

OLR

Style Guide



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1 GENERAL GUIDELINES

The *OLR Style Guide* contains a number of stylistic choices that are unique to the *OLR*. All editors must be familiar with these stylistic choices and ensure that articles conform to these standards. Therefore, when conducting edits, please consult the following hierarchy of authorities:

- i. The *Ottawa Law Review Style Guide* (the “*OLR Style Guide*”)
- ii. The *Canadian Guide to Uniform Legal Citation* (the “*McGill Guide*”)
- iii. *The Canadian Style Guide*

Please refer to the *OLR Editing Handbook* for information concerning the Primary, Secondary, and Tertiary editing process. The roles and responsibilities of Assistant, Associate, and Senior Editors are also outlined in the *Handbook*.

2 ARTICLE FORMATTING

2.1 General

Where an article does not conform to the following requirements, Associate and Secondary Editors shall change the format of the article accordingly.

Assistant Editors:

- The article’s table of contents and corresponding in-text headings should be consistent.
- Short form references should be consistent across citations.
- If the style of cause is written in the article text, it should be omitted from the footnote.

Secondary Editors:

- The electronic typeface must be Times New Roman, 12-point font.
- The article text must be aligned to the left-hand margin, rather than fully justified.
- The first sentence of any paragraph that immediately follows any heading or subheading is not indented. All other paragraphs are indented.
- After the end punctuation of a sentence, and before the start of the next sentence, there should only be one space.
- There is no indent in the paragraph following a block quotation.

2.2 Adding Footnotes

If a new footnote must be added, this should be indicated on the hard copy of the article. Include [footnote number *bis*] at end of the sentence in which the citation should be added. The numerical reference should then also be indicated in the footnote table using “[footnote number] *bis*.” followed by the footnote table requirements for the added footnote. **Do not** use the “Insert Footnote” feature electronically.

- e.g.* ¹ *Hill v Church of Scientology of Toronto*, [1995] 2 SCR 1130 at para 196, 184 NR 1.
 ² *bis Robitaille v Vancouver Hockey Club*, 124 DLR (3d) 228, [1981] 3 WWR 481 (BCCA).
 ² *Whiten v Pilot Insurance*, 2002 SCC 19, [2002] 1 SCR 595.

2.3 Quotations

A. Formatting Considerations

Round quotation marks (“ ”) should be used instead of straight quotation marks (" ").

Quotations of five lines or more should be formatted as block quotations. Block quotations should be single-spaced and indented ½ inch from both margins. Do not use quotation marks with block quotations.

There is no indent in the first paragraph following a block quotation.

Legislative provisions should be formatted as block quotations even if they are shorter than four lines.

B. Emphasis Notes

When a quotation has special font formatting (*i.e.* italics, boldface, underlining) in the original source main body text, maintain that original formatting. The reason for including this formatting should be at the end of the footnote for the quotation.

e.g. *Whitten, supra* note 16 at paras 72–73 [emphasis in original].

If there is both a short form title and an emphasis note in the footnote, the short title should be presented first.

e.g. Rosemary Cairns-Way, ed, *Dimensions of Criminal Law*, 3rd ed (Toronto: Emond Montgomery Publications Ltd, 2002) at 813 [Cairns-Way, *Dimensions*] [emphasis in original].

2.4 Capitalization

A. Initial Capitals

Initial capitals are only used where the reference is so specific as to constitute a proper noun.

e.g. the Western world, the Parliament of Canada, Prime Minister Wilfrid Laurier.

When the noun is used as a general reference, initial capitals should not be used.

e.g. As prime minister, one must be responsible.

When in doubt as to whether an initial capital is appropriate, flag the issue for a supervising editor.

When referring to a specific court, “court” should always be capitalized.

e.g. The Court overturned the lower decision.

B. Capitalization in Titles

In titles, capitalize all words except articles, conjunctions of fewer than four letters, and prepositions of fewer than four letters. In hyphenated words, uppercase letters should be used on either side of the hyphen.

e.g. Protecting Market Integrity in an Era of Fragmentation and Cross-Border Trading

NOTE: The word “with” should never be capitalized.

Capitalization rules also apply to titles in footnotes (see *e.g. McGill Guide*, Rules 6.1.3 and 6.2.3), as well as headings.

