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Style Guide

Selected portions adapted from the Oxford Style Manual

1. Style Reference

The primary reference books for writing and for copy editing *JILIR* articles are as follows:

- This style guide;
- The *Canadian Oxford Dictionary*

2. Citation

In recognition of our international and interdisciplinary mandate, *JILIR* will publish articles conforming to **either** of the two following citation styles:

- The *Canadian Guide to Uniform Legal Citation*, 8th ed. [hereinafter *McGill Guide*]; or
- The *Chicago Manual of Style*, 16th ed.

Decisions on citation style will be made by the Editors-in-Chief in consultation with the author. In all cases, footnotes will be preferred to inline citations. Passages quoted from other texts should maintain their original spelling and punctuation. Do not change quotations to make them consistent with this style guide.

3. Spelling and Language

3.1 General

- Refer to your work as ‘this article’ rather than ‘this paper’.
- Language should be as gender neutral as possible. Use ‘he or she’, not ‘he/she’ or ‘s/he’. If this occurs several times within a given sentence or paragraph, redraft the sentence or paragraph in order to avoid awkwardness. If gendered language must be used to avoid awkwardness, use of ‘she’ is preferable to ‘he’. Use plurals if necessary.
- ‘First’, ‘second’, and ‘third’ are preferred over ‘firstly’, ‘secondly’, and ‘thirdly’.
- When referring to the judge, do not use ‘per’. Note that there is no full stop after J, CJC, MR, and so on. Use full titles such as ‘Mr Justice Binnie’ or ‘Madame Justice Abella’ if the judge’s name begins a sentence. Otherwise, you may abbreviate the judge’s title—‘Binnie J’, ‘Abella J’—as long as this is consistently applied in similar contexts.
- Use ‘Court’ with a capital when referring to a specific court. Where the reference is to a court in general, the ‘c’ is lower-case. Likewise ‘judge’ should be lower-case unless referring to a specific person. Specific terms such as ‘Court of Appeal’ should have capitals.
- Use World War I and World War II, not World War One or the First World War. However, references to the world wars should be in lower-case.

3.2 Capitalization

- *JILIR*’s editorial policy is to capitalize the names of identifiable groups, people, and persons, particularly when those groups, people, or persons form the subject of the article or are being used for comparative purposes. Accordingly, capitalize nouns and adjectives such as Blacks/Black, Aboriginals/Aboriginal, First Nations, and Whites/White when used in the context of identifiable groups.
- An exception to the above guideline: use men and women rather than Men and Women.

3.3 Acronyms

- Do not use full points (periods) in acronyms: WHO, LEAF, DAWN
- On first usage give the full expression and include the acronym in parentheses: ‘the Irish National Liberation Army (INLA)’
- Avoid overuse of acronyms for terms that do not occur frequently in the article.

3.4 Italics and emphasis

- Do not type words in full capitals, either as headings or for emphasis.
- Use *italics* sparingly for emphasis.
- Italicize Latin words and phrases, except for those words and phrases that have been ‘adopted’ by the English language (such as *bona fide*, *per se*, *de facto*, etc.).
- Italicize Latin legal terms where they are being used with their precise legal meaning (such as *mens rea*, *prima facie*, *stare decisis*, etc.).
- Italicize titles of and subtitles of books, as well as case names (including the ‘*v.*’).

3.5 Spelling

- *JILIR* uses Canadian spelling, as defined by the *Oxford Canadian Dictionary*. In all cases use:
- ‘-our’ rather than ‘-or’: labour, neighbour
- ‘-ize’ and ‘-yze’ rather than ‘-ise’ and ‘-yse’: customize, analyze
- ‘-lled’ and ‘-lling’ rather than ‘-led’ and ‘-ling’: travelled, travelling
- ‘-tre’ rather than ‘-ter’: centre, metre. However, use ‘thermometer’, ‘barometer’.

3.6 Foreign-language quotations

- For languages written right to left, problems in setting turn-lines will be addressed at the copy-editing stage. To facilitate this process, authors should clarify the order by numbering each word in the quotation individually, beginning with the first and working left to the end.
- Where a displayed translation is followed by a displayed original (or vice versa), the second of the two quotations is set off in parentheses.

