

**SHORT-FORM
HOUSE STYLE
GUIDE FOR
AUTHORS**

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1. TEXT PREPARATION

1.0 GENERAL PRINCIPLES

- **Publishing process** The final version of the manuscript should be submitted to the Publisher (**PR**) in Word, with any graphics, tabular material, forms, precedents and appendices also in electronic format (if possible, omitting any appendix-type materials that are freely available online). The **PR** will then liaise with the House Editor (**HE**), who will manage the publishing process from receipt of the manuscript to arranging for the copy-edited, typeset and checked version of the proofs to be placed with the printers. The **HE** will contact you to agree a suitable publishing schedule for your manuscript, with particular emphasis on when the first proofs will be ready for checking and when any corrections to the proofs should be delivered. An overview of the publishing process is as follows: manuscript copy-edited/typeset; first proofs available for checking by author; corrections taken into proofs by **HE**/typesetter; second proofs available for checking by **HE**; and final proofs to printers.

- **Permissions and copyright** Authors should ensure that all necessary permissions for extracted material have been obtained prior to submitting the manuscript to the **PR**. Where it has not been possible to secure all necessary permissions, any extracted material for which permission has not yet been obtained should be drawn to the **PR**'s attention.

- **Proofs** Authors usually have around two weeks to check the first proofs (a PDF typeset version of the copy-edited manuscript). Changes at this stage should be kept to a minimum and limited to those corrections that are essential for the accuracy of the text. Checks should include: a general review of the content; ensuring that all queries have been resolved; ensuring that the hierarchy of all headings is correct; ensuring that all cross-references have been completed; and ensuring that all reproduced content has been typeset correctly. Second proofs are not usually sent to authors for checking and are used by HEs to ensure that all corrections to the first proofs have been incorporated by the typesetters.

- **Track changes** When updating a manuscript for a new edition of a book, authors should request Word files of the press proofs of the previous edition from the **PR**. Any amendments to the previous edition should be made using the **Track Changes** function in Word.

- **House style** Where possible, authors should follow the guidance below when preparing the manuscript. This will ensure that all TR products have a consistent look/feel, facilitate the typesetting of the manuscript and reduce the number of corrections during the publishing process.

1.1 HEADINGS

- Use a consistent system of headings to allow the subject-matter of the manuscript to be presented clearly. The style and layout of headings should be sufficient to show the hierarchy of headings.

- Use **bold** formatting for level-one headings, *italics* for level-two headings and Roman for level-three headings.

- Use **bold** formatting with a two-point smaller font size for level-four headings, *italics*/smaller font size for level-five headings and Roman/smaller font size for level-six headings.

- It is important not to “skip” heading levels, e.g. **1. Introduction**, or have heading levels at a higher level than a level-one heading, e.g. **Chapter 1 Offences under the Theft Act 1968 ... I. THE CONSTITUENT PARTS OF THE OFFENCE ... 1. Introduction**.

- If headings are numbered, authors should ensure that any cross-references are completed before submission of the manuscript. Where possible, sub levels within numbered headings should be avoided, e.g. **1.1, 1.1.1, 1.1.1.1** etc, and **(1), (a), (i)** etc should be used instead.

- Any emphasis required in the main text or within extracted material should be formatted in *italics* and not **bold** or underlined.

1.2 PARAGRAPH NUMBERING

- Paragraph numbers are used for cross-referencing, tabling and indexing.
- There should be a paragraph number for every initial paragraph under a heading and for every two to three paragraphs of text thereafter (ideally, there would be two to three paragraph numbers per page). Each appendix file should also have at least one paragraph number assigned to the content. Paragraph numbers should not be attached to headings and should be placed on a separate line immediately above the text to which they refer (on typesetting, they will appear in the margin).
- Use an en-dash or hyphen in paragraph numbers depending on the product-type (refer to the **PR** for guidance), e.g. **1–001** or **1-001**.

