

Style and Citation Guide

Formatting

Font	Times New Roman
Title	20 point font and centred
Author	11 point font and centred;
First level heading	10 point font and bold
Second level heading	10 point font and italics
Third Level headings	10 point font, italics and underlined
Main text	10 point font
Footnotes	8 point font

Proper nouns in headings and article or other titles should be capitalised.

Quotes that are longer than two lines should be set outside of the text with an indent of one inch.

Referencing

Referencing should conform to the London (or Footnotes) System. In-line references (Harvard System) are discouraged.

Footnoting Conventions

Please use *ibid* to refer to an immediately previous reference but to a different section of text. Please use *idem* to refer to the immediately previous and exact reference. References to previous sources in the same piece may use "above note" followed by the number of the footnote where the first full reference is some distance away and "below note" where, for stylistic reasons, it is appropriate that the reference be located in a later section of the text.

For example:

Barnard, *ibid.*, at 202.

Elliot and Quinn, above note 10, at 150-151.

An author citation, address and contact details (if desired) may be included if desired. If including an author citation use * at the end of the author name and add information as text prior to the first footnote.

Referencing Sources

Referencing of sources should be set out as follows:

For a book (set out year, publisher and place of publication as in the following example):

C. Elliott and F. Quinn, *English Legal System* (2005, Pearson, Harlow), at 100.

For an edited publication:

O. Lobo *et al.*, (eds), *World Insolvency Systems: A Comparative Study* (2009, Sweet and Maxwell, Toronto).

For a book of multiple editions:

C. Barnard, *EC Employment Law* (3rd ed) (2006, Oxford University Press, New York NY), at 8-21.

For a chapter in a book:

F. Allen, "The Decline of the Rehabilitative Ideal", Chapter 2 in A. von Hirsch and A. Ashworth (eds), *Principled Sentencing: Readings on Theory and Policy* (1998, Hart, Oxford), at 14-19.

For journal articles:

M. Dubber, "Policing Possession: The War on Crime and the End of Criminal Law" (2002) 91(4) *Journal of Criminal Law and Criminology* 829, at 850. [Alternatively, if using page range, then 829-996]

i.e. Author, Title, Year, Volume Number, Journal Title, First Page or Page Range

In all the above cases:

(i) Authors names should have an initial plus family name, e.g. A. Ashworth. Family names alone are not acceptable.

(ii) a reference to a specific page or pages should be in this form: at 77 or at 76-78.

If the text uses numbered paragraphs, reference these, i.e. at paragraph 3.02.

Publications with more than two authors or editors should cite the first, followed by *et. al.* and (eds) as appropriate.

For Law Commission Papers:

Law Commission and Scottish Law Commission, *Unfair Terms in Contracts* (Law Com No 292; Scot Law Com No 199) [Cm 6464]. A year may also be included.

For Government Department Publications:

Department of Health, *Community Care in the Next Decade and Beyond* (1990, HMSO, London).

For Newspapers:

A. Aardvark, "Declining Britain" (Sunday Times, 28 July 1996), at 23.

If no author is indicated, then use Anon.

For Web Pages:

Home Office, *Crime Statistics for England and Wales*, available at:
<www.crimestatistics.org.uk/output/Page1.asp> [last viewed 2 August 2005].

For Electronic Journals

K. Burton, "Interactive Powerpoints: Is There any Point in Giving Power to Students?" (2004) 11(4) *Murdoch University Journal of Law*, available at:
<www.murdoch.edu.au/elaw/issues/v11n4/burton114.html> [last viewed 2 August 2005].

For Electronic Databases:

D. Baird, "Getting the Most from Work Experience" (2005) *New Law Journal* 155.7167(360), available from Lexis Nexis [last viewed 9 July 2005].

For Cases:

Neutral Citation: *R v Mushtaq* [2002] EWCA Crim 967.

Official Law Reports: *Alderson v Booth* [1969] 2 QB 216.

Unreported: *Scott v Associated British Ports* (Court of Appeal 22 November 2000) (unreported).

Verbatim Quotes or Precise References:

Donoghue v Stevenson [1932] AC 562, at 580 (*per* Lord Atkin).

R v Mushtaq [2002] EWCA Crim 967, at paragraph 12.

European Cases:

Defrenne v SABENA (Case 43/75) [1976] ECR 455.

Peter Jagerskiold v Torolf Gustaffson (Case C-97/98) [1999] ECR I-7319.

For Legislation:

UK Parliament: Section 10, Dangerous Dogs Act 1991.

European: Article 3(3), Council Regulation (EC) No. 1346/2000 of 29 May 2000 (OJ 2000 L160/1).

For Sources specific to Other Jurisdictions:

Please conform as closely to the above as possible or to a recognised referencing standard in regular use in the jurisdiction.