differences between footnotes and bibliographies in the way in which works are cited. These are explained in more detail in Section 2 of the Guide.

1.6.1 Key Style Rules

- **Key Rule:** Arrange bibliographies alphabetically by author surname

- **Key Rule:** Subdivide bibliographies by publication type where there is more than one type of publication.

- **Key Rule:** Arrange references in an alphabetical list. This requires some minor differences in citation style from footnotes.

1.6.2 Additional Guidance and Further Examples

- Use pagination only for journal articles. The start and end page numbers are specified to identify where the article occurs in the journal issue.
- Specify the number of volumes comprising the work rather than a specific volume.
- Punctuation and the order of citation elements may vary.

1.7 CROSS-REFERENCES

1.7.1 Key Style Rules

- **Key Rule:** Internal cross-references must follow one consistent style.

- **Key Rule:** Always abbreviate page to p. or pp. in cross-references to pages.

Example 1.19.

See p.42

See pp.42–43

- **Key Rule:** Always abbreviate footnote to fn. or fnn. in cross-references to footnotes

Example 1.20.

See fn.3

See fnn.3–4

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

- **Key Rule:** Avoid et seq. wherever possible and use page spans instead.

Example 1.21.

See pp.123–129.

1.7.2 Additional Guidance and Further Examples

- Cross-references are the responsibility of the author, refer to Editorial training guides.

- A book should always be adequately cross-referenced, but over-cross-referencing to page numbers should be avoided if possible, as these will have to be filled in at page proof stage.
- Within reproduced legislation replace references to narrative paragraph numbers with references to specific rules, sections, etc.

Example 1.22.

§1–234

- References to internal paragraphs within Archbold should use the paragraph symbol.
- Use abbreviation "s." for section in lower case at the beginning of footnotes but upper case "S." when beginning a sentence within the footnote,

Example 1.23.

¹ s.15 of the Sale of Goods Act 1979. S.16 provides that...

1.8 EMS AND ENS

1.8.1 Key Style Rules

- **Key Rule:** 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 1.24.

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.

- **Key Rule:** 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 1.25.

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.

1.8.2 Additional Guidance and Further Examples

- An em rule (also known as an em dash) occupies the width of an em or the square of any size of type. An em rule can be created on the keyboard using Ctrl + Alt + minus key on the number pad.
- An en rule (also known as an en dash) is half the width of an em rule and is used in typesetters' calculation of the extent of a text. An en rule can be created on the keyboard using Ctrl + minus key on the number pad.

1.9 HYPHENATION

1.9.1 Key Style Rules

- **Key Rule:** Keep hyphens to a minimum, only inserting them where necessary to avoid confusion.

- **Key Rule:** The Sweet & Maxwell Taxonomy provides a base standard for which words should be hyphenated and can be found at: S:\Taxonomy\taxview2.exe and P:\Public\Taxonomy\taxview2.exe. For words not in the Taxonomy refer to the Oxford Guide to Style.

1.9.2 Additional Guidance and Further Examples

- Use hyphens where needed to avoid ambiguity.

Example 1.26.

"re-creation" (create again) as opposed to "recreation" (amusement)

"pickled herring-merchant" as opposed to "pickled-herring merchant"

"deep-blue sea" as opposed to "deep blue sea"

"ill-educated child" as opposed to "ill educated child"

"eight-weekly visits" as opposed to "eight weekly visits"

- Hyphens are frequently used where one syllable ends and the next begins with the same letter (particularly if a vowel)

Example 1.27.

co-operate, pre-eminent and book-keeper, but refer also to special cases below.

- Use hyphens to add a prefix to a proper noun.

Example 1.28.

pre-Raphaelite, anti-Darwinian.

- Include hyphens when phrases are used adjectivally to express an idea.

Example 1.29.

never-to-be-forgotten moment

- Use hyphens when the adjective or noun precedes the word/s described and expresses an attribute.

Example 1.30.

the well-known case

- Do not use hyphens when the adjective or noun follows the word/s described.

Example 1.31.

the case is well known

- Use hyphens where either: (a) a noun and an adjective or a participle, or (b) an adjective and a noun are used in combination as a compound adjective.

Example 1.32.

a poverty-stricken family or blood-red hands

- Ending a page with a hyphen should be avoided if possible.

1.10 USE OF CAPITAL LETTERS

1.10.1 Key Style Rules

- **Key Rule:** The use of capital letters must be consistent.

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

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

1.10.2 Additional Guidance and Further Examples

- Capital letters are not used after hyphens in a narrative upper & lower case heading.

Example 1.33.

Low-cost Airlines

E-commerce Transactions

Sub-leasing Housing

- Legislation titles do take capital letters after hyphens.

Example 1.34.

Hire-Purchase Order 1965

- Use initial capitals for adjectives taken from proper nouns.

Example 1.35.

French language	Herculean task
The Conservative Party	Parliament had a late-night sitting
Judge Brown stated...	Bristol University
The King of France	The British Government

- Use initial capitals where a specific court is named or where a reference to a court can only possibly mean one particular court.
- Use initial capitals when referring to a particular office, organisation, body or person's full title.

Example 1.36.

Master of the Rolls	Lord Chief Justice
President of the Family Division	Attorney General
Official Solicitor	Director of Public Prosecutions
Director General of Fair Trading	Official Receiver
Secretary of State for the Home Department	Black Rod
Parliament	the House of Commons
the Government (a specific one—but government control)	the Stock Exchange
the Church (specific) (but a small country church, or church politics)	Roman Catholic
Buddhism	Christianity
HM the Queen	the Archbishop of Canterbury
the Pope (but papal elections)	God; (he, his, him (of deity), all without capitals unless these are strongly preferred)
the Prime Minister	

- Use initial capitals where a specific reference is made to a judge or recorder

Example 1.37.

a Judge in Lunacy

H.H. Judge Brown

Recorder Smith

- Use initial capitals where a tribunal is a single one of its kind or an appellate tribunal.

- Use initial capitals for organisations, ministries, departments, political parties and governmental bodies when their full name (or recognised equivalent) is being used.

Example 1.38.

Crown Prosecution Service	Department of Social Security
University of Westminster Examination Appeal Panel	Parliamentary Select Committee on Defence
Criminal Injuries Compensation Appeal Panel	Parole Board
Labour (as a party title)	the Labour Party Christian Democrat
Christian Democrat	

- Use initial capitals when abbreviating, or referring to abbreviated legislation.

Example 1.39.

Mental Health Act 1983 becomes "the Act"

Civil Procedure Rules 1998 becomes "CPR"

- Use initial capitals for rules and regulations only when referring to a specific set of rules or regulations or an entire statutory instrument.

Example 1.40.

(the) Return of Cultural Objects Regulations 1994

(the) Criminal Appeal Rules 1968

- Use initial capitals for Parts and Schedules.
- Use initial capitals for the following miscellaneous examples.

Example 1.41.

Class where referring to planning use classes e.g. Class 35	Command Papers
Convention (as Treaty)	Decree (where legislative)
Discussion Papers	Government (unless used generically, e.g. government control)
Green Papers	Parliament (unless used generically)
Parliamentary Paper	Planning Circular (but planning circular where the term is used generically)
Planning Policy Guidance (but planning policy guidance where the term is used generically)	Planning Policy statements
Practice Direction	Practice Statement
Statements of Standard Accounting Practice	Stock Exchange
the Church, but "a small country church" or church politics	White Papers
World Wide Web	

- Use initial capitals for the following European Union terminology:

Example 1.42.

Treaty	Directive
Regulation	Decision
Recommendation	Opinion
Joint Action	Common Position
Resolution	Notice
Communication	Member State
European Commission	

- Use initial capitals where referring to a specific person by title.

Example 1.43.

Sir Charles Smith

the Duke of Gateshead

the King of France

King Henry VIII

- Use initial capitals when referring to a specific area or political entity.

Example 1.44.

Northern Ireland

West Germany

South East Asia

Western philosophy (= Occident)

the wisdom of the East (= Orient)

- Capitalisation of geographic names should follow Sweet & Maxwell Taxonomy usage. The Taxonomy can be found at: S:\Taxonomy\taxview2.exe and P:\Public\Taxonomy\taxview2.exe.
- Use initial capitals when referring to eras of history and historic events.

Example 1.45.

Early Minoan	the Middle Ages
the Renaissance	the First World War
the Boston Tea Party	the South Sea Bubble
the Wars of the Roses	

- Use initial capitals for all words denoting places, belonging to a place or nationality; or belonging to a particular racial or ethnic background. The same applies for religious groupings.

Example 1.46.

English

European

Gypsy (n and adj) — only use lower case when using the strict legal definition to be found in some statutes and statutory instruments

Jew

Spaniard

Christians

Muslims

- Use initial capitals when referring to a specific trade name or company. The financial status should also take initial capitals.

Example 1.47.

a Fiat Brava	a Biro
a Boeing (but a jumbo jet)	Daz
Disprin	Hoover
Technicolor	Thermos (but if you do not mean specifically a Thermos flask it is better to refer to a vacuum flask)
Sellotape	Smith & Co (formerly Jones & Co)
Smith (otherwise Jones)	Smith (t/a AJ Packaging)
Smith & Co (In Administration)	Smith & Co (In Receivership)
Smith & Co (In Liquidation)	

- Take care with brand names which have become so successful that they are used in ordinary speech as a generic label for a class of products. Examples are Kleenex for facial tissues, Sellotape for any kind of transparent sticky tape, Hoover for any kind of vacuum cleaner.
- Use lower case initials where the connection between an adjective and the proper noun it derives from has become remote (i.e. semi-proprietary names).

Example 1.48.

wellington boot	chelsea bun
french toast	french windows
His taste in ties was very conservative	East European parliaments
It will be for a judge to decide	In a demonstration of university students
France needs a new king	government control

- Use the full name as normally spelt where a phrase has an acronym.

Example 1.49.

statutory maternity pay not Statutory Maternity Pay (SMP)

- Do not assume that because a phrase has an acronym that the first letters of each word in the phrase will be upper case. Refer to specialist sources to determine the correct capitalisation for acronyms.
- Use lower case initials when the reference to court is general or non-specific.

Example 1.50.

It would be for the court to decide...

The evidence before the youth court indicated that...

The clerk at the local magistrates' court...

The court of first instance held that...

- Use lower case initials when making general reference to a particular office, organisation, body or person's title.

Example 1.51.

...in the presence of a lord.....

...the secretary of state contended that.....

... the managing director was disqualified....

...the president shouted....

- Use lower case initials where making a general reference to a judge.

Example 1.52.

...a judge in chambers

...the judge expressed the view that...

- Use lower case initials for first instance tribunals.

Example 1.53.

employment tribunal

rent tribunal

rent assessment tribunal

- Use initial capitals for the following first instance tribunal.

Example 1.54.

First-tier Tribunal

- See the Courts.xls spreadsheet on the House Style Homepage for the titles of the chambers of the Upper Tribunal and First-tier Tribunal.
- Use lower case initials where organisations, ministries, departments, political parties and governmental bodies are referred to informally or generically.

Example 1.55.

The panel concluded.....

The board was found to be in error.....

The department had proved.....

The select committee decided.....

- Use lower case initial capitals for informal organisations.

Example 1.56.

The Sweet & Maxwell social committee

The cricket club management committee

- The word "committee" is not capitalised unless it forms part of a formal title.
- Use lower case initials for provisions of legislation (including foreign domestic legislation (i.e. of other countries), international and EU legislation) such as sections and articles.
- Use lower case initials when referring to a specific numbered rule or regulation within a set or a statutory instrument.

Example 1.57.

It was provided by reg.3 that...

- Use lower case initials for these miscellaneous examples.

Example 1.58.

green belt

internet

any kind of court document, e.g. writ, summons, divorce/winding up petition

- Use lower case initials for these European and international material examples

Example 1.59.

contracting states

contracting parties

signatory states

- Use lower case initials when referring to international law material and articles of treaties.
- Use lower case initials when referring to titles in the general sense.

Example 1.60.

...many kings and queens have failed to...

- Use lower case initials where referring to a general geographic area or point of compass (not a specific or a political entity).

Example 1.61.

northern England

in a northern part of the town

in a northwesterly direction

away to the north-west; north-north-west

in the east of the country

1.11 FOREIGN WORDS AND PHRASES

1.11.1 Key Style Rules

- **Key Rule:** Italicise all foreign words and phrases unless they have naturalised into English.

- **Key Rule:** 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.	eiusdem 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

1.11.2 Additional Guidance and Further Examples

- See Osborn's Concise Law Dictionary for meanings of foreign words and phrases.
- Do not italicise foreign company and organisation names.
- Indicate foreign words and phrases in headings by italicising/de-italicising as appropriate.
- Use accents where necessary in foreign languages.
- Do not use accents on capitals in French.
- Do not use diphthongs.
- Do not use ligatures.
- Do not use accents on Latin words.
- Use j in Latin words not i,

Example 1.62.

"jus" not "ius".

- Replace Latin terms with their English equivalent where possible.
- Avoid Latin terms unless applied to a specific legal term to describe a subject.

1.12 GENDER NEUTRAL NOUN USAGE

1.12.1 Key Style Rules

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

- **Key Rule:** 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.

1.12.2 Additional Guidance and Further Examples

- Do not refer to a single person generically when you are actually referring to a category of person.
- Re-phrase the sentence to use the plural if possible.

Example 1.63.

Customers would like to see their cases published in Current Law

instead of:

The customer would like to see his cases published in Current Law

- Alternatively, re-phrase the sentence to avoid the need for a pronoun. This is often achieved by changing from the active to the passive tense:.

Example 1.64.

The sum was to be disclosed to the judge after judgment had been given

instead of:

The sum was to be disclosed to the judge after he had given judgment

Or:

The customer went in search of a mechanic to ask for advice

instead of:

The customer went in search of a mechanic to ask him for advice

1.13 CONTRACTIONS AND ABBREVIATIONS

1.13.1 Key Style Rules

- **Key Rule:** Use the following commonly occurring contractions and abbreviations.

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

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
ln.	line
lnn.	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

1.13.2 Additional Guidance and Further Examples

- Archbold uses the abbreviations Sched. and Schedules for schedule and schedules.
- Trademark Handbook and Community Trade Mark Handbook use Article(s) instead of art. and arts for EU and International legislation.
- No full stop is needed in a contraction. In a contraction the last letter of the abbreviation is the same as the last letter of the full word.

Example 1.65.

Mr (Mister), Dr (Doctor), Mrs, Messrs, Mme, Ltd, St ("street" or "saint"), 1st, 2nd, 3rd, hr

- Capitalise an abbreviation only when it refers to a specific office, organisation or body. Also applies to "Chapter", "Part", "Volume", etc.