2.5 *Italics*

All Latin terms should be italicized.

- e.g.* *i.e.* (stands for *id est*, meaning ‘that is’)
e.g. (stands for *exempli gratia*, meaning ‘for example’)*
et al (stands for *et alia*, meaning ‘and others’)**
etc. (stands for *et cetera*, meaning ‘and other things’ or ‘and so on’)

e.g.* is **not italicized in introductory signals (see *e.g. McGill Guide* Rule 1.3.6)

***et al* is **not** italicized in footnote citations (see *e.g. McGill Guide* Rule 6.1.2.2)

In English articles, French and foreign words and phrases should be written if they are **not considered to have been assimilated into English**.

- e.g.* *mutatis mutandis*
raison d'état

Note that an English pronunciation often indicates that a word or phrase has been assimilated. When French or foreign words or phrases are considered to have been assimilated into English, italics **are not used**:

- e.g.* *ad hoc*
tsunami

Punctuation that follows italicized text should not be italicized.

- e.g.* ⁵ *Stone, supra* note 1.

In-text footnote numbers should not be italicized.

- e.g.* ...an independent actionable wrong.¹²

2.6 Prior and Subsequent References to a Citation

A. Short Form Titles

Only create a short form title if there is further reference to the source in the article. If the title of the source is around three words or less, the full title may be used in subsequent references. If the title of the source is longer, create a short title for subsequent references. Short form titles should be placed in brackets directly after the citation but before any parenthetical information.

For **in-text short form** creation, the short form should be placed in parentheses with no quotation marks.

- (i) *Legislation*

If a piece of legislation has an official short title, use only this short title in the initial citation. If the short title is brief, do not create a new short form title for the legislation. However, if the short title is too long for subsequent references, create a distinctive short form title.

- e.g.* ¹ *Museums Act*, SC 1990 c 3.
² *Canada Business Corporations Act*, RSC 1985, c C-44 [*CBCA*].

³ *Museums Act*, *supra* note 1, s 2. See also *CBCA*, *supra* note 2, s 35.

(ii) *Jurisprudence*

The short form title should reflect one of the parties' names or a distinctive part of the style of cause.

If the initial citation includes more than one source but contains no pinpoint reference, and the original source does not contain official paragraph numbers, indicate the reporter to which subsequent pinpoint references are made by using "cited to." However, if the initial citation includes a pinpoint reference, do not include "cited to." Do not use "cited to" when the cited case has a neutral citation.

- e.g.* ¹ *R v Van der Peet*, [1996] 2 SCR 507, 137 DLR (4th) 289 [*Van der Peet* cited to SCR].
² *Apotex v Pfizer*, 2009 FCA 8 at para 44 [*Apotex*].
³ *Fisher v Fisher*, 2008 ONCA 11 [*Fisher*].
⁴ *Van der Peet*, *supra* note 1 at 509.
⁵ *Apotex*, *supra* note 2 at para 35.
⁶ *Fisher*, *supra* note 3 at para 22.

(iii) *Secondary Sources*

In subsequent references to a secondary source, **only use the author's surname**. If citing two or more authors with the same last name, include the first initial for each author in subsequent references.

- e.g.* ¹ Stephen A Smith, "Duties, Liabilities, and Damages" (2012) 125:7 Harv L Rev 1727.
² Lionel Smith, "The Provinces of the Law of Restitution" (1992) 71:4 Can Bar Rev 672.
¹⁸ S Smith, *supra* note 1 at 1731.
¹⁹ L Smith, *supra* note 2 at 675.

If more than one work by a particular author is cited, a short form title must be created and placed in brackets. This short form title should consist of the author's name and a shortened form of the title of the work. The title should maintain the same formatting as the full source.

- e.g.* ¹ Gloria Galloway, "Integrity Commissioner's Office Urged to Reopen Files", *The Globe and Mail* (11 December 2010) A19 [Galloway, "Integrity Commissioner's Office"].
² Gloria Galloway, "Watchdogs—or Lapdogs?", *The Globe and Mail* (28 December 2010) A4 [Galloway, "Watchdogs"].
¹⁸ Galloway, "Watchdogs", *supra* note 1.
¹⁹ Galloway, "Integrity Commissioner's Office", *supra* note 2.

