



**Carleton**  
UNIVERSITY

**Canada's Capital University**

**Department of Law**  
**Legal Style Sheet for Term Papers**

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**GENERAL FORM**

Each term paper should have a (1) title page, (2) brief table of contents (only if asked for by your professor), and (3) bibliography (if requested). Plain bond or computer paper should be used with left-hand and top margins, one and one-half inches wide, and right-hand and bottom margins one inch wide. If word-processed (preferable), the text should be double-spaced. The pages should be numbered and the original copy should be handed in.

Each term paper should follow a consistent citation style. The Department of Law recommends the legal style outlined on this form sheet. Some instructors, at their discretion, may accept a recognized social science style.

**PRELIMINARY**

The importance of taking your original notes carefully cannot be overstated. Be sure to write down a full description of the source, including all the bibliographical information that you will need. Record the page number(s) from which each note is taken. **When quoting from an original source, use quotation marks to avoid charges of plagiarism.**

**FOOTNOTES**

In order to avoid charges of plagiarism, footnotes or endnotes should be used the following instances:

- (a) when quoting directly from another's work
- (b) when paraphrasing the statements of others
- (c) when discussing opinions and theories of others
- (d) when presenting information which is not a matter of general knowledge
- (e) when explaining and amplifying statements made in your text.

Each footnote should be listed in the text by an arabic figure, placed on a level with apostrophes, at the end of the passage to which it refers. Footnotes should be numbered consecutively throughout the paper. The footnotes themselves should be placed at the bottom of each page and identified in order by number. Endnotes should be placed at the end of your paper (before the bibliography) and also identified by number.

## **THE COMPLETE CITATION**

The first time a work is cited **in a footnote or endnote** complete bibliographical information should be given.

### **EXAMPLES FOR BOOKS**

A full citation includes author's name, title (underlined or *italicized*), volume number (if any), place of publication, publisher, date and pinpoint. (A pinpoint is a reference to a specific page or paragraph number.)

One author:

<sup>1</sup> G. Parker, An Introduction to Criminal Law (Toronto: Methuen, 1983) at 73.

Joint authors:

<sup>2</sup> R.H. Floyd, C.S. Gray & R.P. Short, Public Enterprises in Mixed Economies (Washington, D.C.: International Monetary Fund, 1984).

More than three authors, cite only the first author and use "*et al.*":

<sup>3</sup> J.B. Laskin *et al.*, Debtor and Creditor: Cases, Notes, and Materials, 2d ed. (Toronto: University of Toronto Press, 1982).

Editor of a collection as author:

<sup>4</sup> W.T. McGrath, ed., Crime and its Treatment in Canada (Toronto: Gage Publishing Limited, 1980).

### **EXAMPLES OF JOURNAL ARTICLES**

A full citation includes author's name, title of article (in quotes), year of publication, volume number, name of journal, page and pinpoint.

One author:

<sup>5</sup> M.R. Goode, "*Mens Rea in Corpore Reo: An Exploration of the Rapists' Charter*" (1983) 7 Dalhousie L. J. 447 at 448.

Joint authors:

<sup>6</sup> G.A. Ferguson & D.W. Roberts, "Plea Bargaining: Directions for Canadian Reform" (1974) 52 Can. Bar Rev. 497 at 503.

## **SHORTENED FORM OF CITATION**

Use this shortened form only when complete citation has already been used in an earlier footnote or endnote. Include only author's surname, a reference to the earlier footnote or endnote, and the page references.

### **EXAMPLE**

<sup>7</sup> Parker, supra note 1 at 8. (Note: *supra* is Latin for "above")

If the work being cited is the same as that **immediately** above it, ibid., may be used.

### **EXAMPLE**

<sup>8</sup> Parker, supra note 1 at 8.

<sup>9</sup> Ibid. at 10.

## **CASES**

Cases decided in different courts in various jurisdictions have been collected and printed in series of case reports. One series of case reports usually deals with cases from one jurisdiction, cases from one level of court or cases concerning one legal subject. For example, in Ontario, the Ontario Reports report cases decided in Ontario. An example of a series of case reports dealing with one particular legal topic is Canadian Criminal Cases, which is a collection of cases from all across Canada that relate to criminal law matters.

