

<https://www.stylemanual.gov.au/referencing-and-attribution/legal-material> Legal material There are different conventions for how to cite legal material. Follow one style consistently to help people read and use the information. Cite legal material consistently and accurately It's important to cite legal sources in a consistent and accurate way across government. The Style Manual gives common guidance for different types of legal material, including: bills and explanatory material Acts of parliament schedules delegated legislation cases and legal authorities treaties. If your government agency has a legislative focus, you might need more detail. For example, for an authoritative source for specific legal conventions, you might use the 4th edn of the Australian guide to legal citation. Use the Style Manual guidance to cite legal material for any type of content. If you work on non- government material, follow the appropriate style for your publication. Use the correct legislation title Unless it is obvious from the context: Put the title first when writing in-text citations, footnotes and endnotes. Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Follow the title with the rest of the citation. Use the following databases to find the authorised titles of legislation from each Australian jurisdiction. Commonwealth Federal Register of Legislation States and territories ACT Legislation Register NSW legislation Northern Territory legislation Queensland legislation South Australian legislation Tasmanian legislation Victorian legislation and parliamentary documents Western Australian legislation Current (in force) or amending legislation When you search or browse databases – such as the databases in the lists above – look for legislation that is 'consolidated' or 'in force'. This is current law. Consolidated legislation includes all amendments made by other laws since the legislation was first enacted. It is sometimes called the 'principal legislation'. Amending legislation changes existing law. In legal databases, the version that was originally enacted (not including later amendments) is called 'as made', 'as passed' or, for Acts, 'as enacted'. The work of government has its basis in legislation. When you write about a particular policy, service or program, you often need to refer to recent changes to the relevant law (amending legislation). You will also name the legislation that currently applies (consolidated legislation). You might have to write about changes in the law over time. In this case, you would mention amending legislation that is no longer in force. The text of consolidated legislation includes information to show how it has been amended over time. Look in the endnotes named 'Legislation history' and 'Amendment history' to find this Write this The Loans Security Act 1973 (subsection 5A(b)) provides for ... Commonwealth legislation (Loans Security Act 1973, subsection 5A(b)) provides for ... [The citation pinpoints subsection 5A(b) of the Act after giving its title.] Not this Commonwealth legislation (subsection 5A(b), Loans Security Act 1973) provides for ... information. A useful way to track the history of legislation, particularly for historical material not published online is to use The Office of Parliamentary Counsel (OPC) Legislation tables. Add detail to citations with notes Writing about the law and legal matters requires careful citation. You can use in-text citations and footnotes or endnotes (notes) to provide accurate and complete details. In-text citations For general content, in-text citations often give people all the information they need. Notes Always list the legislation or case name first in a basic note. Explanatory notes might vary. They can be a useful way to add extra information that would otherwise clutter the content. Each note has the corresponding superscript reference marker before it. Users find the note by matching the number. In digital content, the reference markers can be hyperlinked to help users access the note. Use hyperlinked endnotes in digital content. Example The Major Bank Levy Act 2017 imposes a levy on authorised deposit-taking institutions. In South Australia v Commonwealth (First Uniform Tax Case), Chief Justice Latham of the Federal Court ... Example The levy threshold is indexed quarterly. [A superscript reference marker for the first note] The legislative basis for parliamentary remuneration and entitlements is complex. [A superscript reference marker for the second note] Major Bank Levy Act 2017, subsection 4(3). [A basic note corresponding to the first reference marker] Section 48 of the Australian Constitution provides for the payment of members of parliament. Commonwealth Acts include Remuneration and Allowances Act 1990, Remuneration Tribunal Act 1973, Ministers of State Act 1952, ... other Acts and associated delegated legislation. [An explanatory note corresponding to the second reference marker] 1 2 1 2 Accessibility requirements Reference markers and endnotes can be inaccessible to: people who have low vision people who use screen readers to access content users of mobile phones. If using reference markers and endnotes, ensure they: are sized for easier readability will display correctly on mobile phones or other small screen devices can be made larger by users without loss of content or functionality can be read by screen readers. Seek specialist advice to ensure you achieve this functionality. Print considerations In print, follow your organisation's style preference for footnotes or endnotes. Choose the style that people will find most useful. Include separate reference lists for legal material in 3 situations Certain government agencies and specialist legal publications will use a reference list. Most government writers should only include a reference list if one of these applies: People need the list to understand the content. The content includes a reference list for non-legal sources. It is agency style to have a reference list. Set up separate lists under the subheadings 'Legislation' and 'Legal cases'. Arrange legislation and legal cases in alphabetical order under these headings. Write the titles of Acts and legal cases in roman type, even though they're italicised in the text. Blocks of italics are difficult to read. Example [Reference list headings separate legislation from cases] Legislation Long Service Leave (Commonwealth Employees) Regulation 2016 Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation and use of italics. There was no detailed guidance about how to cite legislation. About this page References Attorney-General's Department (2017) Style guide, Australian Government, Canberra. Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra. Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. OPC (Office of Parliamentary Counsel) (n.d.)

