

House Style Guide

Table of Contents

1. INTRODUCTION	1
1.1 INTRODUCTION	1
1.2 HEADINGS	1
1.2.1 Heading levels	1
1.2.2 Numbering	1
1.3 PARAGRAPH NUMBERING	2
1.3.1 Number form	2
1.3.2 Stroke Paragraph Numbers	2
1.3.3 Link Lines	3
1.4 QUOTATIONS	3
1.4.1 How to Indicate	3
1.4.2 How to Reproduce	3
1.4.3 Use of Quotation Marks	4
1.4.4 Punctuation in Quotations	4
1.5 LISTS	5
1.5.1 Lists in Commentary	5
1.5.2 Punctuation in Lists	5
1.5.3 Lists in Case Digests	5
1.6 FOOTNOTES	6
1.7 BIBLIOGRAPHIES	6
1.8 CROSS-REFERENCES	7
1.8.1 Cross-references to Footnotes	7
1.9 EMS, ENS AND HYPHENATION	8
1.9.1 Ems	8
1.9.2 Ens	8
1.9.3 Hyphenation	9
1.10 USE OF CAPITAL LETTERS	10
1.10.1 When to Use Capital Letters	10
1.10.2 When Not to Use Capital Letters	14
1.11 FOREIGN WORDS AND PHRASES	16
1.11.1 Foreign words and phrases in headings	18
1.11.2 Accents and diphthongs	18
1.11.3 Latin	18
1.12 GENDER NEUTRAL NOUN USAGE	18
1.13 CONTRACTIONS AND ABBREVIATIONS	19
1.13.1 Contractions	21
1.13.2 Abbreviations	21
1.13.3 Acronyms	21
1.14 TITLES AND QUALIFICATIONS	22
1.15 FIGURES	23
1.16 DATES AND TIMES	25
1.17 MONTHS, DAYS AND SEASONS	25
1.18 MONEY, WEIGHTS AND MEASUREMENTS	26
1.18.1 Currency mnemonics	27
2. CITATION OF AUTHORITIES	28
2.1 FOOTNOTES AND BIBLIOGRAPHIES	28
2.1.1 Numbered Footnotes	28
2.1.2 No footnotes	28
2.1.3 Bibliographies	28
2.2 BOOKS	29
2.2.1 References in text	29
2.2.2 References in footnotes	29
2.2.2.1 Authors (forename or initials followed by surname)	30
2.2.2.2 Title (including statement of original authorship where it is an integral part of the title)	30

2.2.2.3 Editor or subsidiary author (forename or initials followed by surname)	31
2.2.2.4 Full examples of book citations in footnotes	31
2.2.3 Successive citations (Subsequent references)	31
2.2.4 Bibliographies	32
2.3 ESSAYS IN COLLECTIONS	32
2.3.1 References in text	32
2.3.2 References in footnotes	32
2.3.3 Successive citations (Subsequent references)	32
2.3.4 Bibliographies	33
2.4 LEGAL PERIODICALS	33
2.4.1 References in text	33
2.4.2 References in footnotes	33
2.4.2.1 Order of citation elements	34
2.4.2.1.1 Analytical format	34
2.4.2.1.2 Legal Journals Index format	34
2.4.3 Successive citations (Subsequent references)	35
2.4.4 Bibliographies	35
2.5 BOOK REVIEWS	35
2.5.1 References in footnotes	35
2.5.2 Successive citations (Subsequent references)	36
2.5.3 Bibliographies	37
2.6 LOOSELEAFS	37
2.6.1 References in text	37
2.6.2 References in footnotes	37
2.6.3 Successive citations (Subsequent references)	38
2.6.4 Bibliographies	38
2.7 GOVERNMENT PUBLICATIONS	38
2.7.1 References in Footnotes	38
2.7.2 Successive citations (Subsequent references)	39
2.7.3 Bibliographies	40
2.7.4 Parliamentary Debates	40
2.7.5 Parliamentary Journals	40
2.8 MISCELLANEOUS	41
2.8.1 E-terminology	41
2.8.1.1 Successive citations (Subsequent references)	41
2.8.2 Biblical References	41
2.8.3 Newspapers	42
2.8.4 Plays, Films and TV	42
2.8.5 Poems	42
2.8.6 CDs and DVDs	42
2.8.6.1 References in Footnotes	42
2.8.6.2 Successive citations (Subsequent references)	43
2.8.6.3 Bibliographies	43
2.8.7 Online	43
2.8.7.1 References in Footnotes	43
2.8.7.2 Successive citations (Subsequent references)	43
2.8.7.3 Bibliographies	44
2.9 CASES	44
2.9.1 Party Names	44
2.9.1.1 Forenames	44
2.9.1.2 Surnames	45
2.9.1.3 Company names	45
2.9.1.4 Multiple parties	46
2.9.1.5 Sub noms	46
2.9.1.6 Joined Cases	47
2.9.1.7 Shortened Names	47
2.9.2 Media neutral citations	47
2.9.2.1 High Court – January 12, 2002 onwards	48

2.9.3 Law Report References	48
2.9.3.1 Number of citations	48
2.9.3.1.1 Commentary, Journals, Looseleafs and Digesting services	48
2.9.3.1.2 Law Reports	48
2.9.3.2 Which reports to cite?	48
2.9.3.2.1 Prior to 1865	49
2.9.3.2.2 1865 – present	49
2.9.3.2.3 European Union Cases in Commentary, Journals, Law Reports and Looseleafs	49
2.9.3.2.4 European Union Cases in Case Digests	49
2.9.3.3 Date and Use of Round and Square Brackets	49
2.9.3.4 Volume and Page/Case and Paragraph Reference	50
2.9.4 Court of Decision	51
2.9.5 Admiralty Cases	51
2.9.6 Judicial Reviews	51
2.9.7 Administrative Tribunals	51
2.9.8 Yearbooks and Court Rolls	52
2.9.9 Unreported Cases	52
2.9.10 Italicisation in Case Citations	52
2.9.11 Expressions in Case Citations	53
2.9.12 Citation in text and online services	54
2.9.12.1 Citation in main text (where there are no footnotes/cases referred to field)	54
2.9.12.1.1 Successive cites.	55
2.9.12.2 Citation in main text (where footnotes/cases referred to field used)	55
2.9.12.2.1 Citation in footnotes	55
2.9.12.2.2 Successive cites	55
2.9.13 Use of capitals when referring to courts	56
2.9.14 Judges	56
2.9.15 Practice Directions (from courts)	58
2.9.15.1 Northern Ireland Practice Directions	58
2.10 CASES (SCOTLAND)	58
2.10.1 Name of Case	59
2.10.2 Dates and Use of Brackets	59
2.10.3 Courts and Judges	60
2.10.4 Media Neutral Citations	60
2.11 CASES (IRELAND)	61
2.11.1 How the Individual Reports should be Cited	61
2.12 LEGISLATION: ENGLAND AND WALES	61
2.12.1 Statutes: Public General Acts	61
2.12.1.1 Citation in text	61
2.12.1.2 Citation in footnotes	63
2.12.1.3 Subdivision	64
2.12.1.4 Printed Series of Statutes	65
2.12.2 Private, Local and Personal Acts	65
2.12.3 Church Assembly Measures	66
2.12.4 Bills	66
2.12.5 Statutory Instruments	66
2.12.5.1 Citation	66
2.12.5.2 Subdivision	67
2.12.5.3 Printed Collections of SIs	68
2.12.6 Rules of Court	68
2.12.6.1 Rules of the Supreme Court	68
2.12.6.2 County Court Rules	69
2.12.6.2 Civil Procedure Rules	69
2.12.6.3 Civil Procedure Practice Directions	69
2.13 LEGISLATION: SCOTLAND	70
2.13.1 Statutes	70

2.13.1.1 Acts of the Parliament of Scotland	70
2.13.1.2 Acts of the United Kingdom Parliament	70
2.13.1.3 Acts of the Scottish Parliament	70
2.13.2 Statutory Instruments	71
2.13.2.1 Scottish Statutory Instruments (SSIs)	71
2.13.3 Rules of Court	71
2.14 LEGISLATION: WALES	72
2.15 LEGISLATION: NORTHERN IRELAND	72
2.15.1 Statutes	72
2.15.2 Statutory Rules	72
2.16 LEGISLATION: IRELAND	73
2.16.1 Statutes	73
2.16.2 Statutory Rules	73
3. EUROPEAN UNION MATERIAL	74
3.1 EUROPEAN UNION CASES	74
3.1.1 Citation in text and online services	75
3.1.1.1 Citation in text without footnotes and services without cases referred field	75
3.1.1.2 Citation in text with footnotes	76
3.1.1.3 Citation in services with cases referred field	76
3.1.2 General rules	77
3.2 EUROPEAN COMMISSION COMPETITION DECISIONS	78
3.2.1 Citation in text	81
3.2.2 Citation in footnotes	81
3.2.3 Citation in online services without legislation referred field	82
3.2.4 Citation in online services with legislation referred field (other than Articles content)	82
3.2.5 Citation in Articles content	82
3.2.6 Appendix I	83
3.3 EUROPEAN UNION LEGISLATION	83
3.3.1 General	83
3.3.1.1 Structure of statutory material	84
3.3.1.2 Official Journal	84
3.3.1.2.1 Pre-1972 OJ references	84
3.3.1.3 COM Documents	85
3.3.2 Primary law	85
3.3.2.1 EC Treaty and Treaty on European Union: 1958 - 2009	86
3.3.2.2 Treaty on the Functioning of the European Union and the Treaty on European Union: 2009 onwards	86
3.3.3 Secondary law	87
3.3.3.1 Citation in text and online services	89
3.3.3.1.1 Citation in judgments	89
3.3.3.1.2 Citation in text without footnotes and online services without legislation referred field	90
3.3.3.1.3 Citation in text with footnotes	91
3.3.3.1.4 Citation in online services with legislation referred to field	91
3.3.4 Other EU Instruments	91
3.3.4.1 Citation in text and online services	93
3.3.4.1.1 Citation in text without footnotes and online services	93
3.3.4.1.2 Citation in text with footnotes	93
3.3.5 Preparatory Material	94
3.3.5.1 Citation in text and online services	94
3.3.5.1.1 Citation in text without footnotes and online services without legislation referred to field	94
3.3.5.1.2 Citation in text with footnotes	95
3.3.5.1.3 Citation in online services with legislation referred to field	95
3.3.6 Other EU Publications	96
3.3.6.1 Citation in text and online services	97

3.3.6.1.1 Citation in text without footnotes and online services	97
3.3.6.1.2 Citation in text with footnotes	97
4. INTERNATIONAL AND FOREIGN MATERIAL	99
4.1 CASES (EUROPE AND THE REST OF THE WORLD)	99
4.2 FOREIGN DOMESTIC LEGISLATION	99
4.2.1 General Citation rules	99
4.2.2 US Legislation	100
4.2.2.1 The United States Code	100
4.2.2.1.1. Subject Codes	101
4.2.2.2 US Constitution	101
4.2.2.3 US Acts	101
4.2.2.4 Draft US Legislation	101
4.2.2.5 US Federal Rules and Regulations	101
4.2.2.6 US Uniform and Model Laws	101
4.2.2.7 US State Legislation	102
4.2.2.7.1 State Constitutions	102
4.2.2.7.2 State Statues	102
4.2.2.7.3 Uncodified Statutes or Regulations	102
4.2.3 Constitutions	102
4.2.4 Civil Codes	103
4.2.5 Court Rules	103
4.2.6 Usual Form of Citation for Specific Countries	103
4.3 INTERNATIONAL LEGISLATION	104
4.3.1 Treaties/Conventions	105
4.3.1.1 Citation	105
4.3.2. Protocols	106
4.3.3 ILO conventions	106
4.3.4 Treaties between Two Countries	106
4.3.5 Double Tax Treaties	106
4.3.6 UN Resolutions	106
4.3.6.1 Security Council Resolutions	106
4.3.6.2 General Assembly Resolutions	107
5. TABLES AND INDEXES	108
5.1 Table of Cases	108
5.1.1 Alphabetical Order	108
5.1.2 References	111
5.1.3 Order of Citation	111
5.1.4 General Points	112
5.1.5 Use of Italics in the Table of Cases	112
5.2 Table of Statutes	112
5.2.1 Arrangement	112
5.2.2 Scottish Legislation	113
5.2.3 Foreign Legislation	113
5.2.4 Legislation in SMART	113
5.2.5 Regnal Years and Chapter Number in Pre- 1963 Acts	113
5.3 Tables of Statutory Instruments and Rules of Court	114
5.4 Bibliographies	115
5.5 Indexes	115
5.5.1 Headings	115
5.5.2 Main entries	115
5.5.3 Second and third level entries	115
5.5.4 Alphabetisation	116
5.5.5 Formatting	117
5.5.6 Page and paragraph references	117
5.5.7 Full Stops	117
5.5.8 Cross-references	118

Chapter 1. INTRODUCTION

1.1 INTRODUCTION

House Style is a critical element of the data standards followed by Sweet & fMaxwell. Adhering to a common style:

- provides part of the value that we add to our data.
- maintains a standard quality across all products.
- allows content re-use between products and across different media types.
- provides editors with the ability to work across different product sets, enabling greater adaptability and support between teams.
- is an essential aspect of the content management systems we use: LCC, S3C, CAwCC and ACM.

Maintaining a consistent house style across all our content is imperative for the future.

1.2 HEADINGS

- **Rule:** Use a consistent system of headings to allow subject matter to be presented clearly.
- **Rule:** Avoid excessive use of capitals in headings.
- **Rule:** Do not indent the first line of text after a heading.

1.2.1 Heading levels

- **Rule:** Refer to product/series style sheets for full guidance on heading levels.
- **Rule:** Use a standard heading level of bold, italic, roman in Law Reports and Journals.

Example 1.1.

Heading Level One

Heading Level Two

Heading Level Three

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

Example 1.2.

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

1.2.2 Numbering

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

- **Rule:** Use numbered headings where further clarity as to heading levels is needed and ensure consistency throughout.
- **Rule:** Use arabic numerals and letters for numbered headings up to four levels.

Example 1.3.

- (1)
- (b)
- (iii)
- 4.

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

Example 1.4.

- I.
- B.
- 3.
- (4)
- (e)
- (vi)

1.3 PARAGRAPH NUMBERING

1.3.1 Number form

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

Example 1.5.

1—100 not 1-100

- **Note:** 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.

1.3.2 Stroke Paragraph Numbers

- **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

1.3.3 Link Lines

- **Rule:** Use a link line to preserve the existing paragraph numbering when deleting a paragraph from within an existing run of paragraphs
- **Rule:** When deleting paragraph 12-124, a link line bridges the gap between paragraphs 12-123 and 12-125, in the form:

Example 1.7.

[THE NEXT PARAGRAPH IS 12–125.]

1.4 QUOTATIONS

1.4.1 How to Indicate

- **Rule:** Insert double quote marks at the beginning and end of every quotation.
- **Rule:** Use alternate single and double quote marks for further levels of quotations.
- **Rule:** Embed short quotations in text either as full or partial sentences.
- **Rule:** Precede short quotations with a comma
- **Rule:** Begin short quotations with a lower case letter except where the word is normally capitalised
- **Rule:** When the extract in analytical text is long (normally defined as over 22 words it should be displayed as a separate paragraph and indented.
- **Rule:** Precede long quotations with a colon
- **Rule:** Begin long quotations with a capital letter.
- **Note:** The text following the indented extract should be full out if it is not a new paragraph.
- **Exception:** This rule does not apply to text in fielded content centres such as S3C and CAwCC.