When referring to a case reported in a series of case reports, the citation of the case is given so that others can find the full text of the decision if they wish. Cases are always cited as follows: name of the case, date of the decision or the volume of the series in which the case is found, volume number, name of the law reports, series, page number, name of the court giving the decision. If the date is given in square brackets, that means the date is important in finding the correct volume of the reports; each year the volume numbers start over again (i.e. there are volumes 1,2, and 3 in each year). Sometimes, only one volume exists for each year and only a date is given in square brackets. If the date is given in round brackets, then it is not required to find the case. You merely have to look at the volume number.

### **EXAMPLES**

R. v. Stanley (1977), 36 C.C.C. (2d) 216 (B.C.C.A.)

R. v. Landry, [1991] 1 S.C.R. 99 at 110, 62 C.C.C. (3d) 117, Lamer C.J.

### **EXAMPLES OF FREQUENTLY USED LAW REPORTS SERIES**

C.C.C. Canadian Criminal Cases (criminal law cases - Canada)

R.F.L. Reports of Family Law (family law cases - Canada)

O.R. Ontario Reports (cases from Ontario)

O.L.R. Ontario Law Reports (old series - no longer used)

O.W.N. Ontario Weekly Notes (old series - no longer used)

W.W.R. Western Weekly Reports (cases - Western Canada)

D.L.R. Dominion Law Reports (cases from all of Canada)

S.C.R. Supreme Court Reports (cases from the Supreme Court of Canada)

All E.R. All England Law Reports (cases from England and other parts of the Commonwealth)

Please note that there are often more than one series of any particular law report. For example, there are four series of the Dominion Law Reports, three of Reports of Family Law, and two of the Ontario Reports. The series are indicated as follows:

First series: (1976), 25 R.F.L. 213

Second series: (1981), 18 R.F.L. (2d) 400

Third series: (1987), 6 R.F.L. (3d) 234

## **LEGISLATION**

Citation of legislation should include the title of the statute, statute volume, the jurisdiction, the year, the chapter number and pinpoint.

### **EXAMPLES**

Canada Evidence Act, R.S.C. 1970, c. E-10, s.19(a).

City of Moncton Act, 1990, S.N.B. 1990, c. 69.

## **BIBLIOGRAPHY**

At the end of the paper, after footnotes and/or endnotes, list all books, pamphlets, articles, newspapers, document, legislation, etc., which you used in preparation of the paper. Refer also to interviews conducted. All but the first line of each reference should be indented. In the

**bibliography**, authors are cited by giving the last name first and alphabetically. You may wish to list cases and legislation separately from other sources used.

### EXAMPLES

Floyd, R.H., C.S. Gray & R.P. Short, Public Enterprises in Mixed Economies, (Washington, D.C.: International Monetary Fund, 1984).

Goode, M.R., "*Mens Rea* in *Corpore Reo*: An Exploration of the Rapists' Charter" (1983) 7 Dalhousie Law Review 447.

Parker, G., An Introduction to Criminal Law, (Toronto: Methuen, 1983).

For a more detailed discussion of citation, refer to other style handbooks. Examples of legal handbooks are:

McGill Law Journal, Canadian Guide to Uniform Legal Citation, 4th ed. (Toronto: Carswell, 1998).

MacEllven, D.T., Legal Research Handbook, 3d ed. (Toronto: Butterworths, 1993).

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## **Standards for Electronic Distribution and Citation of Canadian Judgments**

**Prepared by Martin Felsky - March 1, 1995**

**For the Judges' Computer Advisory Committee of the Canadian Judicial Council**

### QUICKLAW

Most judges use the reference which Quicklaw itself provides on each judgment, which is "[1992] O.J. No. 1827." The QL document number should never be used, since the document numbering is an internal reference only and may change as the database is updated.

*Hugh v. Roy* [1993] O.J. No. 422 (Ont GD)

### PARAGRAPH REFERENCE

Where the cite is to Quicklaw and the judgment has paragraph numbering, the paragraph number should be used. The proper cite is [1993] F.C.J. No. 210, para 97. (It has been suggested that it would be helpful if all pinpoint references could indicate the total length of the judgment, as such: [1993] F.C.J. No. 210, para 97 of 457 (TD).)

Pinpoint references would generally appear:

*Hugh v. Roy* [1993] O.J. No. 422, para 76 (Ont GD)

### INTERNET

The emerging standard for file reference on the Internet, the URL, should be adopted.

See also Carleton University Library's Web Page, How do I Cite my Sources at <http://www.library.carleton.ca/howdol/citing.html>