

journal style guide

This *Journal of Bioethical Inquiry* style guide ensures consistency in style, punctuation, formatting, etc., throughout and across journal issues.

JBI style is based on The Chicago Manual of Style and uses the author—date referencing system. Because of our publisher's guidelines, papers should **NOT** include more than six (6) footnotes.

Please follow *The Chicago Manual of Style* and these guidelines when formatting, punctuating, and writing your manuscript. Failure to do so can result in the delay of publishing your paper.

Please note that the *JBI* now publishes all papers using Oxford's "British & World English" for spelling and hyphenation (see http://www.oxforddictionaries.com/) but punctuates according to *The Chicago Manual of Style* (e.g., double quotation marks, periods and commas inside quotation marks, etc.). Please consult both references (and this *JBI* style manual) for assistance.

Lastly, please ensure that in-text citations and references are formatted as indicted in this manual (see pp. 7–10). All titles in references should employ "Sentence case," all journal references should include both volume and issue number, and all journal titles should be spelled out and copied verbatim.

The information/examples included herein are taken from these sources (with modifications):

University of Chicago. 2003. *The Chicago manual of style: The essential guide for writers, editors, and publishers*, 15th ed. Chicago: University of Chicago Press.

University of Chicago. 2010. *The Chicago manual of style: The essential guide for writers, editors, and publishers*, 16th ed. Chicago: University of Chicago Press.

University of Melbourne. 2010. *Australian guide to legal citation*, 3rd ed. Melbourne: Melbourne University Law Review Association, Inc., in collaboration with the *Melbourne Journal of International Law*, Inc. http://mulr.law.unimelb.edu.au/go/AGLC3.

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Formatting Your Manuscript

Please save your manuscripts as a Microsoft Word .doc file (not .docx) and use:

- Times New Roman, 12-point font
- 1 space (not two) following ending punctuation between sentences
- 1.5 line spacing
- Left-justification ("align text left")
- Standard/reasonable margins
- 1 space before and after ellipses but no (0) spaces before and after en- and em-dashes

The title page should be formatted as follows:

[issue]

[category] Add Category Name Here

[title] Add a Main Title Here Using Title Case

[subtitle] If Applicable, Add a Subtitle Here Using Title Case

[author(s)] **First A. Last; First B. Last**

[author details]

F. A. Last [corresponding author]

Name of Affiliated Organization

Address

City, State/Province Postal Code COUNTRY

e-mail: xxxxx@wwww.edu

F. B. Last

Name of Affiliated Organization

Address

City, State/Province Postal Code COUNTRY

e-mail: yyyyy@zzzzz.edu

Abstract Add full abstract in here. Abstracts should be about 150 words.

Keywords Xxxxxx; Xxxxxx; Xxxxxx; Xxxxxx; Xxxxxx; Xxxxxx

Language and Spelling

Please use Oxford Dictionaries: British & World English (http://www.oxforddictionaries.com/).

- Always use the first accepted spellings of words per the Oxford dictionary.
 (Please note, you likely will have to look up many words. Please consult the print or online version of the Oxford dictionary, and do not rely on Microsoft Word's spelling.)
 - a. For example, "recognize" instead of "recognise" as per http://www.oxforddictionaries.com/definition/english/recognize?q=recognise, etc.
- 2. Hyphenate compound words according to whatever the Oxford dictionary suggests. (Again, you likely will have to look these up. Please do not rely on Microsoft Word's spelling.)

NOTE: Keep original spelling in all direct quotes and references.

Abstracts in Other Languages

Articles and abstracts must be in English, but the journal accepts additional abstracts in other languages of the author's choice. Such abstracts are optional and must be provided by the authors themselves. Authors need to certify that they are a faithful translation of the English original, and they must be supplied in Unicode (see www.unicode.org for details), especially if using non-Roman characters.

Such abstracts in other languages will carry the following disclaimer:

"This abstract is provided by the author(s), and is for convenience of the users only. The author certifies that the translation faithfully represents the version in English, which is the published abstract of record and is the only abstract to be used for reference and citation."

Abbreviations

Use abbreviations sparingly, stating in full at first use:

• The Journal of Bioethical Inquiry (JBI) is an international, peer-reviewed publication.

Please **DO NOT** abbreviate journal titles in references: spell out completely and exactly (watching for the placement of commas and whether the official journal title uses "The" in its name).

Spelling and Punctuation of Certain Words

- healthcare (one word)
- well-being (hyphenated)
- U.S. or U.K. as adjective, not noun (e.g., U.S. courts tend to ...; courts in the United States ...)
- *CMOS* (as of 16th edition) prefers web, website, web page, e-mail, and so forth—with a lowercase w. But capitalize World Wide Web and Internet (see *CMOS* § 7.76, 16th edition).
- the three Rs, the 1600s, the 1990s, the '90s (not the 1990's or the 90's)

Drug Names

Drugs should be referred to by their generic, not their proprietary, names.

Numbers

Follow Chicago's general rule (9.2) and spell out whole numbers and ordinals zero through one hundred and certain round multiples. Hyphenate twenty-one through ninety-nine; all others leave open.

Except at the beginning of a sentence, percentages are usually expressed in numerals with the word "per cent" spelled out: 4 per cent.