4. Punctuation

4.1 Quotation marks

- Use *double* quotation marks (“ ”), reserving single ones (‘ ’) for quotes within quotes. (This is one instance where you may alter the punctuation of quoted passages.)
- Single quotation marks may also be used sparingly to draw attention to a particular word or phrase (also known as ‘scare quotes’). Place appropriate punctuation outside the quotation marks. Use scare quotes sparingly, and only when the word or phrase is first introduced: Similarly, the idea of ‘reasonable accommodation’, as emphasized by the Supreme Court ...

4.2 Apostrophe

- Do not use apostrophes in dates or in the plural of abbreviations: ‘the 1950s’; ‘UFOs’

4.3 Comma

- A comma is followed by a single space.
- Use a comma before ‘and’ and ‘or’ in enumerations of three or more items (also known as an ‘Oxford comma’): ‘red, green, or white’ or ‘Jones, Smith, and Brown’

4.4 Full point (full stop; period)

- A full point is followed by a *single* space.
- Do not insert full points after headings, in abbreviations made up of capital letters (WHO, NAFTA), or after Dr, Mr, Mrs, Ms, Mme, Mlle, etc.

4.5 Colons

- When using colons to introduce a list, an example, or a block quotation, the phrase preceding the colon must be a complete sentence.
- When introducing a block quote with, for instance, ‘Justice Abella notes’, the proper punctuation mark preceding the block quote is a comma rather than a colon:
 - As feminist disability theorist Susan Wendell writes, [block quote]
- When a sentence fragment introduces a block quote, do not use a colon or a comma:
 - The Court decided the matter on economic principles holding that [block quote]
- In other usage, the colon is followed by a single space.
- When the colon is used to introduce a list, follow it with a lower-case letter unless the list comprises proper names or more than one sentence.

4.6 Hyphens and dashes

- Use the *Canadian Oxford Dictionary* as a general guide to whether individual words should be hyphenated, two words, or one word, for instance, ‘well-known politician’.
- Do not hyphenate adjectival compounds beginning with adverbs ending in ‘-ly’: ‘frequently made error’ or ‘wholly owned subsidiary’.
- Hyphens may be required to remove ambiguity: ‘an old-book collector, or an old book-collector’
- Do not hyphenate words at the ends of lines of text.
- Use em dashes—without spaces—for emphatic interjections or breaks in the sentence.

- In text, use an en dash between ranges of numbers and years (1996–7). In footnotes, however, the *McGill Guide* requires a hyphen between ranges of page numbers (pp. 23-24).

4.7 Ellipses/Brackets

- Mark omitted words in quotations with three full points (...) with a space on either side of the set. If the matter before the omission ends a complete sentence, include its own close-up full point: ‘their source is not named. ... A further investigation revealed ...’
- If the last part of a sentence in the original is omitted, insert a period after the ellipsis to indicate the end of the sentence.
- This is how we quote ‘words from one sentence that are not at the end of the sentence ... and continue with words from the next quoted sentence.’
- If material that starts with an upper case letter is placed *within* a sentence, change it to lower case; if material that starts with a lower case letter is used to start a sentence, change it to upper case. Enclose the change in square brackets.
- This is how we quote ‘words from one sentence where that sentence ends. ... [H]ere, we start part-way into the next sentence, so we change the “h” in here to a capital to indicate a new sentence.’

4.8 Lists

- Items in a list that is run into the text (as opposed to being broken out) can be separated by commas or by semi-colons if there are internal commas within individual list items or if ambiguity would result from using commas only. It is preferable to enumerate lists with lower-case *italic* letters in roman parentheses.
 ‘They can be removed from this position only if (*a*) they so request, (*b*) they accept a promotion, (*c*) they retire, or (*d*) the Minister so directs’
 Or
 ‘They can be removed from this position only if (*a*) they so request; (*b*) they accept a promotion; (*c*) they retire, whether voluntarily or not; or (*d*) the Minister so directs’
- It is not always necessary to use numbering, particularly for short items, but where it aids understanding in a run-in list, enclose the numbers in parentheses.
- In general any enumeration of more than five or six items will benefit from being broken out of the text or *displayed*. The punctuation for a displayed list is treated precisely the same as if the items within it had no number or letter separating them. List items that are complete sentences start with capitals and end in full points. Sentence fragments do not, and are usually lower-case. Enumerate lists composed of whole sentences with Arabic numerals, each figure followed by a full point. Otherwise, use a bullet in place of numbers.

