

English Style Guide*

Canadian Journal of Women and the Law

Punctuation

Comma

- Use the series comma. In a series consisting of three or more elements, the elements are separated by commas. When a conjunction joins the last two elements in a series, a comma is used before the conjunction (We have a choice of copper, gold, or silver.).

Parentheses and Brackets

- Where it is helpful to clarify how the cited source supports the in-text proposition, provide a brief description or quotation or not more than one sentence in parentheses following the citation. A pinpoint reference must follow any quotation in parentheses
- Begin parenthetical information with a lower case letter. If the citation begins with a capital letter, change it to lower case in brackets (see *Oakwood*).
- Parenthetical information refers to the source immediately preceding it.
- Where the original source contains an error, enclose the correction in square brackets, replacing the error word or phrase. Refrain from using [*sic*], unless drawing attention to the original error.
- 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 not reproduced in the quotation, place [footnotes omitted] at the end of the citation.
- Place these expressions after the establishment of short form.

Colon

- Colon is used to introduce a list of items or points (see Lists section).
- Colon can also be used to introduce a formal statement and, in this case, the statement can begin with a capitalized letter if desired (The rule may be stated thus: Always consider).

Semi-colon

- Semi-colon used to separate two independent clauses that are not joined by a coordinating conjunction (I spoke to the minister in charge of this particular department; he answered my questions swiftly and without much thought).
- Semi-colon used to separate elements in a series, if those elements contain interior punctuation.

Apostrophes

- Do not use apostrophes when referring to decades (1980s, 1960s)

* Any conflict between this guide and the latest edition of the McGill Guide should be resolved in favour of this guide. Where particular details are not provided in this guide, reference may be made to the latest edition of the McGill Guide to fill any gaps.

- The possessive of singular nouns is formed by the addition of an apostrophe and an s. The possessive of plural nouns is formed by the addition of an apostrophe only. These two rules include all proper nouns, even if they end in s, z, or x (Kansas's weather, Burns's poems, Marx's theories, Williamses' lands, birds' beaks)
- Note that when a proper name is in italic type, its possessive ending should be set in roman type (*Saturday Review's* article).

Hyphens

- Generally if compound words are used as adjectives preceding a noun, they should be hyphenated. If they follow the noun, they should be left open (well-known book, the book is well known). There are exceptions to this rule that can be found in the *Chicago Manual of Style*.
- A hyphen, closed-up to the text, rather than an em-dash, should be used to hyphenate numbers and years (1989-96).

Dash

- An n-dash with one space on either side is used in all instances to denote (1) a sudden break or abrupt change in thought and (2) amplifying digressive, and explanatory elements. The n-dash should be indicated in the text by inserting two hyphens separated before and after with a space (being a rebel with a cause -- no matter how laudable the cause -- does not justify inciting a rebellion).

Abbreviations

- Abbreviation is not mandatory but may be used to avoid repetition of lengthy material. Clarity, consistency, and comprehensibility are essential. If a term is used only once in a given report, no abbreviation should be used.
- Any term needs to be spelled out the first time it is used, followed by the abbreviation or acronym to be used in parentheses (Canadian Association of Elizabeth Fry Societies (CAEFS)).
- All acronyms should be closed-up. However, if an author has used punctuated acronyms consistently throughout, please leave as is
- If a term is introduced early in the text but not used again until much later, it should not be abbreviated until the textual discussion uses it extensively.
- Do not abbreviate unnumbered elements ie. Introduction, Appendix, etc.

Subheads

- First level: centred, bold, and italic text
- Second level: centred and italic text
- Third level: centred and do not italicize
- Fourth level: flush left and do not italicize

Numbers

- Spell out numbers 1 through 99. For all other numbers, figures are used. Any whole numbers followed by hundred, thousand, million, etc. are spelled out as well.
- Any number that appears as the first word of a sentence must be spelled out.
- Percentages and decimal fractions are set in numerals in all instances. The symbol % should not be used except in tables.

- Dates, including dates mentioned in the footnotes, should be written in the sequence day-month-year, without internal punctuation (23 April 1996, September 1980).
- Centuries should be spelled out and hyphenated if they appear as an adjective before the noun (twentieth century, nineteenth-century writers).
- Data always takes the plural; datum is used in the singular sense.
- When specifying ranges of dates or numbers, if the construction between/and or from/to is used do not use dashes (between 1950 and 1962. Not between 1959-62).
- In all numbers of one thousand or more, commas should be used between groups of three digits, counting from the right (1,567; 1,456,789). Exceptions to this rule are page numbers and paragraph or section numbers, especially in footnote citations and year numbers of four digits, which are written in numerals without commas (in 1306 A.D.).
- For multiple-digit numbers, retain at least the last two digits at all times (e.g. 159-60, or 32-35, but not 32-5).