Туре	Example		
Numbers (spelled out)	 Spell out numbers and ordinals zero through one hundred The party included eight people. The ninth century Robert stole second base at the top of the eighth inning. The twenty-first century Three new parking lots will provide spaces for 540 cars. Spell out an approximate number if it can be expressed succinctly Nearly a thousand, half a million, about four hundred The building is three hundred years old. A millennium is a period of one thousand years. An estimated fifty million Americans lack insurance. Spell out fractions standing alone A two-thirds majority is required. 		
Numbers (in figures)	 Of the participants, about a third had stage-four breast cancer. Use figures for numbers and ordinals above one hundred The population of our village now stands at 5,893. The city's population of about 575,000 		
	 She found herself in 125th position out of 360. Use 21 million, not 21,000,000 (don't carry beyond two decimals) In the United States, 48.37 million individuals lack insurance. Avoid successive numerals in a single expression fifteen six-inch boards 		
Sums of Money	U\$\$3, €39 million, AU\$\$22.5 billion		
Time of Day and Years	Her day begins at five o'clock. Her day begins at 5 a.m. The meeting continued until half past three. The meeting began at 9:45 a.m. and was adjourned by noon. The year 1999 was marked by war in Yugoslavia. The 1890s marked a crucial time in U.S. law. Second Wave Feminism began in the '60s. May 26, 2008, was a sad day for film buffs. On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him.		
Beginning a Sentence (when unavoidable)	Spell out numbers, no matter how large, when they begin sentences Rephrase the sentence if long numbers are awkward One hundred and ten candidates were accepted. Exception 1999 was a very good year.		

Punctuation

Туре	Details		
References	Use a hanging indentation		
	 Use JBI's slightly modified version of CMOS (see this document pp. 7–10) Alphabetize by author last name Use initials for given and middle names, with no space in between Use Sentence case for titles listed in references Spell out the full title of a journal's name (capitalizing "The" as appropriate) List volume AND issue number for journals Do not condense page spans (256–277, not 256–77) Use en-dashes for page spans (256–265, not 256-265) 		
Commas	Use the serial comma throughout (except when not used in the original of direct quotations and titles in references) I bought sugar, flour, and milk at the store. He likes apples, macaroni and cheese, and quinoa. Commas always go inside quotations marks		
Periods	Periods always go inside quotations marks		
Ellipses	Add one (1) space before and after an ellipsis		
Semicolons	Do not capitalize the first word after a semicolon • Bioethics is interdisciplinary; however, it is rooted in		
Colons	 Capitalize the first word after a colon if it is a proper name or the colon introduces a series of sentences or questions (see CMOS § 6.64) The key to NGO success: genuine international work. The recession has hit hard: five banks failed today. Some bioethicists have earned star-status: Arthur Caplan often is interviewed on national news in the United States. Bioethicists have several choices: Should we be relegated to reactionary roles? Or should we secure the barn door before the horse has run wild? 		
Hyphens	 Hyphenate phrasal adjectives (see CMOS § 7.90) a dog-eat-dog competition nineteenth-century song-and-dance numbers A well-trained athlete is essential for any team. He was a well-rounded student. Scientists have engaged in a century-old debate. Do not hyphenate when modifier comes after the verb Mark is an athlete who is well trained. The neighbourhood is middle class. Do not hyphenate if phrase begins with an -ly word a sharply worded reprimand but a not-so-sharply-worded reprimand 		

Туре	Details		
Dashes	No spaces before or after en- and em-dashes Use en-dashes for duration (date, time, and page spans) • The years 1992–1998 were prosperous. • The conference will take place April 7–10. • Please see pages 23–25 for detailed information. Use em-dashes for accentuated appositives (i.e., text dashes) • In the history of philosophy, it is clear that not everyone has been thought equally capable—or capable at all—of reasoning.		
Single Quotation Marks (Apostrophes)			
Double Quotation Marks	Use "smart" double quotation marks Use double quotation marks throughout (including for "scare quotes") Place commas and periods inside quotation marks Place colons, semicolons, questions marks, and exclamation points outside quotation marks, unless a question mark or exclamation point forms part of the quoted matter Place quotations less than 40 words in double quotation marks		
Block Quotations	 In Dupin, there is "a peculiar analytic ability" (Poe 1989, 9). For quotations 40 words in length or longer: Do not use quotation marks Place in a new paragraph Indent the entire paragraph on each side Use double quotation marks for any direct quotes within the block quote 		
Latin/Academic Abbreviations	Not italicized and followed by a comma (see CMOS § 15.45) English equivalents are preferable in formal prose; however, sometimes the "quickness" of the abbreviated versions makes them preferable Examine the surrounding sentence and what alternate versions do to the floof the text		

References: In-Text Citations

General

Туре	Example Nota Bene		
One Author	(Smith 1998)	No comma between name and date	
No Date or Manuscript in Press	(Smith n.d.) or (Smith forthcoming)	Use "n.d." or "forthcoming"	
Two Authors	(Smith and Jones 2000)	Use "and," not "&"	
Three Authors	(Smith, Jones, and Johnson 2007)	Use the serial comma	
Four or More Authors	(Smith et al. 1998)	Add a period to the abbreviation "al."	
Same Authors, Same Year	(Smith and Jones 2000a, 2000b)	Add letters	
Multiple Authors, Same First Author / Date	(Smith, Jones, et al. 2007)	Differentiate by including last names of	
	(Smith, Williams, et al. 2007)	secondary authors as needed	
	(Smith et al., "Giant snails," 2007)	or by adding a shortened title in quotation	
	(Smith et al., "See attackers," 2007)	marks, separated by commas	
Multiple References	(Smith 1998, 2001; Smith and Jones 2007)	Same author, use "," / different, use ";"	

