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General Member Guidelines

2015 Edition

Matthew Pierri
2015 GM Training Manager, MULR

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1. Introduction

Welcome to the *Review* for 2015!

We are really excited to have you all on board as General Members (**GMs**) this year, and we hope that you are also looking forward to a year of fun social events, footnotes and feverish application of the *AGLC*.

Our GM Training Manager this year is Matt Pierri. Matt will be the first port of call for Members' source-finding and citation queries and will also run all training sessions for General Members. You are also welcome to send feedback and suggestions regarding these guidelines to the GM Training Manager.

The GM Training Manager's contact details are:

Matt Pierri

E: mpierri@student.unimelb.edu.au

M: 0438 391 586

We look forward to working with and getting to know you all throughout the year!

- George, Emily and Cal

2. Overview of the Office

Our office is in **Room 222** and shares a wall with the *Melbourne Journal of International Law*. Note that the wall is very thin, so anything you say can probably be heard—and will probably be published by—next door!

2.1 Office Access

Your student card, once programmed, grants you 24-hour access to the Law School building and the *Review* office. It is very important that you do not swap, lend or borrow another person's swipe card. If you misplace or lose your swipe card, notify the Editors immediately.

2.2 Pigeonholes

Each Member of the *Review* has a pigeonhole. You can use your pigeonhole to store personal papers and items, and can leave hard copy sources in your Assistant Editor's pigeonhole.

2.3 Computers and Printers

The *Review* has seven computers, each named after a member of the current High Court.

All Members may use the computers in the office for *Review* or study-related work. Log on using your student email login and password and remember to log off when you leave the office. **Please avoid using the business computer (Hayne J)**, as the Business Manager, Publication Manager and Administrative Assistants need frequent access to this computer.

The office printers can be used for all your editorial work, such as printing hard copies of your article for proofreading purposes. If necessary, additional paper supplies can be collected from ISS (on Level 2). Stationery in the office is also there for your use. **Please use these resources within reason!** Please ensure that all printing is set to Black and White as the default is colour (and 10 cents per page!). The *Review* pays for all the printing and stationery in the office, and this bill can run into thousands of dollars per year.

2.4 Saving Review Work

Please ensure that *all* your editorial work is properly backed up throughout the entire GM process. In particular, please ensure that you save copies on both your personal computer/USB as well as to a shared Dropbox folder.

Please ensure the relevant Dropbox folder is shared with:

- any other General Members working on the same article;
- your Assistant Editor;
- your Buddy Editor; and
- the MULR email address (law-mulr@unimelb.edu.au)

2.5 Correspondence with Authors

Note that throughout the editorial process, you **should NEVER attempt to directly contact the author(s) (or referee(s))**.

Any outgoing correspondence to persons external to the *Review*:

- (i) must be approved and signed by an Editor, as communicating with a single contact person is less confusing; and
- (ii) must bear the *Review*'s official letterhead and/or be sent from the *Review* email address (*not* personal email accounts).

2.6 Telephone

All members are free to use the telephone for *Review* purposes, eg contacting your Assistant Editor.

If you answer the telephone, please do so in a professional manner (eg '[Greeting], Melbourne University Law Review, this is [Speaker] ...'). When taking a message, please record all necessary details, such as who the message is for, name and contact details of the caller and the subject of the message. Then send this information in an email from your personal account, addressed to whoever the message is for and copy (CC) in the *Review* email account: law-mulr@unimelb.edu.au.

2.7 Fridge

The *Review* office has its own fridge! Woohoo! Members are free to use the fridge to store their own food, however, please label your food clearly to ensure that others do not accidentally eat it! Please also keep the fridge clean for the obvious general hygiene and food poisoning avoidance reasons.

The office also has some tea and coffee-making supplies (tea bags, instant coffee, cups), which you are welcome to use — hot water can be obtained in the kitchenette area on Level 1 (just down the stairs).

Additionally, and perhaps most importantly, the *Review* also has a small food cupboard for your all your mid-class snacking needs. Come up to the Office to find the drawer, and beware those SWOTVAC stress-binging sessions!

2.8 Storage Space

Due to the office relocation and the smaller size of the new office, there is very limited space for Members to store their personal belongings in the new office. While we are happy for you to leave your belongings in the office for a couple of days, please do not treat the *Review* office as a dumping ground for your old shoes, clothes and exam notes that you no longer want. We don't want them either!

2.9 AGLC and Back Issue Orders

Should anyone come to (or telephone) the Office with a view to purchasing the AGLC3, please direct them:

- to the Melbourne Law School Student Centre on the Mezzanine Level (first year JD students only); or
- to the University Professional Bookshop on Grattan Street; or
- to our website, where there is an order form which can be downloaded, filled out and faxed or posted to us.

When people approach the *Review* wanting to order back issues, please take the details of the order they wish to place, and email it from your personal email account to the Publications Manager (James Szauer, jszauer@student.unimelb.edu.au), copying in the *Review* email address.

3. Essential Resources for General Members

The essential resources for General Members are:

- these guidelines;
- the AGLC3 (available in both hard copy and PDF format);
- the *House Rules 2014* (available in both hard and soft copies);
- the *Macquarie Dictionary*;
- *Fowler's Modern English Usage*;
- your Assistant Editor; and
- the GM Training Manager.

3.1 *Macquarie Dictionary*

The AGLC3 requires spelling and hyphenation to comply with the latest edition of the *Macquarie Dictionary* (see r 1.9).

There are numerous hard copies of the *Macquarie* available in the *Review* office.

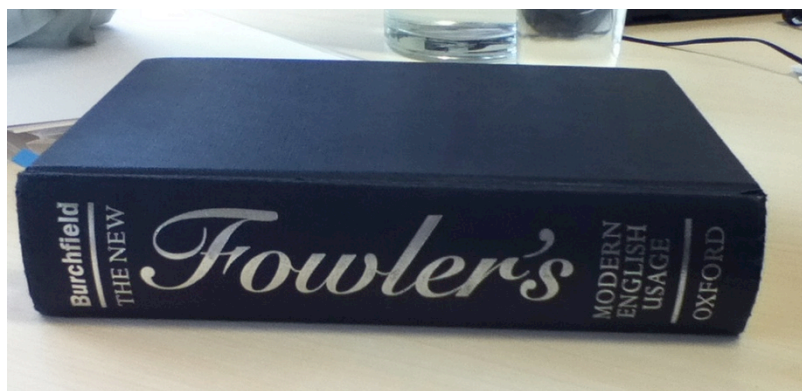
In addition, the *Review* has access to two online subscriptions to the *Macquarie*:

- A text-only version (login using your UniMelb details):
 - Login via Discovery; or
 - www.macquariedictionary.com.au.ezp.lib.unimelb.edu.au

3.2 *Fowler's*

The AGLC3 prescribes *Fowler's* as the official grammar guide (see r 1.10).

The full version of *Fowler's* is available in hard copy in the office; it looks like this:



An abridged version of *Fowler's* is available online via the Library Catalogue, in the Oxford Reference Collection:

The screenshot shows the University Library Catalogue interface. At the top, there's a navigation bar with links like 'Start Over', 'University Login', 'Guest Login', 'Discovery', 'BONUS+', 'Interlibrary Loans', 'Search Other Libraries', 'Program Calendar', and 'Library Home'. Below this is a search bar with a dropdown menu for 'KEYWORD' containing 'pocket fowler's modern english u'. To the right of the search bar are buttons for 'Start Over', 'Request', 'Add to List', 'Export', 'Modify Search', 'Show similar items', and 'Another Search'. Below the search bar, there's a section for 'Pocket Fowler's modern English usage [electronic resource] / edited by Robert Allen.' It shows the publisher as '[Oxford] : Oxford University Press, 2008-' and a link to 'Connect to ebook (University of Melbourne only)'. Below this is a table with columns 'Location', 'Call No.', and 'Status'. The table shows 'UniM INTERNET resource' under 'Location' and 'AVAILABLE' under 'Status'.



The screenshot shows the Oxford Reference page for 'Pocket Fowler's Modern English Usage (2 ed.)'. The page has a header with 'Oxford Reference' and a search bar. Below the header is a navigation bar with 'Subject' and 'Reference Type'. The main content area features a book cover for 'Pocket Fowler's Modern English Usage' on the left. To the right of the cover, the title 'Pocket Fowler's Modern English Usage (2 ed.)' is displayed, followed by 'Edited by Robert Allen'. Below the title is a quote: '...offers impeccable advice...' - Sally Baker, *The Times*. A paragraph of text describes the book as an invaluable reference work offering the best advice on English usage, drawing on the unrivalled resources of Oxford's English Dictionaries programme and language monitoring. It mentions that this second edition harks back to the original 1926 edition of *A Dictionary of Modern English Usage* by Henry Fowler, born 150 years ago in 1858. It is updated with the use of the Oxford English Corpus, a database of over two billion words of 21st century English, and the new edition answers the most frequently asked questions about language use. Below the text is a link 'S ... More'. On the right side of the page, there is a section for 'Robert Allen, editor' with a brief biography: 'Robert Allen is an experienced lexicographer and former Senior Editor of the Oxford English Dictionary and Chief Editor of the eighth edition of The Concise Oxford Dictionary.' At the bottom of the page, there is a section for 'BIBLIOGRAPHIC INFORMATION' with details: Publisher: Oxford University Press, Print ISBN-13: 9780199232581, Current Online Version: 2008, Print Publication Date: 2008, Published online: 2008, eISBN: 9780191727078.

Here is an alternative link, in case this resource is not available via the Library Catalogue:

<http://www.oxfordreference.com.ezp.lib.unimelb.edu.au/view/10.1093/acref/9780199232581.001.0001/acref-9780199232581>

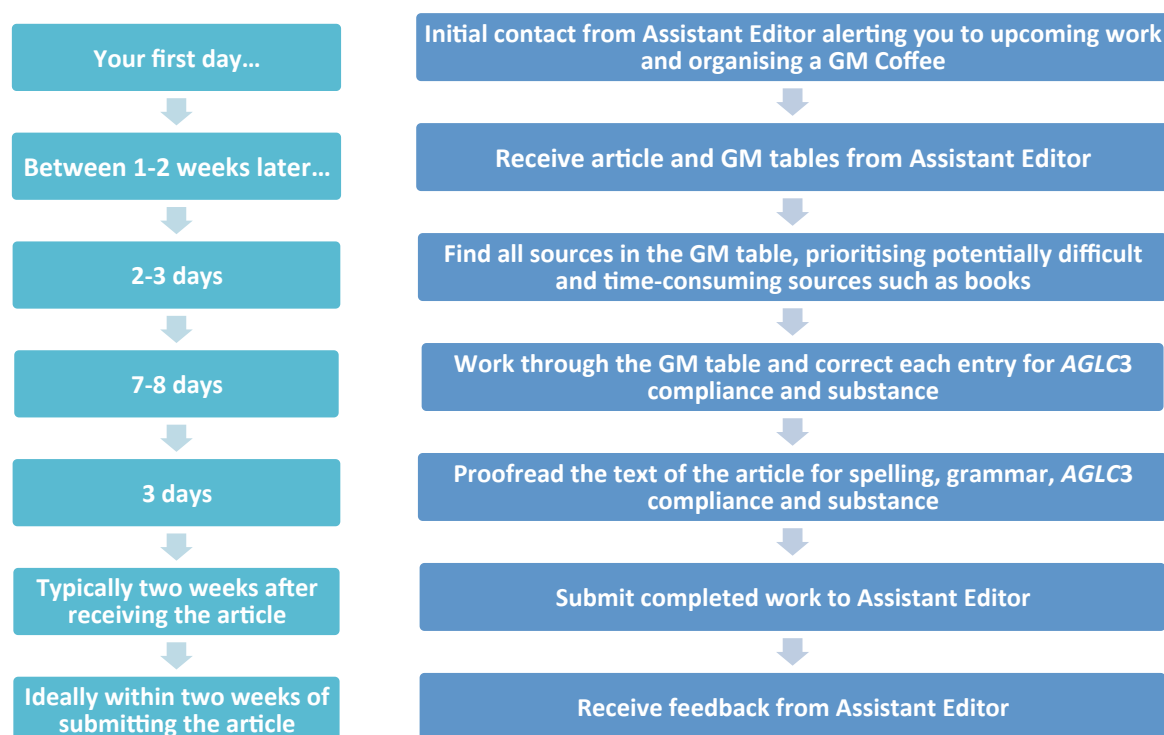
4. Overview of the Role of General Members

The key roles of GMs are to:

- find and collect sources;
- check that the sources cited in the article support the proposition advanced in the text;
- check the *AGLC3* compliance of the citation of sources in the article;
- suggest citations for textual propositions that are missing citations; and
- proofread the entire article.