Glossary, Federal Register of Legislation website, accessed 16 June 2020. Maintenance Orders (Commonwealth Officers) Act 1966 Major Bank Levy Act 2017 Marine Insurance Act 1909 Legal cases *Dutton v Republic of South Africa* [1999] FCA 2 HT v *The Queen* [2019] HCA 40 *South Australia v Commonwealth* (1942) 65 CLR 373 (First Uniform Tax Case) *Victorian Railways Commissioners v Brown* (1906) 3 CLR 1132 Parliamentary Library (n.d.) Key internet links on Australian law, Parliament of Australia website, accessed 16 June 2020. University of Technology Sydney and University of New South Wales Faculties of Law (n.d.) Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020. Whitbread D and Leary K (2016) AGS editorial style guide, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 10 June 2021. <https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/bills-and-explanatory-material> Bills and explanatory material Cite bills and explanatory material using the right style to help people find the source material. Style for bill titles is roman type, title case A bill is a draft Act introduced into parliament. A bill becomes an Act when the Governor-General gives assent to the bill after the Senate and House of Representatives agree on its content. Write the titles of bills in roman type, not italics. Bills have a: short title (its name), which includes the year long title (a description). In general, use the short title. Use title case (maximal capitalisation). There is no comma between the title and year. The long title uses sentence case. Lower case is correct, unless the reference is to a specific bill Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Example Refugee Protection Bill 2019 [Short title] A Bill for an Act to provide a legislative response to all people seeking asylum in Australia, and for related purposes [Long title] Always use an initial capital for the word 'Bill' when you write about a specific bill: 'the Bill', 'this Bill'. If you are writing about 2 or more bills, use the lower case: 'the bills', 'these bills'. If you write about a bill or bills generally, use the lower case: 'a bill', 'some bills'. For bills, people are unlikely to find the lower case forms confusing. If there's any chance the text is unclear to readers, use a capital 'B'. The basic unit of a bill is a clause (cl) Bills contain clauses, which become sections when bills become Acts. Clauses can be divided into subclauses, then into paragraphs and then into subparagraphs. Use lower case for these units of a bill unless they begin a sentence. Long bills have clauses grouped into parts, divisions and subdivisions. Always use an initial capital for these units, for example 'Part 1'. Bills often contain schedules. These are not units but are components of bills, Acts and some delegated legislation. Units below clause level Commonwealth bills refer to units below clause level using the smallest unit of text. This is a convention used by the Office of Parliamentary Counsel in legislative drafting. Some jurisdictions cite at clause level. Whether to cite at clause level or below will depend on the context for your content. You can choose which method to follow. Example The government drafted a legislative package that includes 3 bills: the Religious Discrimination Bill 2019 the Religious Discrimination (Consequential Amendments) Bill 2019 the Human Rights Legislation Amendment (Freedom of Religion) Bill 2019. Example These citations specify the smallest unit of text: clause 9 subclause 9(4) paragraph 9(4)(a) subparagraph 9(4)(a)(ii). Other jurisdictions might cite the subparagraph as 'clause 9(4)(a)(ii)'. [A citation at clause level] Content that discusses the operation and effect of certain subclauses, paragraphs and subparagraphs will cite at the smallest unit level. A general discussion about the provisions of a bill will cite at clause level. Follow in-house style. Otherwise, be guided by the type of content you're writing, and its purpose and audience. Shortened forms for units The shortened forms of 'clause' and 'clauses' are 'cl' and 'cls'. Write them in lower case and without a full stop. The shortened forms of 'subclause' and 'subclauses' are 'subcl' and 'subcls'. The other units of bills mentioned above are also found in Acts. You can use both the long and shortened forms of units for in-text citation and notes. To decide which to use, think about the type of content, its users and the amount of legal material cited in it. If the long form better helps people understand the text, use it. Explanatory material titles use roman type, title case Explanatory material includes explanatory memoranda and explanatory statements. An explanatory memorandum is a document tabled in parliament with a bill. It explains the objective of a proposed law and how it will operate. The Australian Government has provided explanatory memoranda with all government bills since 1982. An explanatory statement is a similar document that accompanies delegated legislation such as regulations and determinations. Write titles in roman type. Use title case for the titles of explanatory material. Don't use capitals for 'explanatory memoranda' and 'explanatory statements' when writing about explanatory material in the general sense. For content that mentions explanatory material often, use these shortened forms: EM (explanatory memorandum) EMs (explanatory memoranda or memorandums) ES (explanatory statement or statements). Write them in parentheses at first mention and use the shortened form after that. Example Clause 12 vests Commonwealth powers in the Minister ... The Underwater Cultural Heritage Bill 2018 provides automatic protection for the remains of vessels located in Australian waters for at least 75 years (paragraph 16(1)(a)). Commonwealth Registers Bill 2019, subcl 25(1). 1 Write the titles of explanatory material as in-text citations to give context. Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page References Attorney-General's Department (2017) Style guide, Australian Government, Canberra. Attorney-General's Department (2020) 'Religious Freedom Bills: second exposure draft', Consultations, reforms and reviews, Attorney-General's Department website, accessed 16 June 2020. Australian Government Solicitor (n.d.) Publications, Australian Government Solicitor website, accessed 16 June 2020. Department of the House of Representatives (2018) 'Bills — the parliamentary process', in Elder DR (ed) House of Representatives practice, 7th edn, Department of the House of Representatives, Example Material that does not form part of an Act (extrinsic material) can be used in the interpretation of an Act. Extrinsic material includes explanatory memorandums (EMs). The Legislation Register attaches an EM to each bill that is introduced. Example The Parliamentary Precinct Regulations 2011 allow the law governing the Parliamentary

precinct to be applied to another location if Parliament House is unavailable due to a major event such as ‘an earthquake’ or ‘terrorist attack’ (Explanatory Statement, Select Legislative Instrument 2011 No. 181). accessed 16 June 2020. Department of the Senate (2016) ‘Chapter 12: legislation’, in Laing R (ed) Odgers’ Senate practice, 14th edn, Department of the Senate, accessed 16 June 2020. Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra.

Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. O’Neill P (2006) Was there an EM?: explanatory memoranda and explanatory statements in the Commonwealth Parliament, Parliament of Australia website, accessed 16 June 2020. OPC (Office of Parliamentary Counsel) (n.d.) Bills: in force, OPC website, accessed 16 June 2020. OPC (n.d.) Drafting manuals, OPC, accessed 16 June 2020. OPC (n.d.) Glossary, Federal Register of Legislation website, accessed 16 June 2020. Parliamentary Library (n.d.) Explanatory memoranda index 1901–1982, Parliament of Australia website, accessed 16 June 2020. Parliamentary Library (n.d.) Key internet links on Australian law, Parliament of Australia website, accessed 16 June 2020. PM&C (Department of the Prime Minister and Cabinet) (2017) Legislation handbook, PM&C, accessed 16 June 2020. Thomson Reuters Australia (2017) ‘Legislation and commentary table of abbreviations’, Westlaw AU Guides, Thomson Reuters Australia, accessed 16 June 2020. University of Technology Sydney and University of New South Wales Faculties of Law (n.d.) Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020. Whitbread D and Leary K (2016) AGS editorial style guide, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 10 June 2021.