B. *Ibid*

Ibid is used to direct the reader to the **immediately preceding reference**. Do not provide the number of the footnote in which the preceding reference appears.

If there is more than one reference in the previous footnote, use *supra* instead of *ibid*.

- e.g.* ¹ *R v Latimer*, 2001 SCC 1 [*Latimer*].
² *Ibid* at para 10.
³ See *R v Morgentaler*, [1993] 3 SCR 463, 107 DLR (4th) 537 [*Morgentaler*]; *R v Pappajohn*, [1980] 2 SCR 120, 111 DLR (3d) 1; *R v Ruzic*, 2001 SCC 24 687.

⁴ *Morgentaler*, *supra* note 3 at para 21.

C. *Supra*

Use *supra* to refer to the footnote that contains **the original, full citation**. Do not use *supra* to refer to *ibid* or another *supra*.

- e.g.* ¹ *Towne Cinema Theatres Ltd v R*, [1985] 1 SCR 494 at 501, 18 DLR (4th) 1 [*Towne Cinema*].
² *Ibid* at para 13.
³ *MacMillan Bloedel Ltd v British Columbia (AG)* (1996), 22 BCLR (3d) 137 at 147, 30 WCB (2d) 446 (CA).
⁴ *Towne Cinema*, *supra* note 1 at para 19.

Note that unlike *ibid*, *supra* does not refer to the original pinpoint, even if the pinpoint is the same as the pinpoint in the original footnote.

- e.g.* ² *R v Hart*, 2014 SCC 52 at para 106 [Hart].
¹⁸ *Hart*, *supra* note 2 at para 106.

D. Above and Below

In the footnote, use “above” and “below” to direct the reader to a portion of the **main text**. Do not use “above” and “below” to refer to another footnote.

- e.g.* ¹ See Part III-A, above, for more on this topic.
² *Animal Protection Act*, RSA 2000, c A-41.
³ Further discussion of this case will be found at pages 164 to 165, below.
⁴ *Animal Protection Act*, *supra* note 2, s 7.

2.7 Introductory Signals in Footnotes

A. General

The default rule is to **use an introductory signal in all first references to a source**.

There are **two** exceptions to this rule. First, **do not** use an introductory signal where the footnote refers to a source that is directly quoted in the main text.

- e.g.* “The effect of denying the services of Insite to the population it serves is grossly disproportionate to any benefit that Canada might derive from presenting a uniform stance on the possession of narcotics.”¹

¹ *Canada (AG) v PHS Community Services Society*, 2011 SCC 44 at para 133.

Second, **do not** use introductory signals where the title of the source appears for the first time in the main text and the footnote only provides the other elements of the citation.

- e.g.* In *R v Morgentaler*,¹ Justice Wilson stated that...

¹ [1988] 1 SCR 30 at 166, 44 DLR (4th) 385.

B. Unlisted Signals

The *McGill Guide* sets out a list of introductory signals to use in footnotes (see Rule 1.3.6). If an author uses an introductory signal that is not in the *McGill Guide*, the signal should be replaced if it is: (a) interchangeable with one of the listed introductory signals; or (b) a Latin word that can be replaced by an English word.

C. Proper Ordering of Signals

When a number of authorities are cited in one footnote, the signals introducing the authorities should appear in the following order:

- i. **Support signals:** See, See especially, See e.g., See also, *Cf*
- ii. **Comparator signals:** Compare
- iii. **Specific contradictor signals:** But see, *Contra*
- iv. **General signals:** See generally

e.g. See *Re Mauro* (1983), 41 OR (2d) 157, 32 RF (2d) 362 (Sup Ct). Compare *Royal Bank of Canada v Nicholson* (1980), 29 OR (2d) 141, 112 DLR (3d) 364 (HC). But see *Re Ali (No 1)* (1987), 57 OR (2d) 597, 5 RFL (3d) 228 (Sup Ct). See generally *supra* note 20.

D. Combining Sources Under Introductory Signals

One signal may introduce more than one authority within a single footnote. However, all authorities that one signal introduces must be of the same basic type (*i.e.* supporting, comparing, contradicting, or providing background information for the cited text). Whenever an authority of a different type is introduced in a footnote paragraph, a new footnote sentence must be used, introduced with the appropriate signal.