4.1 Summary of the GM Process

Each of the following steps is discussed in more detail in the following sections of these guidelines.



4.2 Backing Up

Please remember to save your work constantly during the editorial process. There is nothing worse than spending hours and hours on GM work, only to have to start all over again because your computer crashed.

- If you use Dropbox (or an equivalent), your work will be automatically backed up to a 'cloud' whenever you are connected to the internet.
 - Please ensure that you are saving a local copy of your work and then backing up to Dropbox, rather than working directly off Dropbox. Alternatively, you can work directly off your own personal Dropbox, and then backing up to the shared MULR Dropbox folder.
- If you do not use Dropbox (or an equivalent), you should back up your work to an external hard drive or USB and/or by emailing your work to yourself periodically.
- Additionally, you may want to adjust the frequency of your Autosave function in Microsoft Word for the duration of your GM work.
 - On a PC, you can do this through:
 - File →
 - Options→
 - Save →
 - 'Save AutoRecover info every [number of] minutes'.
 - On a Mac, you can do this through:
 - Word →
 - Preferences →
 - Save →
 - 'Save AutoRecover info every [number of] minutes'.

5. Receiving Work

5.1 Initial Contact and Deadline

Your Assistant Editor should contact you approximately one week before they send you work, to let you know that work is coming your way. In this initial contact, the Assistant Editor will give you an indication of the deadline for handing in your GM work. If you think there may be problems meeting the deadline (eg you have assessments coming up), **you must inform your Assistant Editor immediately** so that a new deadline can be arranged (if possible) or a new GM can be assigned to the article.

At this time, your Assistant Editor should also set-up a time for GM Coffee, which will be explained below.

5.2 Documents You Will Receive

Your Assistant Editor should email you two documents in electronic format:

- a GM footnote table; and
- a copy of the article for proofreading.

Your Assistant Editor should also email you a covering letter, explaining particular issues they wish you to pay attention to. Alternatively, this may be explained in the body of the email itself. A handy tip—when you first receive your article from your Assistant Editor, read the article once without highlighting or source-checking to give you a sense of the context of the article and its overall argument and structure.

Your Assistant Editor may also send you a copy of the *AGLC3* and the 2014 *House Rules* in PDF Format.

The *AGLC3* is also available in PDF format here: <http://www.law.unimelb.edu.au/mulr/aglc>.

If you do not receive or otherwise have a copy of the *House Rules*, please contact your Assistant Editor or GM Training Manager.

5.3 GM Coffee

Your Assistant Editor should contact you to meet for coffee before, or just after, handing over any *Review* work. If there are multiple GMs working on the same article, it is preferable that you can all attend the same GM Coffee. In any case, **this is a free coffee on the *Review* so we strongly encourage you to take advantage of it!**

During this coffee meeting, the Assistant Editor will:

- give you an overview of what the article is about;
- reiterate any particular issues with the article that they want you to pay attention to;
- highlight key sources and any associated difficulties and handy hints;
- encourage you to contact them as soon as problems arise (eg where sources cannot be found); and
- confirm the deadline for your GM work.

The GM coffee is also a great way of meeting other Members of the *Review* before you work with them, and of putting your Assistant Editor's name to a face.

6. General Tips on Saving / Copying Sources

GMs are required to give their Assistant Editors a copy of **every** source allocated to you in your GM tables. Sources should always be saved in electronic format and clearly labelled. Only in rare circumstances should hard copy formats be submitted without an electronic copy. If this appears necessary, however, please inform your Assistant Editor as soon as possible.

6.1 Electronic Sources

6.1.1 *Downloading Electronic Sources*

When downloading electronic sources, note that:

- Electronic versions of journal articles, cases etc are only acceptable where they **include pagination**;
- The **most authorised** versions of cases and legislation should be downloaded;
- **Facsimile PDFs** are preferred — ie a PDF that replicates the original source *exactly* as published should be provided where available;
- Where facsimile PDFs are not available (eg, journal articles obtained from Westlaw), non-facsimile PDFs are preferred to documents in .doc or .docx format; and
- You should save the **whole source**, not just the relevant page.

6.1.2 *Saving Electronic Sources*

When saving electronic sources, note that:

- You should divide sources into folders by **source type** — ‘Cases’, ‘Journal Articles’, ‘Books’, ‘Legislation’ etc;
- **NEVER** include the **footnote number** in the **name of the file** — footnote numbers change all the time during the editorial process, and naming sources by footnote number makes it very difficult for Assistant Editors and Editors to locate files later on;
- Cases should be given a file name in the format: <Case name>, <Year>;
- Legislation should be given a file name in the format: <Legislation title>, <Year>;
- Journal articles and books should be given a file name in the format: <Author surname>, <Short title>, <Year>.

6.2 Hard Copy Sources

6.2.1 *Scanning Hard Copy Sources*

The Law Library has three photocopiers that scan to email or USB for **free!** These photocopiers are located on Level 3 (around the corner from the loans desk – not opposite the toilets), and on Levels 4 and 5 (near the lifts). The *Review* Office also has a printer/scanner/photocopier/fax that will scan to the S:\ drive on the *Review*'s computers.

GMs should use the scanning function on these machines in place of photocopying hard copy sources. This will not only save paper, but also serve as an initial backup of the source and avoid the risk of misplaced photocopies.

When scanning to email, please send the scans to your personal email, **not** the *Review*'s email or your Assistant Editor's email.

While you should scan hard copy sources where possible, there will still be instances where you will need to photocopy such sources, e.g., where you are in a different library that does not have scanning photocopiers. In such circumstances, however, it is still preferable to later convert this into electronic format.

6.2.2 *Photocopying Hard Copy Sources*

There is a *Review* photocopy card in the Law Library. This is kept behind the loans desk on Level 3. You must ask the library staff at the desk to borrow the card, however, you will need to give them your student card in return. This will be returned to you when you give back the photocopy card.

When photocopying outside the Law Library, keep receipts for your photocopying costs and the *Review* will reimburse you. Attach your receipt to a Reimbursement Form (located in the Office) and submit the form to John Jacobs, Business Manager.

6.2.3 *What to Scan / Photocopy*

When scanning / photocopying hard copy sources, you **need to copy**:

- The title page;
- The publication details page;
- Where the work cited is a chapter from a book, the starting page of the chapter;
- The pinpoint page;
- 1–2 pages around the pinpoint;
- Where you are unsure of whether the pinpoint supports the textual proposition, 2–3 pages around the pinpoint; and
- Where the author is citing the book generally (rather than a specific pinpoint in the book), the table of contents or the introduction — something that gives an indication of what the book discusses.

Please double check that you have included all of these pages in your scan / photocopy and that the pages are in numerical order.

Please also ensure that page numbers are clearly visible on all scanned / photocopied pages.

Please note: it is always better to scan / photocopy more pages than fewer! This will save your Assistant Editor, and ultimately yourself, a lot of time later on. If you miss a page or if any of the page numbers are not clearly visible, your Assistant Editor will ask you to scan / photocopy the source again.

7. Finding Sources

Finding sources is a big part of the GM role. This section aims to prepare you for finding most of the sources you'll come across as a GM. However, it's likely that at some stage you'll come across something from left-field — if this happens, ask the GM Training Manager or your Assistant Editor for help.

You should prioritise finding sources that are likely to be in hard copy, such as books and older government reports. These may not be available at the University of Melbourne libraries — if so, they will need to be requested and may take several days or longer to arrive.

7.1 Books

7.1.1 *Basic Book-Finding Methodology*

1. If the book is published by Hart Publishing or Oxford University Press, try their **dedicated e-book databases**, which are accessible from the Popular Databases webpage (<http://web.law.unimelb.edu.au/library/research-databases/alphabetical>).
2. If the book is a **very old English book**, try Early English Books Online (<http://eebo.chadwyck.com.ezp.lib.unimelb.edu.au/home>).
 - EEBO claims to contain digital facsimile page images of virtually every work printed in England, Ireland, Scotland, Wales and British North America and works in English printed elsewhere from 1473–1700.
3. Otherwise, your starting point is the **UniMelb Library Catalogue** (<http://cat.lib.unimelb.edu.au>).
4. If the book is not available at UniMelb, try the **BONUS+ Catalogue** (<http://bonus.lib.unimelb.edu.au/>).
 - As a UniMelb student, you can request BONUS+ books free of charge. You can typically loan BONUS+ books for 28 days.
 - Note that BONUS+ books typically take 4–7 days to arrive.
5. If the book is not available on BONUS+, **search Trove** (<http://trove.nla.gov.au/>) to find all holdings in Australia.

6. Based on the information on **Trove**:
 - If the book is available at a **CBD library** (including the **State Library of Victoria, the Supreme Court Library, and RMIT**), you are expected to go to that library to photocopy the relevant pages.
 - If the book is only available at **interstate libraries** or Victorian libraries that are further afield, you will need to make an **Interlibrary Loan ('ILL')** request
(<http://cat.lib.unimelb.edu.au/screens/ill.html>).
 - **Contact your Assistant Editor before making any ILL requests, to confirm that they wish you to do this.**
 - All JD students can make ILL requests free of charge.
7. If the book is only available overseas, try free **online resources** such as Google Books (<http://books.google.com/>) or Amazon US (<http://www.amazon.com/>), which often give limited previews of books.
 - Google Books and Amazon should only be used as a **last resort**.
 - When using Google Books or Amazon, you must provide your Assistant Editor with both a link to the relevant book **and** a screenshot of relevant pages.
8. If after all of that you've had no luck, don't stress — just let your Assistant Editor know.

7.2 Cases

General note: when an author has cited a version of case that is not the most authoritative, you should download **both** the version cited by the author **and** the most authoritative version.