1.3 QUOTATIONS

- Insert double quotation marks at the beginning and end of every quotation, including extracts from case reports/legislation, and use single quotation marks for quotes within quotes. Use “curly” rather than “straight” quotation marks.
- Short quotations (under two lines of text) should be embedded in the main text and begin with a lower case letter (unless the quotation is at the beginning of a sentence or starts with a proper noun). Long quotations (two lines of text and over) should be separated from the main text by a single line space (above/below the extracted text) and indented.
- If the long quotation begins with a capital letter, this should be preceded by a colon, e.g. **The claimant's solicitors said: “In all the circumstances”** If the long quotation begins with a lower case letter, a colon is not required.
- If the closing punctuation is part of the extracted text, this should appear inside the quotation marks, e.g. **“The goodwill of a business is one whole. Goodwill has no independent existence.”** If the closing punctuation is not part of the extracted text, this should appear outside the quotation marks, e.g. **As Collins C.J. observed, “the goodwill formed part of the business”.**
- The content of any extracted material will not be checked or copy-edited by the **HE**. A full reference for any extracted material, preferably by way of a footnote, should be provided in the manuscript.

1.4 LISTS

- Use bullet points for lists and em-dashes for sub-levels within “bulleted” lists—the preferred way of prefixing lists. Use numbered lists if required for greater clarification, e.g. **(1)(a)(i)**.
- Lists should be separated from the main text by a single line space (above/below the list) and indented, with each clause beginning with a lower case letter and ending with a semi-colon. The final clause should end with a full-point.

1.5 FOOTNOTES

- Footnotes should be numbered from **1** for each chapter of the manuscript. Please avoid using “a” and “b” numbering in footnotes, e.g. **1a, 1b** etc.
- Footnote call-outs should appear before colons, semi-colons and em-dashes but after all other punctuation, e.g. **As was considered by courts in *Hurst*¹—the leading case on this issue and As was considered by courts in *Hurst*.¹**
- Footnotes should be inserted in the main text using the **Insert Footnote** function in Word rather than being inserted manually (or by using end-notes). Renumbering footnotes at first-proof stage should be avoided if possible.
- Additional formatting, such as indented quotations, lists and new paragraphs, should not be used in footnotes.

1.6 CROSS-REFERENCES

- Cross-references should be to paragraph number rather than to page number and should follow a consistent style, e.g. **paras 1-100 to 1-105**.
- References such as **supra, ante, ibid, op cit, infra, post, et seq, see above** and **see below** should not be used as this type of referencing is more suited to traditional print publishing and does not work as effectively with digital product-types.
- All footnote references should be “self-contained” to support both print and online functionality (see **2. CITATION OF AUTHORITIES** below).

1.7 EM- AND EN-RULES

- Em-rules can be used instead of parenthetical commas or brackets, e.g. **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, e.g. **ss.40–45**.

1.8 USE OF CAPITAL LETTERS

- The use of capital letters should be consistent. Over-capitalisation can be distracting for the reader so lower case should be used where there is any uncertainty.
- Use upper case letters for specific references and lower case for general references, e.g. **The University of Halifax** and **A number of university students protested against the cuts**.

1.9 FOREIGN WORDS AND PHRASES

- Italicise all foreign words and phrases unless they have been “naturalised” into English, e.g. **a fortiori, inter alia** and **prima facie**.
- For a comprehensive list of “naturalised” foreign words and phrases, refer to the **PR**.

1.10 GENDER NEUTRAL NOUN USAGE

- Aim to use gender neutral nouns, rephrasing where necessary to the plural or passive.
- If rephrasing to the plural or passive is not possible, use either **he** or **she** but ensure consistency throughout the manuscript.

1.11 CONTRACTIONS AND ABBREVIATIONS

- See **APPENDIX—COMMONLY USED CONTRACTIONS AND ABBREVIATIONS**.
- Avoid using contractions and abbreviations at the beginning of a sentence, e.g. **The Theft Act 1968 s.1 states** rather than **S.1 of the Theft Act states**.

1.12 ACRONYMS

- Include the full name of the instrument, body, report etc referred to on the first reference, together with the acronym in parenthesis, e.g. **As presented to the Ministry of Justice (MoJ)**.
- Commonly used acronyms do not need the full title on the first reference, e.g. **EU, BBC** and **NHS**.

1.13 FIGURES

- Spell out in words from one to nine and use Arabic numerals thereafter, e.g. **six to nine months** and **10–11 months** (except at the beginning of a sentence where the figure should always be out in full).
- Use numerals where there would otherwise be a mix of numerals and words in a range of figures, e.g. **The journey would take 9–10 months**.