- Do not abbreviate “Appendix” or “Appendices”, to avoid confusion with the abbreviations for Application.
- In case citations: A, B, C do not take a full point if they are, for example, used as party names.
- On party names, court abbreviations, jurisdictions and citations, refer to the new hierarchy document, courts document. See Chapter 2 Citation of Authorities.
- Do not repeat the full point when an abbreviation falls at the end of a sentence.

Example 1.66.

She ate potatoes, carrots, spinach, etc

- Abbreviate countries only when used adjectivally. Spell out in full when used as a noun.

Example 1.67.

UK tax provisions

US Bankruptcy Code

EU citizen

But

...in the United Kingdom...

...the general budget of the European Union...

- For services with word limits in abstracts or when space is at a premium, countries can be abbreviated when used as a noun.

1.14 ACRONYMS

1.14.1 Key Style Rules

- **Key Rule:** Avoid acronyms if at all possible.

- **Key Rule:** Common acronyms may be used, but only if they exist in the Sweet & Maxwell Taxonomy. See S:\Taxonomy\taxview2.exe and P:\Public\Taxonomy\taxview2.exe

- **Key Rule:** Full points are not used in acronyms.

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

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

Example 1.68.

EU law

BBC

NHS

1.14.2 Additional Guidance and Further Examples

- Acronyms relating to commonly used terms in a subject-specific product or primary record, including references to legislation and regulatory guidance, may be used if they are consistent throughout the product.

Example 1.69.

PACE instead of the Police and Criminal Evidence Act in a criminal law book

or

PPG for Planning Policy Guidance

- Subject-specific acronyms should be spelt out in full when first mentioned, followed by the acronym in brackets and within quotation marks. Subsequently, then use the acronym on its own.
- Products including a high number of acronyms should include a table of acronyms/abbreviations.
- Case citations, case digests and products that make common reference to the courts always use abbreviated courts. Do not abbreviate courts in any other text.

1.15 TITLES AND QUALIFICATIONS

1.15.1 Key Style Rules

- **Key Rule:** Do not full point titles and qualifications.

Example 1.70.

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

- **Key Rule:** List qualifications in ascending order, starting with bachelor's degrees, followed by master's degrees and doctorates.

- **Key Rule:** Precede abbreviated titles and qualifications following a name with a comma.

Example 1.71.

John Smith, LLB (Hons)

Susan Wilkinson, MVO, MFH

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

Example 1.72.

Mary Arden QC

Mr F. Smith QC

1.16 FIGURES

1.16.1 Key Style Rules

- **Key Rule:** Spell out from one to nine only and use arabic numerals thereafter.

Example 1.73.

Three to six months

24–36 months

age nine

56 sheep, 25 lawyers

- **Key Rule:** 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 1.74.

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

1.16.2 Additional Guidance and Further Examples

- Express ordinals as words and numbers but never in superscript.

Example 1.75.

2nd, 3rd (not 2d, 3d; no points)

Third Army, Second Battalion, Fifth Regiment

- Use hyphenation in adjectival expressions:.

Example 1.76.

“A three-year-old boy” but “He was three years old”

“D, a 41-year-old builder” but “D, a builder aged 41”

- Use a comma when there are four or more figures.

Example 1.77.

2,160; 18,429

- Use numbers separated by colon for ratios.

Example 1.78.

1:5

- For fractions use words in text and footnotes but not in arithmetical equations or statistical tables.

Example 1.79.

two-thirds

three-eighths

half the proceeds

a quarter of the profit

two-thirds of the estate

- Space is only required where abbreviated words and their figure are not separated by a full point.

Example 1.80.

s.4

but

Pt 1

- A number starting a sentence is spelt out in words, except in mathematical work, legislation or legislation tables, or status information on Parliamentary Bills.
- Avoid long numbers at the beginning of a sentence.
- Telephone numbers are not hyphenated and do not have brackets.

Example 1.81.

020 7393 7000

- Percentages must be out in full in text rather than using the per cent symbol (%).

Example 1.82.

2 per cent.

- Use the per cent symbol (%) in tabular material, footnotes, calculations, diagrams and graphics where the per cent symbol (%) should be used.
- The symbol can be inserted on output from content centres if required.

1.17 DATES, TIMES, MONTHS, DAYS AND SEASONS

1.17.1 Key Style Rules

- **Key Rule:** Use American date format.

Example 1.83.

January 1, 2005.

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

Example 1.84.

08.00

23.45

- **Key Rule:** Names of months must be given in full in the main text.

- **Key Rule:** Names of months can be abbreviated in tables or footnotes.

Example 1.85.

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

- **Key Rule:** Names of days should normally be given in full.

- **Key Rule:** Names of days can be abbreviated in tables or footnotes.

Example 1.86.

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

- **Key Rule:** Seasons are written in lower case.

1.17.2 Additional Guidance and Further Examples

- Month precedes year with no contractions.

Example 1.87.

January 1993.

- Month precedes day where no year is indicated.

Example 1.88.

financial year ending March 31

the event takes place on November 1 every year

- In dates, the day precedes the month without a comma.

Example 1.89.

Monday December 3, 2001 not Monday, December 3, 2001

- Precede AD dates with abbreviation and follow BC dates with abbreviation.

Example 1.90.

AD 50

50 BC

- Centuries can be expressed as words or numbers, but must be consistent.

Example 1.91.

Twentieth century

20th century

- Where used adjectivally, only words should be used with hyphens.

Example 1.92.

fourth-century church

eighteenth-century house

1.18 MONEY, WEIGHTS AND MEASUREMENTS

1.18.1 Key Style Rules

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

Example 1.93.

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

- **Key Rule:** Express numbers in currency, weights and measurements as a numeral.

Example 1.94.

6km, 10kg, £12.67

- **Key Rule:** Use currency symbols for pounds, dollars and euros.

Example 1.95.

£5, \$5, €5

- **Key Rule:** Use a currency mnemonic with a space between mnemonic and amount in all other circumstances.

Example 1.96.

DM 9 million; FRF 1 million.

1.18.2 Additional Guidance and Further Examples

- Use m as an abbreviation for metres.
- Do not abbreviate million or miles.
- Do not mix imperial and metric measurements.
- Use an en-dash to express currency ranges.

Example 1.97.

£22,000–£45,000.

- Use abbreviations in general but spell out in isolated cases in the text.

Example 1.98.

it landed 3 inches away

- When using “million”, do not abbreviate currency, weight or measure.

Example 1.99.

100 million litres; 5 million square miles; £9 million

- Express temperature as 70°C; 35°F.
- Only abbreviate pence where the amount is less than £1 and no currency mnemonic is being used.

Example 1.100.

67p but £3.54.

- Pre decimal currency must be expressed as £1. 8s. 3d.
- Use the mnemonics GBP, EUR and USD in CAwCC, which can be converted to symbols on output if required.
- Use a currency mnemonic where necessary to define which dollars (i.e. Canadian, Australian, US, etc.) are being referred to in the text.

Example 1.101.

US \$100

- For currency mnemonics, see the ISO 4217 Maintenance Agency list of currency abbreviations, used by the international banking community. The latest list can be accessed at http://www.currency-iso.org/iso_index/iso_tables/iso_tables_a1.htm

Chapter 2. CITATION OF AUTHORITIES

2.1 BOOKS

2.1.1 Key Citation Rules

- **Key Rule:** Cite author surname and title of book in text where footnotes are used.

Example 2.1.

Pollock and Maitland, *The History of English Law*

Baxter and Davidson, *Studies in Accounting Theory*

- **Key Rule:** 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 2.2.

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.

- **Key Rule:** Include full citation in text if footnotes are not used.

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

Example 2.3.

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

- **Key Rule:** Include full citation in bibliographies. Author initial follows surname and volume statement replaces volume reference.

Pollock, S., and Maitland, T., *The History of English Law*, 2nd edn, 2 vols (Arnhem: Kluwer, 1911).

Chitty on Contracts, edited by H.G. Beale, 28th edn, 2 vols (London: Sweet & Maxwell, 1999).

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

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).

2.1.2. Additional Guidance and Further Examples

- Cite corporate authors as Organisation name followed by the Section/Department responsible.

Example 2.4.

Institute of Chartered Accountants in England and Wales. Accounting Standards Committee.

- Use forenames rather than initials where possible.
- Use et al. after the first name where there are more than three authors.

Example 2.5.

Rosemary Stewart et al.

- Include subtitle preceded by a colon where the main title is not clear or indicative as to content.

Example 2.6.

Accounting for the Effects of Changing Prices: a Handbook.

- Follow the editor's name by (ed.) or (eds).
- Omit the author where the title includes a statement of original authorship,

Example 2.7.

Chitty on Contracts.

- The subsidiary author is prefaced with 'edited by'.

Example 2.8.

Chitty on Contracts, edited by H.G. Beale

- A subsidiary author is one who is usually named as the editor of an edition of a work whose title includes the name of the original author. Chitty is the original author; H.G. Beale is the subsidiary author.
- In titles containing Book Review sections, the ISBN number of the book under review should also be provided.

2.2 ESSAYS IN COLLECTIONS

2.2.1 Key Citation Rules

- **Key Rule:** Cite author surname and title of essay in text where footnotes are used. Title in roman with quote marks.

Example 2.9.

Maitland, "The Mystery of Seisin"

- **Key Rule:** Include full citation in footnote or cases referred to field:

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

Example 2.10.

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

- **Key Rule:** Include full citation in text if footnotes are not used.

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

Example 2.11.

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

- **Key Rule:** Include full citation in bibliographies. Author initial follows surname and essay title is followed by a full point.

Example 2.12.

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

2.3 LEGAL PERIODICALS

2.3.1 Key Citation Rules

- **Key Rule:** Cite author surname and title of article in text where footnotes are used. Title in roman with quote marks.

Example 2.13.

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"

- **Key Rule:** Include full citation in footnote:

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

Example 2.14.

Analytical Citation

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

Example 2.15.

LJI Citation

Joshua Getzler, “Forfeiture for breach of a time condition”, L.Q.R. 2004, 120(Apr), 203–208.

W. Pengilley, “Restraint of Trade and Antitrust: A Pigskin Review Post Super League”, Canterbury L. Rev. 1997, 6, 610–670.

Bob Reynolds, “From Congress with love to Group A”, Accountancy 2004, 133(1327), 64–65.

Adrienne Margolis, “All hooked up”, I.H.L. 2004, 117(Feb), 30,32–33 or
Adrienne Margolis, “All hooked up”, In House Lawyer 2004, 117(Feb), 30,32–33.

- **Key Rule:** Include full citation in text where footnotes are not used.

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

Example 2.16.

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

- **Key Rule:** Include full citation in bibliographies. Author initial follows surname.

Example 2.17.

Pengilly, W. "Restraint of Trade and Antitrust" (1997) 6 Canterbury L. Rev. 610, 650–656. [Analytical format]

Reynolds, Bob "From Congress with love", *Accountancy* 2004, 133(1327), 64–65. [LJI format]

2.3.2 Additional Guidance and Further Examples

- A "Journals Abbreviation List" document can be found on the House Style Homepage.
- Order of citation elements. Two formats are used, 1) Analytical format, 2) LJI format.
- Analytical Format: (Year) Volume Journal title or abbreviation Pages

Example 2.18.

(2004) 120 L.Q.R. 203

- Some legal journals are paginated separately in each issue. These journals therefore require the issue month or number in their citation, in brackets after the volume number, e.g. 120(Apr).
- Consult the list of "Journals separately paginated" on the House Style Homepage to find out which journals this concerns.
- Give the first page only rather than the page range.
- Use the format 30, 34 if referring to a particular page.
- Spaces between the numbers and the commas.
- LJI Format: Journal title or abbreviation, Year, Volume(Issue), Pages

Example 2.19.

L.Q.R. 2004, 120(Apr), 203–208

- Use the format 46–48 for consecutively numbered pages.
- Use the format 46,48 for non-consecutively numbered pages.
- No spaces between the numbers and the commas
- Use the format 203–208 at p.204 if referring to a particular page.

2.4 BOOK REVIEWS

2.4.1 Key Citation Rules

- **Key Rule:** Cite author surname and title of book in text where footnotes are used and precede with "review of"

Example 2.20.

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

- **Key Rule:** 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 2.21.

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]

- **Key Rule:** Include full citation in text where footnotes are not used.

- **Key Rule:** Use author surname, title, year and review information for subsequent references.

Example 2.22.

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

- **Key Rule:** Include full citation in bibliographies. Author initial follows surname

Example 2.23.

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]

2.5 LOOSELEAFS

2.5.1 Key Citation Rules

- **Key Rule:** Cite title in italics in all text.

Example 2.24.

Totty and Moss on Insolvency.

- **Key Rule:** 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 2.25.

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.

- **Key Rule:** Cite title for all subsequent references.

- **Key Rule:** Include full citation in bibliographies. Use a volume statement that includes all volumes of the work.

Example 2.26.

Encyclopedia of Housing, (London: Sweet & Maxwell), Vols 1–4

2.6 GOVERNMENT PUBLICATIONS

2.6.1 Key Citation Rules

- **Key Rule:** Cite author and title in text where footnotes are used.

Example 2.27.

Law Reform Committee, *First report of the Law Reform Committee*

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

Law Commission, *Restitution: mistakes of law and ultra vires public authority receipts and payments*

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*

House of Commons. Liaison Committee, *Annual report for 2003 first report of session 2003–04: report, together with appendices and formal minutes*

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

- **Key Rule:** Include full citation in footnote:

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

Example 2.28.

Law Reform Committee, *First report of the Law Reform Committee* (HMSO, 1963), Cmnd.641

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

Law Commission, *Restitution: mistakes of law and ultra vires public authority receipts and payments* (HMSO, 1994), Law Com. No.227, Cm.2731

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)

House of Commons. Liaison Committee, *Annual report for 2003 first report of session 2003–04: report, together with appendices and formal minutes* (The Stationery Office, 2004), HC Paper No.446 (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

- **Key Rule:** Include full citation in text where footnotes are not used.

- **Key Rule:** Cite author and title for subsequent references.

- **Key Rule:** Include full citation in bibliographies.

2.6.2 Additional Guidance and Further Examples

- Use a comma in the names of Government Departments and similar bodies where necessary.

- The Taxonomy does not use commas and should not be followed for government departments.

Example 2.29.

Department of Culture, Media and Sport

- Use italics for the title with initial capital for first word only.
- In CAwCC use initial caps for the whole title and don't use italics.
- Use n.d. if no date of publication is given
- Use the correct abbreviation for publication series and command papers, this has varied over the years as follows:

Example 2.30.

1836–69, 1870–99	C.
1900–18	Cd.
1919–56	Cmd.
1956–85	Cmnd.
1986 to date	Cm.
House of Commons papers	HC
House of Lords Papers	HL

- Cite by volume number, column and date.

Example 2.31.