7.2.1 Australian Cases

AGLC3 r 2.3.1 states that the **authorised** version of a case should be cited where available. Thus, when finding case law, the first step is to check where the case has been cited. To do this, find the case on CaseBase (in LexisNexisAU) or Westlaw AU/Firstpoint (formerly LegalOnline) (**Research Databases** (<http://web.law.unimelb.edu.au/lawlibrary/research-databases>) → **By Type** → **Case Citators**). These case citators will show all parallel citations of the case, with the most authoritative version listed first:



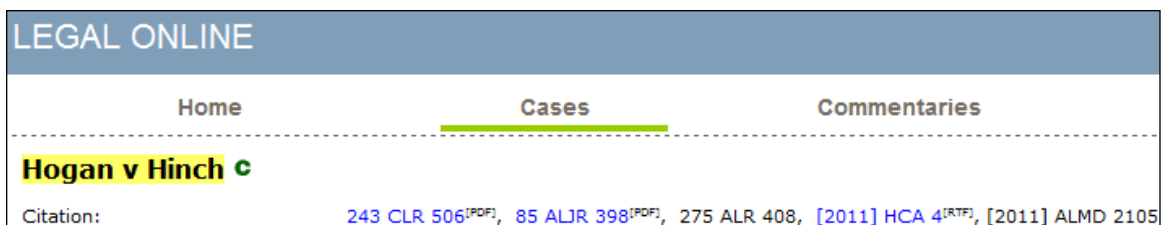
LexisNexis®

CaseBase - CaseBase Cases > Hogan v Hinch (1) > Document (1/1)

Search Explore by Topic Practice Areas Source Directory

Hogan v Hinch

(2011) 243 CLR 506; (2011) 275 ALR 408; (2011) 85 ALJR 398; [2011] HCA 4; BC201101056



LEGAL ONLINE

Home Cases Commentaries

Hogan v Hinch

Citation: 243 CLR 506^[PDF], 85 ALJR 398^[PDF], 275 ALR 408, [2011] HCA 4^[RTF], [2011] ALMD 2105

The following table shows the **authorised** report series for Australia and the databases in which these report series can be found:

Court/Jurisdiction	Authorised Report Series	Database
High Court of Australia	CLR	Westlaw AU/Firstpoint
Federal Court of Australia	FCR	Westlaw AU/Firstpoint
Victoria	VR (1957–) VLR (1875–1956)	LexisNexisAU AustLII
New South Wales	NSWLR (1971–) NSWR (1960–70) SR (NSW) (1901–59)	LexisNexisAU Law Library (hard copy) Law Library (hard copy)
Australian Capital Territory	ACTLR (2007–) ACTR (1973–2008)	Westlaw AU/Firstpoint LexisNexisAU
Northern Territory	NTLR (1990–) NTR (1971–91)	Westlaw AU/Firstpoint LexisNexisAU
Queensland	Qd R (1958–) QSR (1902–57)	LexisNexisAU (from 1974) Law Library (hard copy)
South Australia	SASR (1921–) SALR (1863–92, 1899–1920)	Westlaw AU/Firstpoint Law Library (hard copy)
Tasmania	Tas R (1979–) Tas SR (1941–78) Tas LR (1904–40)	Westlaw AU/Firstpoint Law Library (hard copy) Law Library (hard copy)
Western Australia	WALR (1898–1958) WAR (1958–)	Law Library (hard copy) Law Library (hard copy)

Commonly cited **unauthorised** report series include:

Report Series	Description	Database
ALR	Generalist report series — cases from superior courts	LexisNexisAU
ALJR ¹	Generalist report series — cases from superior courts	Westlaw AU/Firstpoint
A Crim R	Significant criminal law decisions	Westlaw AU/Firstpoint
ALD	Significant administrative law decisions	LexisNexisAU
Fam LR	Significant family law decisions	LexisNexisAU
FLR	Unauthorised report series for the Federal Court of Australia	Westlaw AU/Firstpoint

Transcripts of High Court hearings (1994 onwards) can be downloaded from AustLII: <http://www.austlii.edu.au/au/other/HCATrans/>

¹ Note: when a case is cited in both the ALR and the ALJR, the ALR version is preferred: see *House Rules 2013*, r 2.3.1.

7.2.2 UK Cases

AGLC3 r 23.1.2 provides that the *Law Reports* should be cited where possible. Thus, as with Australian cases, the first step is to check where the case has been cited — you can use the Incorporated Council of Law Reporting for England and Wales ('ICLR') database, Justis or Westlaw to do this.

At least one (if not all) will have a PDF of the authorised version of a case.

The screenshot shows the Westlaw International website interface. At the top, there is a navigation bar with links: FIND, KEYCITE, DIRECTORY, KEY NUMBERS, COURT DOCS, and SITE MAP. Below this is a secondary navigation bar with tabs: United States, Westlaw UK, European Union, Canada, Foreign Cases and Legisla..., Journals, International, and Legislative History - Fed. The main content area displays the case title **Attorney General v Blake** in large, bold, yellow text. Below the title, it indicates the court as 'House of Lords' and the date as '27 July 2000'. A section titled 'Case Analysis' is visible. On the left, under the heading 'Where Reported', there is a list of citations: [2001] 1 A.C. 268; [2000] 3 W.L.R. 625; [2000] 4 All E.R. 385; [2000] 2 All E.R. (Comm) 487; [2001] I.R.L.R. 36; [2001] Emp. L.R. 329; [2000] E.M.L.R. 949; (2000) 23(12) I.P.D. 23098; (2000) 97(32) L.S.G. 37; (2000) 150 N.L.J. 1230; (2000) 144 S.J.L.B. 242; Times, August 3, 2000; Independent, November 6, 2000. A link for 'Official Transcript' is also present. Below the citations, the 'Subject' is listed as 'Constitutional law'.

When searching Westlaw, use the 'Case Locators' box in the bottom right-hand corner of the 'Westlaw UK' screen.

The screenshot shows the Westlaw International website interface with the 'Case Locators Quick Search' box highlighted in a red rectangle. The box contains the following fields: 'Party Name(s):' with a search bar containing 'orney-general v blake' and a dropdown menu showing 'orney-general v blake'; 'Date Restriction:' with a dropdown menu showing 'No Restriction'; and a 'Go' button. A red arrow points from the 'Case Locators Quick Search' box to the 'Search' button in the main search area. The main search area includes a search bar, a 'Search' button, and a 'Thesaurus' link. The 'Case Locators Quick Search' box also has a 'Show All Fields' link.

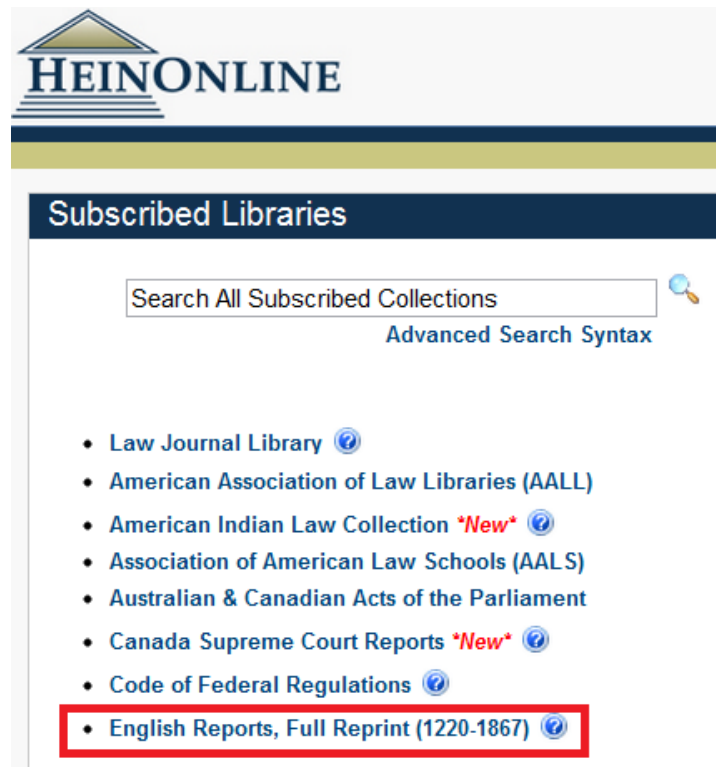
Commonly cited **unauthorised** report series include:

Report Series	Description	Database
WLR	Significant cases from superior courts	ICLR, Justis, Westlaw
All ER	Significant cases from superior courts	Westlaw, LexisNexisAU, LexisNexis Academic

Where there is no authorised report for an English case, and you have a choice between citing the WLR or All ER version, cite the WLR as this is produced by the Incorporated Council of Law Reporting for England and Wales, the same group that produce the authorised reports. Note that if a case is reported in volume 1 of the WLRs for that year, it will not appear in any of the authorised report series. See also the *House Rules*, r 9.1.4.

For English cases prior to 1865, you should download the reported judgment of the case appearing in the *English Reports* (ER). This will also tell you the nominate report in which the case appeared (see AGLC3 r 23.1.3). The ER are available from Westlaw and HeinOnline.

- In Westlaw, use the 'Case Locators' search function
- In HeinOnline, find the 'English Reports' collection under 'Subscribed Libraries' and browse by volume



7.2.3 Canadian Cases

AGLC3 r 14.1.2 states that the authorised version of a case should be cited where available. Thus, as with Australian cases, the first step is to check where the case has been cited — use Lexis to do this.

The image shows a sequence of three screenshots from the Lexis website, connected by downward arrows, illustrating the search process for a Canadian case.

Top Screenshot: The Lexis homepage. The 'Get a Document' dropdown menu is open, and 'By Party Name' is selected. The 'Case Law' option is highlighted in red.

Middle Screenshot: The 'Get by Party Name' search page. The search criteria are: Party: alliance for life, v. Party: minister. The 'Jurisdiction' section has 'Canadian Cases' selected. The 'Optional: Restrict by Date' section has 'No Date Restrictions' selected. A red box highlights the search results: **[1999] 3 F.C. 504, *, 1999 F.C. LEXIS 76, ****.

Bottom Screenshot: The search results page. The search results are displayed in a red box: **[1999] 3 F.C. 504, *, 1999 F.C. LEXIS 76, ****.

(c) Her Majesty the Queen in Right of Canada, 1999

[*504] Alliance for Life (Appellant) v. The **Minister** of National Revenue (Respondent)

INDEXED AS: **ALLIANCE FOR LIFE** v. M.N.R. (C.A.)

The **authorised** report series for Canada are:

Court/Jurisdiction	Authorised Report Series	Database
Supreme Court of Canada	SCR	HeinOnline
Canadian Federal Courts	FC	Lexis (non-facsimile)
Exchequer Court of Canada	Ex CR	Lexis (non-facsimile)

Where a case does not appear in one of the above report series, the *Dominion Law Reports* (DLR) should be cited where available. The DLR is available on Lexis (non-facsimile).

For further guidance, see: <http://unimelb.libguides.com/content.php?pid=268328>

7.2.4 US Cases

Again, the first step in finding US cases is to check where the case has been reported, using Lexis (follow the procedure in 7.2.3 above).

The preferred report series for the US are:

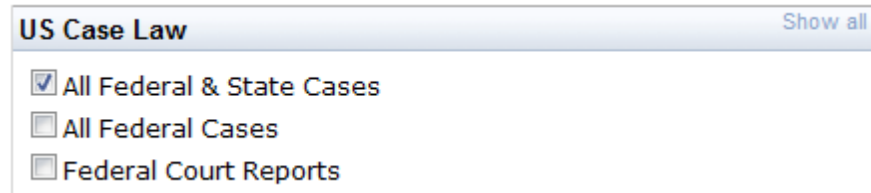
Court/Jurisdiction	Preferred Report Series	Database
Supreme Court	US	Hein Online Supreme Court website ² (vol 502 onwards) Lexis (non-facsimile)
Federal Courts	F Supp	Westlaw (facsimile PDFs)
State Courts	A, NE, NW, P, SE, So, SW	Westlaw (facsimile PDFs)

² <http://www.supremecourt.gov/opinions/boundvolumes.aspx>.