2.8 Parenthetical Notations in Footnotes

The inclusion of parenthetical notations in footnotes is optional. Generally, information should not be added unless the reader may be misled without its inclusion. When an author includes parenthetical information in an article's footnotes, the placement and wording of this information should be reviewed.

All parenthetical information should begin with a lowercase letter. If the citation begins with a capital letter, change it to a lower-case letter in brackets.

A. Weight of Authority

Where a case is cited for a proposition that is not the single, clear holding of the majority opinion, this fact should be indicated by explanatory parenthetical remarks. These parenthetical notations should be included at the end of the relevant citation.

e.g. *Re Gillespie* (1968), [1969] 1 OR 585 at 595, 3 DLR (3d) 317 (CA) (dissenting opinion).

B. Explanatory Remarks

Explanatory parenthetical remarks, including quotations, should follow any parenthetical notations regarding the weight of authority.

e.g. *Re Gillespie* (1968), [1969] 1 OR 585 at 595, 3 DLR (3d) 317 (CA) (dissenting opinion) (insufficient proof that parties to a joint will made a binding agreement not to revoke the joint will).

If the explanatory remark is a quotation, the pinpoint reference for the quotation should follow immediately after the quotation.

e.g. *Roncarelli v Duplessis*, [1959] SCR 121, 16 DLR (2d) 689, Rand J (discretionary decisions must be based on “considerations pertinent to the object of the administration” at 140).

2.9 Online Sources

A. General Rules

With the exclusion of purely online sources (blogs, podcasts, webpage) the inclusion of a URL should only be a supplement to a traditional citation: Traditional Citation, online: <URL>.

The *OLR* prefers the following format for pure online sources: Author, “title of the page or article” (date of the page or article), online: *Website Name* <URL>.

e.g. Stephanie Maclellan, “Who is Responsible When Fake News has Fatal Consequences” (12 September 2018), online: *Centre for International Governance Innovation* <www.cigionline.org/articles/who-responsible-when-fake-news-has-fatal-consequences>.

Not all websites will have the complete information. In that case, omit the missing part of the citation.

The *OLR* currently does not have an archived URL system.

Following *McGill Guide* Rule 6.19, if the website is a **pdf**, **podcast**, **video**, or **blog**, include this information in parentheses after **online**.

e.g. Michael Geist, “Posner on Copyright: Restrictive Fair Use a Risk to Creativity” (2 October 2012), online (blog): *Michael Geist* <www.michaelgeist.ca/content/view/6645/125>.

No URL should be a hyperlink.

B. Newspapers and Other News Sources

Formatting for newspapers and other news sources is **slightly different**: Author, “title of article”, *Newspaper name* (date), online: <URL>.

e.g. Naomi Wolf, “Take the Shame Out of Rape”, *The Guardian* (25 November 2005), online: <www.theguardian.com/uk/2005/nov/25/ukcrime.gender>.

C. Organizations as Authors

Sometimes, the author is a larger organization rather than a specific person. In such instances, the organization replaces the author, but the name of the website before the URL should be omitted as the information is replicated.

Incorrect: Ministry of Finance, “Ontario Retirement Pension Plan”, online: *Ontario Retirement Pension Plan* <www.fin.gov.on.ca/en/pension/orpp/>.

Correct: Ministry of Finance, “Ontario Retirement Pension Plan”, online: <www.fin.gov.on.ca/en/pension/orpp/>.

D. URLs

For online citations, URLs should be formatted according to the following principles:

- As a default, include the entire URL **except for `http://` and `https://`**.
- Do not include **www** unless it is part of the website URL. Addition of this element where not initially provided might retrieve a different document.
- For online newspapers or other news sources, be sure to include the entire URL.

e.g. Kathleen Harris, “Liberals’ Proposed Overhaul of Divorce Act Aimed at Putting Interests of Children First” *CBC* (22 May 2018), online: www.cbc.ca/news/politics/liberals-divorce-act-children-1.4672597.

3 PUNCTUATION

3.1 Commas

A. General

The use of commas is liberal. This assists the reader in comprehending material that is presented by the use of complicated sentence structure.