Hansard, HC Vol.457, col.999 (December 18, 2001)

- The year may be substituted for the exact date.
- Hansard is a journal so should always be in italics.
- Use HL for House of Lords.
- Use HC for House of Commons.
- Do not include the House for references before 1909 as the two Houses did not have separate volumes for their debates.

Example 2.32.

Parl. Deb., Vol.37, ser.4, col.445 (February 17, 1896)

- Use italics for text of written answers.
- Cite Parliamentary Journals by volume, page and date.

Example 2.33.

207 H.C.J. 117 (March 4, 1952)

171 H.L.J. 256 (June 20, 1939)

2.7 CDs and DVDs

2.7.1 Key Citation Rules

- **Key Rule:** Cite title of CD/DVD in italics in text where footnotes are used.

Example 2.34.

Current Legal Information

- **Key Rule:** 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 2.35.

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

- **Key Rule:** Include full citation in text where footnotes not used.

- **Key Rule:** Cite title for subsequent references.

- **Key Rule:** Include full citation in bibliographies

2.8 ONLINE PUBLICATIONS/BLOGS

2.8.1 Key Citation Rules

- **Key Rule:** Cite author surname and title of article in text where footnotes are used.

Example 2.36.

Cross, "A Guide to Citing Internet Sources"

- **Key Rule:** 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 2.37.

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].

- **Key Rule:** Include full citation in text where footnotes not used.

- **Key Rule:** Cite author surname and title in subsequent references.

- **Key Rule:** Include full citation in bibliographies. Author initial follows surname.

2.9 E-TERMINOLOGY

2.9.1 Key Citation Rules

- **Key Rule:** Use italics for website addresses (not underlined or in bold).

- **Key Rule:** Include “http” at the start of the website address.

- **Key Rule:** 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 2.38.

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

- **Key Rule:** Do not italicise email addresses:

Example 2.39.

an.author@nottingham.ac.uk.

- Do not validate or add accessed dates to website addresses that appear in judgments.

2.9.2 Additional Guidance and Further Examples

- Archbold underlines but does not italicise web addresses.
- Use the supplied cite if in doubt as to how to cite internet material.
- Use the following spelling, hyphenation and capitalisation.

Example 2.40.

internet

intranet

email

e-commerce

e-mindset

e-information

online

- The whole website address and accessed date should be repeated. This applies to both main text and footnote material.
- Repeat only the author’s surname and abbreviated title, together with the website address and accessed date, if bibliographic details have already been given of a document on the website cited.

2.10 NEWSPAPERS, VISUAL MEDIA, MISCELLANEOUS

2.10.1 Key Citation Rules

- **Key Rule:** Use italics for the name of newspapers.

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

Example 2.41.

The Times, The Economist, The Sun

But note

Daily Telegraph, Daily Express, Daily Mail

- **Key Rule:** Use initial caps and italics for titles of films, plays and television programmes.

- **Key Rule:** Use quotation marks to enclose the title of poems and do not italicise title.

- **Key Rule:** Cite biblical reference as book no., title, chapter and verse.

Example 2.42.

I John iii, 4,5

Matthew ii, 6

2.10.2 Additional Guidance and Further Examples

- Trademark Handbook and Community Trade Mark Handbook do not italicise the name of the newspaper
- For cases reported in newspapers cite as follows: *Smith v Smith, The Times*, January 1, 1994. (reference to cases section)
- For articles, etc. cite as follows: *The Times*, August 5, 1994, p.5.
- Use italics for the series and roman for the programme in double quotes when an individual programme within a television series is referred to.

Example 2.43.

World in Action, "The State of the Legal System"

2.11 CASES: ENGLAND

2.11.1 Key Citation Rules

- **Key Rule:** Cite shortened case name, refer to one party only, or use nickname in text where footnotes or cases referred to fields are used.

Example 2.44.

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

- **Key Rule:** Include full citation in footnote or cases referred to field:
 - 1) Party names in italics separated by a v without a full point.
 - 2) Media neutral citation and law report reference(s) (where available).
 - 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 2.45.

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)

- **Key Rule:** Include full citation in text if footnotes or cases referred to fields are not used.

- **Key Rule:** 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

- **Key Rule:** Validate all citations against the S3C via CaseSearch or use relevant CMS validation tool.

- **Key Rule:** Include up to three citations in cases references in footnotes and cases referred to lists in law reports.

- **Key Rule:** Do not add to citations in text of judgments, simply validate them against the S3C via CaseSearch.

- **Key Rule:** Do not add to citations in main text of headnotes, simply validate them against the S3C via CaseSearch.

- **Key Rule:** See the hierarchy document on the House Style Homepage for full details of the correct order of citations.

- **Key Rule:** Use media neutral citation for all High Court, Court of Appeal (civil and criminal divisions), House of Lords/Supreme Court and Privy Council cases after January 11, 2001.

Example 2.46.

Smith v Jones [2001] EWCA Crim 10

DPP v Grant [2001] EWHC Admin 111

- **Key Rule:** Use media neutral citation as first citation in string of citations.

Example 2.47.

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

- **Key Rule:** In general, the following order of citations applies to UK cases:

- 1) Media neutral citation (if available)
- 2) Official Law Reports (A.C., Q.B., K.B., Ch. etc) citation
- 3) Weekly Law Reports (W.L.R.) citation
- 4) All England Reports citation (if no Law Reports or Weekly Law Reports citation)
- 5) Sweet and Maxwell law report citation
- 6) Other law report citation.

- **Key Rule:** In general, the following order of citations applies to EU cases:

- 1) Official European Court Report (E.C.R.) citation
- 2) Common Market Law Report (C.M.L.R.) citation
- 3) Other Sweet and Maxwell law report citation
- 4) Other law report citation.

- **Key Rule:** For UK cases substitute a Sweet and Maxwell law report citation for third citation in string if the Sweet and Maxwell law report citation is outside the top three citations based on the above hierarchy.

- **Key Rule:** Substitute author's citation for third citation in string if the author's citation is outside the top three based citations on the above hierarchy.

- **Key Rule:** Use square brackets around year where this forms integral part of citation of law report.

Example 2.48.

[1962] A.C. 496

- **Key Rule:** Use round brackets when law reports are referred to by volume numbers.

Example 2.49.

(1963) 113 L.J. 420

- **Key Rule:** Use round brackets for all pre-1891 reports.

- **Key Rule:** Do not use comma before or after year where round or square brackets used.

- **Key Rule:** Include volume number before abbreviation of report where the series is numbered consecutively in a particular year and retain square brackets.

Example 2.50.

[2011] 1 Cr. App. R. 1

- **Key Rule:** Refer to first page of report in citation.

Example 2.51.

Rye v Rye [1994] A.C. 496

- **Key Rule:** Use “at” when referring to pages of law reports. Do not use “p.” Where subsequent pages of a law report are referred to, also include a reference to the first page of the report.

Example 2.52.

Rye v Rye [1994] A.C. 496 HL at 500

Rye v Rye [1994] A.C. 496 HL at 500, 503–505

- **Key Rule:** Reference all post January 11, 2001 Sweet & Maxwell law reports to case and paragraph number rather than page number. Paragraph numbers in square brackets.

Example 2.53.

R. (on the application of Crouch) v DPP [2009] P.N.L.R. 1 QBD at [1], [3] and [5]-[6]

- **Key Rule:** Cr. App. R and Cr. App. R.(S.) are exceptions and the page number is included in addition to the case and paragraph number. It appears in round brackets after the case number.

Example 2.54.

[2002] 1 Cr. App. R.(S.) 12 CA (Crim Div) (p.64) at [77]

- **Key Rule:** For non-Sweet and Maxwell law reports and pre-2001 Sweet and Maxwell law reports, where there are multiple references to page and paragraph numbers, use “at” and commas as per the example below.

Example 2.55.

Kay v Lambeth [2006] 2 A.C. 465 at 491–492, [29]-[30]

- **Key Rule:** Use square brackets for references to paragraph numbers of judgments in UK, EU and international cases. Also use square brackets for paragraphs of AG opinions.

- **Key Rule:** Use name of judge and show office by initials after name when referring to a particular judge. No comma between name and initials.

Example 2.56.

Lawton J.

Smith L.J.

Jones J.S.C.

2.11.2 Additional Guidance and Further Examples

2.11.2.1 Forenames

- Omit forenames in civil cases
- However, include forenames where necessary for greater ease of distinction such as in parties with common surnames.

Example 2.57.

Jones (Stephen) v Smith (Terry)

- Where forenames occur in the names of organisations they should appear in the order normally found in that name.

Example 2.58.

John Menzies, not Menzies (John)

- Criminal cases should include the surname and up to two forenames.
- Titles of organisations should be repeated as stated in the report.

Example 2.59.

Sugden v Lord St Leonards

2.11.2.2 Surnames

- Ascertain whether there are any previous instances where the same surname has appeared in a case and then decide whether it would be helpful to customers to include the parties' forenames.
- There is no strict rule on the citation of common surnames, so commonsense should be applied in the first instance. The citation largely depends on how many cases have been heard in the past which have the same party names as those in the case to be cited.
- Where both party names are the same add the forenames.
- Where the party names are different, distinguishing the case from others becomes easier, so whereas *Jones v Jones* may include both parties' forenames, *Jones v Whalley* wouldn't require any forenames.

2.11.2.3 Company names

- Cite the names of limited companies and unincorporated firms using the full name and standard abbreviation for the type of company.

Example 2.60.

John Menzies Plc

Tiffany & Co

- Do not use full stops or spaces between initials.
- Do not full point type of company abbreviation.

Example 2.61.

Co instead of Company

Ltd instead of Limited

Plc instead of Public Limited Company

Corp instead of Corporation

Inc instead of Incorporated

Bros instead of Brothers

cyf instead of "Cyfyngedig"

ccc instead of "Cwmni cyfyngedig cyhoeddus"

- If a company name has two initials separated by an "&", there should be no spaces between the initials and the "&"
- Use "&" unless absolutely certain that a company name is expressed with the word "and".

Example 2.62.

W&J Smith.

- Do not use full points where the company name in common use is an acronym

Example 2.63.

BBC

IBM

ICI

- Where the name of a firm could easily be mistaken for the name of a person, use (A Firm) next to the party name.

Example 2.64.

J. Seasons (A Firm)

- Cite parties trading as in brackets.

Example 2.65.

Taylor v Smith (t/a Smith's Supplies Ltd)

- Descriptions in case names are capitalised as follows:

Example 2.66.

Smith & Co (formerly Jones & Co)

Smith (otherwise Jones)

Smith (t/a AJ Packaging)

Smith & Co (In Administration)

Smith & Co (In Receivership)

Smith & Co (In Liquidation)

2.11.2.4 Multiple parties

- Where there is more than one party on either side, name the first party only.
- Do not add "& Ors" or "& Another" or "*et al.*" or any other similar abbreviation.

2.11.2.5 Sub noms

- Use "sub nom." (under the name of) where it is necessary to indicate that a case has appeared in one report under a different name than in another.

Example 2.67.

R. v Stafford Justices Ex p. Ross; sub nom. *R. v Stafford Borough Justices Ex p. Ross*
[1962] 1 W.L.R. 456; [1962] 1 All E.R. 540 DC.

- It is usually only necessary to give the sub nom and both citations in text and footnotes when they vary a great deal, and the reader would not be aware that the two reports were of the same case.

2.11.2.6 Joined Cases

- Where two or more cases are heard together and only one judgment is handed down the style for citing reports is as follows:

Example 2.68.

Smith v Jones; Williams v Bloggs [2002] 1 All E.R. 7 QBD.

2.11.2.7 Multiple citations

- Separate references to each case and each citation with a semi-colon.

Example 2.69.

Barnet LBC v Hurst [2002] EWCA Civ 1009; [2003] 1 W.L.R. 722; *Rye v Rye*
[1994] A.C. 496 HL

2.11.2.8 Shortened Names

- In works on criminal law, it is permissible to cite the case by the name of the defendant only.
- Some historic cases may only be cited in an abbreviated form.

Example 2.70.

Fibrosa Case

- Cases cited only in this form have "Case" as follows: *Shelley's Case*, i.e. capitals and italics where the word Case has become part of the actual name of the case.

2.11.2.9 Media neutral citations

- Since January 11, 2001, judgments deriving from the High Court (all divisions), from the Court of Appeal (civil and criminal divisions), from the House of Lords/Supreme Court, and from the Privy Council have been issued with unique judgment numbers, which form part of a "media neutral citation". The judgments are numbered in the following way:

Court of Appeal (Civil Division)	[2011] EWCA Civ 1, 2, 3, etc.
Court of Appeal (Criminal Division)	[2011] EWCA Crim 1, 2, 3, etc.
High Court (Administrative Court) (pre-January 12, 2002)	[2011] EWHC Admin 1, 2, 3, etc.
House of Lords	[2011] UKHL 1
Privy Council	[2011] UKPC 2
Privy Council (for Devolution cases)	[2011] UKPC D3
Supreme Court	[2011] UKSC 4

- From January 12, 2002, all High Court judgments were provided with a media neutral citation and assigned a relevant suffix to indicate which division of the High Court heard the case to be included in citations:

Administrative Court	(Admin)
Admiralty	(Admlty)
Chancery Division	(Ch)
Commercial Court	(Comm)
Family Division	(Fam)
Patents Court	(Pat)
Queen's Bench Division	(QB)
Technology and Construction Court	(TCC)

- Include the court suffix in EWHC citations for cases decided after January 12, 2002.

Example 2.71.

Gibson Investments Ltd v Chesterton Plc (No.1) [2002] EWHC 19 (Ch)

Abbott Laboratories Ltd v Medinol Ltd [2010] EWHC 2285 (Pat)

Omega Proteins Ltd v Aspen Insurance UK Ltd [2010] EWHC 2280 (Comm)

- Titles produced through SMART do not include the court suffix.

2.11.2.10 Court of Decision

- See the courts document on the House Style Homepage for a full list of court abbreviations.
- Include subdivisions of Court of Appeal in brackets.

Example 2.72.

[1995] 1 Cr. App. R. 263 CA (Crim Div)

- Include location of county courts in brackets after court abbreviation.

Example 2.73.

CC (Worthing)

- Court abbreviation can be added to EWHC (Admin) media neutral citation if it is necessary to distinguish between decisions of a Divisional Court, comprising at least two judges, and those of a single-judge High Court.

Example 2.74.

Wandsworth BC v Adrenalin Advertising Ltd [2011] EWHC 1040 (Admin) DC

2.11.2.11 Admiralty Cases

- Cite Admiralty cases by the name of the parties and the name of the ship in parentheses

Example 2.75.

Ellis Shipping Corp v Voest Alpine (The Mermaid)

- Where the parties are cargo owners and ship owners, the case should be cited as

Example 2.76.