Finding US authorised Supreme Court case reports on Hein Online: **Hein Online**
→ Browse Collections → US Supreme Court Library → Official Reports → US Reports.

Westlaw can be difficult to search — follow this step-by-step guide:

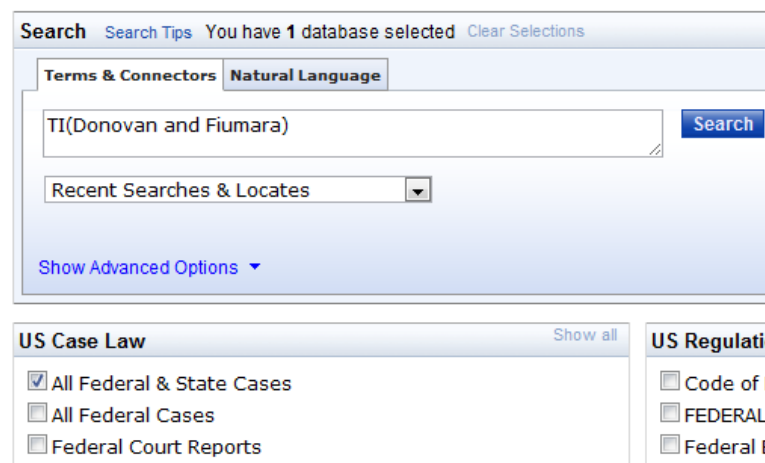
1. Click on the 'United States' tab at the top of Westlaw.
2. Select the relevant case law database to search.



US Case Law [Show all](#)

- ☒ All Federal & State Cases
- ☐ All Federal Cases
- ☐ Federal Court Reports

3. Search for the title of the case using the field search TI() — if you do not do this, Westlaw will search the full-text of cases and you will get a large number of hits.



Search [Search Tips](#) You have 1 database selected [Clear Selections](#)

Terms & Connectors **Natural Language**

TI(Donovan and Fiumara) [Search](#)

Recent Searches & Locates [Show Advanced Options](#)

US Case Law [Show all](#)

- ☒ All Federal & State Cases
- ☐ All Federal Cases
- ☐ Federal Court Reports

US Regulation

- ☐ Code of F
- ☐ FEDERAL
- ☐ Federal E

4. Click the PDF icon on the top left corner of the screen to download the facsimile PDF.

 [West Reporter Image \(PDF\)](#)

114 N.C.App. 524, 442 S.E.2d 572, 22 Media L. Rep. 2173

[Judges and Attorneys](#)

Court of Appeals of North Carolina.
 Kelly **DONOVAN** and Tonya Hunter,
 v.
 Richard **FIUMARA**.

No. 9218SC582.
 May 3, 1994.

7.3 Legislation

7.3.1 Australian Legislation

For **CURRENT LEGISLATION**, the best sources are the government legislation websites, eg:

- ComLaw (<http://www.comlaw.gov.au/>)
- Victorian Law Today (<http://www.legislation.vic.gov.au/>)



Victorian Law Today

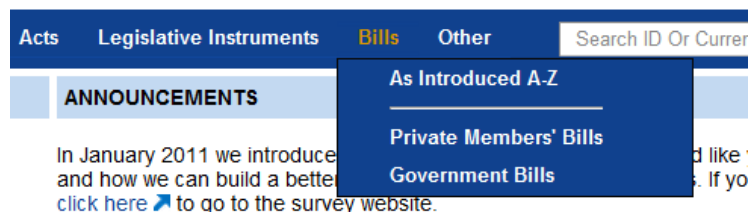
This repository shows all consolidated Principal Victorian Acts and Statutory Rules as in force, at a given point in time.

- NSW Legislation (<http://www.legislation.nsw.gov.au/>)

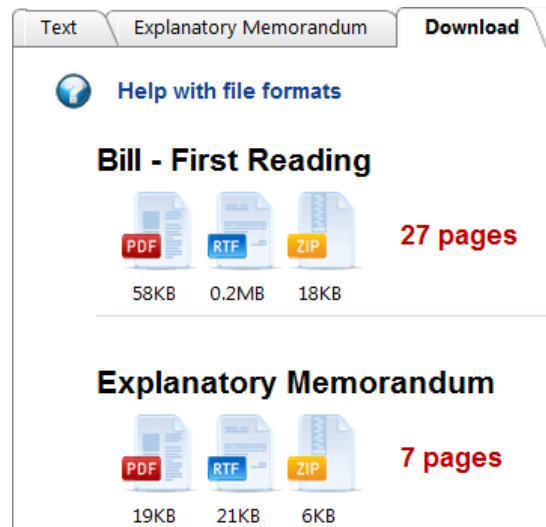
NOTE: The **best** and easiest way to access these websites is through **Legify** (www.legify.com.au).

For **EXPLANATORY MEMORANDA**, the government websites are again the best sources, eg:

- **ComLaw:**
 - Find the relevant Bill



- Click on the 'Download' tab and download the PDF version of the Explanatory Memorandum



- **VICTORIAN LEGISLATION:**

- Choose the 'Parliamentary Documents' section



- Choose 'Archive'

- Bills
- Bills Status List
- Legislative Assembly
 - Notice Papers
 - Question Papers
 - Votes and Proceedings
- Legislative Council
 - Notice Papers
 - Question Papers
 - Minutes of Proceedings
- Hansard
- **Archive**

- Click on the relevant year, expand the 'Bill' sub-heading, and choose the relevant Bill













- ▼ 2006
 - ▶ Bills Status List
 - ▼ Bill
 - Aboriginal Heritage Bill

- Download the relevant version of the Explanatory Memorandum (using the 'as sent' version, but the author may have reason to refer to the earlier versions)

Aboriginal Heritage Bill

Sitting:

2006

Introduction Print		Introduction Print Explanatory Memorandum	
			
551341bi1.pdf (Acrobat - 458 Kilobytes)	551341bi1.doc (Microsoft Word - 574 Kilobytes)	551341exi1.pdf (Acrobat - 301 Kilobytes)	551341exi1.doc (Microsoft Word - 389 Kilobytes)
Circulation Print		Circulation Print Explanatory Memorandum	
			
551341bi2.pdf (Acrobat - 457 Kilobytes)	551341bi2.doc (Microsoft Word - 575 Kilobytes)	551341exi2.pdf (Acrobat - 301 Kilobytes)	551341exi2.doc (Microsoft Word - 389 Kilobytes)
As Sent Print		As Sent Print Explanatory Memorandum	
			
551341ba1.pdf (Acrobat - 456 Kilobytes)	551341ba1.doc (Microsoft Word - 574 Kilobytes)	551341exa1.pdf (Acrobat - 301 Kilobytes)	551341exa1.doc (Microsoft Word - 390 Kilobytes)

For **HISTORICAL LEGISLATION** (ie repealed Acts or older versions of current Acts), try the following resources:

- **ComLaw** — the 'Series' function for current Acts enables you to download historical compilations of Acts

Migration Act 1958 - C2012C00331

Current [View Series](#)



Compilations

[Unincorporated Amendments](#)

<div> <div> 1 2 3 4 5 6 7 8 9 10 </div> <div> Page size: 10 </div> </div>						97 items in 10 pages
Title	ComlawId	Date Prepared	Start Date	End Date	Incorporating Amendments Up To	
Migration Act 1958 <i>Current</i>	C2012C00331	24/Mar/2012	24/Mar/2012		Migration Amendment (Complementary Protection) Act 2011	
Migration Act 1958 <i>Superseded</i>	C2012C00267	27/Jan/2012	27/Dec/2011	23/Mar/2012	Acts Interpretation Amendment Act 2011	
Migration Act 1958 <i>Superseded</i>	C2011C00934	07/Dec/2011	26/Jul/2011	26/Dec/2011	Deterring People Smuggling Act 2011	
Migration Act 1958 <i>Superseded</i>	C2011C00893	08/Nov/2011	26/Jul/2011		No records to display.	
Migration Act 1958 <i>Superseded</i>	C2011C00614	04/Aug/2011	26/Jul/2011		Migration Amendment (Strengthening the Character Test and Other Provisions) Act 2011	

- Similarly, **Victorian Law Today** also has a 'Series' function — click 'Show Version History' under any current Act

Act

Title:	Crimes Act 1958
Act Number:	6231/1958

[Click here to Show Version History](#)



[Click here to Hide Version History](#)

Effective From Version

04/01/2012	230
01/01/2012	229A
11/28/2011	229
11/03/2011	228
09/21/2011	227
09/05/2011	226
06/21/2011	225
06/08/2011	224
06/07/2011	223

- **ComLaw** — ‘Acts as Made’ shows legislation in the form in which they entered into force



- The equivalent on Victorian Legislation (<http://www.legislation.vic.gov.au/>) is ‘**Victorian Statute Book**’



Victorian Statute Book

Victorian Acts and Statutory Rules as passed or made by year

- Alternatively, you can use **various databases** accessible through the Law Library Research Databases page.
 - In particular, use either **TimeBase (LawOne)** or **SAI Global (LawLex)** and search for the relevant Bill or Act, respectively.

7.3.2 UK Legislation

For UK legislation, your key resource is the UK government legislation website (<http://www.legislation.gov.uk/>).



7.3.3 Canadian Legislation

For Canadian legislation, your key resource is the Justice Laws website (<http://laws-lois.justice.gc.ca/eng/>).



7.3.4 US Legislation

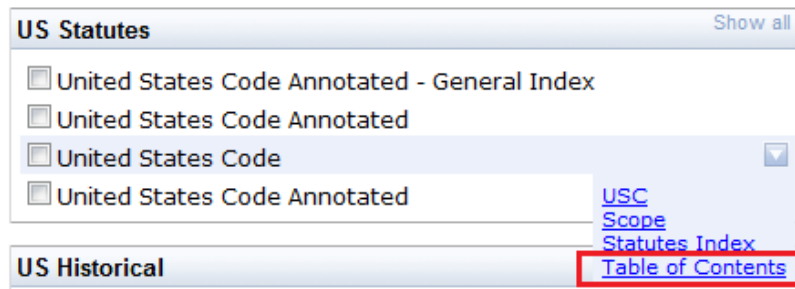
Unlike countries such as Australia, the UK and Canada, the US compiles its passed Acts ('session laws') into codes (collections of statute arranged according to statute matter).

AGLC3 r 24.2 provides that the codes should be cited in preference to session laws. Thus, if an author provides a legislative citation to a session law rather than a code, the first step is to check whether that Act has been codified — the easiest way to do this is a Google search!

Downloading the US Code

Once you have found the relevant code citation, you can download the relevant portions of the code from the following sources:

- HeinOnline 'United States Code' collection — this replicates the printed versions of the USC (printed every 6 years), and should be used where possible. At the time of writing, the last printed version was from 2006.
- For more up-to-date codes (incorporating Acts from 2006 onwards), use Westlaw or Lexis:
 - In Westlaw, click on the 'United States' tab and choose the 'Table of Contents' function for the USC



- In Lexis, choose 'Federal Legal — US' → USCS → Browse TOC



Advanced Search

Broaden this search with additional sources

- ☒ **USCS - United States Code Service: Code, Const, Rules, Conventions & Public Laws** (Source you selected)

Select Search Type and Enter Search Terms

Terms & Connectors Natural Language	Suggest terms for my search Browse TOC
---	---

7.4 International Materials

7.4.1 *Treaties*

For multilateral treaties, the best resource is the UN Treaties database (<http://treaties.un.org/>), which provides:

- Information regarding the signing, entering into force and ratification of treaties; and
- Facsimile PDFs of UNTS volumes. (NB: you should download the **entire** volume of UNTS in which your treaty appears.)