<https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/acts-parliament> Acts of parliament Refer to Acts of parliament using the correct style so people can find the source material. Choose when to cite the short and long titles, series numbers, jurisdiction and sections. Style for Act titles is title case, not always italics Use title case (maximal capitalisation) for the titles of Acts. Use italics for the first mention of these titles. Use roman type for the titles of Acts in reference lists and other long lists. Blocks of italics are difficult to read. The year the legislation is first enacted forms part of the title. Don’t use a comma before the year. Include all the words in the title. If the title begins with ‘The’, ‘An’ or ‘A’, make sure you include it. If the Act’s title has a number, include the number exactly as written. The contraction ‘No.’ retains Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Correct Export Control Act 2020 Incorrect Export control Act, 2020 Example A New Tax System (Goods and Services Tax) Act 1999 The Commercial Bank of Australia Limited (Merger) Act 1982 (NSW) the full stop in this situation, which is an exception to the general rule for the shortened form for ‘number’. An Act has a short title (its name) and long title (a description). Both appear after the list of contents in the text of the Act. The long title appears as a heading before section 1 of the Act. The short title is named in section 1. At first mention, use the short title in italics The first time you name the Act in text, use the short title in italics. After first mention, use the short title in roman type without the year Always use the short title in italics the first time you cite the Act in your text. If there are subsequent mentions of the Act, use the short title in roman type without the year. Add the shortened form in parentheses at the first mention if it does more than just remove the year or the word ‘Act’ from the title. Or use the informal title in roman type Example Supply Act (No. 1) 2019–2020 Farm Household Support Amendment (Relief Measures) Act (No. 2) 2019 Example An Act relating to Currency, Coinage and Legal Tender [Long title] Part I—Preliminary 1 Short title This Act may be cited as the Currency Act 1965. [Short title] Example The Currency Act 1965 established the Royal Australian Mint to produce Australia’s circulating coins. The Act also sets restrictions on amounts that can be paid in coins as ‘legal tender’. Example ... was convicted of federal offences under the Crimes Act 1914. The Crimes Act specifies ... ... was convicted of federal offences under the Criminal Code Act 1995. The Criminal Code has a constitutional basis ... Comcare administers the Work Health and Safety Act 2011 (WHS Act). The WHS Act requires that a person who ... [The shortened form goes with the first mention as it removes more than the year from the title.] Often, Acts also have a shorter informal title. This is usually an initialism or acronym of the short title. At first mention, include the informal title in parentheses after the title. Use the informal title after that. Use title case and roman type for the informal title. Each Act has a series number to use in citations Acts are also identified by series. Every Act made in a year is given a number starting at 1. The series appears in the text of the Act immediately under the title, for example ‘Act No. 137 of 1979’. Using the series in general content helps people identify the particular Act and find it in the Legislation Register. Series are also used in annotations and in notes. Jurisdiction is an important detail It is important to identify the jurisdiction of the Act – that is, whether it is an Act of: the Commonwealth a state or territory. This helps people find the Act and understand where it applies. There are 2 ways to do this. Write a sentence that makes jurisdiction clear The first way is to write a sentence that explains where the Act originates. This method is useful in documents that don’t mention legislation frequently. Example ... in the Public Governance, Performance and Accountability Act 2013 (PGPA Act). ... Section 10 of the PGPA Act defines a Commonwealth entity as ... Freedom of Information Act 1982 (FOI Act) Example The Australian Citizenship Act 2007, by virtue of amendments made in 2013 (Act No. 57 of 2013), gives the Minister the discretionary power to ... Example The Tasmanian Local Government Act 1993 gave councils greater autonomy to act independently of the state government. Tasmania’s Local Government Act 1993 ... Use the shortened form of the jurisdiction in the Act’s title in roman type and in parentheses Alternatively, insert the jurisdiction’s shortened form in roman type in parentheses after the italicised title. Use these shortened forms: Cth (the Commonwealth) ACT (Australian Capital Territory) NT (Northern Territory) NSW (New South Wales) Qld (Queensland) SA (South Australia) Tas (Tasmania) Vic (Victoria) WA (Western Australia). None of these shortened forms for jurisdictions are punctuated. An initial capital is correct, whether the reference is generic or not Always use capitals for the words ‘Act’ and ‘Acts’ when you write about Acts of parliament. This avoids possible confusion in publications, even those that are mostly about the law. The words ‘act’ and ‘acts’ have several meanings. The basic unit of an Act is a section (s) An Act contains sections, which are often divided into subsections. Subsections might be divided into paragraphs and subparagraphs. Use lower case for these units unless they begin a sentence. Example Australia’s water resources in the Murray–Darling Basin are managed by laws of the

Commonwealth and Basin States. Among others, this legislation includes the Water Act 2007 (Cth), Water Resources Act 2007 (ACT), Water Management Act 2000 (NSW), Water Act 2000 (Qld), Natural Resources Management Act 2004 (SA) and Water Act 1989 (Vic). Dugong are defined as ‘fish’ for the purposes of the Marine Act 1981 (NT). Example Staff must read the Act to understand their compliance responsibilities. Sections are usually grouped into parts, divisions and subdivisions. An Act only has subdivisions if there are divisions. Some larger Acts – for example, the Criminal Code Act 1995 – group these units into chapters. Always use an initial capital for a specific reference to a ‘Chapter’, ‘Part’, ‘Division’ or ‘Subdivision’. Choose how to cite units below section level Commonwealth Acts cite units at the smallest unit below section level. This is a convention used by the Office of Parliamentary Counsel in legislative drafting. Some jurisdictions cite at section level. Whether to cite at section level or below will depend on the context for your content. You can choose which method to follow. Content that discuss the operation and effect of certain subsections, paragraphs and subparagraphs will cite at the smallest unit level. A general discussion about the provisions of an Act might only cite at section level. Follow in-house style. Otherwise, be guided by the type of content you’re writing, and its purpose and audience. Don’t use a full stop after the shortened forms of units. The units of an Act are written in long or shortened form (an abbreviation or contraction), depending on the context. Never begin a sentence with the shortened form. Don’t use a full