

# CBLJ STYLE GUIDE

Authors are responsible for ensuring that manuscripts accepted for publication by the editor-in-chief are in compliance with this style guide before the content editor commences the editorial process. The following topics are covered in this style guide:

<b>1. Title &amp; Headings</b> .....	1
<b>2. Paragraphs &amp; Text</b> .....	1
<b>3. Author Name &amp; Biographical Information</b> .....	2
<b>4. Abstracts</b> .....	2
<b>5. Quotations</b> .....	3
<b>6. Footnotes &amp; Citations</b> .....	3
Case Law .....	3
Statutory Material .....	4
Scholarly Journal Articles .....	4
Unpublished Manuscripts .....	4
Books .....	4
Collections of Essays .....	5
Non-Scholarly Newspaper & Magazine Articles.....	5
Government Documents & Parliamentary Debates .....	5
Websites .....	5

## 1. TITLE & HEADINGS

### *Articles*

**Titles and headings for articles shall be formatted as follows (no separate title page):**

**TITLE** [*left justified*]

**I. FIRST LEVEL HEADING** [*centred*]

**1. Second Level Heading** [*centred*]

(a) *Third Level Heading* [*left justified*]

(i) *Fourth Level Heading*

***Commentaries.* Titles and headings for comments shall be formatted as follows (no separate title page):**

**Title** [*left justified*]

**2. First Level Heading** [*centred*]

(a) *Second Level Heading* [*left justified*]

(i) *Third Level Heading*

## 2. PARAGRAPHS & TEXT

All paragraphs/text shall be: (1) single-spaced, (2) Times New Roman, (3) 12-point font, with (4) the first line indented.

Our optimal paragraph length is one-third of a printed C.B.L.J. page; the maximum

length is one-half page.

### ***Miscellaneous***

- Names of places should be written in full as nouns; abbreviations are okay for modifiers (“The event took place in British Columbia,” but “The B.C. court determined ...”)
- Spell out one to nine and use numerals for 10 or more. In charts or in sections of text where a great many numbers are being used (particularly where there is a mixture of numbers over and under 10), use numerals.
- Dates are written as October 31, 2015.
- Refer to judges in this form: Chapman J., not Justice Chapman or Mr. Justice Ken Chapman, etc. For multiple judges: Chapman and Jones JJ. (exception: at the beginning of a sentence, for example, “Justice Jones said . . .”)
- Capitalize the word “court” when used in reference to a specific court, *e.g.*, “the Ontario Court of Appeal”, but not in general text: “A year later, the court upheld that decision” or “The court in *Smith v. Jones* stated ...”

### ***Acronyms***

Define all acronyms the first time they appear with the acronym in bracketed upper case (*i.e.*, *Bankruptcy and Insolvency Act* (“BIA”)) following it (in text or footnote) and thereafter, use only the acronym. It must always be kept in mind that some readers will not be as sophisticated as others (students, for example) and that readers from other countries may not be familiar with Canadian acronyms.

## **3. AUTHOR NAME & BIOGRAPHICAL INFORMATION**

### ***Articles***

The author’s name shall be: (a) placed directly under the title of the article, (b) left justified, and (c) end with an asterisk-footnote, containing a brief biographical statement. See as follows (bio is merely suggestive):

### **ARTICLE TITLE**

Author’s Name\*

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\* Assistant Professor, Faculty of Law, X University; *or* Partner, Law Firm LLP, Toronto.

### ***Commentaries***

The author’s name shall be: (a) placed directly under the final paragraph of the comment and (b) right justified; and (c) end with an asterisk-footnote, containing a brief biographical statement (see above).

Note that biographical information should not include academic degrees.

#### 4. ABSTRACTS

Articles should include an abstract of no more than 250 words set out in an italicized paragraph below the author's name.

Note that an abstract is required for Articles only and not for Commentaries or Book Reviews.