Direct Quotations

Туре	Example	Nota Bene
No Direct Quote	(Smith 1998)	No page number needed for paraphrasing
Direct Quote	(Smith 1998, 22)	Comma after date, space and page number
Direct Quote, Multiple Pages	(Smith 1998, 22-23)	Use an "en-dash" for page span
Direct Quote, Non-Consecutive Pages	(Smith 1998, 22-23, 35)	Use a comma and space
Direct Quote, Multiple References	(Smith 1998, 22; 2001, 56; Jones 2007, 5).	Use semicolons
Direct Quote, Section Number	(Smith 1998, sec. 24)	Abbreviate "sec." or §; add space and number
Direct Quote, Equation	(Smith 1998, eq. 87)	Abbreviate "eq."; add space and number
Direct Quote, Un-Paginated Electronic Work	(Smith 1998, ¶3 under "Methods")	Include section heading in quotation marks
Personal Communication	(John Smith, pers. comm.)	Full name; add comma and "pers. comm."
E-Mail Message	(John Smith, e-mail message to author,	Add full date of message
	February 28, 2010)	
Volume Referenced	(Smith 1998, vol. 2)	Abbreviate "vol."; add space and number
Volume Plus Page	(Smith 1998, 2: 345)	No "vol." needed; use colon and space
Volume Plus Page (More Than One)	(Smith 1998, 2: 345–355, 3: 29)	Separate with a comma and space

References: List Formatting (list alphabetically)

Reference List Details

Туре	Example		
Same Author, Different	Douglas, M. 1966. Purity and danger: An analysis of concepts of pollution and taboo. New York: Praeger.		
Year	Douglas, M. 1990. Risk as a forensic resource. <i>Daedalus</i> 119(4): 1–16.		
Same Author, Same Year	Savulescu, J. 2001a. Procreative beneficence: Why we should select the best children. <i>Bioethics</i> 15(5–6): 413–426. http://onlinelibrary.wiley.com/doi/10.1111/1467-8519.00251/pdf. Accessed April 2, 2010. Savulescu, J. 2001b. Why genetic testing for genes for criminality is morally required. <i>Princeton Journal of Bioethics</i> 4: 79–97.		
Include All Authors (up to	If more than six authors, list only the first three followed by "et al." (see CMOS § 17.30). Thus:		
six; if > six, list first three	Owen, G.S., G. Szmuckler, G. Richardson, et al. 2009. Mental capacity and psychiatric in-patients: Implications for the		
followed by "et al.")	new mental law in England and Wales. The British Journal of Psychiatry 195(3): 257–263.		
	not Owen, G.S., G. Szmuckler, G. Richardson, A.S. David, P. Hayward, J. Rucker, D. Harding, and M. Hotopf. 2009		

Informally Published Sources

Туре	Example		
Thesis or Dissertation	Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, <i>Phocoena phocoena</i> . PhD dissertation, Stockholm University.		
Presentation	Doyle, B. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.		
Website	Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html. Accessed February 6, 2011. Google. 2009. Google privacy policy. Last modified March 11. http://www.google.com/intl/en/privacypolicy.html. Accessed September 23, 2010. McDonald's Corporation. 2008. McDonald's Happy Meal toy safety facts.		
Weblog Entry/Comment	http://www.mcdonalds.com/corp/about/factsheets.html. Accessed July 19, 2008. Becker-Posner blog, The. http://www.becker-posner-blog.com/.		
westog Entry/Comment	Posner, R. 2010. Double exports in five years? <i>The Becker-Posner Blog</i> , February 21. http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html. Accessed January 11, 2011.		

References: List Formatting (list alphabetically)

Journal and Popular Articles

Туре	Example		
Volume and Issue	Smith, J.M. 1998. The origin of altruism. <i>Nature</i> 393(1): 639–640.		
Volume Only	Loomis, C.C. 1960. The structure and sympathy in Joyce's "The dead." PMLA 75: 149–151.		
Month/Season as Issue	Muldoon, D.D. 1987. Daily life of the mountain rapper. <i>Journal of the West</i> 26(March–April): 14–20.		
	Myers, N., and R. Tucker. 1960. Deforestation in Central America: Spanish legacy and North American consumers. <i>Environmental Review</i> 19(Spring): 55–71.		
No Volume	Meyerovitch, E. 1959. The Gnostic manuscripts of Upper Egypt. <i>Diogenes</i> , no. 25: 84–117.		
Online Journal (with doi)	Friedman, J.W., and C. Mezzetti. 2001. Learning in games by random sampling. <i>Journal of Economic Theory</i> 98(1): 1 25. doi:10.1006/20002694. Accessed April 3, 2010.		
Online Journal (no doi)	Reeves, J. 2001. A weighty issue: Ever-fatter kids. Interview with James Rosen. <i>Time</i> , March 14. http://www.time.com/time/nation/article/0859910244300.html. Accessed April 3, 2010.		
Forthcoming	Smith, J., and B. Jones. Forthcoming. Article title goes in here. <i>Journal Name</i> 103(2).		
Book Review	Gorman, J. 2002. Endangered species. Review of <i>The last American man</i> , by Elizabeth Gilbert. <i>The New York Times Book Review</i> , June 2, 22–23.		
Newspaper Article	Niederkorn, W.S. 2002. A scholar recants on his "Shakespeare" discovery. <i>The New York Times</i> , June 20, Arts section Midwest edition, 1a–2a, 4a.		
Popular Magazine	Martin, S. 2002. Sports-interview shocker. <i>The New Yorker</i> , May 6, 10–12, 15.		
Unsigned Article	The New York Times. 2002. In Texas, ad heats up for race for governor. July 30, 5b.		
Online Article	Mitchell, A., and F. Bruni. 2001. Scars still raw, Bush clashes with McCain. <i>The New York Times</i> , March 25. http://www.nytimes.com/2001/03/25/politics/25MCCA.html. Accessed April 25, 2010.		

