

SHORT-FORM HOUSE STYLE GUIDE FOR AUTHORS

Submissions received from authors are now subject to a “light touch” copy-edit from the Content Specialist (CS), with the emphasis on consistency for “Text Preparation” and checking references to cases and legislation against relevant TR databases for “Citation of Authorities”. For the majority of submissions, the CS will leave a particular contribution “as submitted” in order to minimise any changes to the main text and footnotes. It is therefore essential that authors follow the guidance below when preparing their submission as only minimal changes to the main text and footnotes will be made during the copy-edit. Following the guidelines below will ensure that all TR products have a consistent look/feel, facilitate the typesetting of the submission and reduce the number of corrections during the publishing process.

The following items will now be left as submitted and not changed during the copy-edit:

- Abbreviations—units of measure
- Acronyms
- Appendixes
- Brackets in quotes
- Compounds in titles
- Dates
- Dimensions
- Dollar sign
- Lists
- Percent sign
- Quotations
- Source notes
- Telephone numbers
- Time
- Titles and qualifications.

1. TEXT PREPARATION

1.0 GENERAL PRINCIPLES

1.1 HEADINGS

Heading level	Rule	Example
1	bold formatting	Offences under the Theft Act 1968
2	<i>Italics</i> formatting	<i>The constituent parts of the Offence</i>
3	Roman formatting	Introduction

Format heading-levels 4, 5 and 6 as above. Avoid numbered headings.

1.2 PARAGRAPH NUMBERING - BOOKS AND LOOSELEAFS ONLY

- Use for cross-referencing, tabling and indexing.
- Use a paragraph number for every initial paragraph under a heading and for every two to three paragraphs of text thereafter
- Use an en-dash or hyphen in paragraph numbers depending on the product-type, e.g. **1–001** or **1-001**.

1.3 QUOTATIONS

Quote type	Rule	Example
Short quotation (under two lines)	Double curly quote marks embedded in main text, begin with a lower-case letter	As Collins CJ observed, “the goodwill formed part of the business”.
Long quotation (two lines of text and over)	Double curly quote marks separated from the main text by a single line space (above/below the extracted text) and indented	The court concluded: “The goodwill of a business is one whole. Goodwill has no independent existence. That was the main issue in the case.”
Additions to quotations	Use square brackets	“the goodwill formed part of the [claimant’s] business”.
Omissions to quotations	Use ellipsis	“The goodwill of a business is one whole. ... Goodwill has no independent existence.”

Reproduced material will not be checked or copy-edited. Include a footnote with a full reference for any extracted material. All quotations should have corresponding opening and closing quotation marks.

1.4 LISTS

List level	Rule	Example
First level unnumbered	Bullet point	•
Second level unnumbered	Em dash	—

- Separate lists from the main text by a single line space (above/below the list) and indent, with each clause beginning with a lower-case letter and ending with a semi-colon. The final clause to end with a full-point. Numbered lists can be used for greater clarity.

1.5 FOOTNOTES

Rule	Example
Numbered from 1 for each submission. Footnote call-outs should appear after all punctuation except em-dashes.	As was considered by courts in <i>Hurst</i>¹—the leading case on this issue and ... as was considered by courts in <i>Hurst</i>.¹

1.6 CROSS-REFERENCES

Rule	Example
Cross-references are to paragraph number. Follow a consistent style (do not use “see above”, supra, ibid, etc).	paras 1-100 to 1-105

1.7 EM- AND EN-RULES

Rule	Example
Em-rules can be used instead of parenthetic commas or brackets	The parties themselves—and in particular the claimant—are more likely to know where enforcement should be sought
En-rules should be used to indicate a range of figures	ss.40–45

1.8 USE OF CAPITAL LETTERS

Rule	Example
Use capital letters consistently and sparingly, only using upper case letters for specific references	The University of Halifax
Use lower case letters for general references	A number of university students protested against the cuts

1.9 GENDER NEUTRAL NOUN USAGE

Rule	Example
Use gender neutral nouns or, where possible, rephrase to the plural or passive	Arguments on costs were heard before the judge after judgment had been delivered rather than Arguments on costs were heard before the judge after he/she had delivered judgment

1.10 CONTRACTIONS AND ABBREVIATIONS

Rule	Example
Use widely recognised contractions and abbreviations but not at the beginning of a sentence	<p>App./Apps applications c. chapter number of an Act CC, LBC/MBC County Council, London Borough Council/Metropolitan Borough Council Ch. chapter of a book/Chs chapters of a book cl. clause/cll. clauses col. column/cols columns Co Company Corp Corporation Dr Doctor ed. editor/eds editors edn edition fig. figure/figs figures fn. footnote/fnn. footnotes LC Lord Chancellor ln. line/lnn. lines Ltd Limited Mr Mister (see also Mrs/Ms) MR Master of the Rolls No. number/Nos numbers p. page/pp. pages para. paragraph /paras paragraphs Ple Public limited company SI Statutory Instrument subcl. subclause/subcll. subclauses VC Vice Chancellor Vol. Volume/Vols Volumes.</p>