#### 5. QUOTATIONS

- (a) Any quotes exceeding three lines shall be set out from the regular text and indented, with a footnote number at the end (does not strictly apply if the quote appears inside the footnote).
- (b) Square brackets are not used for ellipses, but are used where the author is inserting his own words or [*sic*].

#### 6. FOOTNOTES & CITATIONS

The following examples illustrate the citational style employed by the C.B.L.J. Where a citational issue arises to which none of the examples provide guidance, use your best judgment to ensure compliance with the spirit of this style.

##### *Case Law*

- 1. *Bhashin v. Hrynew*, 2014 SCC 71 (S.C.C.), at para. 19.
- 2. *Westec Aerospace v. Raytheon* (November 25, 1998), Doc. C982737, [1998] B.C.J. No. 2898 (B.C. S.C.), reversed 173 D.L.R. (4th) 498 (B.C. C.A.), leave to appeal granted [2000] 1 S.C.R. xxii (S.C.C.).
- 3. *Rotstein v. Succession Smith* (February 23, 2012), Doc. 34476, [2011] S.C.C.A. No. 441 (S.C.C.).
- 4. *Bhashin v. Hrynew*, 2014 SCC 71 (S.C.C.), at para. 30.
- 5. *Muscutt v. Courcelles* (2002), 60 O.R. (3d) 20 (Ont. C.A.), at para. 26 (discussing changes in 1975 to the rules governing service of originating processes out of the jurisdiction) [*parenthetical description optional*].
- 6. *Bilash v. Bilash* (June 10, 1983), Doc. J.C. Battleford 279/1982 (Sask. Q.B.).

Note that parallel citations to case law are not required and neutral cites are the preferred citation for case law. If no neutral citation is available, then utilize the best available reported citation.

##### *Case Short Names*

If an obvious short name is used for a case in subsequent references there is no need to indicate what the case will be called throughout the article -- for example, in *Global Securities Corp. v. British Columbia* the case can be then called *Global Securities* without explanation, as it will be obvious which case is being referred to.

#### 7. Cite U.K. case law using Canadian format:

*e.g. Foakes v. Beer* (1884), (1883-84) L.R. 9 App. Cas. 605 (U.K. H.L.). *e.g.*,

*Hedley Byrne & Co. v. Heller & Partners Ltd.*, [1961] 3 All E.R. 891 (Eng. C.A.), affirmed [1963] 2 All E.R. 575 (U.K. H.L.).

**8. Cite U.S. case law using U.S. uniform style:**

*e.g. A&M Records, Inc. v. Napster, Inc.*, 239 F.3d 1004 (9th Cir. 2001), at p. 1008.

*e.g. Peevyhouse v. Garland Coal & Mining*, 382 P.2d 109 (Okla. Sup. Ct. 1963), at p. 115.

**9. Cite Australian case law using Canadian format.**

Avoid use of “*Supra*”, “*infra*”, “*ibid.*” and “*op. cit.*” Repeat citations for cases, legislation and books/articles in full each time they are referenced to allow for enhanced linking online.

Use “note” instead of “footnote” when referring to a footnote in a source other than the C.B.L.J. article. When referring to footnotes within the same piece, “footnote” is used.

### ***Statutory Material***

1. *Income Tax Act*, R.S.C. 1985 (5th Supp.), c. 1, s. 18(1)(m).
2. *Canadian Aviation Security Regulations*, SOR/2000-111, s. 4.
3. *Joint Stock Companies Act 1844* (U.K.), 7 & Vic., c. 110, s. XXV.
4. *Companies Act 2006* (U.K.), 2006, c. 46, s. 109.
5. *Securities Act*, 15 U.S.C. §§ 77a-77aa (2000 and Supp. V 2005).
6. *Income Tax Act*, R.S.C. 1985 (5th Supp.), c. 1, s. 18(1)(g) (although only addressing this issue indirectly) [*parenthetical description optional*].
7. *Income Tax Act*, R.S.C. 1985 (5th Supp.), c. 1, s. 18(1)(c).