1.14 DATES, TIMES, MONTHS, DAYS AND SEASONS

- Use the UK-date format, with no comma between the month and year, e.g. **1 January 2017**.

- Use the 24-hour clock, with numbers separated by a full point, e.g. **08.00** and **23.45**.
- Days and months should be set out in full in the main text but can be abbreviated in tables and footnotes, e.g. **Jan, Feb** and **Mar**.

1.15 MONEY, WEIGHTS AND MEASUREMENTS

- Abbreviations for currency, weights and measurements do not take a full-point/space, e.g. **23m, 18kg, 2ft 3in** and **30mph**.
- Express all currency, weights and measurements numerically, e.g. **6km, 7kg** and **£8.67**.
- Use currency symbols for pounds, dollars and euros, e.g. **£5, \$5** and **€5**.

2. CITATION OF AUTHORITIES

2.0 General principles

- If editing text with footnotes, an abbreviated form of the particular reference (the short-form) can be used in the main text but the full reference and citations should be given in a corresponding footnote.
- If editing text without footnotes, the full reference and citations should be given in the main text.
- Where subsequent references are used in the main text and footnotes, the short-form reference should be used.
- See below for specific examples (short form followed by long form).

2.1 BOOKS

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

2.2 ESSAYS IN COLLECTIONS

Maitland, “The Mystery of Seisin” and **T. Maitland, “The Mystery of Seisin” in *Select Essays on Anglo-American Legal History* (London: Sweet & Maxwell, 1993), Vol.3, p.591, pp.600–610.**

2.3 LEGAL PERIODICALS

Getzler, “Forfeiture for Breach of a Time Condition” and **Joshua Getzler, “Forfeiture for Breach of a Time Condition” (2004) 120 L.Q.R. 203, 209–210.**

2.4 LOOSELEAFS

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

2.5 GOVERNMENT PUBLICATIONS

Law Commission, *Restitution: Mistakes of Law and Ultra Vires Public Authority Receipts and Payments* and **Law Commission, *Restitution: Mistakes of Law and Ultra Vires Public Authority Receipts and Payments* (HMSO, 1994), Law Com. No.227, Cm.2731, pp.10–12.**

2.6 ONLINE PUBLICATIONS/BLOGS

Cross, “A Guide to Citing Internet Sources” and **P. Cross, “A Guide to Citing Internet Sources” (Bournemouth University, 1996), *Bournemouth Online*, <http://www.bournemouth.ac.uk/service-depts/lis> [Accessed 1 January 2017].**

2.7 E-TERMINOLOGY

- Use italics for website addresses, include **http** at the beginning of the address and delete all hyperlinks (right click/**Remove Hyperlink**).
- Email addresses should be in Roman.

2.8 NEWSPAPERS, VISUAL MEDIA, MISCELLANEOUS

- Use italics for the name of newspapers.
- Include the definite article in the name of the newspaper where this is an integral part of the reference, e.g. *The Times*, *The Economist* but *Daily Telegraph*, *Daily Express*.

2.9 CASES

- **As was considered by the courts in *Hurst, Nelson* and *Dean*** (short-form reference) and ***Barnet LBC v Hurst* [2002] EWCA Civ 1009; [2003] H.L.R. 19, *Nelson v Rye* [1996] 1 W.L.R. 1378; [1996] E.M.L.R. 37 Ch D and *Dean v Woods* unreported 21 April 1994 CA (Civ Div)** (long-form reference). Where possible, all case/legislation references should be checked against an appropriate database prior to submission of the manuscript, e.g. WLUK/Legislation.gov.
- The media neutral citation should be the first citation for all decisions of the “higher” courts post-December 2000. Where possible, a TR citation should be used for the second citation in the string, e.g. **[2003] H.L.R. 19**.
- Include two citations for the first full reference to a case (see examples above) and at least one published report series citation for any subsequent references (using the same report series for each subsequent citation), e.g. ***Hurst* [2003] H.L.R. 19**.
- Use **at** when referring to pages of law reports and not **p**. Where subsequent pages of a law report are referred to, also include the first page of the report, e.g. ***Nelson* [1996] 1 W.L.R. 1378 at 1380–1385**.
- Refer to all post- December 2000 Sweet & Maxwell law reports by case number rather than page number, e.g. ***R. v Rye (James)* [2013] 2 Cr. App. R. (S.) 11** rather than ***R. v Rye (James)* [2013] 2 Cr. App. R. (S.) p.50**.
- References to paragraphs of judgments should be in square brackets (see example below).
- A footnote is not required each time a case is mentioned in passing and should only be used to highlight specific references, e.g. ***Hurst* [2003] H.L.R. 19 at [10]**.
- Judges should be referred to by surname only, with his/her judicial status indicated by initials, e.g. **Lawton J, Laws LJ and Lord Mance JSC**.

