

## Welcome to the Round Hall House Style Guide

This guide is a shortened version of the complete Round Hall House Style booklet. As an author you will find it useful to be familiar with our house style in advance of submitting your manuscript.

This document contains instructions on how to present your book or article, cite legislation and cases and present bibliographical material. It also provides an overview of our stages in editorial process.

## House style

Certain conventions have been set so as to ensure consistency over time. This section offers a few key points that the house editor would typically look out for when copy is first received in-house. Delivering material in house style saves time at the early stages of the process, so your efforts in this regard are much appreciated.

Be aware that house style has recently been updated to streamline the way material is presented in print and online, so please read through this section even if you have contributed to a Round Hall title in the past.

Please note that house style should not be followed in quotations and extracts, where the original version will stand.

## Quotations

Double quotation marks are always used. For quoted material inside quotations, use single quotation marks. Quoted material longer than four lines (c.40 words) stands alone as a separate paragraph, with double quotation marks. It is the author's responsibility to ensure that all quotations are verbatim, including punctuation. If the punctuation mark is part of the quotation, it should appear inside the quotation marks. If the punctuation has been added, but is not part of the quotation, it should appear outside the quotation marks. Anything added into the quotation should be in square brackets. Anything omitted from the quotation should be replaced with ellipses.

### Example:

Geoghegan J. described the delay as "appalling". He said that "at the end of the day [the fact that the plaintiff had not made any complaint] does not increase in any way the excuses the State might have for their delay."

## Legislation

Section should be abbreviated to "s." except when used on its own, e.g. "This section has since been amended" or at the beginning of a sentence, e.g. "Section 8 provides for penalties." The same applies to other provisions, e.g. reg.7. There is no space between the full point and the number." No comma is used before the year, e.g. Finance Act 2003 rather than Finance Act, 2003.

### Examples:

- Oil Pollution of the Sea (Civil Liability and Compensation) (Amendment) Act 1998, s.17 or s.17 of the Oil Pollution of the Sea (Civil Liability and Compensation) (Amendment) Act 1998

- Pt 3 of the Finance Act 1999

- Sch.16 to the Taxes Consolidation Act 1997

- Animals Act 1985 (Commencement) Order 1985 (SI 1985/305)

- European Communities (Marketing of Sugar Products) Regulations 2003 (SI 2003/289)

- Art.38.3.1° of the Constitution; Art.1 of the Treaty of Rome; but art.4 of the Statistics (Business Accounts) Order 2001 (SI 2001/191)

- Directive 2003/48 of June 3, 2003 on taxation of savings income in the form of interest payments [2003] OJ L157/38

- Rules of the Superior Courts, Ord.113A, r.1 (may be abbreviated on second and subsequent references, e.g. RSC, Ord.113A, r.1)

## Cases

Forenames should be omitted except where necessary for greater ease of distinction, particularly with common surnames, e.g. DPP v Murphy (Keith). Where forenames occur in the names of

organisations, they should appear in the order normally found in that name, e.g. John Menzies, not Menzies (John). Where there is more than one party on either side, name the first only and do not add "& Ors" or "& Another" or "et al." or any other similar abbreviation. Other key points:

- italicised case name;

- no full point after v;

- no definite article, e.g. State v Smith, not The State v Smith

- square brackets around the year;

- full-pointed law report or journal;

- Ex p. always to be capitalised and full pointed, and not written out in full; and abbreviated party names should not be full pointed (apart from "R." for "Regina").

Example: MacDonald v Norris [1999] 4 I.R. 313; [2002] 1 I.L.R.M. 382 Citation of authorities

Usage of *ibid.* and *et seq.* should be kept to a minimum. Please use "above" and "below" instead of ante/post or supra/infra. Round Hall house style for references is as follows:

1) Hilary Delany, *Equity and the Law of Trusts in Ireland* (3rd ed., Round Hall, Dublin, 2003), p.195.

2) *ibid.*, p.200.