### ***Scholarly Journal Articles***

**Where possible, please use the journal-name abbreviation found in Appendix H of the *McGill Guide*.**

1. R. Gregory and P. Walton, “Fixed and Floating Charges -- A Revelation” (2000), 1 L.M.C.L.Q. 123, at pp. 129-130.
2. Alfred C. Yen, “Third Party Copyright Liability after *Grokster*” (2006), 91 Minn. L. Rev. 239, at pp. 245-246.
3. R.R. Pennington, “The Genesis of the Floating Charge” (1960), 23 Mod. L. Rev. 630.
4. R.D. Smith, “The Vague Aspects of Estoppel Remedies”, *Alta L. Rev.* (forthcoming in 2013).
5. Alfred C. Yen, “Third Party Copyright Liability after *Grokster*” (2006), 91 Minn. L. Rev. 239, at p. 248 (although this author makes the point somewhat differently) [*parenthetical description optional*].

### ***Unpublished Manuscripts***

1. John Davidson, *Rethinking Private Copying in the Digital Age: An Analysis of the Canadian Approach to Music* (LL.M. Thesis, University of Toronto Faculty of Law, 2001) [unpublished].
2. K. Li, H. Ortiz-Molina and X. Zhao, “Do Voting Rights Affect Institutional Investment Decisions? Evidence from Dual-Class Firms” (Working Paper, Sauder School of Business, University of British Columbia, 2007) [unpublished].

### ***Books***

1. Ronald C.C. Cuming and Roderick J. Wood, *British Columbia Personal Property Security Handbook*, 4th ed. (Toronto: Edmond Montgomery, 1997), at pp. 5-15.
2. Waddams, *The Law of Damages*, looseleaf (Aurora, Ontario: Canada Law Book, 2007), para. 13.60.
3. Ronald C.C. Cuming and Roderick J. Wood, *British Columbia Personal Property Security Handbook*, 4th ed. (Toronto: Edmond Montgomery, 1997), at pp. 15-25.

### ***Collections of Essays***

1. J. Michael Finger and L. Alan Winters, “What Can the WTO Do for Developing countries?” in Anne O. Krueger, ed., *The WTO as an International Organization* (Chicago: University of Chicago Press, 1998), p. 365 [*first page of essay*] at pp. 369-371.
2. Gerd Gigerenzer, “Is the Mind Irrational or Ecologically Rational?” in Francesco Parisi and Vernon L. Smith, eds., *The Law and Economics of Irrational Behavior* (Stanford: Stanford University Press, 2005), p. 37 [*first page of essay*] at pp. 45-46.

### ***Non-Scholarly Newspaper & Magazine Articles***

1. Saul Hansell, “YouTube’s Video Poker”, *The New York Times*, September 30, 2006, p. A1.
2. Barbara Amiel, “Silly New Security Rules”, *Macleans*’s, November 6, 2001, p. 21, online: <<http://www.macleans.ca>>.

### ***Government Documents & Parliamentary Debates***

1. Robert W.V. Dickerson, J.L. Howard, L. Getz, and R. Bertrand, *Proposals for a New Business Corporations Law for Canada*, vol. I, Commentary (Ottawa: Information Canada, 1971), at para. 51.
2. Ontario, Legislative Assembly, *Official Report of Debates (Hansard)*, 53 (October 18, 2001), at p. 2819 (Julia Munro).
3. U.K., H.L., *Parliamentary Debates*, 5th ser., vol. 442 at col. 6 (May 3, 1983) (Baroness Masham of Ilton).

### ***Websites***

**Note the “date accessed” only where the website is no longer accessible**

1. Lawrence Lessig, “On the Economies of Culture”, *Lessig Blog* (September 28, 2006), online: <<http://www.lessig.org/blog>> (accessed June 4, 2008).