B. Comma Splices

Comma splices arise where a comma is used to join two independent clauses. Comma splices generally create run-on or disjointed sentences when there is no conjunction between the two independent clauses. Such use of a comma is grammatically incorrect and must be revised. There are three ways in which you can fix the clauses to avoid the comma splice and run-on sentences: (a) you can make two separate sentences; (b) join the clauses with a semi-colon (;) if the two clauses are very closely related; or, (c) use a comma and a coordinating conjunction (such as *and* or *but*).

Incorrect: He went to the restaurant, he did not have to wait long for a table.
Correct: He went to the restaurant. He did not have to wait long for a table.
Correct: He went to the restaurant, but did not have to wait long for a table.

C. Series of Listed Terms

In a series of three or more listed terms, place a comma after the next-to-last term (*i.e.* use the Oxford Comma).

Incorrect: Every citizen has the freedom of thought, belief, opinion and expression.
Correct: Every citizen has the freedom of thought, belief, opinion, and expression.

3.2 Semi-Colons

A. General

The semi-colon is used to connect two independent clauses that are related in topic. Semi-colons may be used when it is desirable to set off larger conjunctions (such as “however” or “as result”) followed by a comma within a series of clauses.

e.g. Jane is a dependent child of the deceased; she is the applicant in these proceedings.
Jane is a dependent child of the deceased; as a result, she is left without a guardian.

B. Series of Listed Expressions

Semi-colons may be used to separate parallel expressions that would be separated by commas in a less complicated sentence structure. The series of parallel expressions must be set off from the body of the sentence by a colon.

e.g. Section 2 of the *Charter* also ensures: the freedom of conscience and religion; the freedom of peaceful assembly; and the freedom of association.

3.3 Colons

A. General

Colons may be used between two independent clauses that are not joined by a conjunction, if the second clause explains or illustrates the first clause. In such sentences, a semi-colon would also be correct, but less effective.

e.g. Put most simply, the amendments look forward or anticipate: they give regulators a means towards restricting the market in times of change.

B. Series of Listed Terms

Colons may also be used to introduce a list of terms. In this manner of use, the colon follows an annunciatory statement. Colons should not be used after expressions like “such as,” “for instance,” or “for example.” Similarly, colons should not be used if the list is the object or complement of an element in the annunciatory statement.

Incorrect: The subjects covered were: bonds, mutual funds, and global investments. The memo was sent to: directors, section managers, and human resource managers.

Correct: The following subjects were covered: bonds, mutual funds, and global investments. The memo was sent to directors, section managers, and human resource managers.

3.4 Hyphens and Dashes

A. Hyphens

A hyphen (“-”) is used to join words in a compound construction.

e.g. cruelty-free eggs, Bill C-45

B. En-Dashes

An en-dash (“–”) is used to separate items that denote a range.

e.g. from 1989–1991; at paras 45–47

The *OLR* also uses the en-dash in citations for pinpoint references. Retain at least the two last digits following the en-dash.

e.g. *Ibid* at 512–14

C. Em-Dashes

An em-dash (“—”) is used as a stand-in for a comma, colon, semi-colon, or a set of parentheses. It indicates an emphatic break in the sentence. When an em-dash is used, it should not be preceded or followed by a space.

e.g. To write creatively—or perhaps to write at all—one needs to think big.

3.5 Punctuation with Respect to Quotations

A. Commas and End Punctuation

Commas and the end punctuation period are to be placed inside the closing quotation marks. This rule also applies where the quotation marks are around a single word.

Incorrect: It was not seen as a “truth”, but really a “lie”.

Correct: It was not seen as a “truth,” but really a “lie.”

The placement of question marks and exclamation marks should strictly follow the original quotation. If the question mark or exclamation mark does not appear in the original quotation, it cannot appear inside of the quotation marks.

In footnotes, punctuation is placed external to quotation marks per the *McGill Guide’s* specifications.

e.g. Baker, “Post-Confederation Rights”, *supra* note 3 at 86.

B. Ellipses

When an ellipsis is used, it should not be preceded or followed by a space.

e.g. The law...was subsequently enacted.

