

SHORT-FORM HOUSE STYLE GUIDE FOR AUTHORS

Authors should follow the guidance below when preparing their manuscript. Following the guidance below will facilitate a “light-touch” copy-edit by the House Editor, ensure that all Thomson Reuters products have a consistent look/feel, facilitate the typesetting of the manuscript, and reduce the number of corrections during the editorial process.

1. TEXT PREPARATION

1.1 HEADINGS

Heading level	Rule	Example
1	Regular font, centred, and small caps	LEVEL ONE
2	Bold and left-aligned	Level Two
3	Bold/Italics and left-aligned	<i>Level Three</i>
4	Italics and left-aligned	<i>Level Four</i>
5	Regular font and left-aligned	Level Five

Format heading levels in title case or sentence case, and use this case consistently throughout. Avoid numbered headings.

1.2 PARAGRAPH NUMBERING

- Paragraphs are numbered for the purposes of cross-referencing, tabling and indexing.
- Authors need not number paragraphs in their manuscript, as paragraph numbering will be auto-inserted by the typesetter. Authors must check the paragraph numbering at proofs stage.

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 J. 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

- Footnotes are numbered from 1 for each chapter. Footnote markers should appear after all punctuation.

1.6 CROSS-REFERENCES

- Cross-references are to paragraph number, e.g. see paras 1–100 to 1–105.
- Authors should format cross-referencing in the manuscript as XXX; once paragraph numbering has been settled at proofs stage, authors should then replace XXX with the relevant paragraph cross-reference.¹

1.7 EM- AND EN-DASHES

Rule	Example
Em-dashes 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-dashes 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 Competition and Consumer Protection Commission opened an investigation into ...
Use lower-case letters for general references	A study of enforcement actions taken by national competition authorities across the EU has shown that ...

¹ When considering the extent to which you wish to employ cross-referencing, please bear in mind that there will be a detailed table of contents and index to help the reader navigate the book by topic, and detailed tables of case law and legislation to help the reader navigate the book by legal authority.

1.9 GENDER-NEUTRAL NOUN USAGE

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

1.10 CONTRACTIONS AND ABBREVIATIONS

Rule	Examples
Use widely recognised contractions and abbreviations but <u>NOT</u> at the beginning of a sentence (except for Mr/Mrs/Ms/Dr)	art. article/ arts articles Ch. chapter/ Chs chapters col. column/ cols columns Co Company Corp Corporation Dr Doctor ed. editor/ eds editors edn edition fn. footnote/ fnn. footnotes Ltd Limited Mr Mister (see also Mrs/Ms) No. number/ Nos numbers Ord. Order/ Ords Orders 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 S.I. Statutory Instrument Vol. Volume/ Vols Volumes

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; thereafter, use the acronym consistently.	The Small Company Administrative Rescue Process (SCARP) is exclusively available to small and micro companies. SCARP is ...

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 per cent 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	D. Staunton, <i>Drunken Driving</i>, 2nd edn (Dublin: Round Hall, 2021), para.3–12
2.2 Essays in edited collections	P. Gallagher, “The Changing Face of Law and Legal Regulation” in B. Ruane, J. O’Callaghan and D. Barniville (eds), <i>Law and Government: A Tribute to Rory Brady</i> (Dublin: Round Hall, 2014), p.54
2.3 Legal periodicals	A. McPartland and N. McGrath, “The Small Company Administrative Rescue Process: Some Thoughts” (2022) 29(1) <i>Commercial Law Practitioner</i> 3
2.4 Reports, Government Department publications, etc.	Law Reform Commission, <i>Report on Suspended Sentences</i> (LRC 123-2020) Department of Enterprise, Trade and Employment, <i>The Small Company Administrative Rescue Process</i> (December 2021)
2.5 Online references	Law Reform Commission, <i>Report on Suspended Sentences</i> (LRC 123-2020), available at: https://www.lawreform.ie/_fileupload/Reports/LRC%20123-2020%20Suspended%20Sentences.pdf [accessed January 2022].²
2.6 Newspapers	A. Eustace, “Remote Working Bill demonstrates failure of imagination”, <i>The Irish Times</i>, 26 January 2022

² When considering the use of online references, please bear in mind the prevalence of “link rot” and that most online material can be most effectively accessed using an internet search engine. Where a webpage/URL is lengthy (e.g. takes up more than one line in a footnote), consider using a shortened URL (for example, you can use *tinyurl.com* to do this). Avoid linking to content that sits behind a paywall.