4.9 Displayed quotations

- Quotations longer than about three lines (fifty words) are set off from the main text. Leave a line space above and below and type them *single-spaced*, indented slightly on each side of the page.
- Such displayed or ‘block’ quotations are not enclosed by quotation marks.
- Follow the original spelling and punctuation.

5. Abbreviations

5.1 General

- Abbreviations of proper nouns such as US, UK, etc. are to be avoided where possible and full nouns should be used.
- Spell out 'per cent'.

5.2 Latin abbreviations

- Most of the common Latin abbreviations are kept in roman type: ad loc., cf., ed. cit., e.g., id., i.e., loc. cit., op. cit., sc., s.v., viz.
 - But: *c.* (= *circa*), *et al.*, *passim*, *sic*

5.3 etc.

- Do not use 'etc.' in the text or body of the article (although it may be used in footnotes). Prefer 'such as', 'like', or 'for example' before a list, or 'and so on' after it.

5.4 e.g. and i.e.

- These should normally be spelt out in running text (although they may be used in footnotes). If the abbreviated forms are used, they should be lower-case, even at the beginning of a sentence.
- Neither i.e. nor e.g. is followed by a comma.

6. Numbers and dates

6.1 Numbers

- Use words for numbers below 100: 'zero', one, 'ninety-nine', '100', '101', except when units of measurement or ages are given: '45 kilometres', '50 per cent', '58 years old'
- When a sentence contains one or more figures of 100 or above, use figures throughout for consistency within that sentence: 'the numbers were 30, 76, and 105'
- Spell out ordinal numbers from 'first' to 'ninety-ninth.' Also use 'hundredth', 'millionth'.
- For numbers greater than 100, use the suffixes '-st', '-nd', '-rd', '-th': 101st, 102nd, 103rd, 104th
- Do not use superscript for suffixes: '101st'.
- Spell out numbers when they begin a sentence: 'Three thousand gold bars were stolen.'
- Preferably, rearrange the sentence to avoid starting with a number.
- Use commas, rather than spaces, in numbers with four or more digits: '1,000', '2,000,000'.
- For dollar amounts, use the dollar sign (\$) and figures for exact amounts: 'a tax of \$50,542'
- For inexact amounts, or general expressions about money, use 'dollars': 'Fifty dollars was an enormous sum in 1903'
- Write section numbers of legislation as figures: 'in section 5 of the Act'

6.2 Dates

- Use the form '16 August 1949', without commas or other internal punctuation.

- A named day preceding a date is separated by a comma: ‘Tuesday, 2 November 1993’.
- There is no comma between month and year: ‘June 1831’
- Do not use suffixes for dates (‘16th August’).
- Do not use an apostrophe when referring to decades or centuries: ‘efforts in the 1950s and 70s’
- Spell out references to a particular century, but do not capitalize: ‘the nineteenth century’

7. References in the text of the article

7.1 Authors

- The first mention of an author in the text or body of an article should include the first name, or initial, and the surname. In subsequent references, use only the surname.

7.2 Case Law

- Case names, including the ‘*v*’, are italicized: ‘*R v Van der Peel*’
- The first reference to a case must employ the full style of cause; however, subsequent references may be shortened where so indicated by the use of square brackets after the full citation in the footnote. Subsequent references to a case should refer to one of the party names or a distinctive part thereof: *Hill v Church of Scientology of Toronto*, [1995] 2 SCR 1130 [*Hill*].

7.3 Legislation

- If a statute has an official short title, this title should always be used in the initial reference.
- Include ‘The’ only if it forms part of the title.
- If the title of the statute is provided in the text, do not repeat it in the citation.
- Follow the capitalization of words in the title as set out in the statute.
- Italicize legislation titles throughout the article.
- Subsequent references to a statute may be referred to as ‘the Act’, so long as such a reference will not confuse the reader. Note the capitalization.
- In text, write ‘section’, ‘subsection’, ‘article’, etc. out in full. Unless beginning a sentence, ‘section’ always begins with a lower-case letter.

