

CJLJ Style Guide

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This document is intended for use by CJLJ authors and student editors. The CJLJ's footnote style is based on the *Canadian Guide to Uniform Legal Citation*, 9th ed., also known as the *McGill Guide*, with some minor modifications. Helpful online resources can be found at:

- <https://guides.library.queensu.ca/legalcitation-mcgill-9th>
- <https://library.ucalgary.ca/guides/mcgillguide>
- <https://guides.library.ualberta.ca/citing/mcgill>

The CJLJ uses **Times New Roman 12pt** as our default font in MS Word. (Note, however, that if we make a change from an author's different font (e.g., Arial), we have found that sometimes *italics* are lost. This is something to pay attention to.)

When editing Do not use Track Changes. It serves no useful purpose. You can **highlight in yellow** to indicate changes or additions to the text, or use the Comments feature in MS Word to indicate changes, ask questions, etc. But again, please do not use Track Changes.

The **bold face** below is just emphasis for your attention and is not a part of the CJLJ's style.

I. Name and Institutional Affiliation

On the first page of your paper, please include the title of your paper, your name, and your institutional affiliation. These should appear on separate lines and be left justified. So, e.g.:

Paper Title: Paper Sub-title

Andrew Botterell
University of Western Ontario, London, Canada

II. Abstract

On the first page of your article, above the main body, please include a brief (no more than 150 words) abstract. This might be the abstract you used when you submitted your paper initially; or it could be a slight variation on that.

III. Acknowledgements and Author Information/Bio

Acknowledgements and Author Information now appear on the **last page** of articles.

Immediately after the Acknowledgments follows a short Author information/biographical statement. It should begin with your name followed by your

current academic or professional position and/or institutional affiliation, and anything else that you would like to see included. After that follows your email address. So, e.g.:

Acknowledgments I would like to thank Jane Smith, John Doe, and audiences at University College for helpful comments on a previous version of this paper.

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Here are some other examples of Author information/Bio statements:

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IV. Citing Articles (see generally *McGill Guide* §6.1)

1. Kate Millet, "What Is To Be Done?" (2000) 75:4 **Chicago-Kent L Rev** 659 at 664-65.

Note that there is only one comma in this entry and no italics. '659' is the first page of article cited (**no end page**). 'Law Review' = 'L Rev'. 'Law Journal' = 'LJ' only.

>>Please note: **no italics or full caps on the journal's name** and only one comma in the entire note.

>>**Authors and Students:** please do not make up journal abbreviations. Consult the

McGill Guide or previous issues of the CJLJ for acceptable abbreviations. If no abbreviation can be found, use the full name of the journal.

>>The author's name is **not** 'Millet, Kate' and **not** 'K Millet'. So, McGill requires that the author's name appears as it did in the publication. Thus one does not write 'Herbert Hart' or 'Herbert Lionel Adolphus Hart' unless Herbert used his name that way in the publication cited.

>>Please include both **Volume and Issue number** (if available), separated by a colon.

Note the lack of periods on abbreviations and initials. HLA Hart. In footnotes only.

>>'at 664-65' is a **pinpoint** reference re matter in the text, normally quoted matter.

If the note lacks a pinpoint number, because nothing is being quoted, start the note with "See", not "*Cf*".

Italics when *Cf* is properly used.

>>>**Pinpoint page numbers** appear this way: 4-7; 55-57; 144-45 (**not 144-145**); 308-09; 1231-33; 1399-400.

V. Citing Books (see generally *McGill Guide* §6.2)

2. Luc B Tremblay, *The Rule of Law, Justice and Interpretation* (McGill-Queen's University Press, 1997) at 248-51. **No 'p.'** **'University Press' not 'UP'**. **No place of publication needed.**

3. David Dyzenhaus & Mayo Moran, **eds**, *Calling Power to Account* (University of Toronto Press, 2005).

Do not put into these footnotes the place of publication **unless** it is needed to avoid confusion or for a place unknown for presses. The name of the press should not be abbreviated; so it should be Cambridge University Press, not Cambridge UP or CUP.

>>When there are two or more authors or editors use '**&**' to separate their names.

4. HLA Hart, *The Concept of Law*, **2d ed by Penelope A Bulloch & Joseph Raz** (Oxford University Press, 1994) at 35-42. (**Not OUP**)

>>Note that 'ed' is doing double-duty here: '2d ed by' indicates **both** that the reference is to the second edition of Hart's text **and** that the editors are Bulloch and Raz.

5. Vasuki Nesiah, "Towards a Feminist Internationality: A Critique of U.S. Feminist Legal Scholarship" **in K Wing, ed**, *Global Critical Race Feminism: An International Reader* (New York University Press, 2000) 41 at 44.

>>Please note where there are commas and where not—in this note there are 4 commas; **no comma before ‘in’** after the chapter’s title. (...” in K Wing, ed,...)

>>When a different essayist is being **cited in the same collection** (as in 5) use the new author’s name, “Full Title of Article” in Wing, *supra* note 5 at the relevant page(s). Do not put in the first page of the new essay. (differs from McGill).

6. John G Fleming, *The Law of Torts*, **8th ed** (Law Book, 1992). **No** superscript th. Use ‘th’. **No** comma after ‘ed’ (edition). **No** ‘.’ except as full stop.