2.7 Cases	
2.7.1 Use neutral citation followed by any reported citations	<i>A v Governor of Arbour Hill Prison</i> [2006] IESC 45, [2006] 4 I.R. 88, [2006] 2 I.L.R.M. 481
2.7.2 Use “at” for pinpoint references to page/paragraph numbers of cases	[2001] 1 I.R. 190 at 203 [2016] IESC 72 at para.3.5
2.7.3 Unreported case without a neutral citation	<i>Kinsella v Alliance & Dublin Gas Consumer Co, unreported, High Court, Barron J., 5 October 1982</i>
2.8 Judges—surname only followed by abbreviated judicial status	Irvine P., Hogan J., O’Donnell C.J.
2.9 Statutes	Companies Act 2014 s.52 OR s.52 of the Companies Act 2014
2.9.1 Statutes short-form style (year or pre-defined acronym—use consistently throughout)	The Consumer Credit Act 1995 can be abbreviated as: 1995 Act OR Act of 1995 OR CCA 1995 OR CCA
2.9.2 Abbreviate provisions of statutes and statutory instruments (see abbreviations at 1.10 above)	s.10 s.10(1) s.10(1) and (2) s.10(3)–(5) ss.10 and 11 ss.10–13 Pt 3 Pt 3, Ch.1 Sch.8 reg.3 art.5 Ord.84 r.6
2.10 Statutory Instruments	European Communities (Unfair Terms in Consumer Contracts) Regulations 1995 (S.I. No. 27 of 1995)
2.10.1 Statutory Instruments short-form style (year or pre-defined acronym—use consistently throughout)	The European Communities (Unfair Terms in Consumer Contracts) Regulations 1995 can be abbreviated as: 1995 Regulations OR Regulations of 1995 OR UTCC Regulations
2.10.2 Court Rules	Rules of the Superior Courts (RSC) Circuit Court Rules (CCR) District Court Rules (DCR) Ord.84 r.21 RSC Ord.25 r.2 CCR Ord.17 r.3 DCR
2.11 European Union	

<p>2.11.1 EU Cases (case number followed by ECLI citation followed by any reported citation)</p>	<p><i>Holohan v An Bord Pleanála (C-461/17) EU:C:2018:883</i> <i>Kone AG v OBB-Infrastruktur AG (C-557/12) EU:C:2014:1317, [2014] 5 C.M.L.R. 5</i></p>
<p>2.11.2 EU Treaties—specify abbreviation at first mention and use abbreviation thereafter</p>	<p>Treaty on the Functioning of the European Union (TFEU) art.267 TFEU</p>
<p>2.11.3 EU Legal acts—full title and OJ citation</p>	<p>Directive (EU) 2019/770 of the European Parliament and of the Council of 20 May 2019 on certain aspects concerning contracts for the supply of digital content and digital services [2019] OJ L136/1</p>
<p>2.12 Council of Europe</p>	
<p>2.12.1 Case law of the European Court of Human Rights (ECtHR)—where there is no reported citation, provide the application number of the case</p>	<p><i>Chapman v United Kingdom (2001) 33 E.H.R.R. 18</i> <i>Bor v Hungary (Application No. 50474/08)</i></p>
<p>2.12.2 European Convention on Human Rights—specify abbreviation at first mention and use abbreviation thereafter</p>	<p>European Convention on Human Rights (ECHR) art.6 ECHR</p>