

**Style Guide for Authors**  
*Journal of Law and Social Policy*<sup>1</sup>

Articles should not ordinarily exceed 12,000 words including footnotes. Submissions for the “Voices and Perspectives” section of the Journal are ordinarily under 4,000 words. Text should be double-spaced with one-inch margins, and footnotes should be formatted in compliance with this guide. For matters not addressed here or if you require further clarification, please consult the *Canadian Guide to Uniform Legal Citation*, 7th Edition.

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**I. The Basics of *JLSP* Style**

**Formatting**

- **Font.** Times New Roman, 12 point
- **Paragraphs.** Align left after a heading or sub-heading. Otherwise indent one tab.
- **Headings:**
  - First Level: Upper Case Roman Numerals (I, II, III, etc.), bold, 16-point font, upper case
  - Second Level: Upper Case Roman Letters (A, B, C, etc.), bold, 14-point font, upper case
  - Third Level: Arabic Numbers (1, 2, 3, 4, etc.), not bold, 12-point font, upper case
  - Fourth Level: Lower Case Roman Numerals (i, ii, iii, etc.), not bold, 12-point font, lower case

*Example:*

**I. FIRST LEVEL HEADING**  
**A. SECOND LEVEL HEADING**  
1. THIRD LEVEL HEADING  
i. Fourth level heading

**Preferred Language**

- Absent a rationale for using a gender specific pronoun, manuscripts should be written in a gender inclusive style. (Note that in some circumstances a gender specific pronoun will be more appropriate.)

**General Style**

- **Punctuation.** Periods and commas should be placed *inside* quotation marks. (“The school year came to an end.”)

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<sup>1</sup> This guide borrows heavily from the *Canadian Guide to Uniform Legal Citation*, 7th Edition and from the style guides of other journals, including the *Canadian Journal of Women and the Law* and the *Osgoode Hall Law Journal*.

- **Periods.** Single space after a period (as an end-stop punctuation mark).
- **Commas.** When a conjunction joins the last two elements in a series of three or more, a serial comma should appear before the conjunction (*e.g.*, We need to purchase eggs, bacon, and bread).
- **Apostrophe.** The apostrophe is not used to pluralize years or abbreviations (*e.g.*, 1990s, ATMs).
- **Dash.** The em dash (—) can be used to set off an amplifying or explanatory element or to indicate a sudden break in thought or sentence structure (*e.g.*, Her husband—that is, her third husband—had blue eyes). The em dash should be closed-up to the text.
- **Quotation marks.** Generally use double quotation marks. Single quotation marks should be used only for quotations inside other quotations.
- **Footnote placement.** Footnote numbers appear after punctuation and, where a quotation mark follows the punctuation, after the quotation mark. (The school year came to an end.<sup>1</sup> “The school year came to an end.”<sup>2</sup>)
- **Abbreviations.** When a lengthy name or phrase is used more than once in your work, you may choose to provide an abbreviation in parentheses after the first use: Parkdale Community Legal Services (PCLS). Note that there are no periods in PCLS. A period should be used, however, where an abbreviation ends in a lower case letter (*e.g.*, Dr.).
- **Numbers.** Spell out whole numbers from zero through one hundred, as well as any whole numbers followed by hundred, thousand, million, etc. (*e.g.*, thirty-one, seventy, ten thousand). For all other numbers, use figures. When a number begins a sentence, it must be spelled out (*e.g.*, Two dozen eggs).

### Spelling

- The journal generally follows the *Canadian Oxford Dictionary* (*i.e.*, ize not -ise, -our not -or, judgment not judgement, centre not center, per cent not percent).

### Quotations

- **Run-in Quotations.** Place short quotations of four lines or fewer in quotation marks and incorporate them directly into the text.
- **Block Quotations.** Indent from both margins and single space quotations of more than four lines. Do not use quotation marks. Legislative provisions may be indented even if they are fewer than four lines long.
- **Alterations.** Spelling, capitalization, and internal punctuation in a quotation must be exactly the same as in the original source; any changes and additions or alterations must be clearly indicated in square brackets (*e.g.*, changing a lower case letter for an upper case letter as in: “[A] mixed question of fact and law”).
- **Errors.** Where the original source contains an error, enclose the correction in square brackets. Do not use [*sic*], which should only be used to draw attention to the original error.
- **Omissions.** Use an ellipsis (...) (single space on either side) to indicate the omission of a passage from the middle or the end of the quoted material. Only use an ellipsis at the beginning of a quotation if the quoted sentence is deliberately left grammatically incomplete.
- **Emphasis.** Some quoted text may be emphasized by using italics and placing [emphasis added] at the end of the citation. If the text was emphasized in the original copy, place

[emphasis in original] at the end of the citation. If there are footnotes in the original text that are reproduced in the quotation, place [footnotes omitted] at the end of the citation.