7.4.2 *United Nations Documents*

For official UN Documents, try the UN Official Documents System Search (ODS) (<http://www.un.org/en/documents/ods/>).

If you have no luck with ODS, you can try Google — make sure that the source you ultimately download is from an official UN website.

7.4.3 *ICJ / PCIJ Decisions*

The official report series of the ICJ is available on HeinOnline:


• **United Nations Law Collection** 

↓

United Nations Law Collection

All Titles		Treaty Publications	Browse Options Help	
UN Yearbooks	UN Serials	ICJ	Codification and Progressive Development of International Law	UNCITRAL Other Related Works

↓

 [International Court of Justice Reports of Judgments, Advisory Opinions and Orders](#)

 1947-current
MARC Record

The official report series of the PCIJ (the predecessor of the ICJ) is also available on HeinOnline:

- **Foreign & International Law Resources Database** 
- ↓

Foreign & International Law Resources Database

Browse Options

All Titles	Part I: International Yearbooks and Periodicals
Part III: International Tribunals/Judicial Decisions	Part IV: Other Significant Works Related to Foreign and International Law



⊕ Hague Permanent Court of International Justice - Series A/B

Vols. 1-4 (1931-1940)

MARC Record

⊕ Hague Permanent Court of International Justice - Series B

Vols. 1-2 (1922-1930)

MARC Record

7.4.4 WTO Sources

WTO documents can be found on WTO Documents Online (http://docsonline.wto.org/gen_home.asp?language=1&_1).

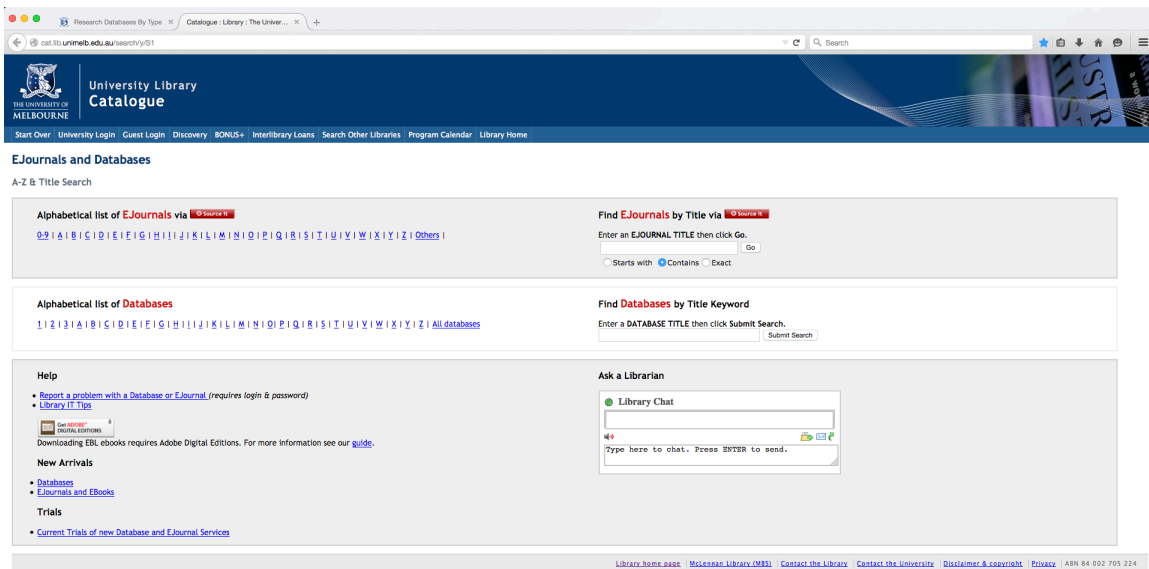


The easiest way to search WTO Documents Online is to search by document number (if you have that information). Otherwise, search by title.

If you have no luck with WTO Documents Online, try Google.

7.5 Journal Articles

When looking for journal articles (or online newspaper articles), **always** start with the Catalogue e-Journals search function. In 95% of cases, this will give you what you need: <http://cat.lib.unimelb.edu.au/search/y/S1>



Some journals may only be available in hard copy. The Law Library has extensive law journal holdings.

NB: for the UK journal *Public Law*, you must consult the hard copy, even though it is available electronically on Westlaw — the Westlaw version has proven to be inaccurate on occasion.

If you cannot find a journal online or in the Law Library, you may need to make an interlibrary loan request (<http://cat.lib.unimelb.edu.au/screens/ill.html>). Speak to your Assistant Editor before making the request, to confirm that they would like you to do this.

7.6 Other

7.6.1 *Government and Law Reform Commission Reports*

Reports from approximately 2000 onwards are generally available online — go to the relevant government body / commission website, or do a Google search for the title of the report.

Older reports tend to only be available in hard copy. The Law Library has decent coverage of such reports, but you may need to make BONUS or interlibrary loan requests.

7.6.2 *Speeches, Conference Papers*

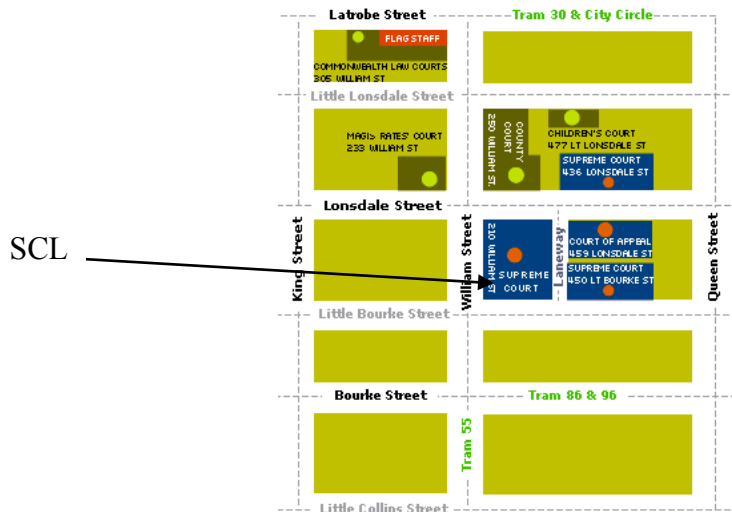
These will generally be found online — a simple Google search should unearth them if they're available.

7.6.3 *Websites*

When the author has cited a website, you should check that the URL provided is correct (URLs often change between when the author looks at the source and when editorial work is done on the author's article). You should also save a copy of the website, preferably in PDF format — to do this, use the 'Print to PDF' function in some web browsers, or download a free PDF printer such as CutePDF or Bullzip.

7.7 The Supreme Court Library

The SCL is located in the Supreme Court, at 210 William Street, City, between Lonsdale Street and Little Bourke Street. To get in, you will need to pass through a metal detector and bag X-ray.



The SCL has relatively restricted opening hours, only being open Monday to Thursday from 8:30am to 6pm, and on Friday from 8:30am to 5pm. It is closed on weekends and public holidays.

This is a library of last resort: photocopying costs 50c/page, and you need to use the machine near the photocopier to obtain a card to put money on, in order to use the photocopier. Please make sure to get a receipt so that the *Review* can reimburse you for the cost.

However, the SCL has many **sources not available elsewhere**, including:

- copies of the original UK Nominate Reports (not just the ER) and a very wide range of other law reports (in hard copy);
- copies of all Australian legislation ever passed (in each Australian state, territory and federally) — this is the most common reason that GMs need to attend the SCL; and
- copies of many obscure legal secondary sources.

The SCL is theoretically open only to practitioners and members of the legal profession. In practice, however, law students have never been refused access.

It is impossible to borrow books from the SCL (except with the permission of the Librarian, which is only given in exceptional circumstances).

The SCL's catalogue, however, can be accessed online by following the links from www.supremecourt.vic.gov.au (select Library > Library Catalogue and follow the remaining links).

8. Correcting Footnotes

Once you have gathered all the sources in your GM table, you should move onto working your way through the table. In completing the GM table, you need to:

- Check that the **citation** information for each source is **accurate**, eg:
 - Are authors' names spelt correctly?
 - Is the volume number given for journal articles correct?
- Check that the **citation** information for each source is **AGLC3 compliant**;
- Check that the **source** cited **supports the textual proposition and provide a short explanation as to why the source does or does not support the proposition**;
- If your Assistant Editor indicates that an additional citation is needed, suggest sources and pinpoints that provide support for the proposition;
- Check that the **footnote** is **appropriately located** in the article.

Completing the GM table is **the most important part of a GM's role**. While the text of the article will be proofread by a number of people during the editorial process, the veracity of the footnotes are mainly checked at the GM stage only. Please allow yourself adequate time and take care. If substantive errors are missed by GMs, they may never be picked up at all.

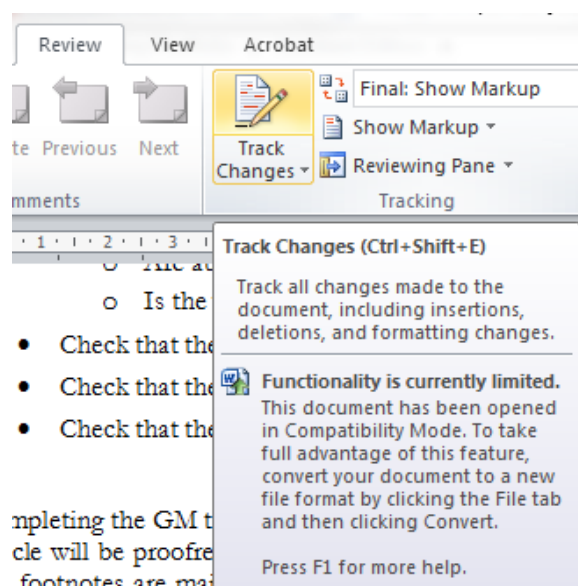
8.1 Track Changes

You MUST use track changes when making changes to sources in your GM table. Please ensure 'Track Changes' is enabled **BEFORE** you start your GM work.

Turn on track changes by clicking the 'Track Changes' button under the 'Review' pane in Word 2007/2010 and later. Track changes can be turned off using the same button.

Alternatively, press:

- For PC: Ctrl+Shift+E; or
- For Mac: Cmd+Shift+E.



8.2 Filling in the GM Table

Typically, a GM table will look something like this:

<p style="text-align: center;">§ SHOULD WE FOLLOW THE GOSPEL OF THE <i>ADJR</i> ACT?</p> <p style="text-align: center;">Matthew Groves</p> <p style="text-align: center;">Assistant Editor: Julia Wang GM: Juliet Guney</p> <p style="text-align: center;">DUE DATE: Sunday 2 January 2011</p>	
---	--

Instructions

1. With track changes turned off, copy the original footnote text into the 'Revised Footnote' column.
 - o For footnotes with multiple sources, you are only required to check the **bolded** source, so only copy that source to the 'Revised Footnote' column.
2. Turn on Track Changes and make any changes to the footnote in the 'Revised Footnote' column. Comments about the changes should be made in the 'Comments/Changes' column. For AGLC3-related changes that may not be obvious, note the relevant rule in the 'Comments/Changes' column.
 - o If the footnote is completely correct, write 'No changes' in the 'Revised Footnote' column.
3. Check whether the source supports the textual proposition. Enter yes/no into the 'Supports Textual Proposition' column, along with any comments.
4. You are not required to check whether cross-reference numbers are correct (eg if 'above n 60' should read 'above n 61', don't worry about changing this, I will do it at the Ass Ed stage).