1.4.2 How to Reproduce

- **Note:** It is the author’s responsibility to quote correctly.
- **Note:** The typographical representation (e.g. font type and size) may be changed to match the output style. Typographical representation does not include amending date style or anything else style based.
- **Rule:** Quotations must be accurately copied.
- **Rule:** 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.
- **Rule:** Where material is omitted from a quotation, this should be indicated by ellipses. Ellipses should have spaces either side.

Example 1.8.

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

- **Rule:** Bad language within a quotation should not be omitted or changed on principle.
- **Rule:** Place any interpolations or alterations to the quotation (other than omissions) in square brackets.
- **Rule:** Use square brackets if words are added or amended to help the sense of the quotation.

Example 1.9.

amending

it was of the opinion that

to

[the court] was of the opinion that

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

1.4.3 Use of Quotation Marks

- **Rule:** Do not use quote marks when reproducing:
 - 1) entire Acts
 - 2) entire sections of Acts
 - 3) entire transcripts.
- **Rule:** Use quotation marks to enclose a word or phrase whose meaning is being referred to.

Example 1.10.

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

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

Example 1.11.

Making the information on-screen less "cluttered"

1.4.4 Punctuation in Quotations

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

- **Rule:** If the punctuation has been added, but is not part of the quotation, it should appear outside the quotation marks.
- **Note:** Always indicate clearly on the copy where punctuation marks should be set, as some typesetters will automatically set punctuation inside quotation marks.

1.5 LISTS

1.5.1 Lists in Commentary

- **Rule:** Use bullet points for all lists.
- **Exception:** Use numbers where a numbered list is required.
- **Rule:** For sub-levels within bulleted lists use em dashes.
- **Rule:** For levels within numbered lists use the following pattern:

Example 1.12.

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

1.5.2 Punctuation in Lists

- **Exception:** The following rules do not apply to case digests.
- **Rule:** List items which are complete sentences start with initial upper case and end in full points.
- **Rule:** Sentence fragments do not end in full points and are usually lower case.
- **Rule:** 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.
- **Rule:** 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.

1.5.3 Lists in Case Digests

- **Rule:** Facts are presented as follows:

Example 1.13.

FACTS: the issues were (i) whether this was true; (ii) whether B was wrong; (iii) whether M was wrong

- **Rule:** Submissions are presented as follows:

Example 1.14.

SUBMISSIONS: B submitted that (1) it was...; (2) there was no case to answer...

- **Rule:** Held sections are presented as follows:

Example 1.15.

HELD: (1) The court was... (2) It was wrong

- **Rule:** When sub-points are used in the Held field, use lower case letters in brackets (with semi-colons).

1.6 FOOTNOTES

- **Rule:** Number footnotes in books, journals and law reports from 1 onwards from the beginning of each chapter or article/report.
- **Rule:** Footnotes in looseleafs should be numbered from 1 on each new page.
- **Rule:** Do not use symbols for additional footnotes such as author details.
- **Exception:** Symbols for additional footnotes such as author details can be used in Journals.
- **Rule:** Footnotes should appear at the bottom of the page to which they refer.
- **Rule:** Use a letter suffix if new footnotes have to be added at proof stage.

Example 1.16.

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

- **Rule:** Close up number gaps if footnotes have been deleted.

Example 1.17.

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

- **Note:** Renumbering should be avoided if at all possible. Remember that it is time consuming and expensive to renumber.
- **Rule:** Footnote numbers in the text must appear after any punctuation except a colon or semi-colon, em dash or en dash.
- **Note:** These types of punctuation represent a break in meaning so the footnote belongs to the text before the punctuation, whereas punctuation such as a full stop denote the end of a statement and the footnote appears after it.
- **Rule:** Footnotes must not appear in headings.
- **Rule:** Narrative footnotes (i.e. those not already present as part of reproduced legislation) must not appear within the body of reproduced legislation.

1.7 BIBLIOGRAPHIES

- **Definition:** A bibliography is a list of works that 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 Part 2 below.
- **Rule:** The bibliography should be arranged alphabetically by author surname, but may also be subdivided by type of publication.

1.8 CROSS-REFERENCES

- **Further reference:** Cross-references are the responsibility of the author, refer to Editorial training guides.
- **Note:** 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.
- **Rule:** Internal cross-references must follow one consistent style.

Example 1.18.

see p.000

- **Note:** Avoid using see above, p.000 or see below, p.000 wherever possible.
- **Rule:** Use first and last page numbers.

Example 1.19.

See pp.123-129.

- **Note:** Avoid et seq. wherever possible.
- **Rule:** Abbreviate page and pages to p. and pp. unless at the start of a sentence and not in a footnote.
- **Rule:** Do not use supra and ante, if necessary, replace with above.
- **Rule:** Do not use Infra and post, if necessary, replace with below.
- **Rule:** Within reproduced legislation replace references to narrative paragraph numbers with references to specific rules, sections, etc.

Example 1.20.

§1-234

- **Exception:** References to internal paragraphs within Archbold should use the paragraph symbol.

1.8.1 Cross-references to Footnotes

- **Rule:** Always abbreviate footnote to fn. or fnn. if plural.

Example 1.21.

fn.3

fnn.3-4

- **Rule:** Always abbreviate page to p. or pp. if plural.

Example 1.22.

See p.42

See pp.42-43

- **Rule:** 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...

1.9 EMS, ENS AND HYPHENATION

1.9.1 Ems

- **Note:** There are two distinct meanings of em:
 - 1) The square of the body of any size of type, used as a measurement. The name em comes from the area of metal body of the letter M.
 - 2) The standard unit of measurement of typeset material, 4.23mm (about one-sixth of an inch) or 12 points. Also known as pica em; pica.
- **Note:** 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.
- **Note:** The em rule can be used in place of commas/brackets for interjections within sentences.

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.

- **Note:** em rules are also commonly used in indented material.

Example 1.25.

Industrial buildings and structures

—a writing-down allowance at the rate of four per cent per annum on a straight-line basis.

- **Note:** An em rule may also be used in tabular material to indicate a lack of data.

1.9.2 Ens

- **Note:** 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.
- **Note:** An en rule may be used to express connection or relation between words in the same sense as an oblique stroke.

Example 1.26.

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).

- **Note:** The en rule can also be used to distinguish a difference of meaning.

Example 1.27.

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).

- **Note:** The en rule is also commonly used as the short dash to mean "to".

Example 1.28.

1939–45, ss.40–45, pp.40–45 and Monday–Saturday.

1.9.3 Hyphenation

- **Further reference:** 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.
- **Rule:** Keep hyphens to a minimum, only inserting them where necessary to avoid confusion.
- **Rule:** Use hyphens where needed to avoid ambiguity.

Example 1.29.

"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"

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

Example 1.30.

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

- **Rule:** Use hyphens to add a prefix to a proper noun.

Example 1.31.

pre-Raphaelite, anti-Darwinian.

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

Example 1.32.

never-to-be-forgotten moment

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

Example 1.33.

the case is well known

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

Example 1.34.

the well-known case

- **Rule:** 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 1.35.

a poverty-stricken family or blood-red hands

- **Rule:** Ending a page with a hyphen should be avoided if possible.
- **Rule:** Capital letters are not used after hyphens in a narrative upper & lower case heading.

Example 1.36.

Low-cost Airlines

E-commerce Transactions

Sub-leasing Housing

- **Exception:** Legislation titles do take capital letters after hyphens.

Example 1.37.

Hire-Purchase Order 1965

1.10 USE OF CAPITAL LETTERS

- **Note:** The use of capital letters must be consistent. It is essential that this is checked carefully.

1.10.1 When to Use Capital Letters

- **Note:** All capitals should be marked where there is any room for confusion (as should all small caps).
- **Rule:** Use initial capitals for proper nouns including names of people, places, days, months, buildings, etc.
- **Rule:** Use initial capitals for adjectives taken from proper nouns.

Example 1.38.

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

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

Example 1.39.

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	

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

Example 1.40.

a Judge in Lunacy

H.H. Judge Brown

Recorder Smith

- **Rule:** Use initial capitals where a tribunal is a single one of its kind or an appellate tribunal.
- **Rule:** Use initial capitals for organisations, ministries, departments, political parties and governmental bodies when their full name (or recognised equivalent) is being used.

Example 1.41.

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	

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

Example 1.42.

Mental Health Act 1983 becomes "the Act"

Civil Procedure Rules 1998 becomes "CPR" (on the first mention, the legislation linking tool brings back a reference to "CPR r.3.4". On the second and subsequent mentions, refer to "CPR r.4.1" or "under the CPR")

European Convention on Human Rights becomes "the Convention"

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

Example 1.43.

(the) Return of Cultural Objects Regulations 1994

(the) Criminal Appeal Rules 1968

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

Example 1.44.

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	

- **Rule:** Use initial capitals for the following European Union material.

Example 1.45.

Treaty	Directive
Regulation	Decision
Recommendation	Opinion
Joint Action	Common Position
Resolution	Notice
Communication	

- **Rule:** Use initial capitals for the following European Union term.

Example 1.46.

Member State

- **Rule:** Use Initial capitals where referring to a specific person by title.

Example 1.47.

Sir Charles Smith
 the Duke of Gateshead
 the King of France
 King Henry VIII

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

Example 1.48.

Northern Ireland
 West Germany
 South East Asia
 Western philosophy (= Occident)
 the wisdom of the East (= Orient)

- **Note:** 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.
- **Rule:** Use initial capitals when referring to eras of history and historic events.

Example 1.49.

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

- **Rule:** 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 1.50.

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

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

Example 1.51.

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)	

- **Note:** 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.

1.10.2 When Not to Use Capital Letters

- **Note:** Lots of capital letters are distracting; when in doubt, use lower case.
- **Rule:** 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 1.52.

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

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

Example 1.53.

statutory maternity pay not Statutory Maternity Pay (SMP)

- **Note:** 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.
- **Rule:** Use lower case initials when the reference to court is general or non-specific.

Example 1.54.

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...

- **Rule:** Use lower case initials when making general reference to a particular office, organisation, body or persons title.

Example 1.55.

...in the presence of a lord.....
...the secretary of state contended that.....
... the managing director was disqualified....
...the president shouted....

- **Rule:** Use lower case initials where making a general reference to a judge (Part 2.8: Cases).

Example 1.56.

...a judge in chambers
...the judge expressed the view that...

- **Rule:** Use lower case initials for first instance tribunals.

Example 1.57.

employment tribunal
rent tribunal
rent assessment tribunal

- **Exception:** Use initial capitals for the following first instance tribunal.

Example 1.58.

First-tier Tribunal

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

Example 1.59.

The panel concluded.....
The board was found to be in error.....
The department had proved.....
The select committee decided.....

- **Rule:** Use lower case initials for second or subsequent mentions of organisations, ministries, departments, political parties and governmental bodies.
- **Rule:** Use lower case initial capitals for informal organisations.

Example 1.60.

The Sweet & Maxwell social committee
The cricket club management committee

- **Note:** The word "committee" is not capitalised unless it forms part of a formal title.
- **Rule:** 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.
- **Rule:** Use lower case initials when referring to a specific numbered rule or regulation within a set or a statutory instrument.

Example 1.61.

It was provided by reg.3 that...

- **Rule:** Use lower case initials for these miscellaneous examples.

Example 1.62.

green belt

internet

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

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

Example 1.63.

contracting states

contracting parties

signatory states

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

Example 1.64.

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

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

Example 1.65.

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

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

- **Further reference:** See Osborn's Concise Law Dictionary for meanings of foreign words and phrases.
- **Exception:** Do not italicise words that have been naturalised into English or have passed into everyday legal usage.
- **Exception:** Do not italicise foreign company and organisation names.
- **Exception:** Do not italicise "i.e." and "e.g.".
- **List:** 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	ad valorem	amicus curiae
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)	dictum, dicta	doli incapax
e.g.	ejusdem generis	etc
et al	et seq.	ex gratia
ex parte	ex post facto	ex relatione
ex tempore	ex turpi causa (non oritur action)	ferae naturae
feri facias	force majeure	forum non conveniens
functus officio	habeas corpus	ibid.
i.e.	in loco parentis	in personam
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	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		

1.11.1 Foreign words and phrases in headings

- **Rule:** Indicate foreign words and phrases in headings by italicising/de-italicising as appropriate.

1.11.2 Accents and diphthongs

- **Rule:** Use accents where necessary in foreign languages.
- **Exception:** Do not use accents on Latin words.
- **Exception:** Do not use accents on capitals in French.
- **Rule:** Do not use diphthongs.
- **Rule:** Do not use ligatures.

1.11.3 Latin

- **Rule:** Do not use accents on Latin words.
- **Rule:** Use j in Latin words not i,

Example 1.66.

"jus" not "ius".

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

1.12 GENDER NEUTRAL NOUN USAGE

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

Example 1.67.

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

- **Note:** 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 1.68.

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

- **Note:** If the sentence cannot be rephrased to the plural or passive, use either “he” or “she” but do not alternate within a single piece of text.

1.13 CONTRACTIONS AND ABBREVIATIONS

- **List:** Contractions and abbreviations commonly used by Sweet & Maxwell are:

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
Dir.	Direction
Dr	Doctor
ed.	editor
edn	edition
fig.	figure
figs	figures
fn.	Footnote/note (not n.)
fnn.	footnotes/notes

INTRODUCTION

Form	Form – as part of Act or SI
Forms	Forms – as part of Act or SI
Hr	Hour
In.	line
Inn.	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
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.)
sch.	schedule (to Scottish Act)
Schs	Schedules (not Scheds)
Schs	schedules (to Scottish Acts)
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

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

- **Title exception:** Archbold uses the abbreviations Sched. and Schedules for schedule and schedules.
- **Title exception:** Trademark Handbook and Community Trade Mark Handbook use Article(s) instead of art. and arts for EU and International legislation.

1.13.1 Contractions

- **Rule:** No full stop is needed in a contraction. In an contraction the last letter of the abbreviation is the same as the last letter of the full word.

Example 1.69.

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

1.13.2 Abbreviations

- **Rule:** Capitalise an abbreviation only when it refers to a specific office, organisation or body. Also applies to "Chapter", "Part", "Volume", etc.
- **Further reference:** See 1.10 Use of Capital Letters.
- **Rule:** Do not abbreviate "Appendix" or "Appendices", to avoid confusion with the abbreviations for Application.
- **Rule:** In case citations: A, B, C do not take a full point if they are, for example, used as party names.
- **Further reference:** On party names, court abbreviations, jurisdictions and citations, refer to the new hierarchy document, courts document. See 2 Citation of Authorities.
- **Rule:** Do not repeat the full point when an abbreviation falls at the end of a sentence.

Example 1.70.

She ate potatoes, carrots, spinach, etc

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

Example 1.71.

UK tax provisions

US Bankruptcy Code

EU citizen

But

...in the United Kingdom...

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

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

1.13.3 Acronyms

- **Rule:** Avoid acronyms if at all possible.
- **Rule:** Full points are not used in acronyms.

- **Rule:** Include the full form on the first acronym reference.

1.13.3.1 Commonly used acronyms

- **Rule:** Common acronyms may be used, but only if they exist in the Sweet & Maxwell Taxonomy.

Example 1.72.

BBC, NHS

- **Note:** Additional acronyms can be suggested to the Taxonomy team.
- **Further reference:** The Taxonomy can be found at S:\Taxonomy\taxview2.exe and P:\Public\Taxonomy\taxview2.exe
- **Rule:** Common acronyms need not be spelt out in full on first mention, especially when they are very well known.

Example 1.73.

EU law

1.13.3.2 Subject-specific acronyms

- **Rule:** 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 1.74.

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

Or:

PPG for Planning Policy Guidance

- **Rule:** Subject-specific acronyms should be spelt out in full when first mentioned, followed by the acronym in brackets. Subsequently, then use the acronym on its own.
- **Rule:** Products including a high number of acronyms should include a table of acronyms/abbreviations.