References: List Formatting (list alphabetically)

Books

Туре	Example			
One Author	Doniger, W. 1999. Splitting the difference. Chicago: University of Chicago Press.			
Two Authors	Cowlishaw, G., and R. Dunbar. 2000. Primate conservation biology. Chicago: University of Chicago Press.			
Three to Six Authors	Laumann, E.O., J.H. Gagnon, R.T. Michael, and S. Michaels. 1994. <i>The social organization of sexuality: Sexual practices in the United States</i> . Chicago: University of Chicago Press.			
More Than Six Authors	Follow the rule listed for journal articles above: If more than six, list only the first three followed by "et al."			
Electronic Book Kurland, P.B., and R. Lerner, eds. 1987. <i>The founders' Constitution</i> . Chicago: University of Chicago Phitp://press-pubs.uchicago.edu/founders/.				
	Austen, J. 2007. Pride and prejudice, Kindle ed. New York: Penguin Classics.			
Editor, Translator, Compiler (with and	Bonnefoy, Y. 1995. <i>New and selected poems</i> . Edited by J. Naughton and A. Rudolf. Chicago: University of Chicago Press.			
without author)	Schellinger, P., C. Hudson, and M. Rijsberman, eds. 1998. Encyclopedia of the novel. Chicago: Fitzroy Dearborn.			
	Lattimore, R., trans. 1951. The Iliad of Homer. Chicago: University of Chicago Press.			
Preface or Forward	Rieger, J. 1982. Introduction to <i>Frankenstein; or, The modern Prometheus</i> , by Mary Wollstonecraft Shelley, xi–xxxvi Chicago: University of Chicago Press.			
Editions After the First	Foucault, M. 1995. <i>Discipline and punish: The birth of the prison</i> , 2nd ed. Translated by A. Sheridan. New York: Vintage Books. Originally published as <i>Suveiller et punir: Naissance de la prison</i> (Paris: Editions Gallimard, 1975).			
Chapter (part of a book)	Wiese, A. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In <i>The new suburban history</i> , edited by K.M. Kruse and T.J. Sugrue, 99–119. Chicago: University of Chicago Press.			
Originally Published Elsewhere (as in primary sources)	Bourdieu, P. 1990. <i>The logic of practice</i> . Translated by Richard Nice. Stanford: Stanford University Press. Originally published as <i>Les Sens Pratique</i> (Paris: Les Éditions de Minuit, 1980).			

References: Legal Citations

General

This is based on the *Australian Guide to Legal Citation* (2010, 3rd edition) published and distributed by the Melbourne University Law Review Association, Inc., in collaboration with the *Melbourne Journal of International Law*, Inc. For more information, please see: http://mulr.law.unimelb.edu.au/go/AGLC3

Excerpts Herein

Excerpts from the AGLC included in this section (below) include:

- Capitalization
- Bills
- Legislative Materials
 - o Statutes (Acts of Parliament)
 - o Title
 - o Year
 - o Jurisdiction
 - o Pinpoint Reference
 - o Multiple Pinpoint References
- Case Citations
 - o Components
 - Case Name
 - 0 **V**
 - o Re
 - o Ex parte
 - Year and Volume
 - o Abbreviations for Report Series
 - o Pinpoint Reference
 - o At
- Other Abbreviations
 - o Judges
 - o Identifying Judicial Officers
 - o Business Corporations and Firms
 - o The Commonwealth and the States and Territories
 - o The Crown
- International Law and Foreign Legal Systems (see the AGLC for specifics)

Capitalization

The following words should be capitalized wherever they occur:

- Act (or "Bill") of Parliament
- Attorney-General
- Bar (that is, the group of practicing barristers)
- Cabinet
- Commonwealth
- Crown
- Executive Council (but "the executive")
- Governor
- Governor-General
- Her Majesty, the Queen
- her Honour, his Honour, their Honours
- Imperial
- Minister (of the Crown)
- Ombudsman
- Parliament (but "parliamentary")
- Premier
- Prime Minister

The following words should general appear in lower case (except at the beginning of a sentence, in a title, or in a heading):

- common law (and other names of legal classification such as "administrative law")
- federal
- government
- internet
- judiciary
- legislature
- local government
- press (that is, the media)
- statute

"Court" should be capitalized when used to refer to a specific court (such as the High Court or the Court of Appeal). However, "a court" and "the court" when used in a general sense (absent reference to a specific court) should not be capitalized. "State" and "Territory" should be capitalized (whether used as a noun or an adjective) when referring to a specific state or territory. However, when used generally they should not be capitalized.

Bills

Bills should be cited in the same manner as Acts (see below), except the title and year should *not* be italicized. "Clause" and "sub-clause" are usually the appropriate pinpoint designations.

Examples:

- Corporations Amendment Bill (No 1) 205 (Cth).
- Carbon Pollution Reduction Scheme Bill 2009 (Cth) cl 83.
- Migration Amendment (Immigration Detention Reform) Bill 2009 (Cth) sch 1 item 9.

Legislative Materials

3.1 Statutes (Acts of Parliament)

Element	Title	Year	Jurisdiction	Pinpoint
Example	Crimes Act	1958	(Vic)	s 3
Rule	3.1.1	3.1.2	3.1.3	3.1.4-3.1.5

3.1.1 Title

A citation of an Australian Act of Parliament should begin with the short title of the Act in italics. The long title of the Act should be used only if the Act does not contain a short title.