Quotations

Block Quotations

- If the quotation contains four lines or more, indent in block form, single space, without quotation marks.
- Legislative provisions may be indented even if they are fewer than four lines long.
- Spelling, capitalization, and internal punctuation in a quotation must be exactly the same as in the original source; any changes and additions must be clearly indicated in brackets.
- If necessary, capitalize the first letter of a block quotation using square brackets.
- In quotations of more than one paragraph, the original paragraphing is retained and those paragraphs should be indented.

Run-in Quotations

- Quoted words, phrases, and sentences of less than fifty words are run into the text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- When it is necessary to signal the distinctive use of a word (slang, irony, or in designating the meaning of a word), it is preferable to use single quotation marks. However, if double quotation marks have been used consistently throughout for this purpose, please leave as is.
- Ellipses -- indicating the omission of a word, phrase, line, paragraph, or more from a quoted passage -- must be indicated by ellipsis dots. Use three dots closed-up with a space before and after the text. No additional punctuation should be used in conjunction with ellipses. Use ellipses in the same way at the end of incomplete sentences. Never begin a sentence with ellipses (“The essay ... outlines a number of points”).
- Do not use *sic* unless there is a particular reason to emphasize the error.
- When it is desirable to call attention to a certain word or words in a quotation, such words should be set in italics. The reader should be informed when this has been done by inserting the words [emphasis added] in square brackets at the end of the quotation followed by the final punctuation (there were dogs *outside*” [emphasis added].)
- Use [footnotes omitted] where appropriate.
- The footnote number should follow any punctuation except the dash, which it should precede.

Bulleted and Numbered Lists

- Both bulleted and numbered lists are flush left, the text is indented, and there are line spaces preceding and following the list. If the list is from a quoted source then it should be indented in the same manner as a block quotation.
- If the points are complete sentences, then each point should begin with a capital letter and end with a period.
- If the points are fragments, they should be lower-cased and should end with a semi-colon. In the case of the second last point, it should end with a semi-colon, followed by “and”. The final point should end with a period.
- Use numbered lists whenever a specific number of points or words are referred to. Numbers should be followed with a period.

Thats and Whichs

- For the sake of clarity and to avoid ambiguity, adhere to the traditional distinction between the relative pronouns that and which. *That* is the defining, or restrictive pronoun; *which* is the non-defining, or nonrestrictive and commas should be used (“Social security programs, which confer rights to benefits or services, are personally empowering” and “Those social security programs that confer rights to benefits or services are personally empowering”).

Legal Style and Terminology

Cases

- In text, a “v” separates the names of the parties. Italicize all case names, including the “v” or in French cases the “c”.
- The word case should be lowercased and should not be italicized (the *Wade* case).

Court

- Use a capital when
 - (a) using the full name of a court, or
 - (b) using some common shorter locution, including “Court”, that denominates a specific court (as opposed to courts in general) (e.g. Federal Court).

Statutes

- Italicize the title of the statute and place a non-italicized comma after the title
- Provide the official short title, which is usually found in the first section of the statute. If no official short title is provided, use the title found at the head of the statute. Include The only if it forms part of the title (as indicated in the official short title or at the head of the statute).
- If the title of the statute is provided in the main text, do not repeat it in the citation.
- Follow the capitalization of words in the title as set out in the statute. Many English titles of Quebec statutes follow French capitalization rules. Do *not* capitalize letters in these titles to conform to English language capitalization rules.

Specific Terms

- Introduce the short form of a term the first time it is used in full (Rape Trauma Syndrome (RTS)). If there are many pages between references to an unusual term, repeat its full form.

Judges

- If relevant, a reference to the name of the judge may be included. Add dissenting if it is a dissenting opinion.
- Do not insert a comma between the name of the judge and the office.
- Where the entire bench (and not a select panel) heard the case, the term *en banc* may be used.
- Provide judge's name in full, first and last names, with official title preceding name in the first reference (Chief Justice Lamer). In following instances, the name can be shortened to last name only and the title can be abbreviated (Lamer CJ).

Office Abbreviations:

- Chief Justice/Judge CJ
- Justice/Judge J
- Justices/Judges JJ
- Justice/Judge of Appeal JA
- Justices/Judges of Appeal JJA

Author identification

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

Footnotes

Footnote Placement

- Put the number of the footnote at the end of a sentence, after any punctuation.
- To refer to a single word, place the note number immediately after the word in question.
- If there is a quote placed "in quotes" the number follows the quotation marks and any punctuation.