1.13.3.3 Court abbreviations

- **Rule:** Case citations, case digests and products that make common reference to the courts always use abbreviated courts.
- **Further reference:** See the court list.
- **Exception:** Do not abbreviate courts in any other text.

1.14 TITLES AND QUALIFICATIONS

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

Example 1.75.

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

- **Rule:** List qualifications in ascending order, starting with bachelor's degrees, followed by master's degrees and doctorates.
- **Rule:** Precede abbreviated titles and qualifications following a name with a comma.

Example 1.76.

John Smith, LLB (Hons)

Susan Wilkinson, MVO, MFH

- **Exception:** Mary Arden QC.

1.15 FIGURES

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

Example 1.77.

Three to six months

24-36 months

age nine

56 sheep, 25 lawyers

- **Exception:** The above rule does not apply to citations.
- **Rule:** Express ordinals as words and numbers but never in superscript.

Example 1.78.

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

Third Army, Second Battalion, Fifth Regiment

- **Rule:** Use hyphenation in adjectival expressions:.

Example 1.79.

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

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

- **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 1.80.

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

- **Note:** “eight” looks fine as a word here even though it appears close to two other numbers.
- **Rule:** Use a comma when there are four or more figures.

Example 1.81.

2,160; 18,429

- **Rule:** Use numbers separated by colon for ratios.

Example 1.82.

1:5

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

Example 1.83.

two-thirds

three-eighths

half the proceeds

a quarter of the profit

two-thirds of the estate

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

Example 1.84.

s.4

but

Pt 1

- **Note:** Remove spacing wherever possible.
- **Rule:** A number starting a sentence is spelt out in words.
- **Exception:** Mathematical works, legislation or legislation tables, or status information on Parliamentary Bills.
- **Rule:** Avoid long numbers at the beginning of a sentence.
- **Exception:** mathematical work, legislation or legislation tables, or status information on Parliamentary Bills
- **Rule:** Telephone numbers are not hyphenated and do not have brackets.

Example 1.85.

020 7393 7000

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

Example 1.86.

2 per cent.

- **Rule:** Use the per cent symbol (%) in tabular material, footnotes, calculations, diagrams and graphics where the per cent symbol (%) should be used.

- **Note:** The symbol can be inserted on output from content centres if required.

1.16 DATES AND TIMES

- **Rule:** Month precedes year with no contractions.

Example 1.87.

January 1993.

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

Example 1.88.

January 1, 2005.

- **Rule:** Month precedes day where no year is indicated.

Example 1.89.

financial year ending March 31

the event takes place on November 1 every year

- **Rule:** Precede AD dates with abbreviation and follow BC dates with abbreviation.

Example 1.90.

AD 50

50 BC

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

Example 1.91.

Twentieth century

20th century

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

Example 1.92.

fourth-century church

eighteenth-century house

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

Example 1.93.

08.00, 23.45

1.17 MONTHS, DAYS AND SEASONS

- **Rule:** Names of months must be given in full in the main text.
- **Rule:** Names of months can be given in full or abbreviated in tables or footnotes.

Example 1.94.

Jan, Feb, Mar, Apr, Aug, Sept, Oct, Nov, Dec, but do not abbreviate: May, June, July

- **Rule:** Names of days should normally be given in full.
- **Rule:** Names of days may be abbreviated as follows in tables or footnotes.

Example 1.95.

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

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

Example 1.96.

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

- **Rule:** Seasons must be written in lower case.
- **Exception:** For newsletter or journals, the first letter should be capitalised.

1.18 MONEY, WEIGHTS AND MEASUREMENTS

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

Example 1.97.

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

- **Rule:** Use m as an abbreviation for metres.
- **Rule:** Do not abbreviate million or miles.
- **Rule:** Express numbers in currency, weights and measurements as a numeral.

Example 1.98.

6km, 10kg, £12.67

- **Rule:** Do not mix imperial and metric measurements.
- **Rule:** Use an en-dash to express currency ranges.

Example 1.99.

£22,000–£45,000.

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

Example 1.100.

it landed 3 inches away

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

Example 1.101.

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

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

Example 1.102.

67p but £3.54.

- **Rule:** Pre decimal currency must be expressed as £1. 8s. 3d.
- **Rule:** Use symbols for pounds, dollars and euros.

Example 1.103.

£5, \$5, €5

- **Exception:** Use the mnemonics GBP, EUR and USD in CAwCC, which can be converted to symbols on output if required.
- **Rule:** Use a currency mnemonic with a space between mnemonic and amount in all other circumstances.

Example 1.104.

DM 9 million; FRF 1 million.

- **Rule:** Use a currency mnemonic where necessary to define which dollars (i.e. Canadian, Australian, US, etc.) are being referred to in the text.

Example 1.105.

US \$100

1.18.1 Currency mnemonics

- **Further reference:** For currency mnemonics, see the ISO 4217 list of currency abbreviations, used by the international banking community. The latest list can be accessed at <http://www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html>

Chapter 2. CITATION OF AUTHORITIES

2.1 FOOTNOTES AND BIBLIOGRAPHIES

2.1.1 Numbered Footnotes

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

Example 2.1.

author's surname

title

part of a case name

- **Rule:** Give the full reference in the footnote.

2.1.2 No footnotes

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

2.1.3 Bibliographies

- **Definition:** A bibliography is a list of works used which are not directly related to the text by number.
- **Rule:** Arrange references in an alphabetical list. This requires some minor differences in citation style from footnotes.
- **Rule:** Put the author's surname first because of the alphabetical ordering.
- **Rule:** Use pagination only for journal articles. The start and end page numbers are specified to identify where the article occurs in the journal issue.
- **Rule:** Specify the number of volumes comprising the work rather than a specific volume.
- **Note:** Punctuation and the order of citation elements may vary.

Example 2.2.

Bibliography examples	Footnote examples
Pollock, S., and Maitland, T., <i>The History of English Law</i> , 2nd edn, 2 vols (Arnhem: Kluwer, 1911).	S. Pollock and T. Maitland, <i>The History of English Law</i> , 2nd edn (Arnhem: Kluwer, 1911), Vol.1, pp.518, 520–522.
<i>Chitty on Contracts</i> , edited by H.G. Beale, 28th edn, 2 vols (London: Sweet & Maxwell, 1999).	<i>Chitty on Contracts</i> , edited by H.G. Beale, 28th edn (London: Sweet & Maxwell, 1999), Vol.1, paras 4–024–4–029.
Baxter, Ian, and Davidson, John (eds), <i>Studies in Accounting Theory</i> , 2nd edn (London: Sweet & Maxwell, 1998).	Ian Baxter and John Davidson (eds), <i>Studies in Accounting Theory</i> , 2nd edn (London: Sweet & Maxwell, 1998), p.236.
Institute of Chartered Accountants in England and Wales. Accounting Standards Committee, <i>Accounting for the Effects of Changing Prices: a Handbook</i> (London: ICAEW, 1986).	Institute of Chartered Accountants in England and Wales. Accounting Standards Committee, <i>Accounting for the Effects of Changing Prices: a Handbook</i> (London: ICAEW, 1986).
<i>Archbold on Criminal Pleading, Evidence and Practice</i> , edited by P.J. Richardson, 2006 edn (London: Sweet & Maxwell, 2005).	<i>Archbold on Criminal Pleading, Evidence and Practice</i> , edited by P.J. Richardson, 2006 edn (London: Sweet & Maxwell, 2005), First supplement, para.19–5.

- **Note:** The different styles for footnotes and bibliographies are detailed below under each type of publication.

2.2 BOOKS

2.2.1 References in text

- **Rule:** Provide the following elements when referring to a book in text without footnotes:
 - 1) Title
 - 2) Edition
 - 3) Date
 - 4) Author.
- **Note:** This is the recommended order but this may be changed if the wording of the text requires otherwise.
- **Rule:** Use the title and edition when referring to a major well known work, such as the White Book. The title may include a statement of original authorship.

Example 2.3.

Chitty on Contracts.

2.2.2 References in footnotes

- **Rule:** The minimum elements essential in the first citation are:

- 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) Edition (where not the first), e.g. 2nd edn
- 4) Date of publication
- 5) page/para. number.

- **Rule:** Full citation elements are:

- 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), e.g. 2nd edn
- 5) Place of publication
- 6) Publisher
- 7) Year of publication (place of publication, publisher and year to appear in parenthesis)
- 8) Volume statement (Omitted where numeration of volume follows)
- 9) Numeration of volume or supplement, pagination reference where citation is not to whole item.

2.2.2.1 Authors (forename or initials followed by surname)

- **Rule:** Omit the author where the title includes a statement of original authorship,

Example 2.4.

Chitty on Contracts.

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

Example 2.5.

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

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

Example 2.6.

Rosemary Stewart et al.

2.2.2.2 Title (including statement of original authorship where it is an integral part of the title)

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

Example 2.7.

Accounting for the Effects of Changing Prices: a Handbook.

- **Rule:** Italicise title.
- **Rule:** Capitalise significant words.

2.2.2.3 Editor or subsidiary author (forename or initials followed by surname)

- **Rule:** Follow the editor's name by (ed.) or (eds).
- **Rule:** The subsidiary author is prefaced with 'edited by'.

Example 2.8.

Chitty on Contracts, edited by H.G. Beale

- **Note:** 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.

2.2.2.4 Full examples of book citations in footnotes

Example 2.9.

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.

2.2.3 Successive citations (Subsequent references)

- **Rule:** Do not use *ibid.* and *op. cit.*
- **Rule:** Use author's surname only.
- **Rule:** Abbreviate the title to words that clearly identify the item.
- **Rule:** Use volume if necessary.
- **Rule:** Use date of publication.

Example 2.10.

Baxter and Davidson, *Studies in Accounting Theory*, 1998, p.238

Chitty on Contracts, Vol.1, 1999, para 4–025

Pollock and Maitland, *The History of English Law*, Vol.1, 1911, p.519

2.2.4 Bibliographies

- **Rule:** The citation elements are as for footnotes.
- **Rule:** The author or editor surname(s) come first, followed by a full point.
- **Rule:** A volume statement replaces any volume reference.

Example 2.11.

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

2.3 ESSAYS IN COLLECTIONS

2.3.1 References in text

- **Rule:** Provide the following elements when referring in text without footnotes to an essay in a book of collected essays by various authors:
 - 1) Title of essay
 - 2) Author of essay
 - 3) Title of book
 - 4) Date.
- **Note:** This is the recommended order but this may be changed if the wording of the text requires otherwise.

2.3.2 References in footnotes

- **Rule:** The citation elements are as for Books with the addition of:
 - 1) Author of essay
 - 2) Title of essay.
- **Rule:** The title of the essay must be in roman with quote marks.
- **Rule:** Follow the title of the essay by the word 'in' and then the editors and title of the book.
- **Rule:** The title of the book must be in italics.

Example 2.12.

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

2.3.3 Successive citations (Subsequent references)

- **Rule:** Ibid. and op. cit. should not be used.

- **Rule:** Use author's surname only.
- **Rule:** Abbreviate the essay title to words that clearly identify the item.
- **Rule:** Use book title.
- **Rule:** Use date.

Example 2.13.

Goldberg, "Concepts of Depreciation" in *Studies in Accounting Theory*, 1998, p.236

2.3.4 Bibliographies

- **Rule:** The citation elements are as for footnotes.
- **Rule:** The author or editor surname(s) come first, followed by a full point.
- **Rule:** The essay title is followed by a full point.

Example 2.14.

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

2.4 LEGAL PERIODICALS

2.4.1 References in text

- **Rule:** Provide the following elements when referring to a journal article in text without footnotes:
 - 1) Title of article
 - 2) Author
 - 3) Journal citation.
- **Note:** This is the recommended order but this may be changed if the wording of the text requires otherwise.

2.4.2 References in footnotes

- **Rule:** The item must be identified by all the following elements:
 - 1) Authors (forename or initials followed by surname).
 - 2) Title of article in double quotation marks.
 - 3) Journal title or abbreviation.
 - 4) Year, volume and issue citation.
 - 5) Page numbers.
- **Rule:** Journal titles spelt out in full go in italics.
- **Rule:** Journal titles that are abbreviated must follow the form in the list of LJI abbreviations.

- **Further reference:** An abbreviations of journal titles document can be found on the House Style Homepage.
- **Rule:** Order of citation elements. Two formats are used, 1) Analytical format, 2) LJI format.

2.4.2.1 Order of citation elements

2.4.2.1.1 Analytical format

- **Rule:** Use the following format:

(Year) Volume Journal title or abbreviation Pages

Example 2.15.

(2004) 120 L.Q.R. 203

- **Note:** 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).
- **Further reference:** Consult the list of "Journals separately paginated" on the House Style Homepage to find out which journals this concerns.
- **Rule:** Give the first page only rather than the page range.
- **Rule:** Use the format 30, 34 if referring to a particular page.
- **Note:** Spaces between the numbers and the commas.

Example 2.16.

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

2.4.2.1.2 Legal Journals Index format

- **Rule:** Use the following format:

Journal title or abbreviation, Year, Volume(Issue), Pages

Example 2.17.

L.Q.R. 2004, 120(Apr), 203-208

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

Example 2.18.

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.

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

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

2.4.3 Successive citations (Subsequent references)

- **Rule:** Ibid. and op. cit. should not be used.
- **Rule:** Use author’s surname only.
- **Rule:** Abbreviate the title to words that clearly identify the item.
- **Rule:** Use journal abbreviation or title.
- **Rule:** Use year, volume and issue citation.

Example 2.19.

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

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

Margolis, “All hooked up”, *I.H.L.* 2004, 117(Feb), 30 at 32. [LJI format]

2.4.4 Bibliographies

- **Rule:** The citation elements are as for footnotes.
- **Rule:** The author or editor surname(s) come first, followed by a full point.

Example 2.20.

Pengilly, W. “Restraint of Trade and Antitrust: A Pigskin Review Post Super League”, *Canterbury L. Rev.* 1997, 6, 610–670. [Analytical format]

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

2.5 BOOK REVIEWS

2.5.1 References in footnotes

- **Rule:** The minimum elements essential in the first citation are:
 - 1) Authors (forename or initials followed by surname).

- 2) Title of book in italics
 - 3) Edition (where not the first), e.g. 2nd edn
 - 4) Date of publication
 - 5) 'Review at' Journal title or abbreviation following LJI abbreviations
 - 6) Year, volume and issue citation following Analytical or LJI style as appropriate
 - 7) Page numbers following Analytical or LJI style as appropriate
- **Rule:** Full citation elements are:
 - 1) Authors (forename or initials followed by surname).
 - 2) Title of book in italics
 - 3) Editor or subsidiary author (forename or initials followed by surname)
 - 4) Edition (where not the first), e.g. 2nd edn
 - 5) Place of publication
 - 6) Publisher
 - 7) Date of publication
 - 8) 'Review at' Journal title or abbreviation following LJI abbreviations
 - 9) Year, volume and issue citation following Analytical or LJI style as appropriate
 - 10) Page numbers following Analytical or LJI style as appropriate

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]

2.5.2 Successive citations (Subsequent references)

- **Rule:** Ibid. and op. cit. should not be used.
- **Rule:** Use author's surname only.
- **Rule:** Abbreviate the book title to words that clearly identify the item.
- **Rule:** Use edition.
- **Rule:** Use date of publication.
- **Rule:** Use review information:
 - 1) 'Review at' Journal title or abbreviation following LJI abbreviations
 - 2) Year, volume and issue citation following Analytical or LJI style as appropriate
 - 3) Page numbers following Analytical or LJI style as appropriate .

Example 2.22.

