CBLJ STYLE GUIDE FOR AUTHORS

Authors are responsible for ensuring that manuscripts submitted for publication are in compliance with this Style Guide. The following topics are covered in this Style Guide:

1. Title & Headings ........................................................................................................ 1
2. Paragraphs & Text ...................................................................................................... 1
3. Author Name & Biographical Information ............................................................... 2
4. Quotations ................................................................................................................... 2
5. Footnotes & Citations ............................................................................................... 2

   Case Law ...................................................................................................................... 2
   Statutory Material ........................................................................................................... 3
   Scholarly Journal Articles ........................................................................................... 3
   Unpublished Manuscripts ............................................................................................ 3
   Books .............................................................................................................................. 4
   Collections of Essays ................................................................................................. 4
   Non-Scholarly Newspaper & Magazine Articles ......................................................... 4
   Government Documents & Parliamentary Debates .................................................... 4
   Websites ....................................................................................................................... 4

1. TITLE & HEADINGS

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

   TITLE [left justified]

   1. FIRST LEVEL HEADING [centred]
      1. Second Level Heading
         (a) Third Level Heading
         (i) Fourth Level Heading

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

   TITLE [centred]

   1. First Level Heading
      (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 Font, with (4) the first line indented.
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) italicized; and (d) end with an asterisk-footnote, containing a brief biographical statement. See as follows (bio is merely suggestive):

**TITLE** [left justified] Author’s Name*

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

*Comments.* 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. QUOTATIONS

(a) Periods and commas shall always be placed inside the quotation marks.

(b) Any quotes exceeding four 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).

5. FOOTNOTES & CITATIONS

The following examples illustrate the citational style employed by the CBLJ. 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**

4. *Muscutt, supra,* footnote 1, at para. 30 (“Very often there is more than one forum capable of assuming jurisdiction ...”) [parenthetical quotation optional].
5. *Supra,* at para. 26 (discussing changes in 1975 to the rules governing service of originating processes out of the jurisdiction) [parenthetical description optional].
7. Note that CanLII citations will be replaced with parallel citations or court details (date, court file number, jurisdiction, judge, etc.).

8. *Cite U.K. case law using Canadian format:*
   
e.g. *Central London Property Trust Ltd. v. High Trees House Ltd.*, [1947] 1 K.B. 130 (K.B.), at p. 135, per Denning J.


9. *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. A&M Records, supra, footnote 1, at p. 1007.

e.g. Supra, at p. 1009.

10. Cite Australian case law using Canadian format.

Statutory Material
1. Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 18(1)(m).
3. Joint Stock Companies Act 1844 (U.K.), 7 & Vic., c. 110, s. XXV.
6. Income Tax Act, supra, footnote 1, at s. 18(1)(g) (although only addressing this issue indirectly) [parenthetical description optional].
7. Ibid., at s. 18(1)(c).

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

5. Yen, supra, footnote 2, at p. 248 (although this author makes the point somewhat differently) [parenthetical description optional].
6. Ibid., at p. 240.

Unpublished Manuscripts

Books
4. Ibid., at p. 13.

Collections of Essays
3. Finger and Winters, supra, footnote 1, at p. 370.
4. Ibid., at p. 375.

Non-Scholarly Newspaper & Magazine Articles

Government Documents & Parliamentary Debates

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