Establishing a Short Form

- If the name of a source is short, it may be left unchanged in all footnotes. If it is long, however, a shortened version of the name should be provided in square brackets at the end of the first citation. This short name will be used for all subsequent references to the source, both in text and footnotes. Different materials are shortened in the following ways:
- Legislation -- use a short but distinctive portion of the full title in italics.
- Cases -- shortened references should refer to one of the party names or a distinctive part thereof in italics.
- Secondary materials -- use the author's last name; no hereinafter indication is required for this. If several works by the same author are being cited, it will be necessary to use a shortened form of the title in addition to the author's last name.

Ibid

- Use *ibid* to direct the reader to the immediately preceding reference. Do not provide the number of the footnote in which the preceding reference appears.
- *Ibid* may be used after a full citation, after a *supra*, or even after another *ibid*. For clarity, if there is more than one reference in the previous footnote, use *supra* rather than *ibid*.

Supra

- Use the short form in combination with *supra* to refer to the footnote containing the original, full citation. Do not use *supra* to refer to either an *ibid* or another *supra*.

Legislation

- General form: *Title*; Statute volume; Jurisdiction; Year; Chapter; Pinpoint.
- Example: *Theatres Act*, RSO 1980, c 187, s 1(b).
- If the title of the statute appears in the text, omit it from the footnote citation.
- The title of the statute is italicized and followed by a comma.
- A year that forms a part of the title should be included.
- Include the definite article only if it forms part of the title.
- Capitalize the first letter of all words except prepositions, articles, and connectives.
- Abbreviate chapter to c and include the numeric or alpha-numeric chapter designation as shown in the statute volume.
- A pinpoint reference follows the chapter indication, the two being separated by a comma. Abbreviate section to s and sections to ss. Numbered or lettered subsections are placed in parentheses immediately following the section number (always lower-case).
- For Quebec statutes, cite article, not section number (*Loi sur la protection de la jeunesse*. LRQ, c P 24.1 CCQ, art 485).

Cases

- General form: *Style of cause*; (Year); Volume; Reporter; (Series); page and pinpoint reference (Jurisdiction and court), judge (if applicable) [short title].
- Example: *Masson v Kelly* (1991), 85 DLR (4th) 214 at 223 (Ont CA), Lamer CJ [*Masson*].
- If the style of cause is already provided in the text, omit it from the footnote citation.
- A “v” separates the names of the parties. Italicize the v and the names of the parties. Abbreviate “*The Queen*” to “*R*”.
- Capitalize the first letter of a party name and the first letter of all words other than prepositions, connectives, and words in procedural phrases.
- Place the year of decision in parentheses after the style of cause, followed by a comma. The year of decision is omitted if the first reporter cited is organized by year and the year of the volume (shown in square brackets) is the same as the year of decision. (*R v Landry*, [1991] 1 SCR 99 and *Canada (AG) v Lavell* (1973), SCR 1349).
- If the reporter has been published in more than one series, indicate the series in parentheses (1st, 2d, 3d, 4th, etc; abbreviate “New Series” to NS).
- Indicate the number of the first page of the decision.
- “at” appears before a pinpoint page reference and is not preceded by a comma.
- Indicate the jurisdiction and the court by abbreviation in parentheses following the page reference. If court and jurisdiction are obvious from the citation, they need not be included.
- If appropriate, the name of the judge and the history of the case can be added to the end of the citation in this order.

Books

- General form: Author’s name in full; *Title of Book*; Volume or Edition (if necessary); (Place of publication: publisher, year of publication) pinpoint page reference (electronic service if applicable).
- Example: John B Laskin et al, *Debtor and Creditor: Cases, Notes and Materials*, vol 3, 2nd ed (Toronto: University of Toronto Press, 1982) at 12.
- Author’s full name should be provided.

- Include up to three authors, separating the first two authors' names with a comma, and the last two with an ampersand (&).
- If there are more than three authors, include only the first author's name followed by et al.
- In the case of an editor of a collection, abbreviate editor to ed, editors to eds and set off ed or eds with commas.
- Cite the main title in full, in italics. Capitalize the first letter of all words except connectives, articles, and prepositions.
- Open a parenthesis before the place of publication. Include the place of publication as it appears on the title page. When the name of the city alone is insufficient, include province or state in abbreviation. Place a colon after the place of publication.
- Cite the publisher's name as it appears on the title page. Omit the definite article even if it is the first word of the name. Omit terms such as Inc, Ltd, Ltée, which indicate corporate status. Omit Publishing or Publishers. Place a comma after the name of the publisher
- Cite the year of the edition. Close the parentheses after the year.
- The pinpoint reference follows the publication information. A page reference is introduced by "at". Chapter is not abbreviated but should be written in full. For works with numbered paragraphs, use the abbreviation "para" in the singular and "paras" in the plural.