The following is an example of how to fill in the GM table:

Fn	Original Footnote	Revised Footnote	Supports Textual Proposition?	Comments/Changes
1	Jeremy Gans and Andrew Palmer, <i>Uniform Evidence</i> (2010) 81–82.	Jeremy Gans and Andrew Palmer, <i>Uniform Evidence</i> (Oxford University Press, 2010) 81–82.	Yes. As stated in the text, pgs 81–2 discuss the rationale for the hearsay rule.	

8.2.1 Footnotes Divided by Type

Your Assistant Editor will divide up a footnote table by the type of source referenced (cases, journal articles, books and legislation). Usually, you will have a number of types of sources.

If a source is referred to more than once, each footnote in which it appears should be listed in a separate row in the table. Typically, multiple references to the same source will not be listed consecutively in the table by your Assistant Editor. Rather, footnotes will be listed in chronological order. To make your task easier, ensure that electronic sources are well organised and readily accessible. Additionally, please keep this fact in mind when assessing your GM workload.

8.2.2 Footnote Table Columns

Your GM footnote table should include the following columns:

- *Footnote number.*
- *Original footnote text:*
 - This will contain the original footnote as it appears in the article. Where a footnote contains several sources, you are only required to check the source that is **bolded**.
 - Sometimes this column will be empty or will include instructions from your Assistant or Section Editor. These are typically instances where your Assistant or Section Editor has inserted additional footnotes into the text. **It will be your task to try and find a source for these footnotes.**
 - Generally, you will be able to find one in your allocated sources. They will often be in the directly preceding or subsequent footnote.
 - If you are unable to find a source, do not panic! There may well not be a source to back up the textual proposition.
 - Start by checking a leading text in the area of the article. You should use all reasonable endeavours to locate a source.
 - If, after reasonable efforts, you cannot locate a source, notify your Assistant Editor (who will usually ask the author).
 - Remember to tell your Assistant Editor of all the places you have looked, so that they don't repeat work that you have already done.
- *Revised footnote text:*
 - This is where you should make any changes to the original footnote, **using Track Changes**.
- *Supports textual proposition*
 - This is where you indicate whether the source supports the textual proposition. **It is best to provide a short explanation of why a source does or does not support the textual proposition**, so that your Assistant Editor knows that you have actually looked at the source and haven't just put 'Yes' for everything!
 - If you are **unsure** whether or not the text cited supports the proposition, **note this and provide some reasons** why.

- *Comments/Changes:*
 - This column exists for two important reasons:
 - For Assistant or Section Editors to communicate specific instructions to you; and
 - For you to communicate the reasons for any changes to the footnote text. Be sure to write '**No Changes**' if you believe none are required, so that your Assistant or Section Editor knows that you have turned your mind to the footnote or '**No Comments**' if the change is an obvious *AGLC3* related correction (eg, italicisation of a case name).
 - You should use this column to indicate:
 - For cases using an unauthorised report series — that you have checked the parallel citations of the case using a Case Citator, and it does not appear in an authorised report series;
 - For cases using medium neutral citation — that you have checked the parallel citations of the case using a Case Citator, and it does not appear in any report series;
 - For journal articles — that you have checked whether the journal is consecutively paginated.

- *Journal Consecutively Paginated?*
 - Some Assistant Editors prefer to include this as a separate column in the journal articles section of the GM table. All that needs to be entered is Y or N. This is simply a helpful reminder to check this as you work through each source!

8.2.3 *Checking Quotations*

Where a footnote allocated to you is attached to a quotation in the text of the article, you must check the following:

- the **position of closing punctuation** marks (eg, whether a full stop should appear before or after the closing quotation mark — the general rule is that full stops should appear *after* the closing quotation mark unless they are an important part of the quote: see *AGLC3* r 1.5.2);
- that **quotations within quotations** are appropriately punctuated (double quotation marks within single quotation marks; single quotation marks within indented quotes);
- whether **citations** have been **omitted** (in which case you will need to indicate this: see *AGLC3* r 1.5.1);
- **italicisation** of words (words should generally be italicised according to *AGLC3* rules unless the word has been italicised for emphasis in which case, you should mark ‘emphasis in original’ or ‘emphasis added’ in the footnote: see *AGLC3* r 1.5.1);
- whether **square brackets** need to be used to indicate a change in capitalisation of the first word of the quote;
- the **use of ellipses and paragraph breaks** in quotations (particularly in long quotations); and
- the **accuracy** of the quotation (ie no missing words).

It is common for GMs to miss minor errors in quotes, such as missing conjunctions. To avoid this, you should compare the quote in the article to the original source **two words at a time**. It is preferable to **read** the article both in **hard copy**, and **out loud**.

You should explain and clearly indicate any changes to quotes in the ‘Comments/Changes’ column of the footnote table, as well as marking up the changes in the article itself.

9. Proofreading

Once you have completed the GM table, you should proofread **all text** in the article (including the body of the article, headers, abstract, table of contents, headings and subheadings, and any tables and images).

- You do *not* need to proofread footnotes which have not been allocated to you, as these will be checked by the other GM(s) allocated to the article in their GM table(s).

ALL CORRECTIONS must be marked-up electronically using ‘Track Changes’ in Word.

9.1 Our Policy of ‘Minimal Textual Intervention’

When suggesting changes to the text of an article, you should remember that the Review’s general policy is one of **minimal textual intervention**. An author is entitled to their own voice. Expression and word choice should not be changed merely because of personal preference.

Further, it should be remembered that all articles have been through a double-blind refereeing process and in the ordinary course of events (that is, unless major problems arise in the editorial process, which does occasionally occur), it is not the role of student editors to evaluate the ‘publishability’ of an article or rewrite it in their own words when they are not experts in the field.

However, we do encourage you to suggest changes where you think a sentence is **ungrammatical, ambiguous or clearly incomprehensible**. A good test is whether you have to read a sentence more than twice before it makes sense — if so, a suggested amendment is probably warranted. If you **make a suggestion**, you should **propose an amended version** and **give a justification** for your change using the ‘Comments’ function in Word. In particular, you should note that the AGLC3 specifies *Fowler’s Modern English Usage* as our official grammar guide.

We also encourage you to point out places where you think the author’s **argument is incorrect or flawed** — your Assistant Editor can then bring this to the Editors’ attention if they think it is necessary. Any major changes that you propose (such as to the structure of an article, including the order of paragraphs or contentions in a passage) should be brought to the attention of your Assistant Editor (in your covering email when sending in your work, in a separate document, or using the ‘Comments’ function in Word).

9.2 Tips for Proofreading

In proofreading, your task will include:

- checking spelling, including changing American English spelling to British English (follow the *Macquarie Dictionary*);
- checking grammar (see further below);
- correcting hyphenation (including en-dashes and em-dashes), capitalisation and italicisation to conform to *AGLC3* rules;
- ensuring that the headings in the text correspond to those in the table of contents, and that heading styles conform with the *AGLC3*;
- identifying unclear or ambiguous sentences and suggesting ways to improve clarity;
- identifying substantive errors in the article, eg, inconsistent arguments; and
- identifying structural issues, eg, repetition.

9.2.1 Notes on Grammar

Authors can get very unhappy about what they see as ‘personal style’ changes. It is therefore important that when you correct an author’s grammar, you provide a **justification or explanation** for the correction.

If you cannot think of a justification/explanation off the top of your head, try looking at *Fowler’s Modern English Usage* (see 3.2 above on how to access *Fowler’s*).

9.2.2 Commas

Fowler’s includes a number of rules relating to commas, including:

- ‘However’
 - However, in the meaning ‘nevertheless’, has many possible positions in a clause. If it is put at the beginning, it should be followed by a comma.
- ‘Comma’
 - It is incorrect to join the clauses of a compound sentence without a conjunction (the so-called ‘comma splice’): *I like swimming very much, I go to the pool every day.* (In this sentence, the comma should either be replaced by a semicolon, or retained and followed by ‘and’.)

- It is incorrect to separate a subject from its verb with a comma:
Those with the lowest incomes and no other means, should get the most support. (Remove the comma.)
- Omit the comma between nouns in apposition (eg, my friend judge Leonard / her daughter Mary), but retain it when the noun is a parenthesis (eg, His father, Humphrey V Roe, was not so fortunate).

In general, the *Review's* style rejects the notion that commas are used simply to indicate the need to take a breath. Rather, **commas are used syntactically**, to indicate how the different clauses and phrases relate. They should be used for:

- Most introductory clauses (sometimes exceptions can be made for single words or short sentences):
 - When he had finished checking the sources, he proofread the article thoroughly.
 - Occasionally I attend lectures.
- Generally at the beginning of an independent clause beginning with an 'and'. (Occasionally this is omitted when the 'and' is immediately followed by a subordinate clause, which would otherwise lead to ', and, if this is the case'):
- Chief Justice French agreed with the Full Court, and the appeal was dismissed.
- The Court rejected this argument and instead held for the defendant.
- To disambiguate the final item in a list.
- To disambiguate the meaning in long sentences.
- On both sides of:
 - Parenthetical remarks;
 - Appositives;
 - The criminal, Mr X, was a notorious liar.
 - Subordinate clauses;
 - He argued that, although it was late in the day, they should persist nonetheless.
 - Non-restrictive clauses (see below).

9.2.3 *Semi-Colon*

Semi-colons are a completely legitimate mark and they have their proper place amongst the ranks of colons, commas and full-stops. Please do not discriminate against this unloved mark. Although they might seem pretentious, when they are used appropriately they improve writing by adding subtlety, flow and rhythm.

Generally, semi-colons are used:

- at the end of dot-pointed lists;
- in lists where individual items have internal punctuation (ie commas). Here semi-colons are used to disambiguate; and
- **Most importantly**, to separate two closely-related independent clauses. So if you could put a full stop there and have two complete sentences, you can also use a semi-colon to change the rhythm/flow. For example, two common situations are:

- 'No-one cared; however, that had never stopped him before.' (Semi-colon used where second sentence begins with an adverbial conjunction, such as however or nonetheless.)

Note that this example has a different meaning to 'No-one cared, however, that had never stopped him before'. (This really does not make sense but the 'however' would refer to the preceding sentence rather than to 'No-one cared'.)

- Some commentators state ... ; others, however, ... (Semi-colon used to contrast two independent clauses.)
- Occasionally (and this is not in *Fowler's* but it may be occasionally accepted), they are used to separate non-independent clauses to some literary effect. But unless your author happens to be Jean-Paul Sartre, treat with suspicion.

If this is confusing and you come across a semi-colon, please check *Fowler's*.

9.2.4 *Em-Dashes*

These can be used for:

- Appositions;
- Parenthetical remarks.

Unlike the semi-colon, it does not need to mark off a complete independent clause. Normally, it can be used interchangeably with parentheses or commas. Which one of these is used is a matter of flow (and sometimes removing ambiguity in sentences heavily laden with commas). In most, but not all cases, it is wise to defer to the author. There should be a space between the em-dash and the text, both before and after the em-dash.