1.11 ACRONYMS

Rule	Example
Include the full name of the instrument, body, report etc on the first reference followed by the acronym in parenthesis	As presented to the Ministry of Justice (MoJ)

1.12 FIGURES

Rule	Example
Spell out in words one to nine	six to nine months
Arabic numerals for 10 onwards (except at the start of a sentence, then full out)	10–11 months
Use numerals and words for “large” numbers	7 million
Use numerals and percent symbol for percentages	2% and 15%

1.13 DATES AND TIMES

Rule	Example
Use UK date format	1 January 2022
Use 24 hour clock	08.00 and 23.45

1.14 MONEY, WEIGHTS AND MEASUREMENTS

Rule	Example
Currency—use symbol and numerals	£5, \$5, €5, US \$5 and CAD \$5
Weights—use numerals with no full point or space	18kg and 100g
Measurements—use numerals, no full point or space	23m, 6km, 2ft 3in and 30mph

2. CITATION OF AUTHORITIES

Rule	Example
2.1 Books full reference (footnotes)	S. Pollock and T. Maitland, <i>The History of English Law</i>, 2nd edn (Arnhem: Kluwer, 1911), Vol.1, pp.518, 520–522
Books short form (main text and subsequent references)	Pollock and Maitland, <i>The History of English Law</i>
2.2 Essays in collections full reference	T. Maitland, “The Mystery of Seisin” in <i>Select Essays on Anglo-American Legal History</i> (London: Sweet & Maxwell, 1993), Vol.3, p.591, pp.600–610
Essays in collections short form	Maitland, “The Mystery of Seisin”
2.3 Legal periodicals full reference	Joshua Getzler, “Forfeiture for Breach of a Time Condition” (2004) 120 L.Q.R. 203, 209–210
Legal periodicals short form	Getzler, “Forfeiture for Breach of a Time Condition”
2.4 Looseleaves full reference style	<i>Palmer’s Company Law</i> (London: Sweet & Maxwell), Pt 1, para.5–523
Looseleaves short form	<i>Palmer’s Company Law</i>
2.5 Government publications full reference	Law Commission, <i>Restitution: Mistakes of Law and Ultra Vires Public Authority Receipts and Payments</i> (HMSO, 1994), Law Com. No.227, Cm.2731, pp.10–12
Government publications short form	Law Commission, <i>Restitution: Mistakes of Law and Ultra Vires Public Authority Receipts and Payments</i>
2.6 Online publications/blogs full reference	P. Cross, “A Guide to Citing Internet Sources” (Bournemouth University, 1996), <i>Bournemouth Online</i>, http://www.bournemouth.ac.uk/service-depts/lis
Online publications/blogs short form style	Cross, “A Guide to Citing Internet Sources”

2.7 Web addresses—use italics, include http, delete all hyperlinks (right click/Remove Hyperlink)	<i>https://www.sweetandmaxwell.co.uk</i>
Email addresses should be in Roman	xxx@thomsonreuters.com
2.8 Newspapers and other media—use italics and include the definite article where this is an integral part of the reference	<i>The Times</i> <i>Daily Telegraph</i>
2.9 Cases—full reference (check all case references against Westlaw, use media neutral citation followed by TR citation if available, use “at” when referring to page/paragraph numbers of cases. Paragraph numbers should be formatted using square brackets.	<i>Barnet LBC v Hurst</i> [2002] EWCA Civ 1009; [2003] H.L.R. 19 at [10], <i>Nelson v Rye</i> [1996] 1 W.L.R. 1378; [1996] E.M.L.R. 37 at 40 Ch D and <i>Dean v Woods</i> unreported 21 April 1994 CA (Civ Div)
Cases short form style	As was considered by the courts in <i>Hurst, Nelson and Dean</i>
Judges—surname only followed by abbreviated judicial status	Lawton J, Laws LJ and Lord Mance JSC
2.10 Statutes—full reference (name followed by specific provision—check against http://www.legislation.gov.uk)	Law of Property Act 1925 s.32
Statutes short form style (year or pre- defined acronym)	the 1925 Act or the LPA
Aabbreviate/contract provisions of statutes and SIs	s.10, subs.(1), Sch.8, Pt 3, reg.3, art.5, r.6, ss.10–11, subs.(1)–(2), Schs 8–9, Pts 3–4, regs 3–4, arts 5–6 and rr.6–7
2.11 Statutory Instruments full reference (full name followed by specific provision, check against http://www.legislation.gov.uk)	Financial Services and Markets Act 2000 (Consequential Amendments and Repeals) Order 2001 (SI 2001/3649) art.10
Statutory Instruments short form style (use year or pre-defined acronym)	the 2001 Order or the FSMO
Civil Procedure Rules 1998	CPR Pt 1, CPR r.5.5 and CPR PD 2 (Court Offices)
2.12 EU Cases (<i>Party A v Party B</i> (case number) citation—ECLI plus TR citation)	<i>Kone AG v OBB-Infrastruktur AG</i> (C-557/12) EU:C:2014:1317; [2014] C.M.L.R. 5
EU primary legislation—specific provision/instrument short title	art.2 TFEU
EU secondary legislation—instrument type, number, year, subject-matter and OJ citation)	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