Oakley, *Megarry's Manual of the Law of Real Property*, 8th edn, 2002. Review at L.Q.R. 2004, 120(Apr), 220–221. [LJI format]

2.5.3 Bibliographies

- **Rule:** The citation elements are as for footnotes.
- **Rule:** The author or editor surname(s) come first, followed by a full point.

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]

2.6 LOOSELEAFS

2.6.1 References in text

- **Rule:** Only the title (in italics) is required when referring to a looseleaf in text without footnotes.
- **Note:** The title may include a statement of original authorship.

Example 2.24.

Totty and Moss on Insolvency.

2.6.2 References in footnotes

- **Rule:** The minimum elements essential in the first citation are:
 - 1) Title (in italics)
 - 2) Volume number
 - 3) Paragraph number.
- **Rule:** Full citation elements are:
 - 1) Title (in italics)
 - 2) Place of publication
 - 3) Publisher
 - 4) Volume number
 - 6) Paragraph number.
- **Rule:** Use 'to' in paragraph number ranges.
- **Rule:** Do not give the year of publication when referring to a looseleaf.

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.

2.6.3 Successive citations (Subsequent references)

- **Rule:** Ibid. and op. cit. should not be used.
- **Rule:** Use title.
- **Rule:** Use volume number.
- **Rule:** Use paragraph number.

Example 2.26.

Encyclopedia of Housing, Vol.4, paras 4–423 to 4–426

2.6.4 Bibliographies

- **Rule:** The citation elements are as for footnotes.
- **Rule:** Use a volume statement that includes all volumes of the work.

Example 2.27.

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

2.7 GOVERNMENT PUBLICATIONS

2.7.1 References in Footnotes

- **Rule:** Use the following elements in order to correctly identify the item:
 - 1) Official body
 - 2) Section/Department responsible
 - 3) Title
 - 4) Date of publication
 - 5) Series.
- **Rule:** Use a comma in the names of Government Departments and similar bodies where necessary.
- **Note:** The Taxonomy does not use commas and should not be followed in this instance.

Example 2.28.

Department of Culture, Media and Sport

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

Example 2.29.

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

- **Note:** The full list of citation elements are:
 - 1) Official body
 - 2) Section/Department responsible
 - 3) Title
 - 4) Date of publication
 - 5) Publisher
 - 6) Series.
- **Note:** Law Commission reports may be either House of Commons papers or Command Papers and their citation will vary accordingly as shown in the examples below.

Example 2.30.

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

- **Rule:** International organisations follow the same rule as UK.

2.7.2 Successive citations (Subsequent references)

- **Rule:** Do not use *Ibid.* and *op. cit.* as they require the reader to refer back to see what is being cited.

- **Rule:** Use abbreviated title, date of publication and series only.
- **Rule:** Where appropriate treat like a book and use official body, abbreviated title and date of publication.

Example 2.31.

First report of the Law Reform Committee, 1963, Cmnd.641

Law Commission, *Legislating the Criminal Code*, 1996

Law Commission, *Restitution*, 1994

Scrutiny of European matters in the House of Commons, 2004, HC Paper No.508
(Session 2003/04)

2.7.3 Bibliographies

- **Rule:** Use the same rules as for footnotes (2.7.1).

2.7.4 Parliamentary Debates

- **Rule:** Cite by volume number, series, column and date.

Example 2.32.

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

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

Example 2.33.

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

- **Rule:** Use italics for text of written answers.
- **Rule:** Use italics for *Hansard*.

2.7.5 Parliamentary Journals

- **Rule:** Cite by volume, page and date.

Example 2.34.

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

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

2.8 MISCELLANEOUS

2.8.1 E-terminology

- **Rule:** Use italics for website addresses (not underlined or in bold).
- **Exception:** Archbold underlines but does not italicise web addresses.
- **Rule:** Include “http” at the start of the website address.
- **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 2.35.

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

- **Exception:** Do not validate or add accessed dates to website addresses that appear in judgments.
- **Rule:** Use the supplied cite if in doubt as to how to cite internet material.
- **Rule:** Do not italicise email addresses:

Example 2.36.

an.author@nottingham.ac.uk.

- **Rule:** Use the following spelling, hyphenation and capitalisation.

Example 2.37.

internet

intranet

email

e-commerce

e-mindset

e-information

online

2.8.1.1 Successive citations (Subsequent references)

- **Rule:** The whole website address and accessed date should be repeated. This applies to both main text and footnote material.
- **Rule:** 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.

2.8.2 Biblical References

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

Example 2.38.

I John iii, 4,5

Matthew ii, 6

2.8.3 Newspapers

- **Rule:** Use italics for the name of the newspaper.
- **Exception:** Trademark Handbook and Community Trade Mark Handbook do not italicise the name of the newspaper
- **Rule:** For cases reported in newspapers cite as follows: *Smith v Smith*, *The Times*, January 1, 1994. (reference to cases section)
- **Rule:** For articles, etc. cite as follows: *The Times*, August 5, 1994, p.5.
- **Rule:** Use “The” for *The Times* and *The Economist* (but “the *Times* correspondent”).
- **Rule:** Do not use “*The*” for *Sunday Times*, *Guardian*, *Independent*, *Daily Telegraph*, *Financial Times* etc.

2.8.4 Plays, Films and TV

- **Rule:** Use initial caps and italics for titles.
- **Rule:** 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 2.39.

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

2.8.5 Poems

- **Rule:** Use quotation marks to enclose the poem title.
- **Rule:** Do not use italics for the poem title.

2.8.6 CDs and DVDs

2.8.6.1 References in Footnotes

- **Rule:** Full citation elements are:
 - 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) CD Rom title in italics (where applicable)
 - 4) [CD-ROM]
 - 5) Version or release number or date

- 6) Place of publication
- 7) Publisher
- 8) Year of publication.

Example 2.40.

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

2.8.6.2 Successive citations (Subsequent references)

- **Rule:** Do not use *ibid.* and *op. cit.* as they require the reader to refer back to see what is being cited.
- **Rule:** Abbreviate the title to words that clearly identify the item, CD Rom or online database title, date accessed.

Example 2.41.

Current Legal Information [CD-ROM], December 2006

2.8.6.3 Bibliographies

- **Rule:** Use the same rules as for footnotes.

2.8.7 Online

2.8.7.1 References in Footnotes

- **Rule:** Full citation elements are:
 - 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
 - 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 2.42.

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]

2.8.7.2 Successive citations (Subsequent references)

- **Rule:** Do not use *ibid.* and *op. cit.* as they require the reader to refer back to see what is being cited.

- **Rule:** Abbreviate the title to words that clearly identify the item, online database title, date accessed.

Example 2.43.

Cross, “Guide to Citing Internet Sources” <http://www.bournemouth.ac.uk/service-depts/lis> [Accessed July 1, 2009]

2.8.7.3 Bibliographies

- **Rule:** Use the same rules as for footnotes but the author or editor surname(s) come first.

Example 2.44.

Cross, P. “A Guide to Citing Internet Sources” (Bournemouth University, 1996). *Bournemouth Online*, <http://www.bournemouth.ac.uk/service-depts/lis> [Accessed July 1, 2009]

2.9 CASES

- **Rule:** Case citations include the following elements:

- 1) Party names separated by a v without a full point
- 2) Media neutral citation (where available)
- 3) Law report reference(s)
- 4) Court of decision (if no media neutral citation)

Example 2.45.

Media neutral citation available: *Barnet LBC v Hurst* [2002] EWCA Civ 1009; [2003] 1 W.L.R. 722

No media neutral citation available: *Rye v Rye* [1994] A.C. 496 HL

- **Note:** Check individual case citations against the S3C via CaseSearch to ensure the accuracy of the citation.

2.9.1 Party Names

2.9.1.1 Forenames

- **Rule:** Omit personal forenames in civil cases
- **Exception:** Include forenames where necessary for greater ease of distinction such as in parties with common surnames.

Example 2.46.

R. v Smith (Terry)

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

Example 2.47.

John Menzies, not *Menzies (John)*

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

Example 2.48.

Sugden v Lord St Leonards

2.9.1.2 Surnames

- **Rule:** 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.
- **Note:** 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.
- **Rule:** Where both party names are the same add the forenames.
- **Note:** Where the party names are different, distinguishing the case from others becomes easier, so whereas Smith v Jones may include both parties' forenames, Jones v Whalley wouldn't require any forenames.

2.9.1.3 Company names

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

Example 2.49.

John Menzies Plc

Tiffany & Co

- **Rule:** Do not use full stops or spaces between initials.
- **Rule:** Do not full point type of company abbreviations.

Example 2.50.

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"

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

Example 2.51.

W&J Smith.

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

Example 2.52.

BBC

IBM

ICI

- **Rule:** 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 2.53.

J Seasons (A Firm)

- **Rule:** Cite parties trading as in brackets.

Example 2.54.

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

- **Rule:** Descriptions in case names are capitalised as follows:

Example 2.55.

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)

2.9.1.4 Multiple parties

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

2.9.1.5 Sub noms

- **Rule:** 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 2.56.

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.

- **Rule:** Always include sub noms in tables of cases in order to aid the search process.

- **Note:** 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.

2.9.1.6 Joined Cases

- **Rule:** Where two or more cases are heard together and only one judgment is handed down follow the style for citing reports where a case is reported under different names, i.e. repeat using semicolon sub nom.

Example 2.57.

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

2.9.1.7 Shortened Names

- **Note:** Some historic cases may only be cited in an abbreviated form.

Example 2.58.

Fibrosa Case

- **Rule:** 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.
- **Rule:** In works on criminal law, it is permissible to cite the case by the name of the accused only.

2.9.2 Media neutral citations

- **Note:** 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, and from the Privy Council have been issued with unique judgment numbers, which form part of a "media neutral citation". The judgments will be numbered in the following way:

Court of Appeal (Civil Division)	[2001] EWCA Civ 1, 2, 3, etc.
Court of Appeal (Criminal Division)	[2001] EWCA Crim 1, 2, 3, etc.
High Court (Administrative Court) (pre-January 12, 2002)	[2001] EWHC Admin 1, 2, 3, etc.
House of Lords	[2001] UKHL 6
Privy Council	[2001] UKPC 5
Privy Council (for Devolution cases)	[2001] UKPC D3

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

Example 2.59.

Smith v Jones [2001] EWCA Crim 10

DPP v Grant [2001] EWHC Admin 111

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

Example 2.60.

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

2.9.2.1 High Court – January 12, 2002 onwards

- **Note:** From January 12, 2002, all High Court judgments were provided with a media neutral citation and assigned a relevant suffix 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)

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

Example 2.61.

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)

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

2.9.3 Law Report References

- **Rule:** Validate all law report citations against the S3C via CaseSearch

2.9.3.1 Number of citations

2.9.3.1.1 Commentary, Journals, Looseleaves and Digesting services

- **Rule:** Include up to three citations in a case reference.

2.9.3.1.2 Law Reports

- **Rule:** Include up to three citations in cases referred to lists.
- **Rule:** Do not add to citations in text of judgments, simply validate them against the S3C via CaseSearch.
- **Rule:** Do not add to citations in main text of headnotes, simply validate them against the S3C via CaseSearch.

2.9.3.2 Which reports to cite?

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

2.9.3.2.1 Prior to 1865

- **Rule:** Cite original report and, ideally, give parallel citation to the English Reports if the case appears therein.

Example 2.62.

Alexander Grant v The Rev. John Campbell 12 E.R. 726; (1815) 1 Moo. P.C. 43

- **Rule:** Cite the *Revised Reports* (1785–1866) only if the case is not in the *English Reports*.

2.9.3.2.2 1865 – present

- **Rule:** In general, the following order of citations applies:
 - 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.
- **Rule:** 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 based on the above hierarchy.
- **Rule:** Substitute author's citation for third citation in string if the author's citation is outside the top three based on the above hierarchy.

2.9.3.2.3 European Union Cases in Commentary, Journals, Law Reports and Looseleafs

- **Rule:** In general, the following order of citations applies:
 - 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.
- **Rule:** Substitute author's citation for third citation in string if the author's citation is outside the top three based on the above hierarchy.

2.9.3.2.4 European Union Cases in Case Digests

- **Rule:** Follow hierarchy document.

2.9.3.3 Date and Use of Round and Square Brackets

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

Example 2.63.

[1962] A.C. 496

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

Example 2.64.

(1963) 113 L.J. 420

- **Rule:** Use round brackets for all pre-1891 reports.
- **Rule:** Do not use comma before or after year where round or square brackets used.

2.9.3.4 Volume and Page/Case and Paragraph Reference

- **Rule:** Include volume number before abbreviation of report where series is numbered consecutively.

Example 2.65.

[1965] 49 Cr. App. R. 77

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

Example 2.66.

Rye v Rye [1994] A.C. 496

- **Rule:** Use “at” when referring to pages of law reports. Do not use “p.”.

Example 2.67.

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

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

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

Example 2.68.

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

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

Example 2.69.

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

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

- **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 2.70.

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

2.9.4 Court of Decision

- **Rule:** Include abbreviation of court at end of citation for all pre-media neutral citation cases.

Example 2.71.

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

- **Rule:** Do not include abbreviation of court where media neutral citation has been used.
- **Rule:** Include subdivisions of Court of Appeal in brackets.

Example 2.72.

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

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

Example 2.73.

CC (Worthing)

- **Further reference:** See the Courts document on the House Style Homepage for a full list of court abbreviations.

2.9.5 Admiralty Cases

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

Example 2.74.

Ellis Shipping Corp v Voest Alpine (The Mermaid)

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

Example 2.75.

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

2.9.6 Judicial Reviews

- **Note:** 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.
- **Rule:** Cases heard before October 2, 2000 should be cited: *R. v Immigration Appeals Tribunal Ex p. Zazoun*.
- **Rule:** Cases heard after October 2, 2000 should be cited: *R. (on the application of Zazoun) v Immigration Appeals Tribunal*.

2.9.7 Administrative Tribunals

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

Example 2.76.

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

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

Example 2.77.

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

2.9.8 Yearbooks and Court Rolls

- **Rule:** 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 2.78.

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

- **Rule:** 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 2.79.

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

2.9.9 Unreported Cases

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

Example 2.80.

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

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

2.9.10 Italicisation in Case Citations

- **Rule:** Italicise case names.
- **Rule:** Where a case has given its name to a legal concept or procedure, italicise this also.

Example 2.81.

Newton hearing

Wednesbury unreasonableness

Moorov corroboration

Norwich Pharmacal orders

Rylands v Fletcher liability

Smith v Manchester damages

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

2.9.11 Expressions in Case Citations

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

Example 2.82.

Att Gen (Australia) v Smith

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

Example 2.83.

Attorney General v MGN Ltd

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

Example 2.84.

Doe d. Banning v Griffin.

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

Example 2.85.

Re Smith

Re King

Re IMG Pension Plan

- **Rule** For tabling purposes ", Re" should follow the case name to ensure correct alphabetical order. See 5.1 Table of Cases for further information.

Example 2.86.

Smith, Re

King, Re

IMG Pension Plan, Re

- **Rule:** In a table of cases it is the last name which governs alphabetical order. See 5.1 Table of Cases for further information.

Example 2.87.

Within the "D"s, *Doe d. Banning v Griffin* would precede *Doe d. Aston v Hunt*

- **Rule:** Abbreviate Ex parte to Ex p.
- **Exception:** In Archbold Ex p takes a lower case e and is preceded by a comma.
- **Rule:** 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
RHA	Regional Health Authority
RLBC	Royal London Borough Council
Rural DC	Rural District Council
Urban DC	Urban District Council

- **Note:** 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
PSBP	Royal Society for the Protection of Birds

2.9.12 Citation in text and online services

- **Rule:** Separate each case and each citation with a semi-colon.

Example 2.88.

see *Apple v Banana* [1999] 1 W.L.R. 123; [1999] 1 All E.R. 321; *Apple v Cherry* [2000] 2 W.L.R. 456 Ch D

- **Note:** This is not relevant for Westlaw as each new case appears on a new line.