The omission of the end of a quoted sentence is indicated by an ellipsis. After the ellipsis, the end punctuation should be preserved.

e.g. “Will the case be appealed...?” or “The appeal was successful...”

Ellipses are not to be used at the beginning of a sentence unless the quoted sentence is deliberately presented in a grammatically incomplete form. If the case of the first letter of a quoted sentence requires changing, brackets should be placed around this first letter.

C. Quotations Within Quotations

Generally, a quotation within a quotation takes single quotation marks. However, where an internal quotation is contained within a block quotation, the internal quotation takes double quotation marks.

3.6 Punctuation with Respect to Abbreviations

A. Acronyms and Initialisms

Acronyms and initialisms do not take periods.

e.g. NAFTA, CIA, OECD

B. Abbreviations with Titles

When presented in the body of the article, judges’ titles should be presented in full.

e.g. Justice Abella

The abbreviated form of judges’ titles may be used in footnotes.

e.g. *R v M*, [1994] 2 SCR 3, 30 CR (4th) 153, Sopinka J.

Do not use periods with degrees, memberships, and distinctions.

e.g. BSC, MA, QC

Do not use periods in a style of cause when referenced in text.

e.g. In *R v Hart*, the majority found that....

Periods follow abbreviations for most non-military titles that precede a person's name.

e.g. Ms. Jane Smith

NOTE: "Miss" is not an abbreviation and, as such, does not take a period.

C. Abbreviations in Legislation

When an author refers to a legislative subdivision (*e.g.* chapter, section, subsection, paragraph, article) in the body of the article, the unabbreviated form should be used.

e.g. paragraph 3(1)(a)

When referring to legislative subdivisions, the following convention should be used:

- i. section: s 3
- ii. subsection: s 3(1)
- iii. paragraph: s 3(1)(a)
- iv. subparagraph: s 3(1)(a)(iii)
- v. clause: s 3(1)(a)(iii)(B)
- vi. subclause: s 3(1)(a)(iii)(B)(IV)

Abbreviation is only used in footnote citations that reference legislation. The placement of punctuation should conform to the *McGill Guide* (see *e.g.* Rules 3.1.9 and 3.1.10). If, in a footnote, an author is referring to a legislative subdivision as part of a general note, the unabbreviated form should be used.

4 GRAMMAR

Where possible, Associate Editors should alter punctuation, rather than text, to clarify meaning. Failing this, Associate Editors may add or delete a few words to resolve confusing sentence structure. If the intended meaning of the sentence is still unclear, the sentence should be flagged for a supervising Senior Editor.

4.1 Subject-Verb Agreement

Verbs should be conjugated in a manner that complements the subject of the sentence.

Incorrect: The allocation of jurisdictional powers were outlined in the Constitution.

Correct: The allocation of jurisdictional powers was outlined in the Constitution.

4.2 Split Infinitives

When an adverb is used in conjunction with an infinitive verb, the adverb should not be placed between "to" and the verb.

Incorrect: The Members of Parliament wanted to quickly enact the new law.
Correct: The Members of Parliament wanted to enact the new law quickly.

4.3 Commonly Confused Words

Pay close attention when editing for words with ambiguous or commonly confused meanings:

- “infer”/“imply”
- “effect”/“affect”
- “alternate”/“alternative”
- “intra-”/“inter-”
- “allude”/“elude”
- “principal”/“principle”
- “proscribe”/“prescribe”
- “its”/“it’s”
- “their”/“there”
- “complement”/“compliment”

4.4 “Which” and “That”

“Which” and “that” are used to introduce relative clauses. If the removal of the relative clause would change the meaning of the sentence, “that” should be used. “Which” should be used if the omission of the relative clause would not change the meaning of the sentence. When using “which” to introduce a relative clause, “which” should be preceded by a comma.

e.g. I am scared of dogs that bark.
The garage, which is brown, is falling apart.

4.5 And/Or

Eliminate the use of “and/or.” “And/or” should be replaced with “or,” which encompasses “and.”

4.6 Ending a Sentence with a Preposition

In the *OLR*, sentences should not end with prepositions. To correct this error, move the preposition inside the sentence.

Incorrect: There was no one she could speak to.
Correct: There was no one to whom she could speak.