Owners of the Titanic v Owners of the Cargo Lately Laden on Board The Titanic (The Titanic)

2.11.2.12 Judicial Reviews

- Citation styles for judicial reviews changed on October 2, 2000 in accordance with the *Practice Direction (Administrative Court: Establishment)* reported in [2000] 1 W.L.R. 1654.
- Cases heard before October 2, 2000 should be cited: *R. v Immigration Appeals Tribunal Ex p. Zazoun*.
- Cases heard after October 2, 2000 should be cited: *R. (on the application of Zazoun) v Immigration Appeals Tribunal*.

2.11.2.13 Administrative Tribunals

- Cite Employment Appeals Tribunal cases by party name and transcript number.

Example 2.77.

London Metropolitan University v Sackur EAT/0286/06/ZT

- Cite other tribunal decisions by an appropriate description with the number and last two figures of the year.

Example 2.78.

Social Security Decision No. R (G) 1/93

2.11.2.14 Yearbooks and Court Rolls

- Cite cases in Yearbooks by the year in round brackets, the abbreviation Y.B., the term (if known) and the regnal year or years, with the number of the plea or folio or both.

Example 2.79.

(1466) Y.B.Mich. 6 Edw. 4, pl, 18, f.7

- Cite cases in the Rolls Series of Year Books, or those printed by the Selden Society or Ames Foundation, by the regnal years, an abbreviation of the series, society or foundation, and the page of the volume.

Example 2.80.

(1341) Y.B. 14 & 15 Edw. 3 (R.S.) 260

2.11.2.15 Unreported Cases

- Include name, unreported reference, date and court where case has neither media neutral citation nor law report citation.
- Do not include commas between these elements.

Example 2.81.

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

- White Book style is *Smith v Jones*, June 4, 2007, unrep

2.11.2.16 Italicisation in Case Citations

- Italicise case names.
- Where a case has given its name to a legal concept or procedure, italicise the case name but not the concept or procedure.

Example 2.82.

Newton hearing

Wednesbury unreasonableness

Moorov corroboration

Norwich Pharmacal orders

Rylands v Fletcher liability

Smith v Manchester damages

- Do not italicise the law report reference or media neutral cite.

2.11.2.17 Expressions in Case Citations

- In criminal cases abbreviate the Sovereign to "R." .
- Abbreviate Attorney General to "Att Gen".

Example 2.83.

Att Gen (Australia) v Smith

- Attorney General is spelt in full within the content centres and in White Book.

Example 2.84.

Attorney General v MGN Ltd

- Spell "affirmed" or "affirming" out in full and set in roman.
- In reports of the old action for ejectment the fictitious plaintiff is named, followed by "d." ("on the demise of"), followed by the names of the parties.

Example 2.85.

Doe d. Banning v Griffin.

- Deceased – express as *Duke of Westminster (Deceased) v Regis Group (Barclays) Ltd* .
- In text and footnotes, express "Re" and "In the Matter of" cases by preceding the case name with "Re"

Example 2.86.

Re Smith

Re King

Re IMG Pension Plan

- Abbreviate Ex parte to Ex p.
- In Archbold Ex p takes a lower case e and is preceded by a comma.
- Use the following abbreviations:

AHA	Area Health Authority
BC	Borough Council
CBC	County Borough Council
CC	County Council
DC	District Council (NB: also means Divisional Court)
DHA	District Health Authority
DPP	Director of Public Prosecutions
HA	Health Authority
LBC	London Borough Council
LEA	Local Education Authority

MBC	Metropolitan Borough Council
MDC	Metropolitan District Council
NHS	National Health Service
RBC	Royal Borough Council
RDC	Rural District Council
RLBC	Royal London Borough Council
RHA	Regional Health Authority
UDC	Urban District Council

- Commonly used abbreviations for company and organisation names:

BBC	British Broadcasting Corporation
IBM	International Business Machines
ICI	Imperial Chemical Industries
NSPCC	National Society for the Prevention of Cruelty to Children
RSPCA	Royal Society for the Prevention of Cruelty to Animals
RSPB	Royal Society for the Protection of Birds

2.11.2.18 Use of capitals when referring to courts

- Use initial capitals only when referring to the full name of a court.

Example 2.87.

Earlier this year the Court of Appeal held that...

The Divisional Court found that there was no point...

- Use lower case “c” for references to courts generally and where a court is referring to itself or another court generally.

Example 2.88.

...as can be seen from an earlier decision of this court.

The Court of Appeal decided on the issue in 2009. In that decision, the court stated that....

2.11.2.19 Judges

- Use lower case “j” for references to judges generally.

Example 2.89.

a judge in chambers

- Use initial capital “J” for specific references to particular judge.

Example 2.90.

a Judge in Lunacy

H.H. Judge Brown (in county court)

- Duplicate relevant initials (without full stop between) when two or more judges of a superior court are named.

Example 2.91.

Coleridge and Crompton JJ.

Gurney, Alderson and Parke BB.

Scrutton and Bankes L.JJ.

- Note the following abbreviations.

B.	Baron (Exchequer)
C.	Chancellor of the High Court
C.B.	Chief Baron (Exchequer)
C.J.	Chief Justice (sometimes followed by K.B. or Q.B. for King's or Queen's Bench, or C.P. for Common Pleas)
H.H.	His/Her Honour. Used for Circuit judges
J.	Justice
J.A.	Judge of Appeal (Courts of Appeal and Crown Cases Reserved; in use only for a short time after 1875) (Smith J.A.)
J.O.	Judge Ordinary (Divorce Court; 1858–1875)
J.S.C.	Justice of the Supreme Court
L.C.	Lord Chancellor
L.C.B.	Lord Chief Baron (Exchequer)
L.C.J.	Lord Chief Justice
L.J.	Lord Justice (Court of Appeal)
L.K.	Lord Keeper
M.R.	Master of the Rolls
V.C.	Vice-Chancellor (Chancery)

- The head of the Chancery Division was known as the Vice-Chancellor until October 2005 when that title was changed by the Constitutional Reform Act 2005 to Chancellor of the High Court.
- Only use comma after initials where syntax demands.

Example 2.92.

A court composed of Lord Denning M.R., Harman and Diplock L.JJ. decided

- Refer to Lord Chief Justice of England by title and name, followed by initials indicating office.

Example 2.93.

Lord Judge C.J. not Judge L.C.J.

- Refer to judicial peers in Supreme Court by title and name followed by initials.

Example 2.94.

Lord Clarke J.S.C.

Lords Clarke and Walker JJ.S.C.

- Include details of particular role held in the Supreme Court in brackets.

Example 2.95.

Lord Phillips J.S.C. (President)

Lord Hope J.S.C. (Deputy President)

- Refer to President of Queen’s Bench Division by title, name and specific role in brackets.

Example 2.96.

Sir John Thomas (President QBD)

Sir Nicholas Wall (President QBD (Fam Div))

- Refer to circuit judges as H.H. Judge plus surname.

Example 2.97.

H.H. Judge Brown.

- Refer to district judges as District Judge plus surname.

Example 2.98.

District Judge Smith

- Refer to immigration judges as Immigration Judge plus surname.

Example 2.99.

Immigration Judge Smith

Senior Immigration Judge Jones

- Refer to Adjudicator to the Land Registry, not Adjudicator to HM Land Registry. Abbreviate to “the Adjudicator”.
- Introduce authority for specific judicial comment with word “per”.

Example 2.100.

per Scrutton L.J.

(per Scrutton L.J.)

2.11.2.20 Practice Directions (from courts)

- Use Practice Direction followed by abbreviated name of applicable court and descriptive phrase of practice direction in brackets followed by the law reports citation where available.

Example 2.101.

Practice Direction (Fam Div: Ancillary Relief: Costs) [2011] 1 W.L.R. 1

Practice Direction (QBD: Magistrates Courts: Anti Social Behaviour Orders: Composition of Benches) [2011] 1 W.L.R. 2

- Italicise Practice Directions from courts in print products.

2.11.2.21 Northern Ireland Practice Directions

- Use Practice Direction and number and year followed by abbreviated name of applicable court and descriptive phrase of practice direction in brackets.

Example 2.102.

Practice Direction No.6 of 2002 (QBD (Comm) (NI): Expert Evidence)

2.12 CASES: SCOTLAND

2.12.1 Key Citation Rules

- **Key Rule:** Cite Scottish cases generally as for English cases.

2.12.2 Additional Guidance and Further Examples

- Never use “Re” in Scottish cases.
- Never use “Ex p.” in Scottish cases.
- Never use “R. (representing the Crown)” in Scottish cases.
- Include procedure being used in certain Scottish cases.

Example 2.103.

MacDonald, Petitioner

Stewart’s Trustees, Special Case

MacKinnon, Noter

- Refer to local authorities as City Council or Council.
- Refer to Western Isles Council and use Gaelic name “Comhairle nan Eilean Siar” as the sub nominee.
- Refer to HM Advocate as prosecutor in criminal cases.
- Cite surname of Procurator Fiscal as prosecutor in criminal cases.
- Cite cases by married surname when a married woman is a party to a case and her maiden name is stated in the report first.

Example 2.104.

Donoghue v Stevenson not McAlister or Donoghue v Stevenson

- Cite official title in civil proceedings on behalf of a government department by the Lord Advocate.

Example 2.105.

Lord Advocate v Brown

- Cite Trustees, Judicial Factors, Executors etc by name of trustor etc.

Example 2.106.

Smith's Trustees

- Render both the apostrophe and turned apostrophe in Scots names as "Mc".

Example 2.107.

McLeod, McKechnie not *M'Leod, M'Kechnie*

- Use round brackets (parentheses) where reports are referred to by volume number.

Example 2.108.

(1873) 1 R. 93

- Do not use brackets where year forms integral part of citation of the report.

Example 2.109.

1964 S.L.T. 93

- Do not use brackets for Session Cases (S.C.) citations from 1907 onwards.

Example 2.110.

1907 S.C. 40.

- Do not use brackets for Scots Law Times (S.L.T.) citations from 1909 onwards.

Example 2.111.

1909 2 S.L.T. 20

- Do not use volume number for Scots Law Times citations from 1922 onwards (one volume a year only).

Example 2.112.

1922 S.L.T. 93

- Never use square brackets in Scottish citations.
- Include initials of court giving decision in abbreviation of certain reports.

Example 2.113.

1964 S.C. (S.C.) 40 [Court of Session from 1907]

1964 S.C. (HL) 40 [House of Lords from 1907]

1907 S.C. (J) 40 [Court of Justiciary from 1907 to end of 1916]

1917 S.C. (J.C.) 93 [Court of Justiciary from 1917]

- Include initials of court at end of citation where appropriate.
- The President of the Court of Session is known as the Lord President, and presides in the First Division of the Inner House; the Lord Justice-Clerk presides in the Second Division. Each Division includes three other Lords of Session, three judges making a quorum. An Extra Division, comprising any three Court of Session judges, may be convened to deal with additional appeal business. Seventeen Lords of Session, known as Lords Ordinary, sit singly in the Outer House. The same 25 judges exercise criminal jurisdiction in the High Court of Justiciary, sitting singly in cases of first instance. The Lord President, in his capacity as Lord Justice General of Scotland is also president of that court. Although the Scottish judges are not as a rule peers, they have the courtesy title of "Lord" and are so referred to individually.
- Since January 1, 2005, all case opinions from the Court of Session, High Court of Justiciary and Court of Criminal Appeal have been issued with a unique number, which forms a "media neutral citation". Opinions will be numbered as follows:

Court of Session, Outer House	[2005] CSOH 1, 2, 3, etc.
Court of Session, Inner House	[2005] CSIH 1, 2, 3, etc.
High Court of Justiciary	[2005] HCJ 1, 2, 3, etc.
Court of Criminal Appeal	[2005] HCJAC 1, 2, 3, etc.

- Also, with effect from January 1, 2005, all opinions will be issued with paragraph numbering but no page numbers. Any particular paragraph of the case to be referred to should be cited in square brackets at the end of the media neutral citation

Example 2.114.

Smith v Brown [2005] HCJAC 1 [12]

2.13 CASES: IRELAND

2.13.1 Key Citation Rules

- **Key Rule:** Cite Irish cases generally as for English cases.

- **Key Rule:** How the Individual Reports should be cited:

Irish Jurist Reports (1935 to date):	[1964] Ir.Jur.Rep
but note:	[1962–63] Ir.Jur.Rep
Irish Law Times Reports (1867 to date):	(1960) 96 I.L.T.R.

2.14 LEGISLATION: ENGLAND AND WALES

2.14.1 STATUTES

2.14.1.1 Key Citation Rules

- **Key Rule:** 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 2.115.

Law of Property Act 1925 s.32

or

s.32 of the Law of Property Act 1925

- **Key Rule:** Do not apply house style rules to spelling and hyphenation of statute titles. Titles should be exactly as they appear on the Legislation.gov website <http://www.legislation.gov.uk/>.

- **Key Rule:** 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 2.116.

Income and Corporation Taxes Act 1988 (ICTA)

- **Key Rule:** 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 2.117.

the 1925 Act

the Act

ICTA

- **Key Rule:** 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 2.118.

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

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

- **Key Rule:** For subsequent references in footnotes use acronym or abbreviated title.

- **Key Rule:** Abbreviate provisions of statutes based on the house style guide abbreviations list.

Example 2.119.

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

- **Key Rule:** Do not include section subdivision abbreviations if they form part of a longer reference.

Example 2.120.

Road Traffic Act 1960 ss.16(1), (2), 17(3)(a)(ii)

- **Key Rule:** Do not repeat section number or use plural section abbreviation when citing two subsections in the same section

Example 2.121.

s.4(3) and (4)

not

ss.4(3) and 4(4)

- **Key Rule:** Use arabic numerals for paragraphs of Schedules and contain any subparagraphs in parentheses.

Example 2.122.

Sch.8 para.1(2).

- **Key Rule:** Use initial capital when referring to Parts, Chapters and Schedules

- **Key Rule:** Use "Schedule to the Act" in descriptive text, not "of" as this is the most common form.

- **Key Rule:** Do not abbreviate provisions in text if they appear at the start of a sentence or if provision is referred to without a number.

Example 2.123.

...company receiving the distribution. Section 930 then introduces...

By this section it is laid down...

Part 9 of the Act states...

...considering the Schedule states that....

2.14.1.2 Additional Guidance and Further Examples

- Chapter numbers can be added for a complete citation.
- Chapter numbers are the sequential numbers allocated to Acts upon being passed by Parliament within a given year.

Example 2.124.

Gas Act 1986 (c.4)

Beverley Freeman Act 2010 (c.i)

John Ernest Rolfe and Florence Iveen Rolfe (Marriage Enabling) Act 1987 (c.1)

Ecclesiastical Offices (Terms of Service) Measure 2009 (No. 1)

Education (Wales) Measure 2011 (nawm 7)

- Chapter numbers should be distinguished from Chapters within statutes which use the abbreviation Ch.