2.9.12.1 Citation in main text (where there are no footnotes/cases referred to field)

- **Rule:** Cite the full name of the case, including the citation, in the first reference in the main text.
- **Rule:** If a media neutral citation is used, follow it with a report reference where one exists.

Example 2.89.

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

- **Rule:** Cite different hearings of the same case in different courts as different cases.

Example 2.90.

Reinwood Ltd v L Brown & Sons Ltd [2008] EWCA Civ 1090; [2008] 2 C.L.C. 422

Reinwood Ltd v L Brown & Sons Ltd [2008] UKHL 12; [2008] 1 W.L.R. 696

2.9.12.1.1 Successive cites.

- **Rule:** Second and subsequent references to the same case hearing may be shortened by referring to one party only and, perhaps, in an abbreviated form.

Example 2.91.

Filmlab Systems International Ltd v Pennington [1995] 1 W.L.R. 673 (CA) becomes *Filmlab* in text

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

- **Rule:** If the text is also referring to a different hearing of the same case in a different court, then the court must be indicated in the text.
- **Rule:** Some cases may only be cited in an abbreviated form, e.g. *Fibrosa Case*.
- **Note:** 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.

2.9.12.2 Citation in main text (where footnotes/cases referred to field used)

- **Rule:** Case names may be abbreviated in the first reference in the main text as for successive cites where there are no footnotes.
- **Rule:** Include the full case name and citation in the first footnote.
- **Rule:** If a media neutral citation is used, follow it with a report reference where one exists.

2.9.12.2.1 Citation in footnotes

- **Rule:** Cite in footnotes as:

Example 2.92.

Filmlab Systems International Ltd v Pennington [1995] 1 W.L.R. 673 (CA)

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

2.9.12.2.2 Successive cites

- **Rule:** In successive cites the party name may be shortened or abbreviated but must include the full citation to at least one published report series.
- **Rule:** Where a case is referred to in several footnotes next to each other, the citation only may be used provided that it is clear from the text what the name of the case is.

Example 2.93.

Filmlab [1995] 1 W.L.R. 673

Hurst [2003] 1 W.L.R. 722

- **Rule:** Cite different hearings of the same case in different courts as different cases.
- **Note:** It is not necessary to add the court abbreviation in successive cites.

2.9.13 Use of capitals when referring to courts

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

Example 2.94.

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

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

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

Example 2.95.

...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....

2.9.14 Judges

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

Example 2.96.

a judge in chambers

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

Example 2.97.

a Judge in Lunacy

H.H. Judge Brown (in county court)

- **Rule:** Use name of judge and show office by initials after name when citing judgments or dicta of particular judge. No comma between name and initials.

Example 2.98.

Lawton J. decided

- **Rule:** Duplicate relevant initials (without full stop between) when two or more judges of a superior court of first instance or of appeal are named.

Example 2.99.

Coleridge and Crompton JJ.

Gurney, Alderson and Parke BB.

Scrutton and Bankes L.JJ.

- **List:** 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 in Chancery; Court of Appeal)
L.K.	Lord Keeper
M.R.	Master of the Rolls
V.C.	Vice-Chancellor (Chancery)

- **Rule:** Only use comma after initials where syntax demands.

Example 2.100.

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

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

Example 2.101.

Lord Bingham C.J. not Bingham L.C.J.

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

Example 2.102.

Lord Clarke J.S.C.

Lords Clarke and Walker JJ.S.C.

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

Example 2.103.

Lord Phillips J.S.C. (President)

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

- **Rule:** Refer to circuit judges as H.H. Judge plus surname.

Example 2.104.

H.H. Judge Brown.

- **Rule:** Refer to district judges as District Judge plus surname.

Example 2.105.

District Judge Smith

- **Rule:** Refer to immigration judges as Immigration Judge plus surname.

Example 2.106.

Immigration Judge Smith

Senior Immigration Judge Jones

- **Rule:** Refer to Adjudicator to the Land Registry, not Adjudicator to HM Land Registry. Abbreviate to “the Adjudicator”.
- **Rule:** Introduce authority for a dictum with word “per” in footnotes.

Example 2.107.

per Scrutton L.J.

- **Rule:** Introduce opinion of a certain judge in headnotes using “Per” and contain in brackets.

Example 2.108.

(Per Scrutton L.J.)

2.9.15 Practice Directions (from courts)

- **Rule:** Use Practice Direction followed by abbreviated name of applicable court and descriptive phrase of practice direction in brackets.

Example 2.109.

Practice Direction (Fam Div: Ancillary Relief: Costs)

Practice Direction (QBD: Magistrates Courts: Anti Social Behaviour Orders:
Composition of Benches)

- **Rule:** Italicise Practice Directions in print products.

2.9.15.1 Northern Ireland Practice Directions

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

Example 2.110.

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

2.10 CASES (SCOTLAND)

- **Rule:** Cite Scottish cases generally as for English cases.
- **Rule:** Never use “Re” in Scottish cases.

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

Example 2.111.

MacDonald, Petitioner

Stewart’s Trustees, Special Case

MacKinnon, Noter

- **Rule:** Refer to local authorities as City Council or Council.
- **Rule:** Refer to Western Isles Council and use Gaelic name “Comhairle nan Eilean Siar” as the sub nominee.
- **Rule:** Refer to HM Advocate as prosecutor in criminal cases.
- **Rule:** Cite surname name of Procurator Fiscal as prosecutor in criminal cases.

2.10.1 Name of Case

- **Rule:** Cite cases by married surname when a married woman is a party to a case and her maiden is stated in the report first.

Example 2.112.

Donoghue v Stevenson not *McAlister or Donoghue v Stevenson*

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

Example 2.113.

Lord Advocate v Brown

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

Example 2.114.

Smith’s Trustees

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

Example 2.115.

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

2.10.2 Dates and Use of Brackets

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

Example 2.116.

(1873) 1 R. 93

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

Example 2.117.

1964 S.L.T. 93

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

Example 2.118.

1907 S.C. 40.

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

Example 2.119.

1909 2 S.L.T. 20

- **Rule:** Do not use volume number for Scots Law Times (S.L.T.) citations from 1922 onwards (one volume a year only).

Example 2.120.

1964 S.L.T. 93

- **Rule:** Never use square brackets in Scottish citations.

2.10.3 Courts and Judges

- **Rule:** Include initials of court giving decision in abbreviation of certain reports.

Example 2.121.

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]

- **Rule:** Include initials of court at end of citation where appropriate.
- **Note:** 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.

2.10.4 Media Neutral Citations

- **Note:** 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.

- **Note:** 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 will be cited in square brackets at the end of the neutral citation

Example 2.122.

Smith v Brown [2005] HCJAC 1 [12]

2.11 CASES (IRELAND)

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

2.11.1 How the Individual Reports should be Cited

Table

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.

2.12 LEGISLATION: ENGLAND AND WALES

2.12.1 Statutes: Public General Acts

2.12.1.1 Citation in text

- **Rule:** Cite statutes in roman with section number either following or preceding name of Act with no comma after the year.

Example 2.123.

Law of Property Act 1925 s.32

or

s.32 of the Law of Property Act 1925

- **Rule:** Chapter numbers can be added for a complete citation.
- **Note:** 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)

- **Note:** 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

- **Rule:** Regnal years can be added to identify statutes before 1963.
- **Note:** Regnal years are the years of the reigning monarch in which the session of Parliament was held in which an Act was passed.

Example 2.126.

Perjury Act 1911 (1&2 Geo. 5 c.6)

- **Rule:** Do not apply house style rules to spelling and hyphenation of statute titles. Titles should be exactly as they appear on the Office of Public Sector Information website <http://www.opsi.gov.uk/acts.htm>.
- **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.
- **Rule:** When using acronyms the legislation must be spelt out in full when first mentioned, followed by the acronym in brackets.

Example 2.127.

Income and Corporation Taxes Act 1988 (ICTA)

- **Rule:** Never use acronyms in S3C.
- **Rule:** Use the year of the Act for successive citations in main text.

Example 2.128.

the 1925 Act

- **Exception:** In discrete items such as case abstracts, “the Act” can be used if only one Act is mentioned.
- **Rule:** Abbreviate provisions of an Act, e.g. parts, sections, subsections, paragraphs, schedules in text and footnotes when a specific provision is referred to.

Example 2.129.

s.5

s.5(1)

subs.(1)

Pt 9

- **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 2.130.

...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....

2.12.1.2 Citation in footnotes

- **Rule:** Cite the statute name followed by the abbreviated provision when citing legislation for the first time in footnotes.

Example 2.131.

Law of Property Act 1925 s.32

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

Example 2.132.

Gas Act 1986 (c.4)

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

Example 2.133.

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

- **Rule:** Regnal years can be added to identify statutes before 1963.
- **Note:** Regnal years are the years of the reigning monarch in which the session of Parliament was held in which an Act was passed.

Example 2.134.

Perjury Act 1911 (1&2 Geo. 5 c.6)

- **Rule:** Include acronym or abbreviated title in brackets on first citation.

Example 2.135.

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

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

- **Rule:** Use acronym or abbreviated title for successive citations.
- **Rule:** Rewrite footnotes so that the sentence starts with the Act name and not an abbreviated provision.
- **Rule:** Do not abbreviate provisions that start a subsequent sentence in the footnote.

Example 2.136.

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

- **Exception:** Provisions can be abbreviated at the start of a sentence if space is at a premium, but the abbreviation must be capitalised.

Example 2.137.

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

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

Example 2.138.

1999 c.19 s.5

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

2.12.1.3 Subdivision

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

Example 2.139.

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

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

Example 2.140.

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

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

Example 2.141.

s.4(3) and (4)

not

ss.4(3) and 4(4)

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

Example 2.142.

Sch.8 para.1(2).

- **Rule:** Use initial capital when referring to Parts, Chapters and Schedules
- **Rule:** Use "Schedule to the Act" in descriptive text, not "of" as this is the most common form.

2.12.1.4 Printed Series of Statutes

- **Note:** 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.
- **Further reference:** 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)

- **Note:** 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.
- **Note:** 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.

2.12.2 Private, Local and Personal Acts

- **Rule:** Cite Private, Local and Personal Acts in the same way as Public General Acts.
- **Rule:** Chapter numbers can be added for a complete citation.
- **Note:** Chapter numbers are the sequential numbers allocated to Acts upon being passed by Parliament within a given year.
- **Rule:** Cite chapter number of Local Acts in small roman numerals, in parentheses.

Example 2.143.

Beverley Freeman Act 2010 (c.i)

- **Rule:** Cite chapter number of Personal Acts in italic arabic numerals in parentheses.

Example 2.144.

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

2.12.3 Church Assembly Measures

- **Rule:** Cite Church Assembly Measures in the same way as Public General Acts.
- **Rule:** Serial numbers can be added for a complete citation.
- **Note:** Serial numbers are the sequential numbers allocated to Acts upon being passed by Parliament within a given year.

Example 2.145.

Representation of the Laity Measure 1956 (4 & 5 Eliz. 2, No.2).

2.12.4 Bills

- **Rule:** Cite Bill in the same way as Public Acts.

Example 2.146.

Road Traffic Bill 2009

- **Rule:** Use an initial capital for Bill.

Example 2.147.

Road Traffic Bill 2009

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

- **Note:** Bills have no chapter number.
- **Note:** Bills have clauses instead of sections.
- **Rule:** Clauses are abbreviated based on the house style guide abbreviations list.

Example 2.148.

cl.

cll.

subcl.

subcll.

2.12.5 Statutory Instruments

2.12.5.1 Citation

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

Example 2.149.

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)

- **Exception:** Lawtel uses S.I. with full points until it moves to Novus.
- **Exception:** Within Archbold the SI name appears in italics and the number in roman.

Example 2.150.

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

- **Rule:** Do not separate any parts of an SI citation with comma.

2.12.5.2 Subdivision

- **Note:** Generally Orders are divided into articles, Rules into rules and Regulations into regulations.
- **Note:** Some SIs are divided into Parts and have Schedules.
- **Rule:** Abbreviate provisions of SIs based on the house style guide abbreviations list.

Example 2.151.

reg.3

regs 3–5

art.5

arts 6–10

r.6

rr.7–11

- **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 2.152.

By this regulation it is laid down...

Rule 3 states that...

- **Rule:** Rules and Regulations take an initial capital letter only when referring to a specific set of Rules or Regulations or an entire Statutory Instrument.

Example 2.153.

Child Support and Income Support (Amendment) Regulations 1995 (SI 1995/1045)

Criminal Appeal Rules 1968 (SI 1968/1262)

- **Rule:** Use lower case when referring to individual rules or regulations within the set of Rules or Statutory Instrument.

Example 2.154.

It was provided by reg.3 that...

...contain six rules and two schedules.

2.12.5.3 Printed Collections of SIs

- **Note:** Official collections of SIs are published annually, usually in more than one volume.
- **Rule:** Annual volumes are cited by year, number of volume and page.

Example 2.155.

SI 1955, I, p.911

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

Example 2.156.

SI Rev III, p.457

- **Note:** 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.

2.12.6 Rules of Court

- **Note:** The Rules of the Supreme Court 1965, as amended, and the County Court Rules 1981, as amended, are divided into Orders and rules, the numbering of the rules starting anew in each order.
- **Rule:** Orders are abbreviated as Ord. or Ords except where used on its own in a sentence.
- **Rule:** "Order" always takes the initial capital whether referring to a complete statutory instrument or to merely a part of one.

2.12.6.1 Rules of the Supreme Court

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

Example 2.157.

RSC Ord.6 r.5(1), provides that...

RSC Ords 6, 7, 9–11 rr.3–5, provide...

- **Exception:** Use O. and Ords in White Book.

Example 2.158.

RSC O.17, r.12

RSC Ords 1 & 2

2.12.6.2 County Court Rules

- **Rule:** Cite County Court Rules using abbreviation and Ord.

Example 2.159.

CCR Ord.6 r.5(1), provides that...

CCR Ords 6, 7, 9–11 rr.3–5, provide...

- **Exception:** Use O. and Ords in White Book.

Example 2.160.

CCR O.33, r.12

CCR Ords 1 & 2

2.12.6.2 Civil Procedure Rules

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

Example 2.161.

CPR r.5.5

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

Example 2.162.

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

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

2.12.6.3 Civil Procedure Practice Directions

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

Example 2.163.

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

- **Note:** 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.

- **Rule:** Abbreviate title in subsequent citations in text.

Example 2.164.

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

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

Example 2.165.

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

2.13 LEGISLATION: SCOTLAND

2.13.1 Statutes

2.13.1.1 Acts of the Parliament of Scotland

- **Note:** From 1424 (at least) to 1706 statutes were enacted by the Parliament of Scotland.
- **Rule:** Cite Acts of the Parliament of Scotland using the word "Act" followed by year and chapter number.

Example 2.166.

Act 1567 c.14

- **Note:** 1124–1707 statutes are contained in Acts of the Parliaments of Scotland (R.C. 1814–1875). And apart from the series on pages 41–42 for post-1707 Acts, those of 1424–1946 are contained in Scots Statutes Revised (1899–1907, with continuation volumes to 1948).
- **Rule:** Cite Record Commission's series using an abbreviation, volume and page, it being noted that there are two parts of Volume 6.

Example 2.167.

A.P.S. vi. (2), 31; A.P.S. x, 239.

2.13.1.2 Acts of the United Kingdom Parliament

- **Note:** From 1706 Acts of the United Kingdom Parliament applied to Scotland in the absence of any provision or implication to the contrary.
- **Note:** Statutes applying exclusively to Scotland have a reference in the short title.

Example 2.168.

