

# *Canberra Law Review*

## Style Guide

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## General information

- a) The *Canberra Law Review* refers primarily to the *Australian Guide for Legal Citation*, 2<sup>nd</sup> edition (Melbourne University Law Review Association Inc, Melbourne, 2002), and secondarily to the *Style Manual for Authors, Editors and Printers*, 6th edition (Australian Government Publishing Service, Canberra, 2002).
- b) The submission of work for consideration is taken to imply that the work is not simultaneously under consideration for publication elsewhere.
- c) Authors of work accepted for publication will be provided with a copy of our Contributor's Agreement for signature prior to publication, and will receive one complimentary copy of the journal per author upon publication.

## Length and format of contributions

- a) Contributions should generally be no longer than 8,000 words. Please contact the Editor to discuss longer contributions.
- b) If submitting hard copy, please send three copies plus the Word file on disk. Contributions by email are accepted.
- c) Contributions must be in Microsoft Word, double spaced, on A4-sized pages, in Times New Roman size 12 font. Please do not send work in PDF or other formats.
- d) For articles that are to be refereed, include a short abstract (less than 150 words), preferably as a separate page at the beginning of the contribution. Book reviews and other contributions do not require an abstract.
- e) As articles are refereed through the 'double blind' system, please do not use your name as a header or footer in the article or identify yourself elsewhere in the document.

## General formatting

### *Abbreviations*

- a) Full stops are not required after abbreviations (such as 'eg', 'ie', 'LLB') or contractions (such as 'Qld', 'Cth', 'Pty Ltd').
- b) The use of acronyms is acceptable provided the name of the organisation is used in full on its first reference and followed by the acronym in brackets.
- c) The title of judges may be abbreviated except when followed by an apostrophe and 's', eg 'Mason J' but 'Justice Mason's approach'.

### *Capitals*

Capital letters are used:

- For proper names;
- Where the word would have a different meaning if spelt with the lower case, eg 'Act', 'Bar', 'Bench', 'Cabinet';
- For references to specific government institutions, eg 'New South Wales Parliament' but not 'many government programs'.

### **Dates**

- a) Write dates as a cardinal rather than an ordinal number in the format day-month-year, eg '4 December 2000', not '4<sup>th</sup> December 2000' or 'December 4 2000'.
- b) No apostrophe is used when referring to decades, eg '1990s' not '1990's'; '80s' not '80's'.
- c) Spans of dates should be shown as follows: '1990-94'; '1998-2003'; '1 December 2003 – 31 January 2004'.

### **Heading levels**

- a) Titles should be in Times New Roman size 20 font, bold, centred, and in full capitals.
- b) The author's name should appear immediately below the title in size 12 font, bold, centred and in full capitals.
- c) First level headings are in size 12 font, bold, in full capitals and left aligned. Numbering of these headings is by Roman numerals without a full stop.
- d) Second level headings are in size 12 font, bold, left aligned with a capital at the beginning only. Numbering of these headings, if required, is by capital letter with no full stop.
- e) Third level headings are in size 12 font, not bold, italics, and left aligned. Numbering of these headings, if required, is by numeral with no full stop.

### **Italics**

Italics are used for:

- Names of cases (including the 'v');
- Titles of books, periodicals, newspapers and government publications;
- Titles of legislation or bills;
- Emphasis of particular words in the text;
- Unusual or foreign phrases not appearing in the latest *Macquarie Dictionary*.

Italics are *not* used for:

- Titles of law reports, articles, essays and lectures
- Common phrases such as 'ultra vires' and 'prima facie'.

### **Numerals**

a) Use *words* for:

- Numbers up to and including nine;
- Numbers that begin a sentence;
- Instances where the number is indefinite, eg 'about four hundred' not 'about 400';
- Numbers such as 'one hundred', 'two million', etc;
- Ordinal numbers up to and including 99, eg 'seventy-sixth birthday'.

b) Use *figures* for:

- Numbers above and including 10;
- Percentages, decimal fractions, money, dates and numbers in tables;
- Numbers of sections, pages, clauses, etc.

c) In figures of five digits or more, a space rather than a comma should be used to separate each group of three digits.

- d) A space is required between a numeral and its associated measurement or feature, eg 's 8', 'p 34', '100 km'.