>> **2d and 3d** preferred to 2nd and 3rd.

7. See generally Joseph Raz, “Legal Principles and the Limits of Law” in Marshall Cohen, ed, *Ronald Dworkin and Contemporary Jurisprudence* (Rowman & Allanheld, 1984) **73. First page only.**

>>**Be sure to clearly distinguish the first page of an article or chapter from pinpoint reference, which uses ‘at’.** This is **IMPORTANT**. That is, IT IS IMPORTANT TO DISTINGUISH PINPOINT NUMBERS FROM FIRST PAGE NUMBERS.

8. Martin Heidegger, *Being and Time*, **ed by and translated by** John Macquarrie & Edward Robinson (Basil Blackwell, 1962) at 49.

9. See Nasiah, *supra* note 5. **See, e.g.,** the work of Hegel.... at **ch 10**.

>>Use ‘See’ to make **a nonspecific reference** to a work and not if the note quotes something. No italics on ‘See’. Use *cf* only when you wish to suggest a comparison with another approach.

VI. Citing Cases (see generally *McGill Guide* §3.2)

10. Please use the standard form for cases from the McGill Guide. For long case names create a short form. First time: *Gore Mutual Insurance Co v Co-operators General Insurance Co* ETC. [***Gore Mutual***]. Do **not** write ‘hereinafter’ or put in quote marks unless you will use them right through future references, viz. [*“Gore Mutual”*].

>>Do this in the note when the case is **first** referenced. Thereafter (forgetting *Ibid*) put note as: ‘*Gore Mutual, supra* note 10’.

When an author has written a number of articles or books cited in a single note, then use [author’s name and title] for each piece so it is clear to which item reference is being made. It is unnecessary to create a [short form] for articles when the *supra* reference takes the reader back to a work by a single author.

The short form is used rarely—because rarely useful. Except for long styles of cause that reappear below in the notes, a short form that includes the author’s name, e.g., [author’s name and title] is only to be used when a *supra* note refers back to an author with more than one referred item in the full footnote. A short form use makes no sense—has no purpose—if there is no subsequent footnote reference to the book or article below the first-mention note.

Again: If note 11 with a first-time reference to a book or article has more than one book or article cited written by a single author, use [Smith, *International*] in a future *supra* note to distinguish it from the book [Smith, *National*] in that note. Place this short form after full cite in note 11. Otherwise, if there is only one work by Smith in the first-time reference, the later reference should be merely: Smith, *supra* note 11 at 12. If an author has several books mentioned in various distinct notes, 20, 33, etc., an indicated [short form] is not needed, but some words to give a clue to the item is useful—to indicate which one of Smith’s many books is being used.

VII. Other matters (see generally *McGill Guide* §1)

11. “...” [emphasis added]. **Square** brackets. At the end of a note re a *quotation*. [emphasis in original].

12. ... McGill LJ [forthcoming in 2020].

13. ... Harv L Rev – again, please do not make up journal abbreviations. Consult the McGill Guide or previous issues of the CJLJ for acceptable abbreviations. If no abbreviation can be found, use the full name of the journal.

14. author, title (date of creation) [unpublished].

15. use: ‘revised ed’

16. To indicate in a footnote that a certain matter will be discussed **in the text later (not in the notes notes)** in your essay **do not** write that it will be found *infra* at page 12 (whatever it may be at some future place). Direct the reader to **see the text accompanying note 15** (or whatever).

And: See text accompanying note 7 above for the fuller account of this claim.

17. Do not use ‘and’ for citations that include two or more references. Instead, separate the references with semi-colons.

18. When citing to an online source, use “...online:” followed by the URL. **Do not enclose the URL in chevrons <, >.**

Use of *supra* and *ibid*:

19. *Gore Mutual, supra* note 10.

20. Raz, *supra* note 7 at 77. Pinpoints are for very specific matter, like a quotation, in the text.

21. *Ibid* at 74.

22. *Ibid*.

23. *Ibid* at 77.

24. *Infra* note 200 at 1. *Infra* is rarely used; it is a future-looking note. If possible, cite the reference at the current note.

VIII. Gender neutral language

For authors: It is our policy of gender neutrality in essays. Consider the following struck-through sentence you find in a paper.

~~‘When a judge faces a hard case, she/he must use his/her discretion; it is not uncommon in the cases s/he finds in their inbox.’~~

RATHER ‘When judges face a hard case, they must use their discretion; it is not uncommon in cases they find in their inboxes.’

Plurals will solve a lot more than half the neutrality problems. Here is a real example (not needing plurals this time): “A separate question is whether one would have [to] change his or her behaviour when it is known to him/her what the specific law is that will govern his/her case....” RATHER “A separate question is whether one must change one’s behaviour [behave differently] when it is known what specific law will govern one’s case....”

OR (with plurals) “A separate question is whether individuals must change their behaviour [behave differently] when it is known what specific law will govern their case....”

While the plural pronouns ‘they’ and ‘their’ are more and more commonly used also as first person words—especially in speech—the CJLJ does not have a policy about the use of such pronouns. You are, however, welcome to use plural pronouns as first-person pronouns if you wish.