### **Legal Style and Terminology**

- **Cases.** In text, “v.” separates the names of the parties. Italicize the style of cause (*e.g.*, *Dunsmuir v. New Brunswick*).
- **Court.** Use a capital when using the full name of a court or when using “Court” to stand for some specified court as opposed to courts in general (*e.g.*, Federal Court).
- **Legislation.** Titles of legislation should be italicized in text and footnotes. The first reference in the text to a lengthy statute title should appear in full followed by a shortened version in parentheses (*e.g.*, *Canadian Charter of Rights and Freedoms*, Part 1 of the *Constitution Act, 1982 (Charter)*).
- **Judges.** In the first instance, provide the judge’s full name and official title (*e.g.*, Chief Justice Beverley McLachlin). In following instances, the judge’s last name and abbreviated title may be used (*e.g.*, McLachlin C.J.).
  - Chief Justice/Judge           C.J.
  - Justice/Judge                 J.
  - Justices/Judges             JJ.
  - Justice/Judge of Appeal     JA.
  - Justices/Judges of Appeal   JJ.A.

## **II. A Brief Citation Summary**

The journal generally follows the *McGill Guide*, 7th Edition.

### **Exceptions (where we differ from the *McGill Guide*)**

1. When citing cases, only a single source is required. (*McGill* suggests at least two.) Neutral citation is preferred, then official reporters.
2. Always place the comma inside quotation marks, even for newspapers, magazines, and e-Journal citations.

### **Author Identification**

- Use first and last names of authors in the text and footnotes the first time they are mentioned; subsequently, use only the last name. If there are many pages between references to the author, repeat her/his full name.

### **Short Titles**

- **Length.** If the title of a source is three words or fewer, the full title of the source may be used in all subsequent references. Do not create a short title if there is no further reference to the source in the work.
- **Placement.** Place the short title in [square] brackets directly after the citation but before any parenthetical information and case history. Always italicize the short titles for cases or legislation, but not the brackets. The short title will be used for all subsequent references to the source.
- **For legislation.** If a statute has an official short title, use only this short title in the initial citation. If the short title is brief, it may also be used in subsequent references. If a statute

does not have an official short title, or if it is too long for subsequent references, create a distinctive short title and indicate it in brackets at the end of the citation.

- **For cases.** Shortened references should refer to one of the parties' surnames or a distinctive part of the style of cause.
- **For secondary materials.** Use the author's surname, not italicized, as the short form in subsequent references to the source. If more than one work by a particular author is cited, create a short form consisting of the author's name and a shortened form of the title of the work, separated by a comma.

### **Footnoting Subsequent References**

- Footnotes are required at every subsequent quotation from a source, as well as at every subsequent reference or allusion to a particular passage in the source.
- Provide the full citation in the first footnote referring to a source.
- When a footnote for a subsequent reference is required, it should identify the source, provide a cross-referencing signal (*supra*, *ibid*), and provide the short title and pinpoint reference where appropriate.
- **Ibid** is used to direct the reader to the immediately preceding reference (not the whole preceding footnote). Use *ibid* only when referring to the very last reference of the preceding footnote. Do not provide the number of the footnote in which the preceding reference appears. *Ibid* is italicized: *Ibid* at 320-23.
- **Supra** is used in combination with the short title to refer a reader to a previous footnote containing the original full citation (*McMillan*, *supra* note 1 at 147). The short title may be omitted if the source is clear from the text. *Supra* must always be used to refer the reader to the original citation, not to another *supra* or *ibid*.

## **III. Citation Examples and Commentary**

### **Legislation**

Title,	statute volume	jurisdiction	year,	chapter	(session or supplement),	pinpoint.
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*E.g., Criminal Code*, RSC 1985, c C-46, s 282.

- A year that forms part of the title should be included.
- If the title of the statute appears in the text, omit it from the footnote citation.

### **Cases**

*If a neutral citation is available:*

Style of cause,	neutral citation	pinpoint,	judge (if applicable)	[short title].
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*E.g., Fisher v Fisher*, 2008 ONCA 11 at paras 52-59, Lang JA [*Fisher*].