### ***Punctuation***

- a) No comma is used after expressions such as 'eg' and 'ie'.
- b) Full stops are not required after abbreviations (such as 'eg', 'ie', 'LLB') or contractions (such as 'Qld', 'Cth', 'Pty Ltd').
- c) Quotations are marked with single curly quote marks, not double or straight quote marks. Double quote marks are used only for a quotation within a quotation.
- d) Punctuation in footnotes should follow the guidelines for punctuation elsewhere.

### ***Spacing***

- a) A single space is used after punctuation marks, including full stops and colons.
- b) Contributions should be submitted in double spacing.
- c) Paragraphs are denoted by a single line space between paragraphs with no first-line indenting.
- d) A single line space is left above and below headings.

### ***Spelling***

- a) The primary reference used by the *Review* is the latest edition of the *Macquarie Dictionary*.
- b) While English is preferred to American spelling, American proper names should retain their original spelling.

## **Quotations**

- a) Quotations in the body of the text are to be enclosed in single curly quote marks. Double quote marks are only used for quotations within quotations.
- b) Punctuation forming part of the quotation should be contained within the quotation marks, and if the entire sentence is a quotation, the full stop should appear inside the closing quotation mark.
- c) Where a quotation is over three lines long it should be placed in a separate, indented paragraph, fully justified, in size 10 font, without quote marks.
- d) If a sentence leads comfortably into a long (ie indented) quotation no punctuation is necessary, eg

In *Horrors' Hints* Bryan Horrigan pointed out that he

could justify a decision to focus only on the *commercial* implications of native title by arguing that the commercial implications cut across the most important issues in native title and that there is little (if anything) published on this aspect. Similarly, I could justify a project which focused upon selective aspects of competition policy reform, crown immunity, and corporatization of government entities by confining attention to their impact upon Queensland Government corporations (i.e. GOCs).

- e) However, if punctuation is necessary a colon is appropriate, eg

Bryan Horrigan explains this theory in *Horrors' Hints*:

All pieces of legal writing have an underlying conceptual framework, whether the person doing the writing realizes or acknowledges it or not. One way of looking at this is to say that everybody brings a particular philosophy about law to what they write about law.

- f) Ellipsis points (...) with a space before and after are used to signify the omission of material from a quotation. They are not necessary at the beginning of a quotation.

## References

### *Footnotes*

- a) Use footnotes, not endnotes, numbered consecutively throughout the article, each beginning with a capital letter and ending with a full stop.
- b) Punctuation in footnotes should follow the guidelines for punctuation elsewhere.
- c) The footnote reference number is in Times New Roman superscripts, size 10 font, and appears after any relevant punctuation belonging to the sentence.

### *Examples of footnote format*

- *Book*  
Author, *title*, edition number and publication year, publisher and location, pinpoint:  
Bryan Horrigan, *Horrors' Hints – Helpful Hints on the Theory and Practice of Legal Research and Analysis for Students, Academics, and Practitioners*, (2000) Brisbane, QUT Faculty of Law, 58.
- *Chapter in book*  
Duncan Kennedy, 'Legal Education as Training for Hierarchy' in David Kairys (ed) *The Politics of Law*, (1990) New York, Pantheon Books, 38.
- *Articles*  
Dr Bede Harris, 'Censorship: a Comparative Approach Offering a New Theoretical Basis for Classification in Australia', (2005) 8 *Canb LR* 25-58.
- *Other sources*  
Refer to the *Australian Guide to Legal Citation*.

## Tables and figures

- a) Tables or figures should be numbered and referred to in the text (eg 'see Table 3').
- b) If there are notes within the table, these should restart for each table with the letter 'a' and the notes should appear below the table, immediately after the source and above the continuing text of the article.
- c) Both source and notes should be in size 10 font.
- d) The preferred format for tables is:

**Table 3: Bail at final appearance, drug offences, 1983**

	No	%
In custody	668	9.3
On bail	5 772	77.7
At large (bail dispensed with)	965	13.0
<b>TOTAL</b>	<b>7 425 (a)</b>	<b>100.0</b>

Source: Bureau of Crime Statistics and Research, Court Statistics 1983, excludes December.

(a) Bail conditions unknown in 142 cases.