

STYLE GUIDE

Manuscripts should be typed in double spacing with generous margins and submitted to the Editor. If the article is accepted, it should then be resubmitted on computer disk (preferably IBM compatible). All correspondence should be addressed to:

The Editor
Federal Law Review
Faculty of Law
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Canberra ACT 0200

ABBREVIATIONS

Abbreviations and acronyms should always be explained in the text the first time they are used, with the abbreviation contained in parentheses, eg Australian Medical Association (AMA). Thereafter use AMA. Abbreviations for expressions such as for example, that is, compare with, should not be used in the text, but may be used in footnotes. Use eg, ie, cf.

CITATION

Books

R Tomasic, J Jackson and R Woellner, *Corporation Law: Principles, Policy and Process* (2nd ed 1992).

A B Baker, *The Hearsay Rule* (1950) at 17.

Johnson on Contracts (5th ed 1956) Vol 2 at 472.

J Anderson, "The States and Relations with the Commonwealth" in R Else-Mitchell (ed), *Essays on the Australian Constitution* (2nd ed 1961) 94 at 101-102.

- If the author's name is an integral part of the title of the book, it is italicised.
- No comma follows the title or the date.
- The edition is included if it is not the first, but the publisher and place of publication are not included.

Cases

Reported Decisions

Sweet v Parsley [1970] AC 132.

Watkins v Combes (1922) 30 CLR 189 at 193-194 per Isaacs J. (Note that "per" is not italicised.)

- The first time a case is mentioned in the text, the names of the parties must appear in full, with the details of the law report series in a footnote. Similarly, the first time a case is mentioned in a footnote, the full names of the parties must be used, followed by the details of the law report series. Thereafter, an abbreviated version

of the parties may be used, but the full details of the report series must be repeated in the corresponding footnote. Do not use cross-references to previous citations.

- When the volumes of a report series are numbered in sequence, the date is the date of judgment, not of the volume.
- In citations of American reports, the date should follow the citation as in the United States practice, eg 300 US 227 (1937) and 547 F 2d 972 (5th Cir 1975).
- Normally the official reports should be used. In particular, the CLR report should be cited whenever it is available. In some fields, it is the practice to cite specialised reports, eg Australian Company Law Cases.
- When citing cases prior to 1866, cite the original report and then the corresponding report in the English Reports.

Unreported Decisions

May v Secretary, Department of Transport (Federal Court of Australia, Ellicott J, 12 May 1981, unreported).

COMMITTEE REPORTS, PARLIAMENTARY DEBATES COMMAND PAPERS

Reports and Parliamentary Papers

Australian Law Reform Commission, *Grouped Proceedings in the Federal Court* (Report No 46, 1988).

Commonwealth Parliament Joint Select Committee, *Tenure of Appointees to Commonwealth Tribunals* (1989).

Vic PP 1883 Vol 4 No 53 at 46.

Parliamentary Debates (Cth)

When joint Reports were published:

Cth Parl Deb 1944, Vol 177 at 2504-2506.

Vic PD 1906 Vol 115 at 3210.

When separate Reports were published:

H Repts Deb 1954, Vol 4 at 652.

Sen Deb 1971, Vol 48 at 1253.

Newspapers

Age 17 August 1993.

Periodicals

A Jacobs, "Innovation and Continuity in the Law of Treaties" (1970) 33 *MLR* 508 at 510.

- No comma follows the title of the article or the title of the journal.
- If it is necessary to refer to the particular issue of a journal: (1986) 9(2) *UNSWLJ* 39.
- The method of citation recommended in the relevant journal should be followed.

STATUTES

Administrative Decisions (Judicial Review) Act 1977 (Cth)

- The title is not italicised.
- The formal citation of English statutes by the regnal year or years and chapter number (eg 13 Eliz 1 c 7 (1571)) will only be used where the Act has no short title.
- Following all references to statutes, the name of the relevant State, Territory or country should appear in parentheses (eg NSW, Vic, Qld, WA, SA, Tas, ACT, NT, Cth, UK).

CROSS-REFERENCING

- The expressions "*id*", "*loc cit*", "*op cit*", "*post*", "*ante*", "*supra*", "*infra*", "*vide*" are not used.
- For cross-references to more than one footnote, use nn, eg nn 4-14.

In the Text

The expressions "above" and "below" are used to refer to an earlier or later passage of the text.

In the Footnotes

"Ibid" is used when the citation is *exactly* the same as the preceding one. "Ibid" followed by the appropriate page reference is used to refer to the preceding citation when the citation is the same but the page reference differs. It cannot be used if another citation has intervened.

- eg 22 *Radclyffe v Hall* (1920) 56 CLR 307 at 410.
- 23 *Ibid*.
- 24 *Ibid* at 412.

"Above" is used to refer to an earlier footnote.

- eg 10 G Paton, *Jurisprudence* (2nd ed 1949) at 10.
- 36 G Paton, above n 10 at 56.

If the reference is to an earlier or later passage in the text of the *Federal Law Review* article, the passage may be identified as "above" or "below". If it is essential to refer to a specific page number, it should be to the page in the author's own manuscript.

FOOTNOTES

The name of the author of the paper should appear under the title and should be followed by an asterisk which refers to a footnote setting out the author's position and such of his/her degrees, qualifications, status and honours (if any) as he/she wishes to have included. The University at which a degree was gained should be always specified. All citations of cases, references to books, periodicals, reports, Command Papers and other documents should appear in footnotes and not in the text.

It is the responsibility of the author to ensure the accuracy of the footnotes.

- It is usually unnecessary, when referring in a footnote to a work, to commence with the word "See"; eg in "See *Salmond on Torts* (11th ed 1953) 646", the word "See" is superfluous.

HEADINGS

NORMAL TEXT ALL CAPITALS BOLD

Normal text bold

Italics bold

ITALIC TYPE

Use italic type for: case names, book, journal and periodical titles, words or passages in a foreign language (eg *obiter dicta*) and emphasis in quoted material.

QUOTATIONS

Quotations should be *exact transpositions* of the passage quoted. Any omission in the quotation must be denoted by an ellipsis. It is the responsibility of the author to ensure the accuracy of the quotation. Sparing use should be made of [sic] to indicate an error in the original. Quotation marks should be double, eg "The case has little merit". Quotations within quotations should be enclosed within single quotation marks, eg "The Chief Justice said, 'The case has little merit'."

Long quotations in the text (ie longer than two or three lines) should be indented, without quotation marks, in small type. It is usual to introduce such quotations with a colon. A comma is not used.

- All quotations must have an exact reference.
- If the quoted material is italicised by the author the footnote should note this by writing "(emphasis added)" after the citation. If the text is reproduced exactly, indicate this by "(emphasis in original)".

SPELLING

Spelling is to be guided by the *Australian Concise Oxford Dictionary* (2nd ed 1992). In most cases where alternatives are given, either is acceptable but the first spelling given in *Australian Concise Oxford Dictionary* should be used unless there is good reason to the contrary.

- When there are alternative spellings, the ending "our" is used and not "or".
- When alternative spellings are available, prefer the "s" spelling, eg -ise, -isation, -ising.