Example 2.125.

Companies Act 2006 (c.46) Pt 3 Ch.2

- Rewrite footnotes so that the sentence starts with the Act name and not an abbreviated provision.

- Do not abbreviate provisions that start a subsequent sentence in the footnote, unless space is at a premium, in which case capitalise the abbreviation.

Example 2.126.

Sale of Goods Act 1979 s.15. Section 16 provides that...

Sale of Goods Act 1979 s.15. S.16 provides that...

- Editorial notes within the LCC are written as short citations using the formula Year chapter number section number:

Example 2.127.

1999 c.19 s.5

2001 c.4 Sch.5 para.2(a)(ii).

- A reference is sometimes given to the series of volumes in which an Act is printed, with the number of the volume and the page, if numbered.
- These series include those shown in the following table.

Enactments	Series
1235–1713	Statutes of the Realm (Record Commission, 1810–28)
1225–1835	Statutes at Large (Ruffhead, 1786. Continued to 1800, and thence as Statutes of the United Kingdom). (The numbering of volumes in various editions is not uniform.)
1831 to date	Public General Acts (Annual, sometimes two volumes) (King’s or Queen’s Printer; Stationery Office; Law Reports, 1866–1951)
1235–1948	Statutes Revised (3rd edn, Stationery Office, 1950)
1642–1660	Firth and Rait, Acts and Ordinances of the Interregnum (1911)

- There are numerous other printed series of statutes, including in the 19th and 20th centuries Chitty’s Statutes, arranged by subject-matter alphabetically, and the series in the Law Journal; in the 20th century, Halsbury’s Statutes of England, also arranged by subject-matter, and Current Law Statutes Annotated.
- In the case of early Acts variations may occur between printed editions and official records. Variations also occur between printed editions, and those between Runnington’s edition of Ruffhead’s Statutes at Large and the Statutes of the Realm are set out in the early pages of the official Chronological Table of the Statutes and The Statutes Revised.

2.14.2 BILLS

2.14.2.1 Key Citation Rules

- **Key Rule:** Cite Bill in the same way as Public Acts and always use an initial capital for "Bill".

Example 2.128.

Road Traffic Bill 2009

The Government has published a Bill that aims to...

- **Key Rule:** Bills have no chapter number.

- **Key Rule:** Bills have clauses instead of sections.

- **Key Rule:** Clauses are abbreviated based on the house style guide abbreviations list.

Example 2.129.

cl.

cll.

subcl.

subcll.

2.14.3 STATUTORY INSTRUMENTS

2.14.3.1 Key Citation Rules

- **Key Rule:** Include name, year and number when citing Statutory Instruments.

Example 2.130.

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)

- **Key Rule:** For subsequent references use the year of the SI.

Example 2.131.

1936 Regulations

2001 Order

- **Key Rule:** Abbreviate provisions of SIs based on the house style guide abbreviations list.

Example 2.132.

reg.3

regs 3–5

art.5

arts 6–10

r.6

rr.7–11

2.14.3.2 Additional Guidance and Further Examples

- Delegated legislation may take various forms, including Rules, Regulations, Orders, and Proclamations. Most were known as Statutory Rules and Orders (abbreviated to SR & O; plural SR & Os) under the Rules Publication Act 1893, but since 1948, by the Statutory Instruments Act 1946, they have been known as Statutory Instruments (abbreviated to SI; plural SIs).
- Generally Orders are divided into articles, Rules into rules and Regulations into regulations.
- Some SIs are divided into Parts and have Schedules.
- Lawtel uses S.I. with full points until it moves to Novus.
- Within Archbold the SI name appears in italics and the number in roman.

Example 2.133.

Animals (Cruel Poison) Regulations 1994 (S.I. 1994 No.1278)

- Do not separate any parts of an SI citation with comma.
- Official collections of SIs are published annually, usually in more than one volume.
- Annual volumes are cited by year, number of volume and page.

Example 2.134.

SI 1955, I, p.911

- Instruments up to 1948 are collected in Statutory Rules and Orders and Statutory Instruments Revised (1949–1952).
- Cite Statutory Instruments Revised using "SI Rev" followed by volume number in large roman numerals and page in arabic numerals.

Example 2.135.

SI Rev III, p.457

- Amendments and repeals, apart from the volumes mentioned above, can also be ascertained from the official annual Table of Government Orders. See also the Current Law Citator, 1947–1958, the Current Law Year Books 1960–71, and the Current Law Legislation Citators 1972–88 and 1989–92. From 1992 onwards, see the Statutory Instruments Citator.

2.14.4 RULES OF COURT

2.14.4.1 Key Citation Rules

- **Key Rule:** Cite Rules of the Supreme Court and County Court Rules using abbreviation and Ord.

Example 2.136.

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...

- **Key Rule:** Use O. and Ords in White Book.

Example 2.137.

RSC O.17, r.12

RSC Ords 1 & 2

CCR O.33, r.12

CCR Ords 1 & 2

- **Key Rule:** Cite Civil Procedure Rules in abbreviated form.

Example 2.138.

CPR Pt 1

CPR r.5.5

- **Key Rule:** Cite earlier Rules of the Supreme Court in abbreviated form.

Example 2.139.

RSC 1883 Ord.6 r.5(1), provided that.

RSC (Revision) 1962 Ord.6 r.5(1), provided that.

- **Key Rule:** Cite Civil Procedure Practice Directions in abbreviated form (LCC title).

Example 2.140.

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

- **Key Rule:** The full title can be verified on Westlaw UK and from the website of the Department of Constitutional Affairs at http://www.dca.gov.uk/civil/procrules_fin/menus/rules.htm.

- **Key Rule:** Abbreviate title in subsequent citations in text (LCC short title).

Example 2.141.

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

- **Key Rule:** Do not abbreviate in subsequent citations in footnotes.

2.15 LEGISLATION: SCOTLAND

2.15.1 STATUTES

2.15.1.1 Key Citation Rules

- **Key Rule:** Cite Acts of the Scottish Parliament in the same way as England and Wales Statutes.

Example 2.142.

Double Jeopardy (Scotland) Act 2011 s.1

- **Key Rule:** Cite Acts of the Parliament of Scotland (1424–1707) using "Act" followed by year and Chapter number.

Example 2.143.

Act 1567 c.14

2.15.1.2 Additional Guidance and Further Examples

- Asp numbers can be added for a complete citation.
- Asp numbers are the sequential numbers allocated to Acts upon being passed by the Scottish Parliament within a given year. No full point.

Example 2.144.

Abolition of Feudal Tenure etc (Scotland) Act 2000 (asp 5)

- From 1706 Acts of the United Kingdom Parliament applied to Scotland in the absence of any provision or implication to the contrary.

- Statutes applying exclusively to Scotland have a reference in the short title.

Example 2.145.

Education (Scotland) Act 1956

- Some Acts of the Parliament of Scotland were given a title. The Statute Law Revision (Scotland) Act 1964 (c.80) assigned short titles to each of the Acts which remained in force.

Example 2.146.

Act concerning Tailies (1685).

2.15.2 STATUTORY INSTRUMENTS

2.15.2.1 Key Citation Rules

- **Key Rule:** Follow rules as for England and Wales but those applying exclusively to Scotland must indicate this in the title.

Example 2.147.

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

- **Key Rule:** Follow same style as SIs. SSI is not full pointed and there should be a space between SSI and the year.

2.15.3 RULES OF COURT

2.15.3.1 Key Citation Rules

- **Key Rule:** Civil Procedure in the Scottish courts is regulated by Acts of Sederunt (cited by name).

Example 2.148.

Act of Sederunt (Adoption of Children) (Amendment) 1992

- **Key Rule:** Criminal procedure in the Scottish courts is regulated by Acts of Adjournment (cited also by name).

Example 2.149.

Act of Adjournment (Consolidation) 1988

- **Key Rule:** In footnotes when abbreviating Acts of Sederunt and Acts of Adjournal, use A.S. and A.A..

- **Key Rule:** The current Rules of the Court of Session 1994 are numbered 1.1, 1.2, 2.1, etc. with further subdivisions as in Acts.

- **Key Rule:** Ordinary Cause Rules are numbered in the same way as the Rules of the Court of Session.

Example 2.150.

Ordinary Cause Rule (or OCR) 16.9.

2.15.3.2 Additional Guidance and Further Examples

- Proceedings in both courts are now issued as statutory instruments.
- The form "RCS, rule 22.3" is permitted. "Rule of Court 22.3" remains in common use, though is disliked by the draftsman and should preferably be avoided.
- The Codifying Act of Sederunt 1913 was divided into books, chapters, and sections and was cited accordingly, e.g. C.A.S., A, ii, 2. It is now mostly superseded by the Rules of Court.
- The former rules in the 1907 Act, simply numbered consecutively, remain in force for any cases begun before January 1, 1994 and still in progress. At the time of writing, the separate Summary Cause Rules, Small Claims Rules and Summary Application Rules each retain the old style numbering, though changes are expected.
- Ordinary causes in the sheriff court are now governed by the Ordinary Cause Rules 1993, technically an amended schedule to the Sheriff Court (Scotland) Act 1907 but normally referred to by the 1993 title.

2.16 LEGISLATION: NORTHERN IRELAND

2.16.1 Key Citation Rules

- **Key Rule:** Cite Northern Ireland Statutes and SIs in the same way as Public General Acts and UK SIs, including NI number where necessary.

Example 2.151.

Budget Act (Northern Ireland) 2008 (c.3)

Order in Council: Criminal Justice (Northern Ireland) Order 2008 (SI 2008/1216) (NI 1)

Energy Order 2003 (Supply of Information) Regulations (Northern Ireland) 2008 (SR 2008/3)

- **Key Rule:** For a list of all statute law affecting Northern Ireland, see Chronological Table of the Statutes—Northern Ireland. This comprises Acts passed prior to 1801 by the Parliament of Ireland or the Parliaments of England and Great Britain, Acts passed from 1801 by the Parliament of the United Kingdom, Acts passed by the Parliament of Northern Ireland from 1921 to its prorogation on March 30, 1972, Orders in Council made in 1972 and 1973 under section 1(3) of the Northern Ireland (Temporary Provisions) Act 1972, Measures passed in 1974 by the Northern Ireland Assembly and Orders in Council made from 1974 under paragraph 1 of Schedule 1 to the Northern Ireland Act 1974.

Chapter 3. EUROPEAN UNION MATERIAL

- **Key Rule:** Use European Union and EU law.

- **Key Rule:** Use European Communities/European Community and EC law/Community law for historical purposes only.

3.1 EUROPEAN UNION CASES

3.1.1 Key Citation Rules

- **Key Rule:** Cite shortened case name, refer to one party only, or use nickname in text where footnotes or cases referred to fields are used.

Example 3.1.

Gillard

Biehl

Sabatucci

Cassis de Dijon

ABNA

- **Key Rule:** 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 3.2.

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

- **Key Rule:** Include full citation in text if footnotes or cases referred to fields are not used.

- **Key Rule:** 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.

3.1.2 Additional Guidance and Further Examples

- Cite names of countries according to the Taxonomy for citation of countries.
- Foreign institutions that are parties to cases should appear in original language in titles and citation of cases.
- Most ECJ judgments are preceded by an Advocate General's Opinion, given some months before the judgment, with which they should not be confused.
- Pre-1989 ECJ cases do not have a prefix in case number.

Example 3.3.

Directeur Regional de la Sécurité Sociale de Nancy v Gillard (9/78)

- All ECJ cases post 1989 have a “C-“ prefix in case number.

Example 3.4.

Biehl v Administration des Contributions du Grand-Duché du Luxembourg (C-175/88)

- All CFI/GC cases have a “T-“ prefix in case number.

Example 3.5.

Sabatucci v European Parliament (T-31/89)

- All CST cases have an “F-“ prefix in case number.

Example 3.6.

Behmer v European Parliament (F-124/07)

- It is essential that the correct prefix is used, as C-124/07, T-124/07 and F-124/07 are completely different cases. If you are unsure if the correct prefix has been used, or whether it should have a prefix or not, check in the European Court Reports or on EUR-Lex (<http://eur-lex.europa.eu/en/index.htm>).
- Certain cases have an interlocutory injunction or interim order prior to the final judgment. An interim order is signified by the presence of an “R” in the case number.

Example 3.7.

Leali SpA v Commission of the European Communities (T-46/03 R) [2003] E.C.R. II-4473

- Cases decided by the GC can be appealed against before the ECJ. Such appeal cases are signified by the presence of a “P” in the case number.

Example 3.8.

Office for Harmonisation in the Internal Market (Trade Marks and Designs) v Erpo Mobilwerk (C-64/02 P) [2004] E.C.R. I-10031

- Several cases which raise the same point of law are sometimes joined, and one judgment is given for all of them.
- An urgent preliminary ruling procedure is available for references relating to the area of freedom, security and justice. Such cases are signified by the presence of “PPU” in the case number.

Example 3.9.

Deticek v Sgueglia (C-403/09 PPU)

- “the Queen v...” is commonly cited as “R. v...” in references to the ECJ.
- Translation of foreign institutions in headnote or text of judgment can be included.
- Translation of foreign court can be included in parenthesis.

Example 3.10.

Bundespatentgericht (German Federal Patent Court)

3.2 EUROPEAN COMMISSION COMPETITION DECISIONS

3.2.1 Key Citation Rules

- **Key Rule:** Cite short title in text where footnotes or legislation/cases referred to fields are used.

Example 3.11.

Coca-Cola Decision

PO/Thread Decision

Decision M.1636

The Contested Decision

- **Key Rule:** Include full reference of title and OJ citation (if available) in footnote or legislation/cases referred to field. Short title can be used if space is at a premium.

Example 3.12.

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*)

- **Key Rule:** Cite full reference of title and OJ citation (if available) if footnotes or legislation/cases referred to fields are not used.

- **Key Rule:** Use short title for subsequent references.

3.2.2 Additional Guidance and Further Examples

- Commission Competition Decisions should be distinguished from secondary legislation Commission Decisions (see 3.3.3 Secondary Legislation) and as a result have their own specific style of citation.
- Commission Competition Decisions are assigned up to three titles.
 - 1) Long title
 - 2) Title
 - 3) Short title
- The long title consists of the full citation from source.

Example 3.13.

