

# Style Guide

## *Canadian Journal of Women and the Law/ Revue Femmes et Droit*

### **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*

- Square brackets are used for interpolations in quotations. (“She ran quickly through [the details of] the case”).

#### *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)
- 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.

## **Subheads**

- First level: centred, bold, and italic text
- Second level: centred and italic text
- Third level: centred and roman text
- Fourth level: flush left and roman text

## **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. Per cent should be spelled out as two words. 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.).
- Use the least number of figures in ranges of numbers (300-2, 458-9, 320-36); except for the group 10-19, which represents single words (211-12).

## **Quotations**

### *Block Quotations*

- If the quotation contains fifty or more words, indent in block form, single space, without quotation marks.
- 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”).
- The use of *sic* -- meaning so, thus, in this manner -- should be inserted in square brackets following a word misspelled or wrongly used in the original. It takes no period and should be set in italics; the brackets should be in roman type.
- 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].)
- 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.
- Example: This framework classifies economies into three main types:
  1. plan-ideological;
  2. market-ideological; and
  3. plan-rational.
- Use bulleted lists whenever a list of points or words does not refer specifically to a number. A double hyphen can be used to indicate where a bullet should be inserted. It will be changed to bullets during typesetting.
- Example: This framework classifies economies into the following types:
  - plan-ideological;
  - market-ideological; and
  - plan-rational.
- Note that if a list is particularly short and precise it can be run into the text. In this case, it should be numbered with the numbers appearing in parentheses (There are three types of economies: (1) plan-ideological; (2) market-ideological; and (3) plan-rational). An alternative to this is using the words first, second, and third to introduce a list run into the text. Note that firstly, secondly, and thirdly should never be used.

## **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. The author can decide whether or not to italicize the v., but this should be done consistently throughout.
- The word case should be lowercased and should appear in roman text (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*

- Title of statutes should be italicized in text and footnotes.
- First reference in the text to a lengthy statute title should appear in full followed by a shortened version placed in parentheses (*Canadian Charter of Rights and Freedoms*, Part 1 of the *Constitution Act, 1982 (Charter)*)

### *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*

- 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 C.J.).
- Chief Justice/Judge C.J.
- Justice/Judge J.
- Justices/Judges JJ.
- Justice/Judge of Appeal J.A.
- Justices/Judges of Appeal JJ.A.

### *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
- Do not use the designation professor when referring to authors in the text or footnotes unless specifically necessary.

## **Footnotes**

### *Hereinafter Rule*

- 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 introduced by "hereinafter. 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.
- Cases -- shortened references should refer to one of the party names or a distinctive part thereof.
- 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.

### *Footnoting Subsequent References*

- It is not necessary to provide a footnote for each subsequent reference to a source in the text. One need only be provided if a specific part of the source is being quoted or alluded to and therefore a new pinpoint page reference is required.
- When a footnote for a subsequent reference is needed, it should contain the identification of the source, a cross-referencing signal (*supra*, *ibid.*), the number of the footnote to which the reader is referred, and if necessary, the pinpoint reference.
- *Ibid.* May only be used if is preceded by a single citation. If there are more than one citations in the preceding note, *supra* must be used in order to indicate which citation is intended.
- Example:
  - 1 Reference re Education Act of Ontario and Minority Language Education Rights (1984), 47 O.R. (2d) 1, 10 D.L.R. (4th) 491 (Ont. C.A.) [hereinafter *Ontario Reference*]
  - 32 *Ontario Reference*, *supra* note 1 at 13.
  - 33 *Ibid.* at 16.

### Legislation

- General form: *Title*; Statute volume; Jurisdiction; Year; Chapter; Pinpoint.
- Example: *Theatres Act*, R.S.O. 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*. L.R.Q., c. P.24.1. C.C.Q., a. 485.

### Cases

- General form: *Style of cause*; (Year); Volume; Reporter; (Series); page and pinpoint reference (Jurisdiction and court).
- Example: *Masson v. Kelly* (1991), 85 D.L.R. (4th) 214 at 223 (Ont. C.A.), Lamer C.J.
- 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 names of the parties. Author can decide whether or not to italicize the “v.” Abbreviate “*The Queen*” to “*R.*”. Drop Inc., Ltd. or Ltée where the case name already includes co. or cie. Abbreviate version names, include prepositional phrases of location but drop “State of”. Cite only first consolidated actions and omit “et al.”
- 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 S.C.R. 99 and *Canada (A.G.) v. Lavell* (1973), S.C.R. 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 N.S.).
- 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); (Publication information) pinpoint page reference.
- Example: John B. Laskin et al., *Debtor and Creditor: Cases, Notes and Materials*, vol. 3, 2d ed. (Toronto: University of Toronto Press, 1982) at 12.
- Author’s full name should be provided.
- List the authors, including all first names. If there are more than three authors, author may decide to cite only the first author and use “et al.” to indicate the others.
- 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, and 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; Name of journal in full (not italicized); Page where article commences; pinpoint page (optional).
- Example: Lenore J. Weitzman and Ruth B. Dixon, "The Alimony Myth: No-Fault Divorce Makes a Difference" (1980) 14 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.
- 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.
- Example: Sarah Grove, "Surrogate Mothers: Legislators Haven't Decided Whether They're Humanitarians or Prostitutes," *Toronto Star* (23 March 1985) L1.
- Capitalize all words of headlines, editorial titles, column titles.
- 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"; (To whom presented or where it was written (dept and univ.), date, page). Available from whom and address (if available) [unpublished] (if appropriate)
- Example: Esmeralda Thornhill, "Facing Reality: Black Women in the '80s" (Keynote address to the Congress of Black Women in Canada VIIth Annual Conference, Toronto, 16 November 1984) 6.
- Note M.A. thesis and Ph.D. dissertation
- Example: John Hudson, "The World Within Eighteenth-Century Society" (M.A. thesis, Department of History, University of Toronto, Toronto) 16.

### *Websites*

- [citation as per norm], online: Host Organization <<http://www.whatever.com>> (last modified/date accessed: day month year).
- Example: *Roe v. Wade*, 410 U.S. 113 at para. 42 (1973), online: Abortion Law Homepage <<http://members.aol.com/abtrbng/410us113.htm>> (last modified: 26 December 1997).

## 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)
- acronyms should be fully punctuated (U.S.A.; C.J.W.L.)
- “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
  - centre
  - cheque
  - cooperation, coefficient, coordination (closed up)
  - counselling
  - data (always plural)
  - defence
  - First/Second World War
  - focused, focusing
  - fulfil
  - grey
  - inquire (not enquire)
  - jewellery
  - judgment (not judgement)
  - licence (noun), license (verb)
  - Macmillan (not MacMillan or Macmillan’s) for publishing house
  - manoeuvre
  - Montréal
  - mould

per cent

practice (noun), practise (verb)

Québec

Québécois/e

sceptical

skilful

theatre

Third World

towards

travelling