Titles should appear as they do in the statute book, subject to chapter 1. In particular:

- punctuation should adhere to rule 1.6.1 (so full stops should not be used in abbreviations); and
- capitalization should adhere to rule 1.7

Where multiple Acts have the same title but contain different numbers in their short titles (for example, "(No 1)" and "(No 2)"), the number should be included and should appear in parentheses.

Examples:

- Evidence Act 1995 (NSW)
- Social Welfare Ordinance 1964 (NT)
- Law and Justice Legislation Amendment Act (No 2) 1992 (Cth)
- Law and Justice Legislation Amendment Act (No 4) 1992 (Cth)

Note: Statutes of the Australian Capital Territory and the Northern Territory were previously referred to as ordinances. However, these ordinances became known as Acts after the ACT (in 1988) and the NT (in 1978) attained self-government.

3.1.2 Year

The year in which the Act was originally passed should appear in italics following the title. The year should be included whether or not the Act includes it in the short title.

Examples:

• Meteorites Act 1973 (Tas) [not: Meteorites Act 1973 (Tas)]

Note: Citations of an Act refer to that Act as amended (and consolidated). Regardless of when a particular provision was introduced, the year included should be that of original enactment. Generally, a principal Act rather than an amending act should be cited (but see rule 3.8).

For the ACT and the NT, the year is that in which the original ordinance (which may subsequently have become an Act) was promulgated.

3.1.3 Jurisdiction

An abbreviated form of the jurisdiction in which the Act was passed should appear in parentheses following the year. The jurisdiction should not be italicized.

The following abbreviations should be used for Australian jurisdictions:

Jurisdiction	Abbreviation
Commonwealth	Cth
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

Examples:

- Misrepresentation Act 1972 (SA)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)

3.1.4 Pinpoint Reference

Pinpoint references to Acts usually comprise an abbreviation and a number, separated by a space.

Pinpoint references should use the following abbreviations (in the text and in citations), except where the pinpoint begins a sentence.

Designation	Abbreviation	Plural	Abbreviation
Appendix	арр	Appendices	apps
Article	art	Articles	arts
Chapter	ch	Chapters	chs
Clause	cl	Clauses	cls
Division	div	Divisions	divs
Paragraph	para	Paragraphs	paras
Part	pt	Parts	pts
Schedule	sch	Schedules	schs
Section	S	Sections	SS
Sub-clause	sub-cl	Sub-clauses	sub-cls
Subdivision	sub-div	Subdivisions	sub-divs
Sub-paragraph	sub-para	Sub-paragraphs	sub-paras
Subsection	sub-s	Subsections	sub-ss

The words "item" and "items" may be used to refer to items in a table or schedule or numbered paragraphs in an amending Act. They should not be abbreviated.

Numbered or lettered subsections should appear in parentheses immediately following the section number. The section number and subsection number should *not* be separated by a space (for example, "s 3(a)" not "s 3 (a)").

In references to a section and a subsection, a paragraph and a sub-paragraph, etc., the abbreviation that corresponds to the highest "level" of the section or paragraph, etc., in the pinpoint should be used (for example, "s 31(1)" not "sub-s 31(1)").

Where multiple combinations of an abbreviation and a number are needed to form one pinpoint reference, there should be no comma between each abbreviation-number combination (for example, "pt III div 2" not "pt III, div 2").

Where an Act uses a decimal numbering system (often in the form **Chapter · Part · Section**), pinpoints should contain the whole of the decimal number preceded by the abbreviation for the lowest "level" of section, part, chapter, etc., cited (for example, "s 2.3.5" not "ch 2.3.5").

Examples:

s 2	s 108	sub-s (3)
pt V	s 5(1) [not: s5(1)]	s 2(3) [not: s 2 (3)]
ch III	s 14(1)(a)	s 28(1)(a)(i)
pt 7 div 3 sub-div 8	s 13 [not: pt 2 s 13]	cl 14(3)(a)

- Despite there being no requirement to show fault, actions under *Trade Practices Act 1974* (Cth) pt VA have been rare.
- She drew attention to sub-s (1). Subsection (I) provides that "a registered trademark is personal property."
- The judge referred to s 8(3) in argument. [**not**: sub-s 8(3) ...]
- Social Security (Administration) Act 1999 (Cth) s 123TE.
- Aboriginal and Torres Strait Islander Act 2005 (Cth) pt 3A div 2.
- Civil Liability Act 2003 (Qld) ch 2 pt 1 div 4.
- Crimes at Sea Act 1999 (Vic) sch 1 cl 2.
- Aboriginal Land Rights (Northern Territory) Amendment Act 2006 (Cth) sch 1 item 46.
- A New Tax System (Goods and Services Tax) Act 1999 (Cth) s 38-10(1) items 1–2.
- Gambling Regulation Act 2003 (Vic) s 3.2.1.
- Legal Profession Act 2004 (Vic) pt 2.3.
- Income Tax Assessment Act 1997 (Cth) s 20-110(1)(a).

The most specific pinpoint that is appropriate should be included. Thus "pt 3 div 7" is appropriate where speaking generally of that division, but "s 58" is appropriate where dealing with an individual section. Because section numbering is usually continuous throughout an Act, it is unnecessary to indicate chapters, parts, etc., when citing a section.

Some recent taxation statutes contain sections in the form of a division number immediately followed by a hyphen and a section number (for example, "s 26-52"). A hyphen (not an en-dash) should be used between division and section numbers in such pinpoints.

3.1.5 Multiple Pinpoint References

The plural abbreviation of the highest "level" of sections, subsections, etc., cited should precede multiple pinpoints (see rule 3.1.4).