2005/670/EC: Commission Decision of 22 June 2005 relating to a proceeding pursuant to Article 82 of the EC Treaty and Article 54 of the EEA Agreement (Case COMP/A.39.116/B2 — *Coca-Cola*)

Commission Decision of 14 September 2005 relating to a proceeding under Article 81 of the EC Treaty and Article 53 of the EEA Agreement Case 38.337 — *PO/Thread*

Commission Decision of 29.11.2001 declaring a concentration to be compatible with the common market (Case No COMP / JV.56 - *Hutchison / ECT.*) according to Council Regulation (EEC) No 4064/89)

Commission Decision of 05.10.2001 declaring a concentration to be compatible with the common market (Case No COMP / ECSC.1358 – *SCHOLZ / ALBA / JV*)

Commission Decision of 22 June 2005 relating to a proceeding pursuant to Article 82 of the EC Treaty and Article 54 of the EEA Agreement (Case COMP/A.39.116/B2 — *Coca-Cola*)

Commission Decision of 23 July 2008 on measures by Germany to assist DHL and Leipzig Halle Airport C 48/06 (ex N 227/06))

Commission Decision of 1 October 2003 relating to a proceeding under Article 81 of the EC Treaty and Article 53 of the EEA Agreement against Chisso Corporation, Daicel Chemical Industries Ltd, Hoechst AG, The Nippon Synthetic Chemical Industry Co. Ltd and Ueno Fine Chemicals Industry Ltd (Case No C.37.370 — *Sorbates*) OJ L182/20

- The title is an edited version of the long title and consists of the following elements:
 - 1) Type of measure
 - 2) Decision Year and number (if a final Decision)
 - 3) Case/Merger/serial number (Prefix+ number)
 - 4) Case name (in italics) which can include more than two parties
 - 5) Dates, adopting institutions and suffixes indicating parent treaty are removed. Name and case number should be contained in parenthesis and separated using a hyphen.

Example 3.14.

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*)

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

- The short title consists of name (in italics) plus Decision, but variations from this format are permissible.

Example 3.15.

Coca-Cola Decision

PO/Thread Decision

Decision M.1636

The Contested Decision

- Certain European Commission Decisions relating to competition matters, such as mergers, anti-trust and State aid are quasi-judicial in nature, in that they involve an assessment of facts, the hearing of arguments and the drawing of conclusions that have legal consequences for the parties concerned (including enforced changes in business practices and possible fines). All such Decisions are subject to possible review by the General Court on the same basis as any EU legal act. Those are generally identified through the use of the COMP/ designation in the title which states that the specific citation type is related to "Competition".
- Commission Competition Decisions are classified with a different Decision Prefix + a serial Number depending upon which competition area is covered and procedure type followed. This is generally included in all titles and used for tabling and is helpful especially where no reference to an OJ is used and only the Decision number or Case number is provided.

Example 3.16.

Merger Decisions - COMP/M.5393

Joint Venture Decisions - COMP/JV.56

Commission Decisions - COMP/ECSC.1358

Anti-trust Decisions - COMP/39.9351 or COMP/A.39.116/B2

State aid Decisions

- State aid prefixes explained.

Example 3.17.

C	Contradictoire - case in which the Commission opened the formal investigation procedure due to doubts as to the compatibility of the measure with the common market.
E	case of existing aid.
N	notified aid case.
NN	case of unlawful aid, i.e. non-notified aid or aid that was notified but granted before the Commission has reached a decision.
X	General block exemption case.
XA	Agriculture block exemption case.
XE	Employment block exemption case.
XF	Fisheries block exemption case.
XP	Agriculture Production block exemption case.
XR	Regional block exemption case.
XS	SME block exemption case.
XT	Training block exemption case.

- A State aid case (except for block exemption cases) can have several case numbers during its lifetime:

An N case gets a new NN case number when the Commission receives information that the aid was unlawfully granted.

An N case, NN case and E case gets a new C case number when the Commission opens a formal investigation procedure.

For C cases, the original N or NN number is included in brackets next to the case C case number.

3.3 EUROPEAN UNION LEGISLATION

3.3.1 EU PRIMARY LAW

3.3.1.1 Key Citation Rules

- **Key Rule:** Use short title when citing EU primary law in main text and footnotes.

- **Key Rule:** In general, cite only the new renumbered provisions.

Example 3.18.

art.2 TFEU

art.10 TEU

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

Example 3.19.

art.32 TFEU (ex art.27 EC)

art.3 TEU (ex art.2 TEU)

- **Key Rule:** If historical provisions are specifically referred to, include the new provisions in parenthesis.

Example 3.20.

art.286 EC (now art.16 TFEU)

art.27 EC (now art.32 TFEU)

art.11 TEU (now art.24 TEU)

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

Example 3.21.

art.293 EC (repealed)

art.3 TEU (repealed)

- **Key Rule:** Content Centres should link to the TFEU and the most recent version of the TEU unless a historical provision is being specifically referred to, in which case the relevant version of the EC Treaty or TEU should be linked to.

3.3.1.2 Additional Guidance and Further Examples

- EU Primary law is assigned a full title and a short title.

Table:

Full Title	Short Title
Treaty establishing the European Coal and Steel Community (ECSC) 1951	ECSC Treaty
Treaty establishing the European Atomic Energy Community (Euratom) 1957	Euratom or EAEC Treaty
Treaty establishing the European Economic Community 1957 (pre-Union Treaty) (as amended)	EC Treaty or EC
Treaty establishing the European Community (post Union Treaty) (as amended)	
Treaty establishing the European Community (post Treaty of Amsterdam) (as consolidated and further amended)	
Treaty on the functioning of the European Union	TFEU
Treaty establishing a Single Council and Commission of the European Communities 1965	Merger Treaty
Single European Act 1986	Single European Act
Treaty on European Union	EU Treaty or TEU
Treaty of Amsterdam 1997	Treaty of Amsterdam
Treaty of Nice 2001	Treaty of Nice
Treaty establishing a Constitution for Europe 2004	Treaty establishing a Constitution for Europe
Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community 2007	Treaty of Lisbon
Treaty of Accession to the European Communities (United Kingdom, Ireland and Denmark) 1972	Treaty of Accession 1972
Treaty of Accession to the European Communities (Greece) 1979	Treaty of Accession 1979
Treaty of Accession to the European Communities (Spain and Portugal) 1985	Treaty of Accession 1985
Treaty of Accession to the European Union (Austria, Finland and Sweden) 1994	Treaty of Accession 1994
Treaty of Accession to the European Union (Czech Republic, Estonia, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Slovakia and Slovenia) 2003	Treaty of Accession 2003
Treaty of Accession to the European Union (Bulgaria and Romania) 2005	Treaty of Accession 2005
Agreement on the European Economic Area 1992	EEA Agreement
Schengen Agreement on the Gradual Abolition of Checks at Common Borders 1985	Schengen Agreement

- All EU legislation is generally divided into Preamble, Articles, Parts, Titles, Chapters and Annexes. Treaties and Agreements may have Protocols and Declarations attached in relation to the applicability of the relevant legislation.
- All legislation in force, treaties, preparatory legislation and the Official Journal of the European Union:

<http://www.europa.eu.int/eur-lex/en/index.html>

3.3.2 EU SECONDARY LAW

3.3.2.1 Key Citation Rules

- **Key Rule:** Cite short title or editor's title where footnotes or legislation referred to fields are used.

Example 3.22.

Regulation 1033/2006

WEEE Directive

- **Key Rule:** Include full reference of title and OJ citation in footnote or legislation referred to field.

Example 3.23.

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

- **Key Rule:** Cite full reference of title and OJ citation if footnotes or legislation referred to fields are not used.

- **Key Rule:** Use short title or editor's title for subsequent references.

3.3.2.2 Additional Guidance and Further Examples

- Secondary law is assigned up to four titles:
 - 1) Long title
 - 2) Title
 - 3) Short title
 - 4) Editor's title.
- The long title consists of the full citation from source:

Example 3.24.

Council Regulation (EC) No 812/2004 of 26 April 2004 laying down measures concerning incidental catches of cetaceans in fisheries and amending Regulation No 88/98

Directive 2005/29/EC of the European Parliament and of the Council of 11 May 2005 concerning unfair business-to-consumer commercial practices in the internal market and amending Council Directive 84/450/EEC, Directives 97/7/EC, 98/27/EC and 2002/65/EC of the European Parliament and of the Council and Regulation (EC) No 2006/2004 of the European Parliament and of the Council (Unfair Commercial Practices Directive)

Commission Decision 2005/439 of 13 June 2005 amending Commission Decision 2005/131/EC as regards the financial assistance for one Community reference laboratory in the field of veterinary public health (biological risks) in the United Kingdom for the year 2005

Council Regulation No 1419/2006 of 25 September 2006 repealing Regulation (EEC) No 4056/86 laying down detailed rules for the application of Articles 85 and 86 of the Treaty to maritime transport, and amending Regulation (EC) No 1/2003 as regards the extension of its scope to include cabotage and international tramp services.

Commission Regulation (EC) No 1982/2004 of 18 November 2004 implementing Regulation (EC) No 638/2004 of the European Parliament and of the Council on Community statistics relating to the trading of goods between Member States and repealing Commission Regulations (EC) No 1901/2000 and (EEC) No 3590/92

- The title is an edited version of the long title and consists of the following elements:

Example 3.25.

Regulation 812/2004 on measures concerning incidental catches of cetaceans in fisheries

Directive 2005/29 on unfair business-to-consumer commercial practices in the internal market

Decision 2005/439 amending Decision 2005/131 on financial assistance for one Community reference laboratory in the field of veterinary public health (biological risks) in the United Kingdom for the year 2005

Regulation 1419/2006 repealing Regulation 4056/86 on detailed rules for the application of Articles 85 and 86 of the Treaty to maritime transport, and amending Regulation 1/2003 as regards the extension of its scope to include cabotage and international tramp services.

Regulation 1982/2004 implementing Regulation 638/2004 on Community statistics relating to the trading of goods between Member States and repealing Regulations 1901/2000 and 3590/92

- The short title is a shortened version of the title and consists of the following elements:

Example 3.26.

Regulation 812/2004

Directive 2005/29

Decision 2005/439

- The editor's title is the informal name/nickname and is used for convenience rather than giving the measure its formal designation:

Example 3.27.

Unfair Commercial Practices Directive

- In addition to Council or Commission Decisions, a different type of decision might be included which follows different citation rules. European Central Bank is identified as a legal personality by the Lisbon Treaty but has no law-making capacity, with the exception of implementation of monetary policy measures.

Example 3.28.

Long title: European Central Bank Decision No 2008/15 of 14 November 2008 on the implementation of Regulation ECB/2008/11 of 23 October 2008 on temporary changes to the rules relating to eligibility of collateral (ECB/2008/15)

Title: ECB Decision 2008/15 on the implementation of ECB Regulation 2008/11 on temporary changes to the rules relating to eligibility of collateral

Short title: Decision 2008/15

- From 1999 onwards the year component in Secondary legislation was changed to include four digits rather than two.

3.3.3 OTHER EU INSTRUMENTS

3.3.3.1 Key Citation Rules

- **Key Rule:** Cite short title or editors title where footnotes or legislation referred to fields are used.

Example 3.29.

Recommendation 2005/309

Common Position 2005/304

- **Key Rule:** Include full reference of title and OJ citation/COM Doc number in footnote or legislation referred to field.

Example 3.30.

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

- **Key Rule:** Cite full reference of title and OJ citation/COM Doc number if footnotes or legislation referred to fields are not used.

- **Key Rule:** Use short title or editor's title for subsequent references.

3.3.3.2 Additional Guidance and Further Examples

- Other EU Instruments are assigned up to four titles:
 - 1) Long title
 - 2) Title
 - 3) Short title
 - 4) Editor's title
- The long title is the full citation from source.

Example 3.31.

Commission Recommendation of 12 July 2004 on the transposition into national law of Directives affecting the internal market (2005/309/EC)

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/L 330/82)

Council Resolution of 8 June 2010 on coordination of the Controlled Foreign Corporation (CFC) and thin capitalisation rules within the European Union (2010/C 156/01)

Commission Opinion of 30 November 2009 relating to the plan to modify the disposal of radioactive waste arising from the STED Effluent and Waste Treatment Facility, established on the Cadarache site in France, in accordance with Article 37 of the Euratom Treaty (2009/C 295/4)

Council Common Position 2005/304/CFSP of 12 April 2005 concerning conflict prevention, management and resolution in Africa and repealing Common Position 2004/85/CFSP (2005/L 97/57)

- The title is an edited version of the long title. The following elements are included:
 - 1) Type of measure
 - 2) Number (where applicable)
 - 3) Basic subject matter

Adopting institutions, dates and suffixes indicating parent treaty are removed. The remaining text should be left as close to the source material as possible and should not be edited to house style.

Example 3.32.

Recommendation 2005/309 on the transposition into national law of Directives affecting the internal market

Resolution accompanying the decision concerning discharge in respect of the implementation of the general budget of the European Union for the 2002 financial year

Resolution on coordination of the Controlled Foreign Corporation (CFC) and thin capitalisation rules within the European Union

Opinion relating to the plan to modify the disposal of radioactive waste arising from the STED Effluent and Waste Treatment Facility, established on the Cadarache site in France

Common Position 2005/304 concerning conflict prevention, management and resolution in Africa and repealing Common Position 2004/85

- The short title is a shortened version of the title and consists of the following elements:
 - 1) Type of measure
 - 2) Number (where applicable)
 - 3) Basic subject matter.

Example 3.33.

Recommendation 2005/309

Common Position 2005/304

- The editor's title is the informal name/nickname and is used for convenience rather than giving the measure its formal designation:

3.3.4 PREPARATORY EU MATERIAL

3.3.4.1 Key Citation Rules

- **Key Rule:** Cite short title where footnotes or legislation referred to fields are used.

Example 3.34.

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

- **Key Rule:** Include full reference of title and COM/SEC Doc number in footnote or legislation referred to field.

Example 3.35.

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

- **Key Rule:** Cite full reference of title and COM Doc number if footnotes or legislation referred to fields are not used

- **Key Rule:** Use short title for subsequent references.

3.3.4.2 Additional Guidance and Further Examples

- Preparatory Material includes documents such as Legislative Proposals (COM Documents), Member States' Initiatives, European Parliament Resolutions, White Papers, Green Papers, Special Reports, Commission proposals and opinions, etc.
- Proposed legislation is assigned a title and a short title.
- The title is an edited version of the full citation from source.

Example 3.36.

Proposal for a Directive on the protection of the environment through criminal law

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

Proposal for a Council Decision authorising Italy to apply, in determined geographical areas, reduced rates of taxation on gas oil and LPG used for heating purposes in accordance with Article 19 of Directive 2003/96

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 - Moving forward together on energy efficiency

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

- The short title is a shortened version of the title and consists of the following elements:
 - 1) Type of measure
 - 2) Basic subject matter

Example 3.37.

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

3.3.5 OJ AND COM DOC REFERENCES

3.3.5.1 Key Citation Rules

- **Key Rule:** Cite OJ references using “[year] OJ series number/page” format

Example 3.38.

[1982] OJ C172/3

[1983] OJ L281/24

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

Example 3.39.