3) *De Róiste v Minister for Defence* [2001] 1 I.R. 190.

4) *ibid.* at 203 per Denham J.

5) Delany, *op. cit.*, p.3.

6) Raymond Perry, "E-Conveyancing: A Critical View" (2003) 8(2) C.P.L.J. 26 at p.29.

7) DPP v Anderson, unreported, High Court, Ó Caoimh J., October 16, 2002.

8) Alan Doyle, "Environmental Law: Integrated Control of Pollution in Irish Perspectives on EC Law (Mary Catherine Lucey and Cathrina Keville ed., Round Hall, Dublin, 2003), pp.141-171.

9) O'M v O'M [2003] 1 I.L.R.M. 401 at 409.

10) Family Law Act 1981, ss.3-5.

11) s.4(b).

12) Keelgrove Properties Ltd v Bord Pleanála [2000] 1 I.R. 47; [2000] 2 I.L.R.M. 168.

13) 562 Dáil Debates Cols 1201-1203.

#### Italics

Italics may be used sparingly for emphasis. Names of cases are also in italics, as are certain Latin words and phrases. Please note that "e.g." and "i.e." are in italics but "etc." is not. (All are preceded by a comma but never followed by one, and are always in lower case.)

#### Italics:

*a priori*

*ab initio*

*amicus curiae*

*autrefois acquit*

caveat

cy-près

de facto

de jure

ex officio

force majeure

idem

in camera

in loco parentis

in situ

inter alia

inter se

intra vires

ipso facto

lis pendens

locus standi

mens rea

obiter

obiter dictum

per se

pro forma

profit à prendre

ratio decidendi

res ipsa loquitur

res judicata

sub judice

subpoena

sui generis

ultra vires

vis-à-vis

No italics:

ad hoc

bona fide

certiorari

dictum

Ex parte (Ex p.)

habeus corpus

mala fide

mandamus

per annum

prima facie

pro rata

status quo

verbatim

vice versa

## Full points

House style does not require full points in abbreviated forms, e.g. USA, UK, EU. No full point is needed where the abbreviation is a contraction of the word, i.e. the last letter of the abbreviation is the same as the last letter of the word (e.g. Mr O'Leary, Round Hall Ltd, St Anthony, Dr Jekyll). Initials after judges' names take full points, e.g. Keane C.J., O'Sullivan J., Hardiman and Fennelly JJ., Lord Denning M.R.

## Dates, times and numbers

spell out one to nine and write 10 onwards in numerals

per cent is always written in full and the number expressed as a numeral (7 per cent)

no superscript for ordinal numbers: 1st, 2nd, 3rd not 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

formula for dates: August 7, 1972; August 7; August 1972

1984-1988 not 1984-8

1970s not 1970's

7am; 6.30pm

## Other points of house style

judgment, acknowledgment, lodgment and abridgment (no 'e' between the 'g' and the 'm')

anglicise American spelling unless it is quoted directly from source (i.e. 'standardise' not 'standardize')



case law (not case-law)

first, secondly, thirdly (not firstly, secondly, thirdly)

Organisations and bodies are referred to in the singular, e.g. "the Committee publishes its report, and, the Government states its policy?". If discussing a person in the abstract, choose between using he/him as gender-neutral pronouns and using both male and female pronouns, e.g. "a person arrested for an offence has a right to call his or her lawyer." Alternatively, use plurals. Do not use they or their in the singular, e.g. "a person has a right to call their lawyer."

Avoid excessive use of capitals, e.g. Compulsory Purchase Order need not be capitalised.

The hyphen is the short dash (-) used to hyphenate words, such as co-operate and re-enter. The so-called en dash (-) is used to separate spans of numbers, e.g. 1989-1993. The em dash (-) is used in place of parentheses, e.g. "The parties themselves - and perhaps, in particular, the claimant - are more likely than the tribunal to know where recognition and enforcement of an award will be sought." There are no spaces on either side of an em dash.