9.2.5 *Restrictive Clauses*

Review style accepts the use of ‘which’ for restrictive clauses. That is, clauses which don’t define the noun but provide further information. Generally, a comma is used to indicate that the clause is non-restrictive. If you are unsure whether the clause is restrictive or not, a quick test is to replace the ‘which’ with ‘that’. If it doesn’t change the meaning you have a restrictive clause. No comma is required.

- The dog which lives down the street ...
- The dog that lives down the street ...

Compare this to a restrictive clause (a *defining* clause).

- The words, which are now long forgotten, apparently had an instant effect.

9.2.6 *Notes on Word Usage*

Do not change words only for personal preference. Some academics like to adopt a casual style when writing in order to make their work more accessible — this is perfectly acceptable and should not be changed without good reason.

Words will need to be changed when:

- a *dictionary* indicates the word is used in an incorrect sense; or
- this is necessary in order to increase readability, accuracy and flow.

9.2.7 *Spelling and Hyphenation*

Spelling and hyphenation should conform to the *Macquarie Dictionary* (see 3.1 above on how to access the *Macquarie Dictionary*).

You should get into the habit of frequently checking words in your article for spelling and/or hyphenation issues. In particular, please check for American spelling (eg, the use of -z instead of -s in word endings).

We recommend inserting a link on the bookmarks bar in your browser so that you can access the online version of *Macquarie Dictionary* in one click!

10. Common Mistakes and Traps to Avoid

10.1 *House Rules*

The *Review* has its own in-house style guide (*'House Rules'*), which expands on the rules in the *AGLC3*. You **must** apply all relevant *House Rules* when completing your GM work.

NOTE the *House Rules* TRUMP the *AGLC3* in the event of inconsistency.

Make sure that you have a copy of the latest edition of the *House Rules* — email the GM Training Manager (at mpierri@student.unimelb.edu.au) if you don't have a copy. The latest edition to date is the March 2014 version.

Any suggestions for what to include in the *House Rules* can be emailed to the GM Training Manager.

10.2 List of Common Mistakes

The following is a list of common mistakes made by GMs. This list is *not exhaustive*. These mistakes are, however, commonly made, and looking at the list will help you avoid making such errors.

10.2.1 *Names of Authors*

Names of authors should be cited as they appear *on the source*: *AGLC3* r 1.14.2. This may mean that the same author can be referred to differently within the same article for two different sources. For example,

- Dyson Heydon, 'Judicial Activism and the Death of the Rule of Law' (2003) 47 *Quadrant* 9.
- J D Heydon, *The Restraint of Trade Doctrine* (LexisNexis Butterworths, 2nd ed, 1999).

This is why we *always* ask GMs to photocopy the title page or first page of a source such as a journal article or a book.

Where the author of a secondary source is a judge, apply the rule in *AGLC3* r 1.14.4:

- Judges writing *extra-curially*: use 'Justice' (or the applicable judicial title) if the author *was a judge at the time the source was written* (even if their judicial title is not indicated in the source)
 - Chief Justice Murray Gleeson for 2007 source
 - Murray Gleeson for 2010 source

- For judges with peerage titles (eg, 'Sir' and 'Lord'):
 - For sources written *prior* to the author obtaining a peerage title, do not include the peerage title
 - For sources written *after* the author obtained the peerage title, include the title

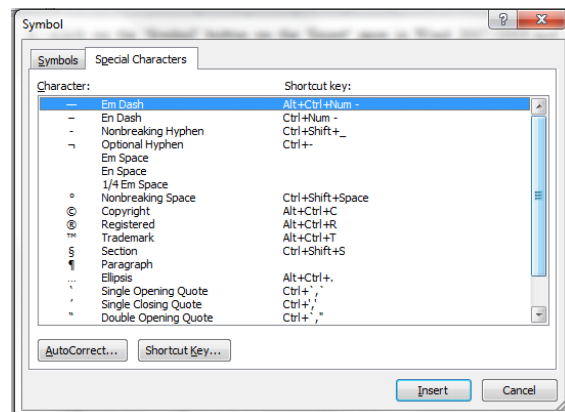
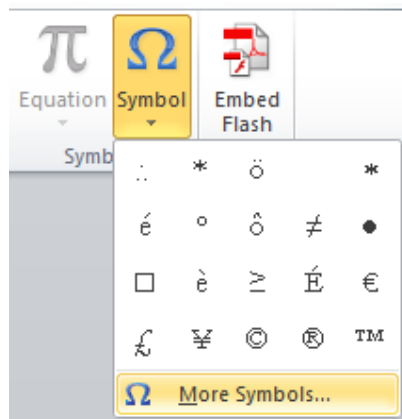
10.2.2 En-Dashes, Em-Dashes and Hyphens

GMs should note the key differences between en-dashes, em-dashes and hyphens as set out in the AGLC3.

You should become familiar with the keyboard shortcuts for en-dashes and em-dashes on your computer, as you are likely to be inserting quite a lot of these during the editorial process. To check the keyboard shortcuts:

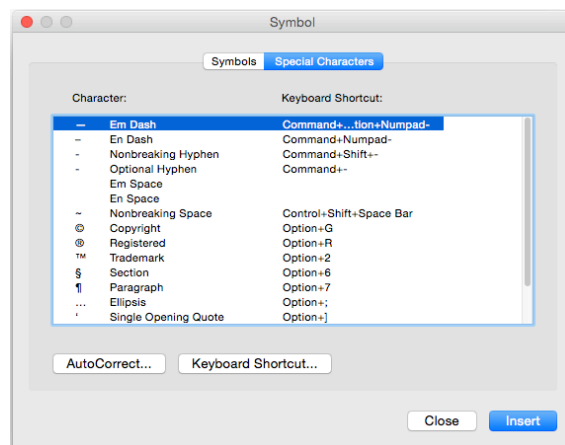
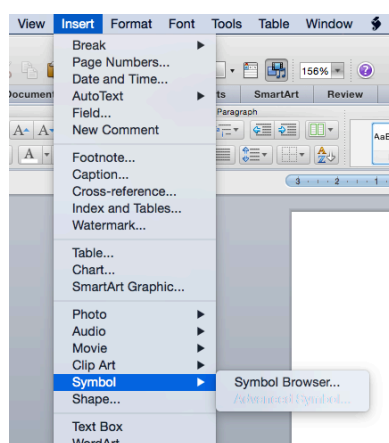
For a PC:

1. Click the 'Symbol' button under the 'Insert' pane in Word 2007/2010
2. Click 'More Symbols' and then click on the 'Special Characters' tab.



For a Mac:

1. Click on the 'Symbol' option, under the 'Insert' tab in the top toolbar.
2. Choose 'Advanced Symbol' and select the 'Special Characters' tab.



Hyphens

- The hyphen is generally used to **join the component parts of a word**.
- *AGLC3* r 1.9: Hyphenation should be guided by the latest edition of the *Macquarie Dictionary*.
- Words with the prefix 're-' should not be hyphenated unless the letter 'e' follows the prefix. Generally, if a compound expression does not appear in the *Macquarie Dictionary* it should not appear as one word but should be hyphenated.
- For example:
 - home-buyer
 - peacekeeping
 - preindustrial
 - re-enact
 - reinvigorated
 - decision-maker, lawmaker, policymaker

En-Dashes

- *AGLC3* 1.6.3: En-dashes may be used to indicate a span between two numbers. They should be used in preference to a forward slash to mark a tension or disjunction between two concepts.
- For example:
 - 19–21
 - tort–contract dichotomy
 - public–private divide

Em-Dashes

- *AGLC3* 1.6.3: Em-dashes may be used to indicate an interruption within a sentence or in place of a colon or comma. Em-dashes may also be used on both sides of a parenthetical remark.
- For example:
 - There are many accounts of the application of Islamic law — not necessarily the same as Islamic justice — in different Muslim societies at various times throughout history.
 -

10.2.3 Numbers

As a general rule, number spans should always try to use the *minimum* number of digits.

- For example, 153–7 **not** 153–57.

There is one exception to this rule: for numbers whose last two digits are 10–19, the last two digits should **always** be included (for example, 13–17 **not** 12–7).

The above rules relating to number spans **also apply to pinpoints for legislation** (see *AGLC3* r 3.1.5).

- For example, ss 42–9 **not** ss 42–49.

Other rules relating to numbers include (see further *AGLC3* 1.12):

- A sentence should **never begin** with a numeral (even if it is a date) — words should be used instead.
- In figures of five digits or more, there should be a **space separating** each group of three digits. Do not use a comma.

10.2.4 Journals

Issue numbers should only be included in journal citations if issues within the same volume of the journal are **NOT consecutively paginated**.

Please be careful in ensuring that this is the case. Manually check the table of contents for the journal to check for consecutive pagination. Do not simply follow how a source is cited in a database — some database will always quote issue numbers (eg EBSCOHost), whereas others will never quote issue numbers (eg HeinOnline).

- For example, the *Columbia Journal of Asian Law* is consecutively paginated — the starting page of issue 2 is 241, following on from issue 1 which ended on page 240. Therefore, when citing an article from this journal, it is not necessary to include issue numbers.

COLUMBIA JOURNAL OF ASIAN LAW		
VOL. 23	SPRING 2010	NO. 2
CONTENTS		
ARTICLES		
INTERNATIONAL HUMAN RIGHTS LAW IN JAPAN: THE VIEW AT THIRTY <i>Timothy Webster</i> 241		

10.2.5 Capitalisation in the Text

‘Court’ should **only** be capitalised when referring to a particular court, not when it is used to refer to courts generally.

Examples are:

- The judge believed that appointments to the **courts** should be based on merit alone.
- The newest judge on the High Court believes that appointments to that **Court** should be based on merit alone.

Similarly, ‘State’ and ‘Territory’ should **only** be capitalised when referring to a particular state or territory. For example:

- The **State** of Victoria.
- The sovereign equality of **states**.

10.2.6 Capitalisation in Source Titles

AGLC3 r 1.7 provides that in source titles (eg, journal article titles, book titles), **all words should be capitalised, except articles, conjunctions and prepositions**.

This rule is constantly applied incorrectly by GMs, Assistant Editors and Editors alike! Do not simply rely on your ‘intuition’ as to whether a word should be capitalised — check *Macquarie Dictionary* if you are not sure whether a word is or is not an article, conjunction or preposition.

For example, the following words should be capitalised in source titles:

- it (pronoun)
- are (verb)
- be (verb)
- their (adjective)
- that (pronoun)

The following usually should not be capitalised:

- under (preposition, but can also be adverb)
- but (conjunction)
- before (preposition, but can also be adverb)
- from (preposition)

10.2.7 *Formatting of Numbered Lists in the Texts*

Where a 'numbered list' appears in the text, it should be in the form, 'First, Secondly, Thirdly ...' or 'First, Second, Third ...'. However, the latter should only be used where it has been adopted by the author.

A numbered list should **not** appear as 'Firstly, Secondly, Thirdly ...'.

10.2.8 *Italicisation of Foreign Words*

Foreign words and phrases should be italicised unless they appear in the latest edition of the *Macquarie Dictionary*. See AGLC3 r 1.8.3, which provides some examples of foreign words that should / should not be italicised.

10.2.9 *Subsequent References in the Same Footnote*

Where a source X has been cited in a footnote, and later in that same footnote source X is cited again, it is sometimes acceptable to use 'at [pinpoint]' for the second reference to source X.