COM(2007) 0075

SEC(2010) 835

3.3.5.2 Additional Guidance and Further Examples

- Replace Journal Officiel references with OJ Special English Edition references where one is available.
- Cite OJ Special English Edition references using “[year] OJ Spec. Ed. page” format.

Example 3.40.

[1965] OJ Spec. Ed. 321

- Use Journal Officiel reference where no OJ Special English Edition reference is available
- Cite JO references between 1952 and 1967 using “JO number/page” format

Example 3.41.

JO 1653/67

- Cite JO references between 1968 and 1972 using “[year] JO series number/page” format

Example 3.42.

[1968] JO L332/22

- Most European treaties and conventions, all secondary legislation, other EU instruments and EU publications are reported in the Official Journal of the European Union.
- Between 1952 and 1972 inclusive, there was no English version of the OJ as neither the United Kingdom nor the Irish Republic were members of the EU. It was available in the existing official languages – and of course still is -- the French version of which is the Journal Officiel (JO). When the United Kingdom joined, an English translation was made of the relevant legislation, etc., that was still in force. It was incorporated into the OJ Special English Edition series. In most cases, for every JO reference, there is an equivalent OJ Spec. Ed. reference, which can be found by looking in the OJ indexes for the Special Editions. However, not every JO has a corresponding OJ Spec. Ed.
- Certain EU instruments and Preparatory Acts are not reported in the Official Journal, but are assigned a COM Document number or a SEC document number.

3.3.6 OTHER EU PUBLICATIONS

3.3.6.1 Key Citation Rules

- **Key Rule:** Cite short title where footnotes or legislation referred to fields are used.

Example 3.43.

Guidelines on maritime transport services

Notice on certain scheduled air services within Portugal

- **Key Rule:** Include full reference of title and OJ reference in footnote or legislation referred to field.

Example 3.44.

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

- **Key Rule:** Cite full reference of title and OJ reference if footnotes or legislation referred to fields are not used

- **Key Rule:** Use short title or editors title for subsequent references.

3.3.6.1 Additional Guidance and Further Examples

- Other EU Publications consist of documents which are published under the Information and Notices of the Official Journal of European Union. Such documents are Guidelines, Notices, Rules of Procedure, etc. For further documents see http://publications.europa.eu/official/index_en.htm
- Other EU Publications are assigned up to four titles:
 - 1) Long title
 - 2) Title
 - 3) Short title
 - 4) Editor's title
- The Long title is the full citation from source.

Example 3.45.

Guidelines on the application of Article 81 of the EC Treaty to maritime transport services (2008/C 245/02)

Commission notice pursuant to Article 4(1)(a) of Council Regulation (EEC) No 2408/92 Amendment of public service obligations imposed on certain scheduled air services within Portugal (2008/C 104/08)

- The title is an edited version of the long title. The following elements are included:
 - 1) Type of measure
 - 2) Number (where applicable)
 - 3) Basic subject matter

Adopting institutions dates and suffixes indicating parent treaty are removed. The remaining text should be left as close to the source material as possible and should not be edited to house style.

Example 3.46.

Guidelines on the application of Article 81 of the EC Treaty to maritime transport services

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

- The short title is a shortened version of the title and consists of the following elements:
 - 1) Type of measure,

- 2) Number (where applicable)
- 3) Basic subject matter

Example 3.47.

Guidelines on maritime transport services

Notice on certain scheduled air services within Portugal

- The editor's title is the informal name/nickname and is used for convenience rather than giving the measure its formal designation.

3.4 EU BACKGROUND INFORMATION

European Union

- Following the entry into force of the Treaty of Lisbon on December 1, 2009, the European Union now has legal personality in its own right and absorbs what used to be known as the European Community/European Communities.

Courts

- The Court of Justice of the European Communities was established in 1952. It was renamed the Court of Justice of the European Union from December 1, 2009 following the entry into force of the Treaty of Lisbon.
- The Court of Justice of the European Union is made up of three institutions: the Court of Justice (ECJ), the General Court (GC) and the Civil Service Tribunal (CST).
- The General Court (GC) is the new name for the Court of First Instance (CFI). It was renamed following the entry into force of the Treaty of Lisbon.
- The Civil Service Tribunal (CST) was created in 2005.

Treaties

- The Treaty establishing the European Economic Community (EEC Treaty) was signed in Rome in 1957 and came into force on January 1, 1958. That Treaty was amended several times, in particular by the Single European Act, which came into force in 1987, the Treaty on European Union, which came into force in 1993, the Treaty of Amsterdam, which came into force in 1999, and the Treaty of Nice, which came into force on February 1, 2003. These amendments resulted in what we know as the EC Treaty.
- The Treaty on European Union (TEU) was signed in Maastricht on February 7, 1992 and entered into force on November 1, 1993.
- The Treaty of Amsterdam, which was signed on October 2, 1997 and came into force on May 1, 1999, renumbered the articles of both the EC Treaty and the EU Treaty. The EC Treaty was simply renumbered, e.g. the former art.85 EC became art.81 EC. The EU Treaty, which originally used letters, was changed into numerical form, e.g. the former art.A TEU became art.1 TEU. A useful table of the renumbered articles for both the EC Treaty and the EU Treaty was attached to the Treaty of Amsterdam.
- The post-Nice versions of the EC and EU Treaties were the most recent versions up until the entry into force of the Treaty of Lisbon.
- On December 1, 2009, the Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community 2007 (Treaty of Lisbon) entered into force.

- The Treaty of Lisbon amends the Treaty on European Union (TEU) and the Treaty establishing the European Community (EC Treaty) without replacing them.
- The EC Treaty has been amended and renamed the Treaty on the Functioning of the European Union (TFEU).
- The Treaty on European Union (TEU) retains its name but has been amended.
- Both treaties have been renumbered. A full table of equivalences for both treaties can be found here:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:115:0361:0388:EN:PDF>

Chapter 4. INTERNATIONAL AND FOREIGN MATERIAL

4.1 INTERNATIONAL LEGISLATION

4.1.1 Key Citation Rules

- **Key Rule:** 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

- **Key Rule:** Cite Protocols as fully as possible, including both the year of the Protocol and Treaty they are supplementing if applicable. Protocols generally preface the Treaty they are supplementing

Example 4.2.

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

- **Key Rule:** Cite International Labour Organisation Conventions by title, followed by their ILO number.

Example 4.3.

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

- **Key Rule:** For Treaties between two countries and Double Tax Treaties cite states in alphabetical order in the country name given in the Taxonomy followed by the year.

Example 4.4.

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

India-South Africa Double Tax Treaty 1997

- **Key Rule:** Cite United Nations Security Council Resolutions and General Assembly Resolutions as fully as possible, including Resolution number, title and United Nations in brackets.

Example 4.5.

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

Resolution 61/198 (2006) International Strategy for Disaster Reduction
(United Nations).

- **Key Rule:** Subsequent citations for all international legislation may be shortened.

4.1.2 Additional Guidance and Further Examples

- The term international legislation is used throughout the guide to describe the law that applies between states, e.g. UN treaties, and should not be confused with foreign domestic legislation.
- The 1969 Vienna Convention on the Law of Treaties defines a treaty as "an international agreement concluded between States in written form and governed by international law, whether embodied in a single instrument or in two or more related instruments and whatever its particular designation".
- The 1986 Vienna Convention extended this definition to international agreements involving international organisations as parties. Treaties may be bilateral or multilateral and are only binding upon the parties to the agreement.
- Treaties may be referred to by a variety of names.
- A standard list of citations for international treaties and conventions, compiled at the end of 2006, is available on the House Style Homepage

- An additional reference source is *Multilateral Treaties: Index and Current Status, 1984 (and Eleventh Cumulative Supplement, 1995)* by Bowman, M.J. and Harris, D.J. This publication ceased after the Eleventh Supplement.
- The correct title of United Nations legislation can be verified at <http://www.un.org/documents/resga.htm>

<http://www.un.org/documents/scres.htm>

4.2 FOREIGN DOMESTIC LEGISLATION

4.2.1 Key Citation Rules

- **Key Rule:** 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.

- **Key Rule:** Place the country name in brackets after the legislation title unless the country is mentioned in the title.

- **Key Rule:** The original language can be added in italics and contained in brackets if available.

Example 4.6.

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

Trade Agent Act (Germany) (*Handelsvertretergesetz*)

4.2.2 Additional Guidance and Further Examples

- For general legislation, follow the form of citation listed below:

Albania	Law 8017 of 25 October 1995 on Bankruptcy Procedure (Albania)
Argentina	Law 24, 481 on Patents 1996 (Argentina)
Australia	Family Law Reform Act 1995 (Australia)
Austria	Telecommunications Act 1997 (Austria)
Bahamas	Trustee Act 1998 (Bahamas)
Barbados	Value Added Tax Act 1997 (Barbados)
Belgium	Law of 5 August 1991 on Protection of Economic Competition (Belgium)
Belize	Domestic Violence Act 1992 (Belize)
Bermuda	Proceeds of Crime Act 1997 (Bermuda)
Botswana	Ombudsman Act 1995 (Botswana)
Brazil	Law 9307/96 of 23 September 1996 on Arbitration (Brazil)
British Virgin Islands	Mutual Funds Act 1996 (British Virgin Islands)
Bulgaria	Concessions Act 1995 (Bulgaria)
Canada	Competition Act 1986 (Canada)
Cayman Islands	Special Trusts (Alternative Regime) Law 1997 (Cayman Islands)

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Cyprus	Banking Law 1997 (Cyprus)
Czech Republic	Family Law (Amendment) Act 1988 (Czech Republic)
Denmark	Competition Act 1997 (Denmark)
Egypt	Law 27 of 1994 on Civil and Commercial Arbitration (Egypt)
Estonia	Trade Marks Act 1992 (Estonia)
Finland	Trade Marks Act 1993 (Finland)
France	Law 94-475 of 10 June 1994 on Insolvency Reform (France), but post 2000, Law 2002-1575....
Germany	Copyright (Amendment) Act 1998 (Germany)
Greece	Law 2251/1994 on Consumer Protection (Greece)
Hong Kong	Copyright Ordinance 1997 (Hong Kong)
Hungary	Civil Procedure (Amendment) Act 1997 (Hungary)
India	Arbitration and Conciliation Act 1996 (India)
Ireland	Taxes Consolidation Act 1997 (Ireland)
Israel	Patents Law 1967 (Israel)
Italy	Law 518 of 29 December 1992 on Copyright in Computer Software (Italy)
Jamaica	Money Laundering Act 1996 (Jamaica)
Lithuania	Law on Bankruptcy 1998 (Lithuania)
Luxembourg	Law of 21 July 1992 on Bankruptcy (Luxembourg)
Malaysia	Extradition Act 1992 (Malaysia)
Malta	Consumer Affairs Act 1994 (Malta)
Mexico	Industrial Property Law 1991 (Mexico)
Namibia	Foreign Investment Act 1990 (Namibia)
Netherlands	Competition Act 1997 (Netherlands)
New Zealand	Employment Contracts Act 1991 (New Zealand)
Nigeria	Copyright Act 1988 (Nigeria)
Norway	Competition Act 1993 (Norway)
Peoples Republic of China	Highway Law 1997 (Peoples Republic of China)
Poland	Animal Protection Act 1997 (Poland)
Portugal	Decree Law 91/97 of 1 August 1997 on Telecommunications (Portugal)
Russia	Law on Bankruptcy 1998 (Russia)
Seychelles	Elections (Amendment) Act 1996 (Seychelles)
Singapore	International Arbitration Act 1994 (Singapore)
Slovakia	Law of 2 April 1998 on Energy Supply (Slovakia)
South Africa	Intellectual Property Laws Amendment Act 1997 (South Africa)
Spain	Law 11/1998 of 26 April 1998 on Telecommunications (Spain)
Sri Lanka	Banking Act 1988 (Sri Lanka)
Sweden	Closed Circuit Television Act 1998 (Sweden)
Switzerland	Banking Act 1994 (Switzerland)
Thailand	Bankruptcy Act 1988 (Thailand)
Turkey	Law 4207 of 26 November 1996 on the Prevention of Harm caused by Tobacco Products (Turkey)

Uganda	Children Statute 1996 (Uganda)
Ukraine	Metrology Act 1998 (Ukraine)
United Arab Emirates	Federal Law 11/1992 on Civil Procedure (United Arab Emirates)
Zambia	Securities Act 1993 (Zambia)
Zimbabwe	Administration of Estates Amendment Act 1997 (Zimbabwe)

- Countries not listed have no discernible usual form of citation
- If legislation is in draft form add the word "Draft" in brackets at the end of the name.
- Legislative provisions, such as articles, parts, sections etc, take an initial lower case.
- For abbreviation of Act names, abbreviation of provisions, citation in footnotes and successive citations follow the guidance given in 2.14 Legislation: England and Wales.
- National Constitutions may not have a date as they are being constantly amended.
- Use the name of the country as per the Taxonomy prefaced by "Constitution of".

Example 4.7.

Constitution of Zambia

- National Codes should be cited with country in brackets and only cite the year where it is necessary, for example for a revised code.

Example 4.8.

Civil Code (France)

Criminal Procedure Code (Singapore)

- Follow the style given in the source for Court Rules.

4.3 US LEGISLATION

4.3.1 Key Citation Rules

- **Key Rule:** Cite the United States Code in full initially, with subsequent reference using a shortened version.

Example 4.9.

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

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

- **Key Rule:** Cite the US Constitution in full initially, with subsequent reference using a shortened version.

Example 4.10.

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

US Constitution art.III s.2 cl.2

- **Key Rule:** Cite US Acts in full initially and abbreviate subsequently in line with guidance given in 2.14 Legislation: England and Wales. If available, the code reference may be included after the initial citation in brackets.

Example 4.11.

Digital Millennium Copyright Act 1998 (United States)

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

- **Key Rule:** Cite draft US legislation as for Acts but always use the word Bill (capital B) instead of Act.

- **Key Rule:** Cite US Federal Rules and Regulations in full throughout.

Example 4.12.

Code of Federal Regulations Pt 260

- **Key Rule:** Distinguish US Uniform and Model Laws which have not been passed as legislation from Acts and Codes, which do have legal force by prefacing them with Uniform or Model as appropriate.

Example 4.13.

Uniform Mediation Act 1993 (United States)

Model Punitive Damages Act 1996 (United States)

- **Key Rule:** Successive citations may be shortened.

Example 4.14.

1993 Uniform Act

1996 Model Act

- **Key Rule:** Cite state constitutions as Constitution plus state

Example 4.15.

Constitution of New York

- **Key Rule:** Cite state codes as state plus "Code".

Example 4.16.

Iowa Code

- **Key Rule:** Cite state subject codes as state plus subject code.

Example 4.17.