Collections of Essays

- The full name of the author and the title of the essay precede the full reference to the full name of the editor, followed by the abbreviation "ed" or "eds" and the title of the collection.
- Example: Rebecca Albury, "She Owns the Embryo" in Rita Arditti, Renate Duelli Klein & Shelly Minden, eds, *Test-Tube Women: The Future for Motherhood* (London: Pandora Press, 1984) 63 at 72.
- The title of the essay is enclosed in quotation marks and the title of the collection is italicized.
- The first page of the essay and any pinpoint reference follow the reference to the collection.

Articles in Journals

- General form: Author's full name; "Title of Article"; (Year); Volume and issue; Name of journal in full (not italicized); Page where article commences; pinpoint page (optional).
- Example: Lenore J Weitzman & Ruth B Dixon, "The Alimony Myth: No-Fault Divorce Makes a Difference" (1980) 14:2 Family Law Quarterly 141 at 156.
- Author's full name should be provided.
- No punctuation should follow the title of the article.
- List up to three authors, including all first names. If there are more than three authors, cite the first author and use "et al" to indicate the others.
- Place the title of the article in quotation marks.
- 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 (that shown on the spine of the volume) in square brackets.
- **The full name of the journal should be provided; abbreviations are not used. Only use an ampersand (&) where it appears naturally in the journal title.**
- A pinpoint page reference is introduced by "at".

Newspaper Articles

- General form: Author's full name (if any); "Headline or Title of Article", *Name of Newspaper* (day, month, year) page number (articles are generally omitted) (electronic source if applicable).
- Example: Sarah Grove, "Surrogate Mothers: Legislators Haven't Decided Whether They're Humanitarians or Prostitutes", *Toronto Star* (23 March 1985) L1.
- Follow the punctuation rules of the language of the title.
- Do not include articles (the, a, an) in the title of newspapers unless absolutely certain that they are part of title.

Conference Papers, Theses, and Dissertations

- General form: Author's full name; "Title"; (Lecture series, paper, or other information; delivered at the; conference or venue; date); Publication information or [unpublished] (if appropriate)
- Example: Esmeralda Thornhill, "Facing Reality: Black Women in the '80s" (Keynote address delivered at the Congress of Black Women in Canada VIIth Annual Conference, Toronto, 16 November 1984), (2005) 50 McGill Law Journal 153 at 6.
- Note MA thesis and PhD dissertation
- Example: John Hudson, *The World Within Eighteenth-Century Society* (MA thesis, University of Toronto, 2005) at 16 [unpublished].

Websites

- [citation as per norm], Host Organization <www.whatever.com>.
- Do not indicate "online" when using either online websites, journals or databases
- Example: *Roe v Wade*, 410 US 113 at para 42 (1973), Abortion Law <members.aol.com/abtrbng/410us113.htm>.

Spelling

- The *Oxford Dictionary* should be referred to if questions arise.
- Dr., Ph.D. M.A. Mr., Mrs., Ms., should all take periods.
- Capitalize chapter, figure, table, section in specific textual references and use numerals (see Chapter 4).
- -yze, not yse (analyze, not analyse)
- -m, not -mme (program, not programme)
- "alternate" in the sense of by turns or every other one in a sequence, "alternative" in the sense of another option.
- Prepositional Use:
centre *on* (not *around*)
differ, -ent *from* (not *to*, *than*)
discussion *on* (not *around*) a topic
focus *on* (not *around*)
originate *in* or *with* (not *from*)
place to live *in* (place to *live*)
reference *to* (preceded by *with*, not *in*)
- Other spellings (based on house style and Oxford English Dictionary):
Aboriginal, First Nations, Native (all capitalized); native flora and fauna
acknowledgement
advice (noun), advise (verb)
advisor

appendices
Arctic (noun), arctic (adjective)
backwards, forwards
benefitted
centre
cheque
cooperation, coefficient, coordination (closed up)
common-law jurisdictions
counselling
data (always plural)
defence
Egale Canada
First/Second World War
focused, focusing
fulfil
grey
inquire (not enquire)
interdisciplinary
intervenor
jewellery
judgment (not judgement)
licence (noun), license (verb)
Macmillan (not MacMillan or Macmillan's) for publishing house
manoeuvre
Montréal
Mould
Liberal Party
neo-colonial
percent
post-colonial
practice (noun), practise (verb)
Québec
Québécois/e
same sex; same-sex marriage
skeptical
skilful
theatre
Third World
towards
travelling
under-inclusive
under-representation
wilful