Consecutive pinpoints should be separated by an en-dash (–) (for example, "sub-ss (2)–(3)").

Hyphens (-) should *not* be used (in accordance with rule 1.1.6).

Non-consecutive pinpoints should each be separated by a comma and a space (for example, "paras (3), (5)"). The word "and" should *not* be used to separate the final two pinpoints (in accordance with rule 1.1.5).

Spans of section numbers should adhere to rule 1.12.1. In spans of alphanumeric sections, divisions, parts, etc., of an Act, the whole section number, etc., should be repeated (for example, "ss 22A–22D" not "ss 22A–D").

Where an Act uses a decimal numbering system, each section number, part number, etc., in spans and in non-consecutive pinpoints should be written out in full (for example, "ss 3.2.5–3.2.7" not "ss 3.2.5–7").

Examples:

ss 2–3	ss 42-9	sub-ss (2)–(7)
ss 5, 7, 9	[not: 7 and 9]	sub-paras (4)–(8)
ss 6(7)(b)–(d)	[not: s 6(7)(b)–(d)]	cls (1)–(3)
ss 29(2)–(5)	[not: sub-ss 29(2)–(5)]	divs 3–4
ss 3(a)–(c)	[not: ss 3(a), (b), (c)]	ss 5, 7, 9, 28
ss 8(2), (5)(a)–(b)	[not: ss 8(2), 8(5)(a)–(b)]	ss 92(1), (4), (7)

- HSI, as an "interested person," sought a declaration and injunction against Kyodo for contravening ss 229–30 of the Environment Protection and Biodiversity Conservation Act 1999 (Cth).
- Unpublished works are dealt with in sub-ss (2)–(3).
- Liquor Act 2007 (NSW) ss 5(1)(a)–(b).
- Fair Trading (Reinstatement of Regulations) Act 2008 (Tas) ss 4(2)(a)–(b), (4), 5(b)
- Gas Supply Act 2003 (Qld) ch 2 pt 1 div 3 sub-div 2, ch 3 pt 1
- Unlawful Assemblies and Precessions Act 1958 (Vic) ss 5–6, 10–12, 26–9 [not: ... 26–29]
- Wrongs Act 1958 (Vic) ss 28F–28G, 28J [not: ... ss 28F–G, J]

Case Citations

Element	Case Name	Year	Volume	Law Report Series	Starting Page	Pinpoint
Evample	R v Tang	(2008)	237	CLR	1	, 7
Example	Bakker v Stewart	[1980]		VR	17	, 22
Rule	2.1	2.2	2.2	2.3	2.4	2.5

2.1 Case Name

2.1.1 Parties' Name: General Rule

A citation of an Australian case should include the parties' names in italics as they appear on the first page of the report, except that:

- punctuation should adhere to rule 1.6.1 (so full stops should not be used in abbreviations);
- capitalization should adhere to rule 1.7;
- where the parties, given names and initials should be omitted;
- only the first-named plaintiff and first-named defendant should be cited ("& Anor" or "& Ors" should not be used to indicate other parties); and
- where the case involves more than one action, only the first action should be cited.

Examples:

- Alati v Kruger (1955) 94 CLR 216.
- Momentum Productions Pty Ltd v Lewarne (2009) 254 ALR 223.
 [not: Momentum Productions Ply Ltd v Richard John Lewarne ...]
- Hot Holdings Pty Ltd v Creasy (1996) 185 CLR 149.
 [not: Hot Holdings Pty Ltd v Creasy and Ors ...]
- Tame v New South Wales (2002) 211 CLR 317. [not: Tame v New South Holes; Annetts v Australian Stations Pty Ltd ...]

2.1.11 v

A "v" should general separate the parties' names. It should not be followed by a full stop and should be italicized.

Examples:

• K-Generation Pty Ltd v Liquor Licensing Court (2007) 99 SASR 58.

Note: In speech, the "v" between parties' names is rendered "and" in a civil action and "against" in a criminal action both in Australia and the United Kingdom. It is not pronounced "versus" as it is in the United States of America.

2.1.8 Re

Procedural phrases such as "In re" and "In the matter of" should be shortened to "Re" as in the following examples.

Examples:

- Re Judiciary and Navigation Acts (1921) 29 CLR 257. [not: In re Judiciary and Navigations Acts ...]
- Re Palmer; George v McIntrye (1902) 2 SR (NSW) 200.

Note: "Re" means "in the matter of" and is commonly used when a court acts in an advisory or guardianship capacity, as it does in cases involving the interpretation of wills or trusts. For example, if *Re Smith* were a trusts case, Smith would be the testator or settlor. Extended case names such as *Roberts v Jones; Re Williams* can occur where, for example, Williams left property to Jones to hold on trust for Roberts and Roberts sues Jones to enforce the will. In speech, "Re" should be rendered "in the matter of."

2.1.9 Ex parte

"Ex parte" should not be abbreviated and "Ex" should be capitalized.

Examples:

- Re McBain; Ex parte Australian Catholic Bishops Conference (2002) 209 CLR 372.
- J Boag & Son Brewing Ltd v Cascade Brewery Co Pty Ltd; Ex parte Banks Paton Australia Pty Ltd (1997) 7 Tas R 119.
- R v Kirby; Ex parte Boilermakers' Society of Australia (1956) 94 CLR 254.

Note: "Ex parte" indicates that the party to an action is acting in the absence of the other party. For example, Ex parte Wilson indicates that Wilson brought the action. Extended case names such as Ex parte Wilson; Re Ho can occur where, for example, Wilson brings an action concerning the rights of Zhang (a third party) under Ho's will.