stop after the shortened form when you use it in a citation or note. The units of an Act Long form Example Shortened form Example Part The Auditor-General’s main functions and powers are defined in Part 4 of the Act. Pt ... the Auditor-General Act 1997 (Cth), Pts 4 and 6. Example These citations specify the smallest unit of text: section 113V subsection 113V(4) paragraph 113V(4)(a) subparagraph 113V(4)(a)(ii). Other jurisdictions might cite as ‘section 113V(4)(a)(ii)’. [A citation at section level] Division ... under Division 2 of Part 9 of the Law Enforcement (Powers and Responsibilities) Act 2002 Div ... the LEPR, Div 2, Pt 9. Subdivision ... under Subdivision 20-A of the Commonwealth Tax Agent Services Act 2009 (TASA). Subdiv ... the TASA, Subdiv 20-A. section Section 476B of the Migration Act 1958 (Cth) provides ... s ... the Copyright Act 1968, s 4. sections Civil penalty provisions are contained in sections 4, 5 and 7 of the Act. ss ... the Law Enforcement (Powers and Responsibilities) Act 2002 (NSW), ss 4, 99, 105, 109, 113. subsection Subsection 7(7) of the Remuneration Tribunal Act 1973. subs The Remuneration Tribunal Act 1973, subs 7(7) requires ... subsections Subsections 6 and 6A require the Tribunal to ... subss ... to the Chief Minister of the ACT (subss 6, 6A). paragraph ... is described in paragraph 21(3)(a). para ... the offences as defined (para 11.2A(1)). paragraphs Paragraphs 17(1)(a)–(c) outline ... paras ... produce documents when required (paras 17(1)(a)–(c)). subparagraph Subparagraph 2A (a)(iv) allows ... subpara ... the Crimes Act 1914, subpara 2A(a)(iv). subparagraphs Under subparagraphs 8ZD(2)(b)(i)–(ii) ... subparas ... the Taxation Administration Act 1953, subparas 8ZD(2)(b)(i)–(ii). Long form Example Shortened form Example Titles of Acts from other countries are in roman type Write all legislation from foreign countries in roman type, followed by the country abbreviation. If you’re not sure of an abbreviation, write the sentence to make the jurisdiction clear. Example Reference to Australia’s Constitution needs capitalisation only Always capitalise ‘Constitution’ when writing about Australia’s Constitution. The Constitution was enacted by the British Parliament. The long title of the Act is the Commonwealth of Australia Constitution Act 1900 (UK). Like all foreign Acts of parliament, it is written in roman type, not italics. The original version is available on the UK Government Legislation website. A compilation including amendments is on the Legislation Register. How you refer to Australia’s Constitution depends on the context. Write ‘the Constitution’ when it’s clear that you’re referring to Australia’s Constitution. If you’re unsure, use ‘the Australian Constitution’ so there’s no confusion. Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction ‘Cth’ rather than ‘Cwlth’. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page Digital Economy Act 2017 (UK) Patient Protection and Affordable Care Act (US) Arms Legislation Act 2019 (NZ) Foreign Investment Act 1999 (FII) Fiji’s Foreign Investment Act 1999 References Attorney-General’s Department (2017) Style guide, Australian Government, Canberra. Department of the House of Representatives (2018) ‘Bills — the parliamentary process’, in Elder DR (ed) House of Representatives practice, 7th edn, Department of the House of Representatives, accessed 16 June 2020. Department of the Senate (2016) ‘Chapter 12: legislation’, in Laing R (ed) Odgers’ Senate practice, 14th edn, Department of the Senate, accessed 16 June 2020. Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra. Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. OPC (n.d.) Drafting directions, OPC website, accessed 16 June 2020. OPC (n.d.) Drafting manuals, OPC, accessed 16 June 2020. OPC (n.d.) Glossary, Federal Register of Legislation website, accessed 16 June 2020. OPC (n.d.) Information, Federal Register of Legislation website, accessed 16 June 2020. Parliamentary Library (n.d.) Key internet links on Australian law, Parliament of Australia website, accessed 16 June 2020. Parliamentary Library (2017) The 45th Parliament: parliamentary handbook of the Commonwealth of Australia 2017, Department of Parliamentary Services, Parliament of Australia, accessed 16 June 2020. PM&C (Department of the Prime Minister and Cabinet) (2017) Legislation handbook, PM&C, accessed 16 June 2020. Thomson Reuters Australia (2017) ‘Legislation and commentary table of abbreviations’, Westlaw AU Guides, Thomson Reuters Australia, accessed 16 June 2020. University of Technology Sydney and University of New South Wales Faculties of Law (n.d.) Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020. Whitbread D and Leary K (2016a) AGS editorial style guide, Australian Government Solicitor, Canberra. Whitbread D and Leary K (2016b) AGS style guide: summary, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 6 June 2024. <https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/schedules> Schedules Refer to schedules that appear

at the end of legislation using style conventions. Follow the drafting rules for amending and non-amending schedules so people can find the source information. Schedules are components of legislation. Schedules are components (not units) of bills, Acts and some instruments. They appear at the end of legislation. Schedules are either amending or non-amending. Amending schedules are more common. There are drafting rules about their use and the order in which each schedule appears. Most amending schedules list amendments to other Acts, bills and instruments that will take effect when the legislation commences. Some contain other provisions such as savings and transitional arrangements. Non-amending schedules have many different purposes. Units of non-amending schedules are named differently depending on the purpose. Non-amending schedules sometimes include text that could be contained in the body of the legislation as a section. In this case, the basic unit is a clause. Cite at schedule level, not the basic unit level, for most content. Style for schedule titles is an initial capital. Use capital 'S' for long and shortened forms of named schedules. Always capitalise 'Schedule' or 'Schedules' when you write the title of schedules or refer to particular schedules. Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing The shortened form is 'Sch' for singular and plural. The basic unit of an amending schedule is an item. For most texts, you don't need to identify the units of different types of schedules or to decide how units should be cited. It is enough to cite at schedule level. Amending schedules are divided into parts, then into divisions. Both are given arabic numerals – for example, Part 1 Division 3. Divisions contain items divided into subitems, which are given numbers in parentheses – (1), (2) and so on. There is no shortened form for 'item' or 'subitem'. Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page References Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra. Melbourne University Law Review Association Inc and Melbourne Journal of International Law Example ... the age factor under Schedule 1 of the Judges' Pensions Regulations 1998 ... the age factor (Judges' Pensions Regulations 1998, Sch 1). ... namely items 28, 41, 45 and 52 of Schedule 1 to the Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006. (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. OPC (Office of Parliamentary Counsel) (n.d.) Drafting manuals, OPC, accessed 16 June 2020. OPC (n.d.) Information, Federal Register of Legislation website, accessed 16 June 2020. OPC (2019) Instruments handbook, OPC, accessed 16 June 2020. PM&C (Department of the Prime Minister and Cabinet) (2017) Legislation handbook, PM&C, accessed 16 June 2020. Thomson Reuters Australia (2017) 'Legislation and commentary table of abbreviations', Westlaw AU Guides, Thomson Reuters Australia, accessed 16 June 2020. Whitbread D and Leary K (2016a) AGS editorial style guide, Australian Government Solicitor, Canberra. Whitbread D and Leary K (2016b) AGS style guide: summary, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 10 June 2021. <https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/delegated-legislation> Delegated legislation Follow the correct style to cite delegated legislation made under the authority of an Act. This will help people find the source material. Delegated legislation comes in many forms. Delegated legislation is made under the authority of an Act, not by the Act directly. For example, parliament may delegate this authority to a minister, statutory bodies or office holders. Regulations are the most common type of delegated legislation. There are many others, including: determinations ordinances proclamations orders rules by-laws standards principles. Some jurisdictions refer to delegated legislation as 'subordinate legislation', 'subsidiary legislation' or 'statutory rules'. Some, but not all, types of delegated legislation are legislative instruments. 'Legislative instrument' is defined in section 8 of the Legislation Act 2003. All legislative instruments are registered on the Legislation Register. Regulations are legislative instruments. The Legislation Register also contains notifiable instruments. These are not legislative, but are notices about legal matters of interest to the public. An example is the Order to Call Out the Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Australian Defence Force Reserves [No. 2], made during Australia's bushfire crisis in 2020. Style for regulations titles is roman type, title case. Use title case (maximal capitalisation) and roman type for the titles of regulations. Always capitalise 'Regulations' or 'Regulation' when you write the title of regulations and refer to particular regulations. Cite the title exactly without altering the spelling. The year forms part of the title. There is no comma between title and year. The basic unit of regulations is a regulation (reg). Regulations are compilations made up of individual regulations. Each regulation might be divided into subregulations. Use lower case when citing an individual regulation or subregulation, unless they begin a sentence. Some titles are singular so check to make sure you write the title correctly. A singular regulation still contains regulations and subregulations. The shortened forms of regulations and subregulations are: reg regs subreg subregs. Example The Ombudsman Regulations 2017 is an instrument made under the Ombudsman Act 1976. These Regulations ... Superannuation Industry Supervision Regulations 1994 (Cth) Workers' Compensation and Injury Management Regulations 1982 (WA) Example ... pursuant to regulation 58 of Defence Regulation 2016. [Note the full title of the Regulation is singular] Regulation 4A and subregulation 4AA(2) of the Customs (Prohibited Imports) Regulations 1956. [Note the full title of the Regulations is plural.] The Regulations deal with the importation of plastic explosives into Australia (regulation 4AA). Example An authorised officer under the Water Act 2007 will be issued with an identity card ... The Regulations receive a unique identifier when registered on the Legislation Register – for example, F2019C00400 (Ombudsman Regulations 2017). You can use the identifier to search for regulations or to point users to earlier superseded regulations. Other delegated legislation follows title case, no italics. Style for all other titles of delegated legislation is the same as for regulations. Use roman type and title case for citations that give the full title. Use

an initial capital for a reference to a specific instrument. Use lower case for generic references. Determinations Use the long form 'Determination' for in-text citations and notes. Use a capital 'D' when you refer to a particular determination or to determinations. Use a lower case 'd' when you write about generic determinations. Orders Use the long forms 'Order' and 'Orders' for in-text citations and notes. associated regulations specify other mandatory features of the card, including the Commonwealth Coat of Arms (Water Regulations 2008, reg 10.1). Example ... the licence variations prescribed in the Water Amendment Regulation 2012 (No. 1) (F2012L01015). Example Remuneration Tribunal (Members of Parliament) Determination No. 2 2019, Part 6 Financial Management Determination 2019 (Tas) Example Under section 10 of the Australian Passports Determination 2015. This Determination ... The Act allows benefits to be varied by determination of the Remuneration Tribunal. Example Marine Order 44 (Safe Containers) 2019, subsection 6(1) Use a capital 'O' when you refer to a particular order or to orders. Use a lower case 'o' when you write about generic orders. Ordinances Use the long forms 'Ordinance' and 'Ordinances' for in-text citations and notes. Use a capital 'O' when you refer to a particular ordinance. Use a lower case 'o' when you write about generic ordinances. Acts in the Northern Territory and the Australian Capital Territory were known as ordinances until self-government. Rules A rule is made by judges or legislation setting out how a court will conduct its proceedings. Don't use 'rule' and 'ruling' interchangeably. They are different things. Rulings are authoritative decisions made by a court or similar body about matters before them. Use a capital 'R' when you refer to a particular rule or rules. Use a lower case 'r' when you write about generic rules. Units for rules are 'rules' and 'subrules'. Example The calculation methods for associate deferred pension annual rates are prescribed by the Judges' Pensions Order 2013, section 8. The Order ... [A specific reference] In Australia, exports are regulated through legislation, regulations and orders. [A generic reference] Example Administration Ordinance 1990 (Jervis Bay Territory), section 3A Example ... the Norfolk Island Administrator Ordinance 2016. The Ordinance ... The Governor-General has the power to make ordinances for the peace, order and good government of the Jervis Bay Territory. Example ... High Court Rules 2004. The Rules ... The Minister has the power to make rules under the National Land (Road Transport) Ordinance 2014. Use lower case for their shortened forms: r (rule) subr (subrule) rr (rules) subrr (subrules). Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page References Attorney-General's Department (n.d.) Legal system: publications, Attorney-General's Department website, accessed 16 June 2020. Attorney-General's Department (2017) Style guide, Australian Government, Canberra. Australian Government Solicitor (n.d.) Publications, Australian Government Solicitor website, accessed 16 June 2020. Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra. Example *Sittings of a Full Court are held at places and on days fixed by rule of Court or as appointed by the Chief Justice (High Court Rules 2004, rr 6.04.1 and 6.04.2).* If an appeal relates to a private ruling by the ATO Commissioner, the sealed copy of the notice of appeal must be served within 6 days after filing (Federal Court Rules 2011, r 33.03.5). Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. OPC (Office of Parliamentary Counsel) (n.d.) Drafting Direction No. 3.8: subordinate legislation, OPC website, accessed 16 June 2020. OPC (n.d.) Drafting manuals, OPC, accessed 16 June 2020. OPC (n.d.) Glossary, Federal Register of Legislation website, accessed 16 June 2020. OPC (2019) Instruments handbook, OPC, accessed 16 June 2020. PM&C (Department of the Prime Minister and Cabinet) (2017) Legislation handbook, PM&C, accessed 16 June 2020. PM&C (2019) Federal Executive Council handbook 2019, PM&C, accessed 16 June 2020. Thomson Reuters Australia (2017) 'Legislation and commentary table of abbreviations', Westlaw AU Guides, Thomson Reuters Australia, accessed 16 June 2020. University of Technology Sydney and University of New South Wales Faculties of Law (n.d.) Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020. Whitbread D and Leary K (2016) AGS editorial style guide, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 10 June 2021. <https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/cases-and-legal-authorities> Cases and legal authorities Cite cases, rulings and determinations using the correct style. Accuracy helps people find the source material. Specify the law report or online legal authority that hosts the relevant judgment or decision. Style for case names is title case, not always italics A case is a matter to be settled at law. It is also an instance or the process of making a claim in a court of law. Legal authorities are published sources of legal reasoning, doctrine and rulings made by courts and similar bodies. The people or organisations named in the case are known as 'parties'. Capitalise the names of the parties but use a lower case 'v' between the party names. There is no full stop after 'v'. Case names have this basic form: Party v Party. Write the name of the case in italics. This rule is for case names that are mentioned briefly in general content. Use roman type for cases in reference lists and other long lists. Blocks of italics are difficult to read. Always write the names as they appear in your source. Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Example In *Commonwealth v Tasmania* ... The article discusses an important case in the High Court, *Commonwealth v Tasmania*. The abbreviated title is in italics Cases are often known by an abbreviated title. On first mention of the case name, follow it with the abbreviated title in parentheses. For in-text references, write this title in italics and use title case (maximal capitalisation). You can then use the abbreviated title throughout the content. Do not capitalise 'the case' or 'this case'. The full citation gives users detail they might need Most government writing about cases requires a full citation. Citations show people where to find the published authorised judgments and decisions of courts, commissions and tribunals. They also tell people who made the decision and what year it was made. Citations can be in text or in notes, depending on

organisational style and the format of the content. Decisions are either reported or unreported. Reported decisions are published in authorised law reports (a report series). For example: Commonwealth Law Reports (CLR) contain authorised reports of High Court decisions. Federal Court Reports (FCR) contain authorised reports of the Federal Court. Industrial Reports (IR) contain decisions of the Commonwealth Fair Work Commission. Always cite an authorised report if it is available. Unreported decisions are published in report series from the legal authorities themselves. For example: High Court of Australia (HCA) Federal Court of Australia (FCA) Fair Work Commission (FWC). The abbreviations for the report series of reported and unreported decisions are different. Some unreported decisions are published in a report series later on. This is why the same case might have 2 or more citations. Use parentheses (round brackets) for reported decisions that use consecutive volume numbers for the whole series. This means you don't have to use the year to find the volume on the shelf. Example ... the important case in the High Court, Commonwealth v Tasmania (Tasmanian Dam Case). The case saw the Commonwealth ... the State of New South Wales v The Commonwealth (Wheat Case). The Wheat Case ... Use square brackets for reported decisions that use the year as a volume number. This means you must look for the year first, then for volume 1, 2 and so on. Other years would also have a volume 1. The authorised report of a case might have been published some time after the decision was handed down. Unreported decisions are always in square brackets. There is no volume number, as the case is not part of an authorised report series. The legal authority publishes the report in its own series. Example Reported decision with consecutive volume numbers for the whole series: name of the case: The State of New South Wales v The Commonwealth year of decision: (1915) volume of report series: 20 report series abbreviation: CLR page number where the report begins: 54 [The full in-text citation or note is The State of New South Wales v The Commonwealth (1915) 20 CLR 54 (Wheat Case).] Example Reported decision with the year as a volume number: name of the case: Kashemije Stud Pty Ltd v Hawkes year of report: [1978] volume of report series: 1 report series abbreviation: NSWLR page number where the report begins: 143 [The full in-text citation or note is Kashemije Stud Pty Ltd v Hawkes [1978] 1 NSWLR 143. It tells you when the authorised report was published in the New South Wales Law Reports. This might not be the year the NSW Supreme Court handed down the decision.] Example Unreported decision with no volume number: name of the case: The State of NSW v The Commonwealth year of decision: [1915] volume of report series: (not reported in a volume) report series abbreviation: HCA judgment number [relates to year of decision]: 17 [The full in-text citation or note is The State of New South Wales v The Commonwealth [1915] HCA 17 (Wheat Case). This citation tells you the High Court of Australia published the decision.] Civil and criminal case titles have different elements Civil and criminal cases have specific citation elements. They differ. In civil case titles, the 'v' is pronounced 'and'. In criminal case titles, the 'v' is pronounced 'against'. For civil case titles, specify the first plaintiff and defendant Civil cases usually involve a dispute between organisations or individuals. The plaintiff is the person or organisation who files a complaint with the court. The other party is the defendant. Most citations use only family names. Corporation names are usually given in full, although abbreviations are acceptable. Usually, citations use only the name of the first-mentioned party on each side of a case. Other parties are sometimes noted by the phrases: 'and Others' or '& Ors' 'and Another' or '& Anor'. In civil cases, use sentence case and italics for 'Re' and 'Ex parte' Sometimes the title of cases includes the terms 'Re' and 'Ex parte'. Use sentence case and write both in italics. 