2.10 STATUTES

- Include the full name of the Act on the first mention, with the specific provision either before or after the name of Act, e.g. **Law of Property Act 1925 s.32** (or **s.32 of the ...**).
- House style should not be applied to the spelling and hyphenation of names of Acts, which should appear exactly as they do on the Legislation.gov Website (<http://www.legislation.gov.uk>).
- For subsequent references to Acts, use the year of the Act or use a pre-defined acronym, e.g. **the 1925 Act** or **the LPA**.
- Abbreviate/contract specific provisions of Acts in accordance with **APPENDIX—COMMONLY USED CONTRACTIONS AND ABBREVIATIONS**, e.g. **s.10**, **Sch.8** and **Pt 3**.
- Use schedule **to** the Act rather than schedule **of** the Act.
- Specific provisions should not be abbreviated if they appear at the beginning of a sentence or if the provision is referred to without a corresponding number, e.g. **Section 32 introduces** and **by this section, Parliament intended ...**
- The name of the Act, as well the specific provision referred to, should be included in any footnotes, e.g. **LPA s.32** rather than **s.32**.

2.11 STATUTORY INSTRUMENTS

- Include the full name of the SI on the first mention, with the specific provision either before or after the name of the SI, e.g. **Financial Services and Markets Act 2000 (Consequential Amendments and Repeals) Order 2001 (SI 2001/3649) art.10** (or **art.10 of the ...**).
- House style should not be applied to the spelling and hyphenation of names of SIs, which should appear exactly as they do on the Legislation.gov website (<http://www.legislation.gov.uk>).
- For subsequent references to SIs, use the year of the SI or use a pre-defined acronym, e.g. **the 2001 Order** or the **FSMO**.
- Abbreviate/contract provisions of SIs in accordance with **APPENDIX—COMMONLY USED CONTRACTIONS AND ABBREVIATIONS**, e.g. **reg.3**, **art.5** and **r.6**.
- The name of the SI, as well the specific provision referred to, should be included in any footnotes, e.g. **FSMO art.10** rather than **art.10**.
- The Civil Procedure Rules 1998 should be referred to in their abbreviated form, e.g. **CPR Pt 1**, **CPR r.5.5** and **CPR PD 2 (Court Offices)**.

3. EU MATERIAL

- EU cases should be formatted “*Party A v Party B* (case number) citation (ECLI plus one other)”, e.g. ***Kone AG v OBB-Infrastruktur AG* (C-557/12) EU:C:2014:1317; [2014] C.M.L.R. 5**.
- EU primary legislation should be formatted “specific provision/instrument short title”, e.g. **art.2 TFEU**.
- EU secondary legislation should be formatted “instrument type, number, year, subject-matter/OJ citation”, e.g. **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**.

For specific guidance on **SCOTTISH, IRISH, INTERNATIONAL** and **FOREIGN-DOMESTIC** content, please refer to the **PR**.

APPENDIX—COMMONLY USED CONTRACTIONS AND ABBREVIATIONS

App. Application/**Apps** applications
art. article/**arts** articles
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
Dir. Direction
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
Plc Public limited company
Pt Part/**Pts** Parts
r. rule/**rr.** rules
reg. regulation/**regs** regulations
s. section/**ss.** sections
Sch. Schedule/**Schs** Schedules
SI Statutory Instrument
subcl. subclause/**subcll.** subclauses
subs. subsection/**subss.** subsections
VC Vice Chancellor
Vol. Volume/**Vols** Volumes.