7.4 Articles

- The author’s name must be provided in full for all secondary sources.
- Use ‘single quotation marks’ rather than italics to denote the title of articles in journals or books.
- Use the author’s surname for subsequent references. If more than one work by a particular author is cited, the short form should consist of the author’s name and a shortened form of the title of the work (one or two words), separated by a comma.

7.5 Books

- The author’s name must be provided in full for all secondary sources.
- Titles should be italicized; no quotation marks.
- A subsequent reference to a book should receive the same treatment as a subsequent reference to an article.

7.6 Subsequent references generally

- A general subsequent reference to any of the above types of sources need not be footnoted. An additional footnote is only required where a direct quote has been used, or where the author has specifically referred to a different point raised in that source.

8. Citation

8.1 General

- The Canadian Guide to Uniform Legal Citation, 8th Edition [McGill Guide] is published by Thomson/Carswell and can be purchased by [clicking here](#).
- You may refer to the Canadian Guide to Uniform Legal Citation, 7th Edition for guidance.
- For a free reference of the Canadian Guide to Uniform Legal Citation, 7th Edition, please browse through a citation guide prepared by Queen's University Law School by [clicking here](#).

8.2 Footnotes

- Footnote cues should fall outside of any punctuation marks in the text: '... of the group.'¹
- Unless referring to a source for the first time (i.e. *R v Van der Peet*) or a direct reference, try to place footnote cues at the end of the sentence, or at least after a comma, where possible.
- A footnote number always follows the punctuation, except (a) a dash, which it precedes; and (b) when the footnote number pertains specifically to text in parentheses.
- Examples of correct footnote formatting:

Word.¹ Word,² Word.³ Word,⁴

He told him that it would be unwise⁵—but he went ahead anyway.

... laws (for example, Iceland: Law no. 41, 10 November 10 1913⁶),

8.3 Supra and Ibid

- These are used primarily in legal citation. The *McGill Guide* provides detailed instructions in the 'General Rules' section. These rules should be observed in all cases.

8.4 Case Law

- Cases are used primarily in legal citation. The *McGill Guide* provides detailed instructions in the 'Jurisprudence' section. These rules should be observed in all cases.
- If the case name is written in the text of the article, do not include it in the citation. For example, if the author refers to *R. v. Van der Peet*, the citation should read:
[1996] 2 SCR 507, 137 DLR (4th) 289 [*Van der Peet* cited to SCR]
- If the case is not published and only accessible on Westlaw or Quicklaw, please use the case number assigned by Westlaw or Quicklaw, followed by the designation '(WL)' or '(QL)'.
- The type of brackets used to enclose the year of the decision indicates how the reporter is published; where a reporter series is organized by the year of publication, enclose the year in square brackets after the comma. If the year of the decision is different, include it in parentheses before the comma: *Rebus v McLellan* (1992), [1993] NWTR 186 (SC)

8.5 Legislation

- Use the short title if one is available.
- If the title of the Act is provided in the text, do not repeat it in the citation. For example, if the author refers a section of the *Income Tax Act*, the citation should read: 'RSC 1985 (5th Supp), c 1, s 18.'
- For common law jurisdictions, cite to the Revised Statutes whenever possible. Cite to the sessional or annual volumes only when citing a section that has been added or amended since the revision date, or if citing a statute that was enacted since the last revision was published.
- Use 'c' for chapter and 's' for section in the footnotes. Within the text, use 'chapter' and 'section'.

8.6 Journal articles

- For legal journals, refer to the *McGill Guide* for the accepted abbreviations of journal names.
- When the *McGill Guide* does not provide an accepted abbreviated journal name, provide the name of the journal in full.

8.7 Internet

- Cite the full web address of the document being cited, unless the address is specific to one Web session. In this instance, cite the home page of the Web site only.
- It is no longer necessary to place 'date modified' or any other such modifier in the citation.

8.8 Citing sources in another language

- Regardless of the language of the source, use citation rules applicable to the English language.
- The title of the source will remain in the original language: 'J-L Baudouin, *Les obligations*, 4th ed (Cowansville, Que: Yvon Blais, 1993).'