2.2 Year and Volume

Volumes of law report series are organized either by year or by volume number.

Where the volumes of a law report series are organized by volume number, the year in which the decision was handed down (often, but not necessarily, the year in which the case was reported) should appear in parentheses "()".

Where the volumes of a law report series are organized by year, the year of the volume in which the case is reported should appear in square brackets "[]". If more than one volume is produced in a single year, the volume number should be included between the year and the report series abbreviation.

Examples:

- R v Lester (2008) 190 A Crim R 468.
- Sent v Andrews (2002) 6 VR 317. [not: ... (2002–03) 6 VR 317]

- King v King [1974] Qd R 253.
- Rowe v McCartney [1976] 2 NSWLR 72.

Note: On occasion, a law report series may change from being organized by year to volume number or vice versa. The system used for the volume in which the relevant case appears should be used.

Where a law report series organized by year contains decisions that were handed down before the year of the volume, the year of the volume (not that of the decision) should nevertheless be included. The discrepancy between the year of the volume and the year of decision may be explained discursively if it is important.

2.3.2 Abbreviations for Report Series

The name of the report series should be abbreviated using the abbreviations contained in the Appendix to this *Guide*. The name of the report series should not appear in italics.

The following are the most commonly cited Australian authorized (or preferred) report series:

Court/Jurisdiction	Report Series	Years
High Court of Australia	CLR	1903-
Federal Court of Australia	FCR	1984–
Australian Capital Territory	ACTR (in ALR)	1973-2008
	ACTLR	2007–
New South Wales	SR (NSW)	1901–59
	NSWR	1960–70
	NSWLR	1971–
Northern Territory	NTR (in ALR)	1979–91
	NTLR	1990–
Queensland	QSR	1902–57
	Qd R	1958-
South Australia	SALR	1899–1920
	SASR	1921–
Tasmania	Tas LR	1904–40
	Tas SR	1941–78
	Tas R	1979–
Victoria	VLR	1875–1956
	VR	1957–
Western Australia	WALR	1898–1958
	WAR	1958–

Commonly used unauthorized Australian report series are: ALR, ALJR, FLR, Fam LR, NTR.

Names of report series that do not appear in the Appendix should be written out in full and not italicized.

Examples:

• Arnold v Regent Press Pty Ltd [1957] QSR 211.

2.5 Pinpoint Reference

Pinpoint references should adhere to rules 1.1.5–1.1.6 and be preceded by a comma and a space. Where the pinpoint reference is to the first page of the report, the page number should be repeated. In accordance with rule 1.1.5, a series of pinpoint references should be separated by commas rather than "and".

Where cases are paginated, pinpoint references should be to pages. Page numbers should adhere to rule 1.12.1.

Where a report has both page numbers and paragraph numbers, page numbers should *always* be included in a pinpoint reference. In accordance with rules 1.1.5–1.1.6, paragraph numbers *may* be included *in addition*.

Where pages and paragraph numbers are included in pinpoint references, both a page number and a paragraph number should be included after "ibid" unless exactly the same page(s) *and* paragraph(s) are referred to in the "ibid" citation.

Examples:

- Re Mackenzie Grant & Co (1899) 1 WALR 116, 116.
- De L v Director-General, Department of Community Services (NSW) [No 2] (1997) 190 CLR 207, 211, 221–2.
- Garry Rogers Motors (Aust) Pty Ltd v Subaru (Aust) Pty Ltd [1999] ATPR ¶41-703, 43 014.
- Total Ice Pty Ltd v Maroochy Shire Council [2009] 1 Qd R 82, 89–90 [18]–[19], 93 [24].
- At trial, it was held that "the appellants had not proved that they had suffered any loss or damage."⁴⁹ On appeal, it was painted out that the appellants may have suffered loss "if the outgoings for which they were liable included sums of a kind which had not been taken into account in forming the estimate they were given."⁵⁰ This was so even though the appellants may have received value for their payments.⁵¹ Yet the case had been dismissed at first istance.⁵²
 - ⁴⁹ Murphy v Overton Investments Pty Ltd (2004) 216 CLR 388, 402 [29].

1.4.4 At

Where the same source is cited multiple times within the *same footnote*, the full citation should not be repeated and "at" should precede subsequent pinpoint references. However, it is not necessary to repeat a pinpoint reference using "at" if the subsequent pinpoint reference is the same as that immediately beforehand.

Where there are multiple sources in a footnote, "at" should be used only to refer to the *immediately* preceding source.

"At" can be used regardless of how the source is first cited in a footnote (whether in full, using "ibid," or using "above n").

Examples:

• ²⁹¹ Commonwealth, *Parliamentary Debates*, Senate, I7 June 2008, 2626. The Minister explained that "[t]here may be a number of reasons that prevent a person's immediate removal, ... includ[ing] ... issues surrounding the acquisition of the person's travel documentation": at 2622. [not: ... documentation": ibid 2627.]

⁵⁰ Ibid 404 [32]

⁵¹ Ibid.

⁵² Ibid 404 [33].

Other Abbreviations

1.14.4 Judges

Curial Opinions

Judges writing curially (that is, in a judgment) should be referred to by their surname and their judicial title (such as "Justice") or peerage title (such as "Lord"), both in the text and in citations.

Typically, but not always, the judicial title should be indicated by an abbreviation placed after the judge's name (in accordance with rules 2.9.1, 9.2.3, 23.1.6, and 24.1.8).

Honorifics (such as "the Hon") should not be included when citing a judge writing curially. Where a judge's first name or initials appear on a case and are necessary to unambiguously identify the judge, they should be included.