Education (Scotland) Act 1956

- **Note:** 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 2.169.

Act concerning Tailies (1685).

2.13.1.3 Acts of the Scottish Parliament

- **Note:** The Scotland Act 1998 allowed for the devolvement of certain legislative areas to the Scottish Parliament. Within these areas Acts may be passed.
- **Rule:** Cite Acts of the Scottish Parliament in the same way as England and Wales Public General Acts.

Example 2.170.

Abolition of Feudal Tenure etc (Scotland) Act 2000

- **Rule:** Asp numbers can be added for a complete citation.
- **Note:** Asp numbers are the sequential numbers allocated to Acts upon being passed by the Scottish Parliament within a given year.

Example 2.171.

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

- **Rule:** Lawtel uses asp. with a full point until it moves to Novus.

2.13.2 Statutory Instruments

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

2.13.2.1 Scottish Statutory Instruments (SSIs)

- **Note:** SSIs are identical in function to Statutory Instruments except that they are applicable only to Scotland.
- **Rule:** Follow same style as SIs. SSI is not full pointed and there should be a space between SSI and the year.

Example 2.172.

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

- **Note:** You can access either Acts of the Scottish Parliament or Scottish Statutory Instruments on Westlaw or the HMSO website under the Scottish facility.

2.13.3 Rules of Court

- **Note:** Procedure in the Scottish courts is regulated in civil proceedings by Acts of Sederunt (cited by name).

Example 2.173.

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

- **Note:** Procedure in the Scottish courts is regulated in criminal proceedings by Acts of Adjournal (cited also by name)

Example 2.174.

Act of Adjournal (Consolidation) 1988

- **Note:** Proceedings in both courts are now issued as statutory instruments.
- **Rule:** When abbreviating Acts of Sederunt and Acts of Adjournal in footnotes, use A.S. and A.A.
- **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.
- **Note:** 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.
- **Note:** 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.

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

Example 2.175.

Ordinary Cause Rule (or OCR) 16.9.

- **Note:** 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.

2.14 LEGISLATION: WALES

- **Note:** The Government of Wales Act 1998 established a National Assembly for Wales which is empowered to develop and implement policies and make subordinate legislation in the areas of: agriculture; arts, culture and the Welsh language; economic development; education; environment; housing; job creation; NHS; planning; social services; sports and leisure, and transport and roads. The Assembly is not empowered to alter primary legislation which remains the responsibility of the Westminster Parliament.
- **Rule:** Cite Welsh legislation in the same way as Public General Acts and Statutory Instruments.

2.15 LEGISLATION: NORTHERN IRELAND

2.15.1 Statutes

- **Further reference:** 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.
- **Rule:** Cite Northern Ireland Statutes in the same way as Public General Acts.

Example 2.176.

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

- **Rule:** Cite Northern Ireland SIs in same way as UK SIs.

Example 2.177.

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

2.15.2 Statutory Rules

Reference: All Statutory Rules, plus United Kingdom Statutory Instruments which are applicable to Northern Ireland, can be found in Northern Ireland Statutory Rules.

- **Rule:** Cite Statutory Rules using title and number in parentheses.

Example 2.178.

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

2.16 LEGISLATION: IRELAND

2.16.1 Statutes

- **Rule:** Cite Ireland Statutes as Criminal Justice Act 2006 (2006 No. 26).

2.16.2 Statutory Rules

- **Rule:** Cite Ireland Statutory rules as Electoral (Amendment) Act 2001 (Commencement) Order 2006 (S.I. No. 26 of 2006).

Chapter 3. EUROPEAN UNION MATERIAL

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

3.1 EUROPEAN UNION CASES

- **Note:** 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.
- **Note:** The Court of Justice of the European Union is made up of three institutions:
 - 1) Court of Justice (ECJ)
 - 2) General Court (GC)
 - 3) Civil Service Tribunal (CST)
- **Note:** 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.
- **Note:** The Civil Service Tribunal (CST) was created in 2005.
- **Note:** Prior to 1988, case numbers had no prefix. After 1988, case numbers were given a prefix, according to the court they were heard before.
- **Rule:** Cite case name in italics followed by case number in parenthesis for EU cases.

Example 3.1.

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

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

Sabatucci v European Parliament (T-31/89)

Behmer v European Parliament (F-124/07)

- **Rule:** Do not include prefix in case number of ECJ cases pre-1989.

Example 3.2.

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

- **Rule:** Use “C-“ prefix (C plus hyphen) in case number for all ECJ cases post 1989.

Example 3.3.

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

- **Rule:** Use “T-“ prefix (T + hyphen) in case number for all CFI/GC cases.

Example 3.4.

Sabatucci v European Parliament (T-31/89)

- **Rule:** Use “F-“ prefix (F + hyphen) in case number for all CST cases.

Example 3.5.

Behmer v European Parliament (F-124/07)

- **Note:** 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>).
- **Rule:** Do not include an abbreviation of the court in the citation as the case number is a clear indication as to which court the case has been heard before.
- **Rule:** Include European Court Report citation where available.

Example 3.6.

[1978] E.C.R. 1661

[1990] E.C.R. I-1779

[1990] E.C.R. II-265

- **Note:** No volume number for pre 1989 cases. Post 1989, ECJ cases reported in Volume I and GC cases in Volume II.
- **Rule:** Cite case name, number and judgment date for cases not yet reported.

Example 3.7.

Umit Bekleyen v Land Berlin (C-462/08) January 21, 2010

3.1.1 Citation in text and online services

3.1.1.1 Citation in text without footnotes and services without cases referred field

- **Rule:** Include following elements when citing EU cases in main text for first time:
 - 1) Case name in italics
 - 2) Case number in parenthesis
 - 3) Citation.

Example 3.8.

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

- **Rule:** Include nickname in parenthesis in first reference if case is commonly known by nickname.

Example 3.9.

Rewe-Zentral AG v Bundesmonopol für Branntwein (Cassis de Dijon) (120/78) [1979] E.C.R. 649

- **Rule:** Use shortened case name, refer to one party only, or use nickname in second and subsequent references.

Example 3.10.

Gillard

Biehl

Sabatucci

Cassis de Dijon

3.1.1.2 Citation in text with footnotes

- **Rule:** Use shortened case name or nickname in first reference in main text where footnotes are used.
- **Rule:** Include full name of case and citation on first reference in footnote.

Example 3.11.

Biehl v Administration des Contributions du Grand-Duché du Luxembourg (C-175/88) [1990] E.C.R. I-1779

- **Rule:** Use abbreviated or shortened case name on second and subsequent references in footnotes, including at least one published citation.

Example 3.12.

Biehl [1990] E.C.R. I-1779

- **Rule:** Use citation only where case is referred to in several footnotes next to each other and it is clear from the text what the name of the case is.

3.1.1.3 Citation in services with cases referred field

- **Rule:** Use full case name and number in first reference in main text where cases referred field is used.
- **Rule:** Include full name of case, case number and citation in cases referred field.

Example 3.13.

Biehl v Administration des Contributions du Grand-Duché du Luxembourg
(C-175/88) [1990] E.C.R. I-1779

3.1.2 General rules

- **Note:** Most ECJ judgments are preceded by an Advocate General's Opinion, given some months before the judgment, with which they should not be confused.
- **Note:** 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.
- **Rule:** Include space between case number and "R" in interim orders.

Example 3.14.

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

- **Note:** 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.
- **Rule:** Include space between case number and "P" in appeal cases.

Example 3.15.

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

- **Note:** Several cases which raise the same point of law are sometimes joined, and one judgment is given for all of them.
- **Rule:** Include all joined case numbers and full case names on first reference of joined cases.

Example 3.16.

Commune de Braine-Le Chateau, Michel Tillieut v Region Wallone (C-53/02 & C-217/02) [2004] E.C.R. I-3251

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

- **Note:** 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.
- **Rule:** Include space between case number and "PPU" in urgent preliminary ruling procedure cases.

Example 3.17.

Deticek v Sgueglia (C-403/09 PPU)

- **Rule:** Name the first party only and do not add "& Ors" or "& Another" or "et al." or any other similar abbreviation where there is more than one party on either side.

- **Rule:** Do not use individuals' first names other than to distinguish between commonly appearing surnames.
- **Rule:** If criminal or administrative cases merely refer to the name of an individual, simply use that name.

Example 3.18.

Hanner (C-438/02) [2005] E.C.R. I-4551

- **Rule:** Cite EU institutions in full on first citation where institution is party to case.

Example 3.19.

European Commission v Ireland (C-455/08)

Germany v European Parliament (C-376/98)

Italy v Council of the European Union (C-100/99)

- **Rule:** Use shortened version in subsequent references and include case number to distinguish it from different proceedings with the same name.

Example 3.20.

Commission v Ireland (C-455/08)

Germany v Parliament (C-376/98)

Italy v Council (C-100/99)

- **Rule:** Use "Commission of the European Communities" for historical purposes only.
- **Rule:** Cite "the Queen v..." as "R. v..." in references to the ECJ.
- **Rule:** Cite names of countries according to Sweet & Maxwell Taxonomy.
- **Rule:** Leave foreign institutions that are parties to cases in original language in titles and citation of cases.
- **Rule:** Include translation of foreign institutions in headnote or text of judgment.
- **Rule:** Italicise name of foreign court and include English translation in parenthesis.

Example 3.21.

Bundespatentgericht (German Federal Patent Court)

3.2 EUROPEAN COMMISSION COMPETITION DECISIONS

- **Note:** 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".

- **Note:** 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.
- **Note:** 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 3.22.

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 – See Appendix I

- **Note:** Commission Competition Decisions are assigned up to four titles.
 - 1) Long title
 - 2) Title
 - 3) Short title
 - 4) Editor's title
- **Rule:** The Long title consists of the full citation from source.

Example 3.23.

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

- **Rule:** 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 3.24.

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*)

- **Rule:** The Short title is a shortened version of the 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 (italics, preceded by hyphen - might include more than two parties)

Example 3.25.

Decision 2005/670 in COMP/A.39.116/B2-*Coca-Cola*

Decision in COMP/38.337-*PO/Thread*

- **Rule:** The Editor's title consists of name (in italics) plus Decision, but variations from this format are permissible.

Example 3.26.

Coca-Cola Decision

PO/Thread Decision

Decision M.1636

The Contested Decision

- **Note:** In other instances, the Editor's title consists of a name which might not be the same with the parties' name plus Decision format.

Example 3.27.

Long title: Decision 2005/349 relating to proceedings under Art.81 [EC] and Art.53 of the EEA Agreement (COMP/E-2/37.857-*Organic peroxides*) [2005] OJ L110/44
#The Contested Decision

Editors title: The Contested Decision

3.2.1 Citation in text

- **Rule:** Include the following elements when citing Commission Competition Decisions in main text for first time.

- 1) Short title
- 2) OJ reference (if available)

Example 3.28.

Decision 2005/670 in COMP/A.39.116/B2-*Coca-Cola* [2005] OJ L253/21

Decision in COMP/38.337-*PO/Thread*

- **Rule:** Use editor's title for subsequent references in main text but do not include OJ reference.

Example 3.29.

Coca-Cola Decision

PO/Thread Decision

3.2.2 Citation in footnotes

- **Rule:** Use Editor's title in main text when citing in text with footnotes for first time.
- **Rule:** Include the following elements when citing Commission Competition Decisions in footnotes for first time.

- 1) Title
- 2) OJ reference (if available)

Example 3.30.

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*)

- **Rule:** Use editor's title and OJ reference (if available) for subsequent references in footnotes

Example 3.31.

Coca-Cola Decision [2005] OJ L253/21

- **Note:** If this is not the final Decision as above, it is possible to cite only the Case/Merger Decision, the title and the OJ reference (if available).

Example 3.32.

COMP/M.2201 – *MAN/ Auwarter*

or

COMP/M.3056-*Celanese/Degussa/European OXO Chemicals* [2004] OJ C36/6

3.2.3 Citation in online services without legislation referred field

- **Rule:** Include the following elements when citing Commission Competition Decisions in main text for first time in online products which do not make use of a legislation referred to/legislation cited field:
 - 1) Short title
 - 2) OJ reference (if available)
- **Rule:** Use Editor's title for subsequent references in main text but do not include OJ reference

3.2.4 Citation in online services with legislation referred field (other than Articles content)

- **Rule:** Use Short title when citing in main text for first time in online products which do make use of a legislation referred to/legislation cited field.
- **Rule:** Include the following elements when citing Commission Competition Decisions in legislation referred to/legislation cited field:
 - 1) Title
 - 2) OJ reference (if available)
- **Note:** It is very common that in online products you might only find the Type of Measure and the Decision number.

Example 3.33.

Decision M.5393

3.2.5 Citation in Articles content

- **Rule:** Use the Short title (or nearest approximation; see the first Note below) when mentioning for the first time in an Articles abstract and when citing in the Cases referred field.
- **Rule:** Cite State aid Decisions and "general" Decisions (i.e. relating to competition law, but not concerning specific State aid or companies) in the Legislation field, using the Title:
- **Rule:** Cite all other types of Competition Decision in the Cases referred field, including:
 - 1) Short title
 - 2) OJ reference (in the Reports field, if available; otherwise, use the usual "Unreported" citation).
- **Note:** The amount of citation information in journals varies widely, but an attempt at a title should always be made. If the appropriate title (see the previous two Rules) cannot be gleaned, e.g. there are no existing picklist entries for the case and the Decision and/or Case number is not mentioned in the journal, it is acceptable for your title to be as close to the above style as the missing information allows.

Example 3.34.

Unknown Case number:

Decision in PO/Thread

- **Note:** It is very common that in online sources you might only find the Type of Measure and the Decision number.

Example 3.35.

Decision M.5393

3.2.6 Appendix I

- **Note:** State aid prefixes explained.

Example 3.36.

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.

- **Note:** 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 General

- **Note:** European Union legislation consists of:
 - 1) Primary law (Treaties, Conventions, etc.)
 - 2) Secondary law (Regulations, Directives, Decisions)
 - 3) Other EU Instruments (Recommendations, Opinions, Communications, Resolutions, etc.)
 - 4) Preparatory Acts or Draft Legislation (Legislative Proposals, Opinions, Member States' Initiatives, etc.)

5) Other EU Publications (Guidelines, Notices, Rules of Procedure, Opinions, etc.)

- **Further reference:** 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>

3.3.1.1 Structure of statutory material

- **Note:** 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.

3.3.1.2 Official Journal

- **Note:** Most European treaties and conventions, all secondary legislation, other EU instruments and EU publications are reported in the Official Journal of the European Union.
- **Rule:** Cite OJ references using “[year] OJ series number/page” format

Example 3.37.

[1982] OJ C172/3

[1983] OJ L281/24

3.3.1.2.1 Pre-1972 OJ references

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

Example 3.38.

[1965] OJ Spec. Ed. 321

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

Example 3.39.

JO 1653/67

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

Example 3.40.

[1968] JO L332/22

3.3.1.3 COM Documents

- **Note:** 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.
- **Rule:** Cite COM Document references using “COM(year) number” format .

Example 3.41.

COM(2007) 0075

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

Example 3.42.

SEC(2010) 835

3.3.2 Primary law

- **Note:** EU Primary law is assigned a full title and a short title.
- **Rule:** Use short title when citing EU primary law in main text and footnotes.

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

3.3.2.1 EC Treaty and Treaty on European Union: 1958 - 2009

- **Note:** 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.
- **Note:** The Treaty on European Union (TEU) was signed in Maastricht on February 7, 1992 and entered into force on November 1, 1993.
- **Note:** 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.
- **Note:** The post-Amsterdam versions of the EC and EU Treaties were the most recent versions up until the entry into force of the Treaty of Lisbon (see 3.3.2.2 below).