When using 'at', keeping in mind that:

- Where there is a discursive statement in a footnote, any pinpoint should be placed with the citation rather than being placed at the end of the sentence
 - Cf *Coal Cliff Collieries Pty Ltd v Sijehama Pty Ltd* (1991) 24 NSWLR 1, 26, where Kirby P held that 'in some circumstance[s] a promise to negotiate in good faith will be enforceable.

NOT

Cf *Coal Cliff Collieries Pty Ltd v Sijehama Pty Ltd* (1991) 24 NSWLR 1, where Kirby P held that 'in some circumstance[s] a promise to negotiate in good faith will be enforceable: at 26.

- 'At' can only be used if the second reference to the source appears **immediately** after the first reference to the source (ie there are no references to other sources in between). For example:
 - Ibid 311. He told the Court that Australian courts have long upheld the conventional model of contract formation: at 308. **[can use 'at']**
 - Smith, above n 5, 14. Short also observes that the doctrine is no longer consistently applied by Australian courts: Short, above n 10, 15. However, the doctrine has had a better reception in the United States: Smith, above n 5, 16. **[cannot use 'at 16' because a reference to the Short source separates the two references to the Smith source]**

10.2.10 Judges' Names

Every pinpoint reference to a **case** must be accompanied by the **judge's name**. For example:

- *Re Refugee Tribunal; Ex parte Aala* (2000) 204 CLR 82, 93 (Gaudron and Gummow JJ).

There are several exceptions to this rule.

1. Where the judge's name is mentioned or obvious from the text.
2. Where the pinpoint is an 'ibid' citation below a full reference to the same judge. Eg:

³⁵ *Breen v Williams* (1995) 186 CLR 71, 120 (Gummow J).

³⁶ Ibid 132.

3. Where the judge is a single trial judge in an unreported case without a medium neutral citation (since the judge's name will already appear in the unreported citation).

When referring to multiple judges in the text of a article, **only use 'JJ' after the final judge's name where the judges referred to shared a joint judgment**. When two or more judges who did not share a joint judgment are referred to in text, use 'J' after each judge's name, even where those judges are otherwise in agreement.

10.2.11 'Ibid' and 'Above n'

'Ibid' (see AGLC3 r 1.4.1) can replace the citation of a source where the source referred to is the only source cited in the **immediately preceding** footnote.

- 'Ibid' can be used for **any** source.
- When appearing at the start of a footnote, 'ibid' should be capitalised.
- There should **NOT** be a **comma** between 'ibid' and the pinpoint following it.

'Above n' (see AGLC3 r 1.4.2) can be used to refer to a source that has been cited in:

- (i) a previous footnote other than the immediately preceding footnote; or
- (ii) the immediately preceding footnote, if it is not the only source in that footnote.

'Above n' cannot be used for certain sources:

- Legislation
- Cases, international judicial decisions (eg ICJ)
- Treaties
- UN, WTO, GATT and EU documents

When multiple works by the same author are cited in the article, cross-references to a work by that author need to include the title, eg:

¹ Henry Mayo, *An Introduction to Democracy* (1960) 142; Henry Mayo, 'Democracy' (1980) 12 *Harvard Law Review* 235.

² Mayo, 'Democracy', above n 1.

11. Handing in GM Work

11.1 Managing Your Time

Generally, GMs have around 10–14 days to complete their GM work. **The cardinal sin for all editorial work is to underestimate the amount of time it takes to complete your work. Give yourself at least 4–7 full days to complete GM work, and give yourself more for your first article.**

Please keep to the deadlines your Assistant Editor has set for completing work. Being late with the work puts the Assistant Editor under (more) pressure, and usually means that they will miss their deadline for giving work to the Buddy Editor.

The following are some simple tips to ensure you complete your GM work in a timely manner.

- Commence GM work *as soon as possible* after you receive it. Editing always takes you longer than you think. **Work should *never* be left until two or three nights before the deadline.**
- **Start by locating the most difficult sources assigned to you.** As a general rule, online sources (for example, cases and legislation) are easier to locate than hard copy sources (books, very old journals, etc). Some secondary sources (for example, books and other sources) tend to be harder to locate. Check library catalogues for books immediately — if you do, and you need a BONUS or interlibrary loan book, you will receive it *within* the time allocated for work on the article.
- **Plan to have your work finished two to three days before the deadline.** This will give you time to chase up obscure sources, and follow up on any difficulties you may have in locating sources.
- **Do the work to the best of your ability.** If you're wondering whether a source supports a proposition, please try to find another source that is better (often, such a source will exist within your allocated sources). Go the extra mile when retrieving sources or correcting footnotes.
- If you discover a source for which no *AGLC3* or *House Rules* rules exist, please think about the closest rule, and **make a suggestion** for how to cite that source when submitting your GM work. The more people that think about such issues, the better the overall output of the *Review*.

While your Assistant Editor will make every effort to remain in contact with you, it is ultimately *your* responsibility to alert your Assistant or Section Editor to any difficulties you have. Contact them *as soon as* such difficulties arise (especially in locating a source). Assistant and Section Editors are usually constantly or very regularly on email, so feel free to send them multiple emails throughout the editorial process asking for clarification of instructions, discussing how to cite a new type of source, or raising any issues about the article in general.

11.2 Handing in GM Work

When you have completed all of your GM work, you should:

- Email a copy of your marked-up (proofread) article and your completed GM table to both your Assistant Editor **and** the *Review's* email account (law-mulr@unimelb.edu.au);
 - In your email, you should:
 - List any sources that you were unable to locate, and indicate where you looked to find these sources; and
 - List any general concerns or issues you had with the article.

Copy all your electronic sources into the relevant Dropbox folder that is shared with your fellow GM/Assistant-Editor/Buddy Editor.

- If you have any hard copy sources, please attempt to digitise them first.
- If you are unable to do so, please leave these in your Assistant Editor's pigeon hole in the *Review* office and alert them ASAP via email.

12. Feedback

Feedback is an essential part of the *Review*'s editorial process — without it, it is difficult for GMs to improve and learn those obscure *AGLC3* rules that they otherwise would not come across. All Assistant Editors are required to provide their GMs with feedback.

12.1 Feedback That Will Be Provided to GMs

12.1.1 *Written Feedback*

All Assistant Editors are required to give written feedback to GMs. If you have not received written feedback within one month of handing in your GM work, please **follow this up with the GM Training Manager**, at

- mpierri@student.unimelb.edu.au

The written feedback you receive should:

- be **more than cursory** — an email that simply says 'you did a great job' is **not** sufficient, and you should not be afraid to reply asking for more detail;
- be **constructive**; and
- contain a list of **AGLC3 rules that you missed** in your GM work, so that you can apply these rules in future GM work.

12.1.2 *Feedback When Meeting with Assistant Editors*

If you so wish, you can ask your Assistant Editor to discuss the written feedback with you in person.

Your Assistant Editor should be prepared for this meeting. They should:

- bring a printed 'compare documents' version of the article that compares the latest version of the article available (often the version sent to the Buddy Editor) to your own edit, so that you can see what changes were and were not made;
- bring a copy of the list of missed rules that they have sent via email to you, and discuss these; and
- bring copies of the *AGLC3* and *House Rules* for use when pointing out missed rules (although it may be helpful to bring and annotate your own copies of these).

This is also an opportunity for you to give feedback to your Assistant Editor about their communication with you throughout the editorial process.

12.2 Forum for GMs to Provide Feedback

GMs are encouraged to give the Editors feedback on their Assistant Editors or on broader aspects of the *Review*, by emailing the *Review* account (law-mulr@unimelb.edu.au) or by calling one of the Editors (their contact details are listed in the *Members' Handbook*). If you are emailing with personal feedback on your Assistant Editor, please mark your email 'CONFIDENTIAL' in the subject line.

Additionally, feedback on these *Guidelines* and the training sessions for GMs are more than welcome — contact Matt (GM Training Manager) at mpierri@student.unimelb.edu.au

Appendix

Editing Quotations

QUOTATIONS	Change?	Rule
Capitalisation	No, except at the start of a sentence	<i>AGLC3</i> rr 1.5.7, 1.5.5
Italicisation	Yes	<i>AGLC3</i> rr 1.5.7, 1.8.2
Hyphenation <ul style="list-style-type: none"> - compound words - to em- and en-dashes 	No Yes	House Rule 1.5.3 To comply with <i>AGLC3</i> r 1.6.3
Punctuation <ul style="list-style-type: none"> - at the end of a quote - in the quote - full stops 	It depends No Yes	<i>AGLC3</i> r 1.5.4; see House Rule 1.5.2 See <i>AGLC3</i> r 1.5.7 To comply with <i>AGLC3</i> r 1.6.1
Spelling	No	<i>AGLC3</i> r 1.5.7

Priority Order of English Reports

AC, Ch, Fam, QB > WLR > All ER (House Rule 9.1.3)

Useful Resources for Abbreviations

- *AGLC3* Appendix: authorised reports are asterisked
- Cardiff Index of Legal Abbreviations: <http://www.legalabbrevs.cardiff.ac.uk/>
- Monash University Guide for Legal Abbreviations: <http://guides.lib.monash.edu/legal-abbreviations>

Old Websites

- For old websites that are no longer live, try: <http://archive.org/web/web.php>.
This is handy for articles that cite out-of-date URLs, but use this ONLY for information purposes, not for citation purposes.

List of Helpful Keyboard Shortcuts

Command	Default Windows Shortcut	Default Mac Shortcut
Cut	Ctrl+X	Cmd+x
Copy	Ctrl+C	Cmd+C
Paste	Ctrl+V	Cmd+V
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Cmd+Y
Save	Ctrl+S	Cmd+S
Save As	F12	Cmd+Shift+S
Bold	Ctrl+B	Cmd+B
Italic	Ctrl+I	Cmd+I
Underline	Ctrl+U	Cmd+U
Align left	Ctrl+L	Cmd+L
Align centre	Ctrl+E	Cmd+E
Align right	Ctrl+R	Cmd+R
Justify	Ctrl+J	Cmd+J
Hyperlink	Ctrl+K	Cmd+K
New Document	Ctrl+N	Cmd+N
Open	Ctrl+O	Cmd+O
Print	Ctrl+P	Cmd+P
Select All	Ctrl+A	Cmd+A
Toggle Track Changes on/off	Ctrl+Shift+E	Cmd+Shift+E
Change case (upper/lower/all caps)	Shift+F3	Shift+F3
Superscript	Ctrl+Shift+= aka Ctrl+'+'	Cmd+Shift+=
Subscript	Ctrl+=	Cmd+=
Cut text retaining tracked changes	Ctrl+F3	?
Move a row of a table up/down	Alt+Shift+up/down keys	?
Insert footnote	Ctrl+Alt+F	Cmd+Option+F
Toggle Paragraph Markers on/off	Ctrl+Shift+8 aka Ctrl+*	Specific button in main toolbar

Em-dash	Ctrl+Alt+- [minus on the number pad]	Option+Shift+-
En-dash	Ctrl+- [minus on the number pad]	Option+-
Ellipsis	Ctrl+Alt+.	Option+Semicolon
Move window across the screen between left, centre and right; up and down to minimise/maximise [Windows 7]	Windows+arrow keys	----
Open the style drawer	Ctrl+Shift+Alt+S	?
Open Task Manager	Ctrl+Shift+Esc	----