4.7 The Possessive Form

Avoid using the possessive form with a judge’s name (*e.g.* “The judgment of Chief Justice Dickson Chief” instead of “Chief Justice Dickson’s judgment”).

4.8 Gender-Neutral Language

The University of Ottawa has a policy on gender-neutral language (see “Guidelines for Gender Parity in University Texts” published by the University Secretary on May 6, 1991). When conducting text edits, Editors should adhere to the following principles:

- i. The masculine gender should be avoided when referring to any gender.
- ii. Gender-neutral sentence structures should be used whenever possible when referring to any gender.
- iii. Titles should be neutralized or, as a second resort, feminized whenever possible.

A. Pronouns

In order of preference, the following alternatives are available to avoid gender-specific pronouns:

- Replace the gendered subject and pronoun with a plural subject and pronoun.
Incorrect: A staff member can use his ID card to enter the facility.
Correct: Staff members can use their ID cards to enter the facility.
- Replace pronouns with articles.
Incorrect: An employee must advise his supervisor in case of emergency.
Correct: An employee must advise the supervisor in case of emergency.
- Eliminate the pronoun.
Incorrect: Each student is expected to try as hard as she can.
Correct: Each student is expected to try as hard as possible.
- Directly address the reader.
Incorrect: If he partakes in the activity, then he will become more proficient.
Correct: If you partake in the activity, then you will become more proficient.
- Use both gendered pronouns linked by “or.”
Incorrect: Each student must contact her thesis supervisor.
Correct: Each student must contact his or her thesis supervisor.
- Where appropriate, use “their.”

B. Nouns

Whenever possible, avoid nouns that purport to include both genders by reference to one gender. The following chart contains a list of suggested titles and terms:

Original Term	New Term
Businessman	business executive, business people
Cameraman	camera operator
Chairman	Chairperson
Craftsman	artisan, craftsperson
Draftsman	drafter, draftsperson
Housewife	Homemaker
maiden name	birth name
man-made	artificial, manufactured, synthetic
Mankind	humankind, humanity, people
manpower	workforce, workers, personnel
Middleman	intermediary, go-between
Ombudsman	Ombudsperson
Policeman	police officer
Spokesman	spokesperson, representative
Sportsmanship	fair play

5 SPELLING

As a general principle, spelling should conform to the *Oxford English Dictionary*. Where equally acceptable variant spellings of a word exist, use the first spelling that is offered by your work of

reference. Once a particular spelling has been chosen, it must be consistently used throughout the article text.

5.1 Word Endings

A. General

The following spelling patterns are preferred:

- “-our” instead of “-or”: **colour, labour, honour.**
- “-re” instead of “-er”: **centre, metre, litre.**
- “-l” instead of “-ll”: **enrol, instil, fulfil.**
- A double “l” form is taken when a suffix is added: **enrollment, instilled, fulfilling.**

Where the spelling occurs in a quotation or in a proper noun, adhere to the original spelling.

Incorrect: US Department of Labour, Hastings Centre
Correct: US Department of Labor, Hastings Center

B. Words Ending in “-ize” and “-ise”

Generally, the *OLR* prefers to have words ending in “-ize” instead of “-ise.”

e.g. **characterize, socialize, privatize**

Use of “-ise” should be used for the following words:

- | | | |
|--------------|---------------|-------------|
| • advertise | • devise | • mortise |
| • advise | • disguise | • premise |
| • apprise | • enterprise | • reprise |
| • arise | • excise | • revise |
| • chastise | • exercise | • supervise |
| • circumcise | • franchise | • surmise |
| • comprise | • guise | • surprise |
| • compromise | • improvise | • televise |
| • demise | • incise | • wise |
| • despise | • merchandise | |

5.2 Numbers

Numbers from one to ten are spelled out (*i.e.* “one” and “ten” instead of “1” and “10”). Numbers larger than ten are written in numerals (*i.e.* “11” and “50” instead of “eleven” and “fifty”). Numbers in the millions or larger should be written as a combination of numbers and letters (*i.e.* 23 million, 75 billion).

Original numbers (e.g. first, second, third, tenth) take a superscript form when in the body of the article. *e.g.* **We have yet to see technological innovation in courts of the 20th century.**