'Re' means 'in the matter of' and that is how it is said. 'Re' in the title of a civil case means the court acts in a particular way – for example, in an advisory capacity. 'Ex parte' means an application brought before the court by one party without the other party having to be notified – for example, when one party applies for an injunction. Example Koowarta v Bjelke-Peterson (1982) 153 CLR 168 [The plaintiff was Koowarta, the defendant was Bjelke-Peterson] Example SZIBU and Another v Minister for Immigration and Citizenship and Another [2007] FCA 108 The State of Victoria and Others v The Commonwealth (1926) 38 CLR 399 Cunningham & Ors v Commonwealth of Australia & Anor [2016] HCA 39 Example Nduta v Minister for Immigration & Border Protection [2016] FCA 1596; Re Minister for For criminal case titles, list all defendants Criminal cases are usually initiated by the Commonwealth or state (for the Crown) against people or organisations (the defendants) who are alleged to have committed an offence under criminal law. List the names of all defendants separated by a comma. If prosecuting, the Crown is signified by an 'R' without a full stop. This is a Latin abbreviation for 'Rex' or 'Regina', meaning 'King' or 'Queen'. If the Crown is the respondent in a criminal appeal, reverse the parties and write 'Appellant v The King' (not 'R'). If the Crown is the appellant, 'The King' is the first party cited. 'The King' or 'The Queen' in the title is always retained as first published. The title does not change when the monarch changes. Subsequent citations in notes use the first party When citing cases using notes, always use a full citation as the first citation. After that, you can use the name of the first party, followed by the case citation. Pinpoint citations use 'at' for page and paragraph Immigration and Multicultural Affairs; Ex parte Durairajasingham [2000] HCA 1; 74 ALJR 405. An Ex parte application of Commissioner of the Australian Federal Police ... Example R v Bayda, R v Namoa (No 8) [2019] NSWSC 24 [The Crown against Bayda and Namoa as defendants] R v Alice Lynne Chamberlain and Michael Leigh Chamberlain [1982] NTSC [The Crown against Alice (Lindy) and Michael Chamberlain as defendants] Example Chamberlain v The Queen (1984) 153 CLR 521 The Queen v Baden-Clay [2016] HCA 35 House v The King (1936) 55 CLR 49 Example Steinmetz v Shannon (2019) 99 NSWLR 687. [The full citation the first time] Steinmetz (2019) 99 NSWLR 687. [Only the first party to the case in a subsequent note] 1 8 numbers If you use notes, write pinpoint page numbers for the citation using 'at [page number]'. You can follow the page number with the number of the relevant paragraph as it appears in the judgment. Write the paragraph number in square brackets. Use a comma to list separate pinpoint citations. Decisions can differ between judges or magistrates Identify the judicial officer whose judgment you are citing. Cite the case fully and add 'per [name] [judicial office abbreviation]'. Use these abbreviations: J (Justice) JJ (Justices) CJ (Chief Justice) ACJ (Acting Chief Justice) FM (Federal Magistrate) JA (Justice of Appeal) DCJ (District Court Judge). Titles for Commonwealth tribunal decisions are in italics Write the title of all tribunal decisions in italics. Example Ruddock v Vadarlis (2001) 110 FCR 491 at 1191. [The pinpoint citation is on page 1191.] Rojoda Pty Ltd v Commissioner of State Revenue (2018) 368 ALR 734 at 737 [10], 760 [108]. [The pinpoint citations are at page 737 (paragraph 10) and page 760 (paragraph 108).] Gedeon v The Queen (2013) 237 A Crim R 326 at 361–362 [174]–[178]. [The pinpoint citation is for pages 361 to 362]



(paragraphs 174 to 178).] 1 2 3 Example UBS AG v Tyne (2018) 92 ALJR 968 at 979 [45] per Kiefel CJ, Bell and Keane JJ, [61] per Gageler J. Mabo v Queensland [No 2] (1992) 175 CLR 1 at 106–107 per Deane and Gaudron JJ. Ward v The Queen [2000] WASCA 413; (2000) 23 WAR 254 at 25 per Kennedy J. Chief Justice Kiefel and Bell and Edelman JJ accepted that such agreements would be excluded. 1 Tribunals are adjudicative institutions with powers to: review government and administrative decisions make administrative decisions investigate matters settle claims and disputes. Most tribunals are established by Acts of parliament which set out their powers, functions and operations. Acts give tribunals the legal authority to make decisions. There are tribunals in each state and territory. Under the Constitution, only federal courts have the judicial power of the Commonwealth. Commonwealth tribunals exercise administrative rather than judicial power. Federal courts cannot review administrative decisions made by government, so parliament often gives this power to a tribunal. The president and members of a tribunal can be judges. For example, the President of the Administrative Appeals Tribunal is a judge of the Federal Court of Australia. Find the decision title on the tribunal website or an alternative Decisions are published on tribunal websites, on the Federal Court of Australia's website or on AustLII. There are a large number of Commonwealth tribunals, including: the Administrative Appeals Tribunal (AAT) the Australian Competition Tribunal the Copyright Tribunal of Australia the Defence Force Discipline Appeal Tribunal the Fair Work Commission the National Native Title Tribunal. The AAT has an authorised report series – the Administrative Law Decisions (ALD). The AAT's unauthorised report series, AATA, is available on AustLII. The Fair Work Commission also has an authorised report series – the Industrial Reports (IR). Unauthorised reports are available on the commission's website. Always cite the authorised report if it has been published and you have access to it. Example Minister for Home Affairs v AYJ17 [2019] FCA 591; 165 ALD 64 [Administrative Appeals Tribunal decision, also published by the Federal Court of Australia as decision 591 of 2019] Application by Flexigroup Limited [2020] ACompT 1 [Australian Competition Tribunal decision] Application by Isentia Pty Limited [2018] ACopyT 4 [Copyright Tribunal of Australia decision] McCleave v Chief of Navy [2019] ADFDAT 1 [Defence Force Discipline Appeal Tribunal decision] Titles for Tax Commissioner rulings have unique elements The Commissioner of Taxation has the power to make rulings – public, private and oral – that interpret the laws administered by the Australian Taxation Office (ATO). Public rulings comprise rulings and determinations and are legally binding advice. Draft and final public rulings are published on the ATO Legal Database. The full titles of public rulings have 3 elements that appear in a set order: 1. a ruling or determination type – for example, 'Goods and Services Tax Ruling' 2. a number – for example, 'GSTR 2019/1' 3. a title in italics – for example, Goods and services tax: supply of anything other than goods or real property connected with the indirect tax zone (Australia). Write the full title at first mention. Specify whether it's a ruling or determination in all subsequent mentions For subsequent mentions, write the type of ruling or determination or write the number. Use an initial capital when you refer to specific rulings. David Thomas and