3.3.2.2 Treaty on the Functioning of the European Union and the Treaty on European Union: 2009 onwards

- **Note:** 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.

- **Note:** The Treaty of Lisbon amends the Treaty on European Union (TEU) and the Treaty establishing the European Community (EC Treaty) without replacing them.
- **Note:** The EC Treaty has been amended and renamed the Treaty on the Functioning of the European Union (TFEU).
- **Note:** The Treaty on European Union (TEU) retains its name but has been amended.
- **Note:** 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>
- **Rule:** In general, cite only the new renumbered provisions.

Example 3.43.

art.2 TFEU

art.10 TEU

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

Example 3.44.

art.32 TFEU (ex art.27 EC)

art.3 TEU (ex art.2 TEU)

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

Example 3.45.

art.286 EC (now art.16 TFEU)

art.27 EC (now art.32 TFEU)

art.11 TEU (now art.24 TEU)

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

Example 3.46.

art.293 EC (repealed)

art.3 TEU (repealed)

- **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.

3.3.3 Secondary law

- **Rule:** Secondary law is assigned up to four titles:

1) Long title

2) Title

3) Short title

4) Editor's title.

- **Rule:** The long title consists of the full citation from source:

Example 3.47.

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

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

Example 3.48.

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

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

Example 3.49.

Regulation 812/2004

Directive 2005/29

Decision 2005/439

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

Example 3.50.

Unfair Commercial Practices Directive

- **Note:** 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 3.51.

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

- **Note:** From 1999 onwards the year component in Secondary legislation was changed to include four digits rather than two.
- **Note:** A full list of EU Secondary law detailing the 4 forms of title will be available in the LCC in the near future. Once complete the LCC should then be used to validate all citations.
- **Note:** Content management systems which currently use picklists should continue to do so until the new LCC validation service becomes available.

3.3.3.1 Citation in text and online services

3.3.3.1.1 Citation in judgments

- **Rule:** Keep editing of EU secondary legislation in text of judgments to a minimum.
- **Rule:** Remove only adopting institutions, suffixes indicating parent treaty and dates.
- **Rule:** Make only minor house style changes to style of OJ reference and abbreviation of articles.

Example 3.52.

Sweet & Maxwell version

This request for a preliminary ruling concerns the interpretation of arts 2(1), 5(1) and 6 of Directive 76/207 on the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions [1976] OJ L39/40 and of art.10 of Directive 92/85 on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding [1992] OJ L348/1.

Original version

This request for a preliminary ruling concerns the interpretation of Articles 2(1), 5(1) and 6 of Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions (OJ 1976 L 39, p. 40) and of Article 10 of Council Directive 92/85/EEC of 19 October 1992 on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding (tenth individual Directive within the meaning of Article 16(1) of Directive 89/391/EEC) (OJ 1992 L 348, p. 1).

3.3.3.1.2 Citation in text without footnotes and online services without legislation referred field

- **Rule:** Include following elements when citing EU secondary legislation in main text for first time:
 - 1) Short title
 - 2) OJ reference

Example 3.53.

Regulation 1033/2006 [2006] OJ L186/46

Directive 2002/96 [2003] OJ L37/24

Decision 2005/439 [2005] OJ L152/20

ECB Decision 2008/15 [2008] OJ L309/8

- **Rule:** Include editor's title in parenthesis directly after short title in first reference if measure is commonly known by that nickname.
- **Rule:** Use short title or editor's title in subsequent references but do not include OJ reference.
- **Rule:** References to articles of measure should appear after the measure but before any citation.

Example 3.54.

Regulation 1033/2006 art.5(2) [2006] OJ L186/46

Decision 2005/439 art.1(1) [2005] OJ L152/20

Directive 2002/96 (WEEE Directive) art.2(1) [2003] OJ L37/24

3.3.3.1.3 Citation in text with footnotes

- **Rule:** Use short title or editor's title in main text when citing EU secondary legislation in text with footnotes for first time.

Example 3.55.

Regulation 1033/2006

WEEE Directive

- **Rule:** Include the following elements in footnote when citing EU secondary legislation for first time

1) Title

2) OJ reference

Example 3.56.

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

- **Rule:** Use short title or editor's title for subsequent references in footnotes

3.3.3.1.4 Citation in online services with legislation referred to field

- **Rule:** Use short title when citing EU secondary legislation in main text for first time in online products which do make use of a legislation referred to field
- **Rule:** Include the following elements in legislation referred to field

3.3.4 Other EU Instruments

- **Rule:** Other EU Instruments are assigned up to four titles:

1) Long title

2) Title

3) Short title

4) Editor's title.

- **Rule:** The long title is the full citation from source.

Example 3.57.

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)

- **Rule:** 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 3.58.

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

- **Rule:** 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 3.59.

Recommendation 2005/309

Common Position 2005/304

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

3.3.4.1 Citation in text and online services

3.3.4.1.1 Citation in text without footnotes and online services

- **Rule:** Include the following elements when citing EU Instruments in main text for first time
 - 1) Short title
 - 2) OJ reference or COM Doc number.

Example 3.60.

Recommendation 2005/309 [2005] OJ L98/47

Common Position 2005/304 [2005] OJ L97/57

- **Rule:** Include editor's title in parenthesis before OJ reference or COM Doc number if measure is commonly known by that nickname.
- **Rule:** Use short title or editor's title in subsequent references but do not include OJ reference or COM Doc number

3.3.4.1.2 Citation in text with footnotes

- **Rule:** Use short title or editor's title in main text when citing EU Instruments in text with footnotes for first time.

Example 3.61.

Recommendation 2005/309

Common Position 2005/304

- **Rule:** Include the following elements in footnote when citing EU Instruments for first time.
 - 1) Title
 - 2) OJ reference or COM Doc number.

Example 3.62.

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

- **Rule:** Use short title or editor's title for subsequent references in footnotes

3.3.5 Preparatory Material

- **Note:** 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.
- **Rule:** Proposed legislation is assigned a title and a short title.
- **Rule:** The title is an edited version of the full citation from source.

Example 3.63.

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

- **Rule:** 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 3.64.

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

3.3.5.1 Citation in text and online services

3.3.5.1.1 Citation in text without footnotes and online services without legislation referred to field

- **Rule:** Include the following elements when citing EU proposed legislation in main text for first time
 - 1) Short title

2) COM Doc number or SEC Doc number.

Example 3.65.

Draft Directive on the protection of the environment through criminal law
COM(2007) 51 final

Draft 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

- **Rule:** Use short title in subsequent references but do not include COM Doc number

3.3.5.1.2 Citation in text with footnotes

- **Rule:** Use short title in main text when citing EU proposed legislation in text with footnotes for first time
- **Rule:** Include following elements in footnote when citing EU proposed legislation for first time

1) Long title

2) COM Doc number or SEC Doc number.

Example 3.66.

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

- **Rule:** Use short title for subsequent references in footnotes

3.3.5.1.3 Citation in online services with legislation referred to field

- **Rule:** Use short title when citing EU proposed legislation for first time in online products which do make use of a legislation referred to field
- **Rule:** Include following elements in legislation referred to field:

1) Title

2) COM Doc number.

3.3.6 Other EU Publications

- **Note:** 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

- **Rule:** Other EU Publications are assigned up to four titles:

- 1) Long title
- 2) Title
- 3) Short title
- 4) Editor's title.

- **Rule:** The Long title is the full citation from source.

Example 3.67.

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)

- **Rule:** 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 3.68.

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

- **Rule:** 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 3.69.

Guidelines on maritime transport services

Notice on certain scheduled air services within Portugal

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

3.3.6.1 Citation in text and online services

3.3.6.1.1 Citation in text without footnotes and online services

- **Rule:** Include the following elements when citing EU Publications in main text for first time:

- 1) Short title
- 2) OJ reference or COM Doc number.

Example 3.70.

Guidelines on maritime transport services [2008] OJ C245/02

Notice on certain scheduled air services within Portugal [2008] OJ C104/08

- **Exception:** The Title can be used on first citation for the sake of clarity if an indication of subject matter is required, e.g. commentary.
- **Rule:** Include editor's title in parenthesis before OJ reference or COM Doc number if measure is commonly known by that nickname.

Example 3.71.

Notice on immunity from fines (Leniency Notice) [2002] OJ C45/3

- **Rule:** Use short title or editor's title in subsequent references but do not include OJ reference or COM Doc number

3.3.6.1.2 Citation in text with footnotes

- **Rule:** Use short title or editor's title in main text when citing other EU Publications in text with footnotes for first time.

Example 3.72.

Guidelines on maritime transport services

Notice on certain scheduled air services within Portugal

- **Exception:** The Title can be used on first citation for the sake of clarity if an indication of subject matter is required, e.g. commentary.
- **Rule:** Include the following elements when citing EU Publications in footnotes for the first time:

- 1) Title
- 2) OJ reference.

Example 3.73.

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

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

Chapter 4. INTERNATIONAL AND FOREIGN MATERIAL

4.1 CASES (EUROPE AND THE REST OF THE WORLD)

- **Further references:**
 - 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://www.echr.coe.int/>
 - 4) For International Court of Justice cases see: <http://www.icj-cij.org/>
 - 5) For US cases see *The Blue Book: A Uniform System of Citation* (16th edn) published by Harvard Law Review Association.
- **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 4.1.

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)

4.2 FOREIGN DOMESTIC LEGISLATION

4.2.1 General Citation rules

- **Rule:** Cite foreign Acts with an initial upper case, giving a date where possible in the format day month year with no commas.
- **Rule:** Do not include the abbreviation 'No'.

Example 4.2.

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

- **Rule:** If legislation is in draft form add the word "Draft" in brackets at the end of the name.
- **Rule:** Legislative provisions, such as articles, parts, sections etc, take an initial lower case.
- **Rule:** Place the country name in brackets after the legislation title.
- **Exception:** Omit the country name if it is already included in the legislation title such as in constitutions or some codes.
- **Note:** The original language can be added in italics and contained in brackets if available.

Example 4.3.

Trade Agent Act (Germany) (*Handelsvertretergesetz*)

- **Further reference:** For abbreviation of Act names, abbreviation of provisions, citation in footnotes and successive citations follow the guidance given in 2.12 Legislation: England and Wales.
- **Further reference:** See the list at the end of the Foreign Legislation section for country specific citation examples.

4.2.2 US Legislation

- **Note:** 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)
- **Note:** Federal statutes, rules and regulations once passed are codified and officially published.

4.2.2.1 The United States Code

- **Note:** This consists of all the federal statutes which have been passed, arranged in titles or volumes, each related to a particular subject.

Example 4.4.

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.

- **Rule:** On first citation include the title no. of the code followed by USC and then the year in brackets followed by relevant the provisions if applicable.

Example 4.5.

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

- **Rule:** subsequent citations may be shortened.

Example 4.6.

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

4.2.2.1.1. Subject Codes

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

Example 4.7.

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

- **Note:** The year 2005 was the year of the last update to title 11 and the year in which this particular Ch.15 was added.

4.2.2.2 US Constitution

- **Rule:** Cite initially as Constitution of the United States followed by the relevant provisions if applicable.

Example 4.8.

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

- **Rule:** Subsequent citations may be shorted to US Constitution.

Example 4.9.

US Constitution art.III s.2 cl.2

4.2.2.3 US Acts

- **Rule:** Cite as Digital Millennium Copyright Act 1998 (United States).
- **Note:** If available, the code reference may be included after the initial citation in brackets.

Example 4.10.

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

- **Further reference:** For abbreviation of statute names, abbreviation of provisions, citation in footnotes and successive citations follow the guidance given in 2.12 Legislation: England and Wales.

4.2.2.4 Draft US Legislation

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

4.2.2.5 US Federal Rules and Regulations

- **Rule:** Cite as e.g. Code of Federal Regulations Pt.260 throughout.

4.2.2.6 US Uniform and Model Laws

- **Note:** These may cause confusion as they are called Acts and Codes but have not been passed as legislation.
- **Rule:** Distinguish these from Acts and Codes, which do have legal force and form part of the United States Code or state law, by prefacing them with Uniform or Model as appropriate.

Example 4.11.

Uniform Mediation Act 1993 (United States)

Model Punitive Damages Act 1996 (United States)

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

Example 4.12.

1993 Uniform Act

1996 Model Act

- **Further reference:** 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*.

4.2.2.7 US State Legislation

- **Note:** 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

4.2.2.7.1 State Constitutions

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

Example 4.13.

Constitution of New York art.1 s.9 cl.2

4.2.2.7.2 State Statues

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

Example 4.14.

Iowa Code (2005)art.1 s.9 cl.2

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

Example 4.15.

California Probate Code (2005) s.141

4.2.2.7.3 Uncodified Statutes or Regulations

- **Rule:** Cite as e.g. New York State Defence Emergency Act Ch.784/51.

4.2.3 Constitutions

- **Note:** These may not have a date as they are being constantly amended.
- **Rule:** Use the name of the country as per the Taxonomy prefaced by "Constitution of".

Example 4.16.

Constitution of Zambia

4.2.4 Civil Codes

- **Rule:** Only cite the year where it is necessary, for example for a revised code.

Example 4.17.

Civil Code (France)

Criminal Procedure Code (Singapore)

4.2.5 Court Rules

- **Rule:** Follow the style given in the source.

4.2.6 Usual Form of Citation for Specific Countries

- **Rule:** 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)
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)

INTERNATIONAL AND
FOREIGN MATERIAL

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)

- **Note:** Countries not listed have no discernible usual form of citation

4.3 INTERNATIONAL LEGISLATION

- **Note:** 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.

4.3.1 Treaties/Conventions

- **Note:** 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".
- **Note:** 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.

4.3.1.1 Citation

- **Rule:** Cite Treaties as fully as possible in the first instance.
- **Rule:** Use initial upper case.
- **Rule:** Include a date.
- **Rule:** If appropriate include the international organisation making the treaty such as the United Nations, OECD.
- **Rule:** Cite EU Conventions without a reference number using initial capitalisation

Example 4.18.

Convention on the Elimination of Double Taxation in Connection with the Adjustment of Profits of Associated Enterprises 1990

not

Convention 90/436 on the Elimination of Double Taxation in Connection with the Adjustment of Profits of Associated Enterprises 1990

- **Note:** Treaties may be referred to by a variety of names.

Example 4.19.

Agreement concerning the Activities of States on the Moon and other Celestial Bodies 1979

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

- **Further reference:** A standard list of citations for international treaties and conventions, compiled at the end of 2006, is available on the House Style Homepage
- **Further reference:** 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.

4.3.2. Protocols

- **Note:** These tend to be used for agreements that are less formal than Treaties or Conventions.
- **Rule:** Protocols generally preface the Treaty they are supplementing.

Example 4.20.

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

- **Exception:** European Convention on Human Rights Protocol 4 1963.

4.3.3 ILO conventions

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

Example 4.21.

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

4.3.4 Treaties between Two Countries

- **Rule:** Cite states in alphabetical order in the country name given in the Taxonomy followed by the year.

Example 4.22.

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

4.3.5 Double Tax Treaties

- **Rule:** Cite states in alphabetical order in the country name given in the Taxonomy followed by the year.

Example 4.23.

Russia-United Kingdom Double Taxation Convention 1997

India-South Africa Double Tax Treaty 1997

4.3.6 UN Resolutions

4.3.6.1 Security Council Resolutions

- **Rule:** On first citation the following core elements must be included:
 - 1) Resolution number and year separated by a slash
 - 2) Title of the resolution

3) United Nations in brackets

Example 4.24.

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

- **Rule:** Subsequent citations may be shortened.

Example 4.25.

Resolution 1441/2002

- **Further reference:** The correct title can be verified at <http://www.un.org/documents/scres.htm>

4.3.6.2 General Assembly Resolutions

- **Rule:** On first citation the following core elements must be included:

- 1) Session number and resolution number separated by a slash
- 2) Year in brackets
- 3) Title of the resolution
- 4) United Nations in brackets.