Extra-Curial Opinions

When citing a judge writing extra-curially (both in the text and in citations), the unabbreviated judicial or peerage title (such as "Justice" or "Chief Justice") should be included before the judges name, unless the judge has a title (such as "Sir," "Dame," or a peerage title) that makes a judicial title unnecessary.

When citing a former judge (writing extra-curially) his or her former judicial title should not be included. "Sir," "Dame," or any peerage title should be included.

Honorifics may be included in the text, but not in citations (in accordance with rule 1.14.1).

In both curial and extra-curial writing, any territorial designation of a peer (such as "of Chieveley") should not be included unless necessary to avoid confusion.

2.9.1 Identifying Judicial Officers

Where appropriate, the judicial officer(s) whose judgment is being cited may be identified in parentheses after a pinpoint reference. However, a judicial officer should not be included in a footnote citation if his or her identity is otherwise apparent. "Per" should not be used. Judicial officers' names should appear in accordance with rule 1.14.4.

The following abbreviations of judicial offices in Australia (see table on next page) should appear after judicial officers' names in the text and in citations (including where the name appears at the start of a sentence).

However, those titles marked with an asterisk (*) should always appear in full before judicial officers' names.

Examples:

- Kartinyeri v Commonwealth (1998) 195 CLR 337, 383 (Gummow and Hayne JJ).
- Ottobrino v Espinoza (1995) 14 WAR 373, 377 (Commissioner Buss).
- Re Zoudi (2006) 14 VR 580, 587–9 [24]–[28] (Maxwell P, Buchanan, Nettle, Neave, and Redlich JJA).
- R v Hoxha (Unreported, Victorian Court of Appeal, Charles, Callaway JJA and Vicent AJA, 1 November 1995).

Judicial Office	Abbreviation/Title
Acting Chief Justice	ACJ
Acting Justice of Appeal	AJA
Acting Justices of Appeal	AJJA
Acting Justice	AJ
Acting Justices	AJJ
Acting President	AP
Associate Justice	AsJ
Auxiliary Judge	AUJ
Chief Judge Administrator	CJA
Chief Judge at Common Law	CJ at CL
Chief Judge in Equity	CJ in Eq
Chief Judge of the Commercial Division	CJ Comm D
Chief Justice	CJ
Commissioner	Commissioner*
Deputy Chief Justice/District Court Judge	DCJ
Federal Magistrate	FM
Judge	Judge*
Judicial Registrar	JR
Justice of Appeal	JA
Justices of Appeal	JJA
Justice	J
Justices	JJ
Magistrate	Magistrate*
Master	Master*
President	Р
Senior Judge Administrator	SJA
Senior Judge	SJ
Senior Judges	SJJ
Senior Puisne Judge	SPJ
Vice-President	V-P

2.1.2 Business Corporations and Firms

Where a party is a business corporation or firm, the following abbreviations should be used:

Word	Abbreviation
and	&
Company	Со
Limited	Ltd
Proprietary	Pty
Incorporated	Inc
(in liquidation)	(in liq)
(in provisional liquidation)	(in prov liq)
(administrator appointed)	(admin apptd)
(manager appointed)	(mgr apptd)
(receiver appointed)	(rec apptd)

Other (including foreign) words and phrases designating corporate status (for example, GmbH, AG, plc, SA, Sarl, etc.) or a special status under incorporation legislation (for example, rec and mgr apptd) should be abbreviated according to convention.

"Trading as" or "t/as," trading names, and former company names should not be included.

Where "the" forms part of a company or firm name, it should be included.

Examples:

- Andrew Shelton & Co Pty Ltd v Alpha Healthcare Ltd (2002) 5 VR 577.
- Australian Competition and Consumer Commissions v C G Berbatis Holdings Pty Ltd (2003) 214 CLR 51.
- Lumbers v W Cook Builders Pty Ltd (in liq) (2008) 232 CLR 635.
 [not: ... Pty Ltd (in liquidation)]
- Olivaylle Pty Ltd v Flottweg GmbH & Co KGaA [No 3] (2008) 76 IPR 152.
- The Mond Staffordshire Refining Co Ltd v Harem (1929) 41 CLR 475.
 [not: ... Mond Staffordshire Refining Co Ltd v Harem trading as "Mulsol" Laboratories ...]

2.1.3 The Commonwealth and the States and Territories

Where the Commonwealth of Australia is a party, "Commonwealth" should be used. Where a party is an Australian state or territory, only the name of that State or Territory should be used (for example, "Queensland" not "State of Queensland").

Examples:

- Wong v Commonwealth (2009) 236 CLR 573. [not: ... The Commonwealth ...]
- New South Wales v Amery (2006) 230 CLR 174. [not: State of New South Wales ...]

2.1.4 The Crown

Rex ("the King") and Regina ("the Queen") should be abbreviated to "R" where the Crown is the first-named party. Where the Crown is the respondent, "The King" or "The Queen" (as appropriate) should be written out in full.

Examples:

- R v Reid [2007] 1 Qd R 64.
- Nydam v The Queen [1977] VR 430.

Pt IV and Pt V International Law and Foreign Legal Systems

See the *AGLC* for specifics, particularly **Part IV** — **International Materials** (covering Treaties, United Nations Materials, International Court of Justice and Permanent Court of International Justice, International Arbitral and Tribunal Decisions, International Criminal Tribunals and Courts, International Economic Materials, and European Supranational Materials) and **Part V** — **Foreign Domestic Materials** (covering Canada, China, France, Germany, Hong Kong, Malaysia, New Zealand, Singapore, South Africa, the United Kingdom, the United States of America, and Other Foreign Domestic Materials).