Frederick (Junior) Faamasili Ailua v Virgin Australia Airlines Pty Ltd t/a Virgin Australia [2019] FWC 4464 [Fair Work Commission decision] Kyburra Munda Yalga Aboriginal Corporation RNTBC v Rock Solid Holdings Pty Ltd & Another [2020] NNTTA 31 (11 March 2020) [National Native Title Tribunal decision] Example Goods and Services Tax Ruling GSTR 2019/1 Goods and services tax: supply of anything other than goods or real property connected with the indirect tax zone (Australia) Example Class Ruling CR 2019/19 Income tax: Department for Health and Wellbeing South Australia Early Retirement Program 2019 [A full citation of the title for a ruling] Options for subsequent mentions of this Ruling: 'The Class Ruling' 'the Ruling' 'CR 2019/19'. Taxation Determination TD 2019/13 Income tax: what is an 'employee share trust'? [A full citation of the title for a determination] Options for subsequent mentions of this Determination: In notes, cite the title, source and paragraph numbers If you use notes, cite the ATO Legal Database as the source. For pinpoint citations, use paragraph numbers for public rulings (rather than page numbers). Write the paragraph number in square brackets preceded by the words 'para' or 'paras'. For subsequent notes for the same public ruling, cite the number (and paragraphs for a pinpoint citation). Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page References Attorney-General's Department (n.d.) Legal system: publications, Attorney-General's Department website, accessed 16 June 2020. 'The Taxation Determination' 'the Determination' 'TD 2019/19'. Example Australian Taxation Office, Fuel Tax Determination FTD 2019/1 Fuel tax: fuel tax credits – vehicles and satisfying environmental criteria, ATO Legal Database, para [4]. [The full citation the first time; specifies the source and pinpoints paragraph 4] FTD 2019/1, paras [6]–[8]. [Only the determination number in a subsequent note; pinpoints paragraphs 6 to 8 for the citation] 4 15 Attorney-General's Department (2017) Style guide, Australian Government, Canberra. Australasian Legal Information Institute (AustLII) (n.d.) LawCite, AustLII website, accessed 19 October 2022. Australian Government Solicitor (n.d.) Publications, Australian Government Solicitor website, accessed 16 June 2020. Australian National University Library (2018) Authorised law reports, ANU Library Libguides, Australian National University, accessed 16 June 2020. Coppard A et al. (2018) New Zealand law style guide, 3rd edn, Thomson Reuters New Zealand. Council of Australasian Tribunals and the Standing Committee of Attorneys-General (2017) Practice manual for tribunals, 4th edn, Council of Australasian Tribunals, accessed 16 June 2020. Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra. High Court of Australia (2020) Judgments, High Court of Australia website, accessed 16 June 2020. Maddy (17 April 2017) 'Referencing hack #2 — square vs round brackets', Queensland University of Technology Library blog, accessed 16 June 2020. Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020. R v Alice Lynne Chamberlain and Michael Leigh Chamberlain [1982] NTSC [The Crown against Alice



(Lindy) and Michael Chamberlain as defendants]. University of Oxford Law Faculty (2012) OSCOLA, 4th edn, Hart Publishing, Oxford. University of Technology Sydney and University of New South Wales Faculties of Law (n.d.) Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020. Whitbread D and Leary K (2016a) AGS editorial style guide, Australian Government Solicitor, Canberra. Whitbread D and Leary K (2016b) AGS style guide: summary, Australian Government Solicitor, Canberra. Last updated This page was updated Thursday 6 June 2024.

<https://www.stylemanual.gov.au/referencing-and-attribution/legal-material/treaties> Treaties Treaties are made under international law. Follow the correct style to help people to access titles, series information and detailed citations. Treaty citations need the correct title and series information A treaty is an international agreement that is binding under international law. The Department of Foreign Affairs and Trade explains the different types of treaties and how they are made in the Treaty making process. Sometimes a Commonwealth Act of parliament is required to give effect to a treaty – for example, the Antarctic Treaty Act 1960. Treaties also include conventions, international agreements, covenants, an exchange of letters, international instruments, charters or protocols. Treaties appear in various official series published by countries and international organisations. Australian treaties are published in the Australian Treaty Series (ATS). Other series include the United Nations Treaty Series (UNTS), the United States Treaties and Other International Agreements (UST) and the United Kingdom Treaty Series (UKTS). To search for the titles, short titles and series information for treaties that Australia has signed or taken other action on, use the Australian Treaties Database. You can also use AustLII's Australian Treaties Library. For other series, use the WorldLII Treaties and International Agreements database catalogue. Alternatively, go directly to the relevant databases. These include the United Nations Treaty Collection, UK Treaties Online and, for the US, Treaties and Other International Acts Series. Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Style for treaty titles is roman type, title case Write titles of treaties in roman type with title case (maximal capitalisation). Follow the full title with the short title in parentheses and use the short title after that. The year the treaty is made does not form part of the title. If you include it, write it into the sentence or add it in parentheses after the short title. In general publications, citing the title of the treaty is usually enough. Detailed citations for treaties have many elements You might need a detailed citation for an in-text citation, notes or a reference list. Write the citation this way: title (place of making, date of making) [year treaty entered into force] treaty series and volume number page number in the series volume. Don't use any punctuation between the elements. The square brackets follow the style used in the Australian Treaties Database. (Tip: Use the 'registered' year to search the database for the year a treaty entered into force in the United Nations Treaty Collection. Example The South Pacific Nuclear Free Zone Treaty (SPNFP) is also known as the Treaty of Rarotonga. Example International Covenant on Civil and Political Rights (ICCPR) (1966) Example Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention). Australian signed the Basel Convention in 1992. The Charter of the Organization of African Unity was adopted by participating governments in May 1963. Example Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel, 22 March 1989) [1992] UNTS 1673 p 57. If a short title has been introduced and used in the text, you can use the short title in the note. Always use the long title in a reference list. Release notes The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties. The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'. These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content. The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation. About this page

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