Example 4.26.

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

Rule

- **Rule:** Subsequent citations may be shortened.

Example 4.27.

Resolution 61/198

Rule

- **Further reference:** The correct title can be verified at <http://www.un.org/documents/resga.htm>

Chapter 5. TABLES AND INDEXES

5.1 Table of Cases

- **Rule:** Arrange cases in alphabetical order according to the name of the first party.
- **Note:** For full details of the rules governing the creation of tables, see the Tabling Manual, which is available on the intranet. The Manual sets out the techniques and methods of tabling required by Sweet & Maxwell for tables of all types of work, and freelance tablers are required to compile tables in accordance with these.

5.1.1 Alphabetical Order

A Ex p.	Cases which are Ex p. or Re (i.e. single party cases) come first — but see below for fuller list.
A, Re	
A (A Minor), Re	
A v A	Cases which begin with initials come before those whose names are full out, except for those exceptions noted below
AG Securities v Vaughan	
Abbey National v Smith	
Attock Cement v Romanian Bank	
Brown Ex p. Smith, Re	
D' Avenant	D' should be treated simply as if the apostrophe doesn't exist.
Dayspring v Smith	
De Silva v Wyllie	De is treated as a word in its own right and so precedes words which begin Dea.
Dearborn v Marsh	
La Rasoir v McAndrew	The same rule applies to La and Le as to De
Laceman v Silk	
Le Mesurier v Ferguson	
Lean v Alston	
Macbryan v Brooke	
McC v Mullen	
MacCabe v Joynt	
Ochse v Duncan	
O'Connor v Amos	O' should be treated simply as if the apostrophe does not exist. The same rule applies to D' and L'.
Oddy v Beans	
R Ex p.	
R, Re	
R. v Abbey National Ex p. Smith	

TABLES AND INDEXES

R. v Secretary of State for Education and Science	When putting Secretaries of State in alphabetical order, just take into account the important words and disregard "the"
R. v Secretary of State for the Environment	
R. v Secretary of State for Foreign and Commonwealth Affairs	
R. v Secretary of State for Health	
R. v Secretary of State for Home Affairs	
R. v Secretary of State for the Home Department	
R. v Secretary of State for the Home Office	
R. v Secretary of State for Social Services	
R. v Secretary of State for Trade and Industry	
R. v Secretary of State for Transport	
R. (on the application of x) v y	Cases R. (on the application of) come at the end of all the R. v cases; ordered by the x party name, then by the y party name.
RCA Corp v Pollard	Cases which begin with initials come after those cases which begin with R. as an abbreviation for Regina (inc. R. (on the application of)); and before those whose names are full out
Rawhide v Bonanza	
Smith (Deceased), Re; sub nom. Smith v Brown	
Smith Ex p.	
Smith, In the estate of	
Smith, In the goods of	
Smith, Re	
Smith, Re; sub nom. Brown v Jones	
Smith, The	
Smith v Anderson	
Smith v Brown	
Smith & Brown, Re	
Smith and Brown v Jones	
Smith & Co, Re	
Smith & Co v Jones	
Smith, Brown & Jones v Green	
Smith (J) v Brown	
Smith (John) v Brown	
Smith (Marquis of) v Brown	
Smith (otherwise Brown) v Green	
Smith's Application, Re	
Smith's Case	
Smith's Patent	

Smith's Settlement, Re	
Smith's Trusts	
Smith's Will Trusts, Re	
Smith's Advertising Co v Brown	
Smith's Truck Co v Brown	
Smith-Brown, Re	
Smith-Brown v Jones	

- **Rule:** The following abbreviations must be treated as if set out in full:

DPP (Director of Public Prosecutions)

IRC (Inland Revenue Commissioners)

St (Saint).

- **Note:** The following general points should be noted for the purposes of tabling.
- **Note:** Words like "Re," "Ex p." and "The" are placed after the name.

Example 5.1.

Harris, Re Jenion, Re; sub nom. Jenion v Wynne Kim, The

- **Rule:** Admiralty cases cited by the name of the ship (and other cases so cited) must be cross-referred to under the name of the parties.

Example 5.2.

Oinoussin Pride, The. *See* Pride Shipping Corp v Chung Hwa

- **Rule:** Trade mark cases cited by the name of the mark must have the report references under the name of the parties with a cross-reference thereto under the name of the mark.
- **Rule:** Criminal cases may be listed under the name of the accused; otherwise they must be arranged under "R.," alphabetically according to the name of the accused.
- **Rule:** Ejectment actions must be arranged according to the name of the defendant.

Example 5.3.

Doe d. Rodd v Archer precedes Doe d. Lewis v Baster

- **Rule:** Anonymous cases should be tabled in abbreviated form with the year if known.
- **Rule:** Yearbook cases must be included under "Y" in chronological order.
- **Rule:** Where consecutive cases have plaintiffs of exactly the same name then the second has a two-em dash in place of the name and the cases are arranged in alphabetical order of defendants. The two-em dash is inserted when tables are sent for typesetting; the tabler will include the name in full.

Example 5.4.

Cooper, Re Cooper (Cuthbert) & Sons, Re Cooper v Bailey — v Cooper — v Cooper — v Cooper and Harmer

- **Rule:** Where there are two cases of the same name and year then the numerical order by which they are distinguished in the reports is observed; where they are of same name but different years then they are placed in chronological order.

- **Rule:** 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.
- **Exception:** Archbold and White Book table every cite.

5.1.2 References

- **Note:** On grounds of expense students' books or other books not intended for practising lawyers may have "student references" instead of full references in the table of cases. Student references are the first two references appearing in the string of citations for the highest court a case reached plus the media neutral citation, where available. Where there are no references then the table will be set in two columns of type divided by a two-em space.
- **Note:** Standard references 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. The name of the court should not be included in citation strings where the string begins with a media neutral citation.

Example 5.5.

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

- **Note:** For titles produced through SMART, all case citations need to be validated in order to appear correctly in the generated Table of Cases. There are several options available when validating a case citation in SMART:

"Rewrite casename and ref" is often the best option to choose when tagging and validating cases in SMART, as it ensures that the case citation text and reference tables in the publication are consistent.

"Leave author cite as is" may, however, be preferable if an author has used an abbreviated name for a case, or if an author's reference is preferred to the best reference offered by the database.

"Rewrite casename" may be the best option if an author's reference is preferred to the best reference offered by the database but the case name needs to be changed for consistency.

5.1.3 Order of Citation

- **Note:** The most frequently cited law reports and journals are listed below in groups showing their preferred order of citation (i.e. any references from Group 1 should appear first, followed by any references from Group 2, and so on). The groups are as follows:

Group 1	Official Law Reports
Group 2	Weekly Law Reports
Group 3	All England Reports
Group 4	Subject-based full text reports
Group 5	Non full text reports
Group 6	Newspaper reports

- **Note:** If a case is reported in more than one of the reports in Group 1, the order the reports are listed in the table should be observed (i.e. Appeal Cases would precede Queen's Bench reports). In Groups 4 and 5, the reports/journals are listed in alphabetical order for convenience; there is no set hierarchy within these groups.
- **Further reference:** See the new hierarchy document on the House Style Homepage for correct citation of reports.
- **Note:** Within tables, the order of citation will follow the order given in Westlaw.

- **Rule:** "The" is used only for *The Times* and *The Economist* and the following format should be followed.

Example 5.6.

The Times, January 23, 2002

Independent, March 22, 2002

Guardian, April 6, 1995

Daily Telegraph, May 26, 1999

Financial Times, June 29, 2000

- **Note:** Newspaper references will no longer be included in tables unless there are no law report or journal citations.

5.1.4 General Points

- **Rule:** References should be separated by a semi-colon.
- **Rule:** Sub nom. Where it is necessary to indicate that a case has appeared in one report under a different name than in another, then the form "sub nom." is used.

Example 5.7.

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.

- **Rule:** Where a case is not at first instance the court (abbreviated) must be named at the end of the references to the reports of that court's decision (see above).

5.1.5 Use of Italics in the Table of Cases

- **Rule:** Case names, including the "v", must be roman in the Table of Cases.
- **Rule:** "Re", "Ex p." and "sub nom." must also be roman. The only word to appear in italics should be "See".

5.2 Table of Statutes

5.2.1 Arrangement

- **Rule:** Acts of Parliament are arranged chronologically.
- **Rule:** Within each calendar year the Acts are arranged in chapter order.
- **Rule:** Private Acts and Church Assembly Measures and Bills are placed, in that order, after the Public General Acts of the same year.
- **Rule:** Acts before 1963 must have a regnal year as well as a chapter number.
- **Note:** see below for a list of regnal years and the correct style of citation.
- **Rule:** The calendar year should be stated first, followed by short title, regnal years (if appropriate) and chapter number.
- **Rule:** Generally the table should be divided between general references to the Act and specific references to particular sections, etc. and their subdivisions. In this case the table will be set in two columns separated by a two-em space.

- **Rule:** Parts of Acts should be listed before all section references (unless they are parts of Schedules in which case they follow Schedules), and Schedules to Acts follow sections.
- **Rule:** Section, etc. numbers are linked with an en dash only when those sections are discussed together; they must not be linked merely because more than two are consecutive.
- **Rule:** Include references to the level of subsections, and Schedule paragraphs, where appropriate.
- **Rule:** Page or paragraph numbers are linked with an en dash wherever the identical item is cited on more than two consecutive pages.
- **Note:** The tabler will use an em dash to distinguish between paragraph numbers containing en dashes and runs of paragraph numbers to indicate to the typesetter the inclusion of a string of location references.
- **Rule:** The table should give reference to every page where every Act is cited in the work except where the reference is within reproduced material or a quotation.
- **Rule:** Pages or paragraphs where sections, etc. are set out verbatim should be differentiated from the other references by setting them in bold where a direct instruction is given to the tabler by the House Editor.

5.2.2 Scottish Legislation

- **Rule:** Legislation from the Scottish Parliament should be placed at the very end of the references for any year.
- **Note:** Legislation emanating from the Scottish Parliament should not be confused with legislation emanating from Westminster but affecting Scotland, which will have a chapter number and be included in the main section of the tables with all other UK legislation.
- **Rule:** Acts of the Scottish Parliament should always be given their asp number, e.g. Sea Fisheries (Shellfish) Amendment (Scotland) Act 2000 (asp 12).

5.2.3 Foreign Legislation

- **Rule:** Commonwealth, European or Irish legislation should generally be put in a separate table. In the case of isolated references, however, they should be placed at the very end of the references for any year. Commonwealth and other foreign legislation will sometimes need to be in a different style.

5.2.4 Legislation in SMART

- **Rule:** For titles produced through SMART, all legislation citations need to be validated in order to appear in the generated Table of Statutes. If a legislation citation is not validated—even if it is correctly tagged—it will not appear in the generated tables. "Leave author cite as is" is the preferred button to select (rather than "Rewrite title"), as it ensures that all extra author-supplied data (i.e. in addition to the data contained in the database) is not dropped from the publication. See the Online User Manual on the SMART Editorial website for more details about the validation of citations.

5.2.5 Regnal Years and Chapter Number in Pre- 1963 Acts

- **Rule:** The regnal years and chapter number should be enclosed in brackets.

Example 5.8.

Road Traffic Act 1960 (8 & 9 Eliz. 2 c. 16), s. 16

- **Rule:** The numbers are arabic not roman, on grounds of space and readability but numerals should be roman for a local Act.
- **Rule:** The regnal years are connected by an ampersand.
- **Rule:** The abbreviations of the sovereigns' names should be as in the accession table below.
- **Rule:** "Chapter" is abbreviated to "c." not "cap." and is not preceded by a comma.

Example 5.9.

13 Anne c.13; 5 Geo. 1 c.11; 49 & 50 Vict. c.31

- **Note:** The regnal years are calculated from the date of accession, e.g. 4 & 5 Eliz. 2 indicates February 6, 1956 (end of 4th year of Elizabeth II's reign) to February 5, 1957 (end of 5th year of her reign). The years cited are those which include the session of Parliament in which an Act received the Royal Assent. The dates of accession are as follows.

Hen. 6	Sept. 1, 1422
Edw. 4	Mar. 4, 1461
Edw. 5	Apr. 9, 1483
Ric. 3	June 26, 1483
Hen. 7	Aug. 22, 1485
Hen. 8	Apr. 22, 1509
Edw. 6	Jan. 28, 1547
Mary	July 6, 1553
Ph. & M.	July 25, 1554
Eliz. 1	Nov. 17, 1558
Geo. 3	Oct. 25, 1760
Geo. 4	Jan. 29, 1820
Wm. 4	June 26, 1830
Vict.	June 20, 1837
Edw. 7	Jan. 22, 1901
Wm. 3	Dec. 28, 1694
Anne	Mar. 8, 1702
Geo. 1	Aug. 1, 1714
Geo. 2	June 11, 1727
Geo. 5	May 6, 1910
Edw. 8	Jan. 20, 1936
Geo. 6	Dec. 11, 1936
Eliz. 2	Feb. 6, 1952

- **Note:** Early statutes sometimes contain various chapters, each being the equivalent of a modern act.

5.3 Tables of Statutory Instruments and Rules of Court

- **Rule:** Generally the rules are the same as for statutes.
- **Rule:** The table will be set out in two columns. .

5.4 Bibliographies

- **Rule:** Style is set out in Part 2 Citation of Authorities.
- **Rule:** Set in alphabetical order unless another order seems preferable for a particular reason.

5.5 Indexes

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

5.5.1 Headings

- **Rule:** All indexes should be given one of the following headings:
 - 1) Index
 - 2) Cumulative Index
 - 3) Supplementary Index
- **Rule:** No reference should be made to the title of the product or release/issue number.

5.5.2 Main entries

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

Example 5.10.

Share issues

5.5.3 Second and third level entries

- **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 5.11.

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

- **Rule:** Continuation lines are not used.
- **Rule:** No line breaks should be placed between letters of the alphabet.
- **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

- **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 5.12.

“Course of dealing”
second level entry, xxx

- **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).
- **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.

5.5.4 Alphabetisation

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

Example 5.13.

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

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

Example 5.14.

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

5.5.5 Formatting

- **Rule:** Set directions in italics.

Example 5.15.

formerly

now known as

also known as

- **Rule:** Reference should be made to HSG Part 1.13 Foreign words and phrases as to which foreign and Latin phrases appear in italics.
- **Rule:** Set titles of publications in italics.

Example 5.16.

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

Times, The

- **Rule:** Set case names in italics.

Example 5.17.

Tomlin orders

- **Rule:** Indents should not exceed two [thus allowing three index levels].

5.5.6 Page and paragraph references

- **Rule:** An em rule should be used to separate references within a string, not a hyphen or en rule.

Example 5.18.

17—20, not 17–20 or 17-20

- **Rule:** Page numbers should not be elided. Hence 22—27, not 22—7
- **Rule:** Commas should be used to separate:

1) Second and third level entries from page and paragraph numbers

2) Page and paragraph numbers.

Example 5.19.

Dominant position

abusive practices, 324, 326

- **Rule:** Phrases such as *passim*, *ff.*, *et seq.*, *supra.*, *infra.*, etc. should not be used.

5.5.7 Full Stops

- **Rule:** Full stops should not be used save for abbreviations.

Example 5.20.

etc., i.e.

- **Rule:** They should not be used in acronyms nor for cross-references nor at the end of entries.

5.5.8 Cross-references

- **Rule:** Cross-references appear immediately under the main or second level entry to which they relate.
- **Rule:** 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.
- **Rule:** The entry you are directed to is set in bold.

Example 5.21.

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**

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

Example 5.22.

Trade marks

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