California Probate Code

- **Key Rule:** Cite Uncodified Statutes or Regulations in the following format.

Example 4.18.

New York State Defence Emergency Act Ch.784/51

4.3.2 Additional Guidance and Further Examples

- There are three tiers of federal legislation, which are applicable throughout all states:
 - 1) The US Constitution
 - 2) Federal statutes (passed by Congress and equivalent to Acts of Parliament)
 - 3) Rules and regulations of federal bodies (secondary legislation made under federal statutes – equivalent to UK SIs)
- Federal statutes, rules and regulations once passed are codified and officially published.
- The United States Code consists of all the federal statutes which have been passed, arranged in titles or volumes, each related to a particular subject.

Example 4.19.

Title 11, Chapters 7–15 of the United States Code contains all the statutes relating to bankruptcy and insolvency law, including for example the Bankruptcy Reform Act 1978 and the Bankruptcy Abuse Prevention and Consumer Protection Act 2005.

- Sometimes the title for a particular subject is commonly referred to as the code for that subject.

Example 4.20.

Title 11 is commonly referred to as the Bankruptcy Code even though it is actually just part of the United States Code.

Subsequent citations may be shortened to 11 USC (2005) Ch.15

Cite initially as United States Code 11 (the Bankruptcy Code) Ch.15

- The year 2005 was the year of the last update to title 11 and the year in which this particular Ch.15 was added.
- A complete list of uniform and model laws can found on the National Conference of Commissioners on Uniform State Laws (NCCUSL) website www.nccusl.org.
- Most states have the following tiers of legislation, passed by the state government:
 - 1) A state constitution
 - 2) A codified body of statute law
 - 3) Uncodified statute law or regulations

4.4 CASES

4.4.1 Key Citation Rules

- **Key Rule:** 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 4.21.

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)

4.4.2 Additional Guidance and Further Examples

- 1) See the hierarchy and courts documents on the House Style Homepage
- 2) For EFTA cases see: <http://www.eftacourt.int/>
- 3) For European Court of Human Rights cases see: <http://dfwww.echr.coe.int/>
- 4) For International Court of Justice cases see: <http://www.icj-cij.org/>

INTERNATIONAL AND
FOREIGN MATERIAL

5) For US cases see *The Blue Book: A Uniform System of Citation* (16th edn) published by Harvard Law Review Association.

Chapter 5. TABLES AND INDEXES

- Tables are now produced either manually or through the automated Athena tool and the following rules and guidance apply to all newly produced tables.
- Automated tables are not currently 100% compliant with the rules, but work is underway to achieve compliance. See Athena documentation for details of specific variations.
- Tables in Looseleaves should not be re-written to comply with the following style and guidance. The new rules should apply if and when a Looseleaf is migrated to Athena or if the Tables in the product are re-created in their entirety in a new release.

5.1 TABLE OF CASES

5.1.1 Key Style Rules

- **Key Rule:** Arrange cases in strict alphabetical order according to the name of the first party.

- **Key Rule:** Strict alphabetical order is automatically applied by Athena and the Microsoft Word sort function.

- **Key Rule:** Case names, including the "v", "Re", "Ex p." and "sub nom." must be roman.

- **Key Rule:** References should be separated by a semi-colon.

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

5.1.2 Additional Guidance and Further Examples

- Use the following abbreviations:

Co	Company	Corp	Corporation
DPP	Director of Public Prosecutions	Ex rel.	Ex relatione
Ex p.	Ex parte	In b.	In bonis
Inc	Incorporated	Ltd	limited
Plc	Public limited company	R.	Regina
Re	(In the matter of) NB - never use In re	IRC	Inland Revenue Commissioners

LBC	London Borough Council	CC	County Council (NB - City Council always in full)
DC	District Council	MBC	Metropolitan Borough Council
RDC	Rural District Council	UDC	Urban District Council

- Do not include "The" in newspaper references.

Example 5.1.

Times, January 23, 2002

Independent, March 22, 2002

Guardian, April 6, 1995

Financial Times, June 29, 2000

Economist, June 15, 2005

- Do not include "& Others" in case name.
- The court (abbreviated) should be named at the end of the citation string. Do not include court abbreviation where media neutral citation has been used.

Example 5.2.

Leech v Severn-Trent Water Authority (1982) 80 L.G.R. 102 CA

- Where it is necessary to indicate that a case has appeared in a report under another name, then the form "sub nom." is used. The sub nom. appears in the tables immediately after the case name and the names of any joined cases.

Example 5.3.

R. v Jones; sub nom. R. v Smith [1995] A.C. 78; [1995] 1 W.L.R. 56 CA

- All tables must contain the page (or paragraph) references to every place where the case is cited in the work except where the reference is within reproduced material or a quotation.
- Archbold and White Book table every cite.
- References should include all the citations for the highest court level a case reached including the media neutral citation for that court level. It is not necessary to recite the previous history.

Example 5.4.

Ali v Lord Grey School Governors; sub nom. A v Headteacher and Governors of Lord Grey School [2006] UKHL 14; [2006] 2 A.C. 363; [2006] 2 W.L.R. 690

5.2 TABLE OF STATUTES

5.2.1 Key Style Rules

- **Key Rule:** Acts of Parliament are arranged chronologically.

- **Key Rule:** 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

- **Key Rule:** For statutes the calendar year should be stated first, followed by the statute title and chapter number in brackets.

Example 5.5.

- 1985 Companies Act (c.8)
- 2007 London Local Authorities Act (c.ii)
- 2011 Care of Cathedrals Measure (No.1)
- 1999 Mental Health (Public Safety and Appeals) (Scotland) Act (asp 1)
- 2009 Education (Wales) Measure (nawm 5)
- 2011 Planning Act (Northern Ireland) (c.25)

- **Key Rule:** Do not include regnal years in pre-1963 statutes.

Example 5.6.

- 1944 Education Act (c.31)

- **Key Rule:** Repeat calendar year for all entries.

Example 5.7.

- 1968 Firearms Act (c.27).....26
- s.51A.....26
- 1968 Theft Act (c.60).....72

- **Key Rule:** Each division of a statute should be entered into a different row in the following order:
 - Statutes as a whole
 - Parts
 - Sections
 - Sub sections
 - Schedules
 - Parts of Schedules
 - Paragraphs within Schedules

- **Key Rule:** References to Parts of an Act should be listed before the sections within that Part. Do not group together at the beginning of an Act.

- **Key Rule:** Where ranges of sections, etc., are linked in the text (“ss.45–47”) they should also be linked in the table and follow any references to the first section in the range.

Example 5.8.

s.45.....	26
(1).....	27
ss.45–47.....	28
s.46.....	29

- **Key Rule:** If a range of sections, etc., is given in the text but is not linked (“ss.45, 46 and 47”) then each section must be tabled separately.

- **Key Rule:** Entries should never be "doubled" up in the tables. Even where the author mentions "s.3(2), (3)" in the text, the entries should be tabled as separate entries s.3(2) and s.3(3).

Example 5.9.

s.3(2).....	26
(3).....	27

- **Key Rule:** The following abbreviations are used when dealing with statutes and statutory instruments:

art.	article
arts	articles
c.	chapter (when referring to the chapter number of an Act)
Ch.	Chapter of an Act or SI
Chs	Chapters of an Act or SI
Form	Form – as part of Act or SI
Forms	Forms – as part of Act or SI
para.	paragraph
paras	paragraphs
Pt	Part
Pts	Parts
r.	rule
rr.	rules
reg.	regulation
regs	regulations
s.	section
ss.	sections
Sch.	Schedule
Schs	Schedules

- **Key Rule:** A space should separate different levels of subdivisions except subsections and subparagraphs.

Example 5.10.

Sch.4 para.5

s.12(3)(a)

Sch.4 para.6(1)

- **Key Rule:** If an abbreviation ends with a point, there should be no space after it, but if there is no point then a space is inserted.

Example 5.11.

para.12

paras 12–14

- **Key Rule:** If a schedule has no number, it is just cited as "Sch.".

5.3 TABLE OF STATUTORY INSTRUMENTS

5.3.1 Key Style Rules

- **Key Rule:** Statutory instruments are arranged chronologically.

- **Key Rule:** 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

- **Key Rule:** For UK and Scottish and Northern Ireland Statutory instruments, the calendar year should be stated first, followed by the title and number in brackets.

Example 5.12.

- 2011 Riot (Damages) (Amendment) Regulations (SI 2011/2002)
- 2011 Aquatic Animal Health (Scotland) Amendment Regulations (SSI 2011/259)
- 2011 Radioactive Substances Exemption (Northern Ireland) Order (SR 2011/289)

- **Key Rule:** Repeat calendar year for all entries.

Example 5.13.

2011	Air Traffic Services (Exemption) Order (SI 2011/425)	26
	art.2.....	26
2011	Beer (Amendment) Regulations (SI 2011/1795).....	72

- **Key Rule:** Different types of SI are subdivided in different ways:

- Orders are divided into Articles
- Regulations are divided into regulations
- Rules are divided into rules

- **Key Rule:** Do not replicate the word “The” from the titles of SIs.

5.4 TABLE OF EU LEGISLATION

5.4.1 Key Style Rules

- **Key Rule:** The order in which material appears in the EU legislation tables is as follows:
 - Treaties and Conventions
 - Regulations
 - Directives
 - Decisions

- **Key Rule:** Entries within each category are then ordered chronologically by year and then by number.

- **Key Rule:** For EU Legislation the calendar year should be stated first, followed by the number, name and OJ reference.

Example 5.14.

2011 Dir.2011/73 on textile names [2011] OJ L198/30

5.4.2 Additional Guidance and Further Examples

- Abbreviate the name of the legislation to give the pertinent information to users.

Example 5.15.

Council Regulation 802/2004 implementing Council Regulation (EC) No 139/2004 on the control of concentrations between undertakings

would be abbreviated to:

Reg.802/2004 on the control of concentrations between undertakings

- Secondary legislation is always given a number in the same way as UK SIs are all numbered.
- For Regulations, the number always appears first followed by the year.

Example 5.16.

Reg.1234/89 is Regulation 1234 of 1989

- For Directives and Decisions, the year is always given first followed by the number.

Example 5.17.

Dir.89/123 is Directive 123 of 1989

- From 1999 onwards the year component in EU Secondary legislation was changed to include four digits rather than two.
- Official Journal citations should always be cited in the following format:

Example 5.18.

[2011] OJ L123/1

[2011] OJ C123/1

5.4 INDEXES

5.4.1 Key Style Rules

- **Key Rule:** Use a minimum of two and a maximum of three levels of entry for all indexes.

- **Key Rule:** All indexes should be given one of the following headings:

- 1) Index
- 2) Cumulative Index
- 3) Supplementary Index

- **Key Rule:** No reference should be made to the title of the product or release/issue number.

- **Key Rule:** All main entries take the format initial capital and bold.

Example 5.19.

Share issues

- **Key Rule:** Use a capital for the initial letter only for proper nouns or names of statutes, publications, etc. In all other circumstances the initial letter should be lower case.

Example 5.20.

Master of the Rolls
Denham (Lord)
But
Default judgments
setting aside

- **Key Rule:** Continuation lines are not used.

- **Key Rule:** No line breaks should be placed between letters of the alphabet.

- **Key Rule:** The general rule for indexing purposes, whether the index is taxonomic or not, is to follow the word form set in the Taxonomy, including capitalisation, hyphenation, plural and singular

- **Key Rule:** Quotation marks are used for terms in taxonomic indexes where a decision has been taken not to add that term to the Taxonomy but the indexer has determined that it is absolutely necessary to create an index entry for that term.

Example 5.21.

“Course of dealing”
second level entry, xxx

- **Key Rule:** Occasionally, to provide further clarification, main entries may be included which consist of two taxonomy terms. The second taxonomy term is added in brackets (with a lower case initial letter).

- **Key Rule:** Articles at the beginning of a title should be omitted in all cases, including Reports and governmental and quasi-governmental material. They should not be transposed to the end of the title except in the case of Times, The.

- **Key Rule:** Use a modified word-by-word alphabetisation system [as opposed to a letter-by-letter system].

Example 5.22.

Reach
 Read
 Read (Lord)
 Read, Andrew
 Read, Andy (Lord)
 Read, A P
 Read-Martin, Andrew
 Read the future
 Readable
 Ready, Andrew
 Real
 Realistic

- **Key Rule:** Hyphenated words are treated as one word.

Example 5.23.

Coal
 Combat
 Co-ordinated

- **Key Rule:** Numbers should be arranged as if spelled out.

Example 5.24.

Ten commandments
 1066 And All That
 10,000 Maniacs
 Ten times ten
 Tent pegs

5.4.2 Additional Guidance and Further Examples

- An Indexing Manual exists to guide all freelance indexers. A copy is available on the Freelance Operations Homepage on the intranet. The Manual sets out the techniques and methods of indexing

required by Sweet & Maxwell for indexes of all types of work. Freelance indexers are required to compile indexes in accordance with the Manual, the principal style requirements being set out in summary form below. Whilst House Editors are encouraged to read and be aware of the contents of the Manual, it is unnecessary to digest the contents in detail.

- Set directions in italics.

Example 5.25.

formerly

now known as

also known as

- Reference should be made to 1.11 Foreign Words and Phrases as to which foreign and Latin phrases appear in italics.
- Set titles of publications in italics.

Example 5.26.

Conspiracy and Criminal Law Reform (Law Com. No. 76, 1976)

Times, The

- Set case names in italics.

Example 5.27.

Tomlin orders

- Indents should not exceed two [thus allowing three index levels].
- An em rule should be used to separate references within a string, not a hyphen or en rule.

Example 5.28.

17—20, not 17–20 or 17-20

- Page numbers should not be elided. Hence 22—27, not 22—7
- Commas should be used to separate:
 - 1) Second and third level entries from page and paragraph numbers
 - 2) Page and paragraph numbers.

Example 5.29.

Dominant position

abusive practices, 324, 326

- Phrases such as *passim*, *ff.*, *et seq.*, *supra.*, *infra.*, etc. should not be used.
- Full stops should not be used save for abbreviations.

Example 5.30.

etc., i.e.

- They should not be used in acronyms nor for cross-references nor at the end of entries.
- Cross-references appear immediately under the main or second level entry to which they relate.
- Use "see" (lower case, italic) if no references appear under the entry, or "see also" (lower case, italic) if references do appear under the entry.
- The entry you are directed to is set in bold.

Example 5.31.

Default judgments

service abroad
generally, 17—20
introduction, 17
setting aside
see also **Setting aside**
claimant's duty, 21—22
costs, 22—23

Judgments and orders

default judgments
see **Default judgments**

- Semi-colons must be used if cross-referring to more than one main entry (which should be arranged alphabetically).

Example 5.32.

Trade marks

see **Compound marks; Device marks; Gustatory marks; Olfactory marks**