- Do not write the year in parentheses after the style of cause.

*If a neutral citation is not available:*

Style of cause	(year of decision) (if necessary),	reporter	pinpoint	(jurisdiction) (if necessary)	judge (if applicable)	[short title].
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*E.g., R v Dimic (1998), 54 CRR (2d) 290 at para 13 (Ont CA) [Dimic].*

- Provide the year of the decision in parentheses after the style of cause followed by a comma.
- “at” appears before a pinpoint page or paragraph reference. Do not place a comma before “at” and do not use “p” to indicate the page number.
- Italicize both the names of the parties and the *v* or *c* that separates their names. Do not add periods.

### **Books**

Author,	<i>title</i> ,	edition	other elements	(place of publication:	publisher,	year of publication)	pinpoint.
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*E.g., Martha Derthick, Up in Smoke: From Legislation to Litigation in Tobacco Politics, 2d ed (Washington, DC: CQ Press, 2005) at 20.*

- List up to three authors, separating the first two authors’ names with a comma and the last two with an ampersand. If two authors, separate names with an ampersand.
- If there are more than three authors, include only the first author’s full name followed by “et al.”
- In the case of an editor of a collection, abbreviate “editor” to “ed,” and “editors” to “eds,” preceded and followed by a comma.
- Begin a page pinpoint with “at” without using “p” to indicate the page number. Begin a paragraph pinpoint with “at para,” “at paras,” or “¶.”
- Abbreviate “chapter” and “chapters” to “ch.”
- Consecutive pages or paragraphs are separated by a hyphen. Non-consecutive pages or paragraphs are separated by a comma.

### **Collections of Essays**

Essay author,	“essay title”	in	editor (if applicable),	ed,	<i>title of book</i>	(publication information)	first page of essay	pinpoint.
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*E.g., Gabriel J Chin, “Race, the War on Drugs and Collateral Consequences of Criminal Conviction” in Christopher Mele & Teresa A Miller, eds, Civil Penalties, Social Consequences, (New York: Routledge, 2005) 43 at 45.*

### **Articles in Journals**

Author,	“title of	(year)	volume:issue	abbreviation	series (if	page	pinpoint.
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	article”			of journal	applicable)		
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*E.g.*, David Lametti, “Publish and Profit?: Justifying the Ownership of Copyright in the Academic setting” (2001) 26:2 *Queen’s LJ* 497 at 498.

- List up to three authors, separating the first two authors’ names with a comma, and the last two with an ampersand. If two authors, separate the names with an ampersand.
- If there are more than three authors, include only the first author’s full name followed by “et al.”
- If a journal is identified by volume numbers, include the year of publication in parentheses. If a journal is identified by the year, include the year of publication in square brackets.
- Always indicate the issue number if there is more than one issue.
- Abbreviate the title of the periodical according to the list of abbreviations found in the *McGill Guide*, 7th Edition. If the abbreviation is not found, write the complete title of the journal. Do not italicize the title or the abbreviation.
- Begin a page pinpoint with “at”, without using “p” to indicate the page number. Begin a paragraph pinpoint with “at para,” “at paras,” or “¶.”
- Consecutive pages or paragraphs are separated by a hyphen. Non-consecutive pages or paragraphs are separated by a comma.

### **Newspaper Articles**

Author,	“title of article,”	<i>newspaper title</i>	(date)	page	electronic source (if applicable).
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*E.g.*, Naomi Wolf, “Take the shame out of the rape,” *The Guardian* (25 November 2005) online: Guardian Unlimited <<http://www.guardian.co.uk>>.

- If geographic information is required to identify the source, indicate it within brackets in the title (*e.g.*, *The [Montreal] Gazette*).
- If pages are numbered by section, provide the section’s identifier (*e.g.*, A4).
- If the article is contained on a single page, do not repeat that page for a pinpoint.

### **Websites**

*General form:*

Traditional citation,	online:	name of website	<URL>.
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*E.g.*, Theodore de Bruyn, *A Plan of Action for Canada to reduce HIV/AIDS-related stigma and discrimination*, online: Canadian HIV/AIDS Legal Network <<http://www.aidslaw.ca>>.

- Write the full URL of the home page of the website. If the specific page is not likely to move or would be too hard to find from the home page, write the URL of the webpage.
- Include a paragraph number as a pinpoint reference, if available. Refer to page numbers in the electronic source that reproduce the page numbering of a printed source.