

OLR

STYLE GUIDE



This Guide attempts to solve some of the problems that editors commonly encounter in the course of their work for the *Ottawa Law Review*.

The solutions proposed in the following pages have been accepted by the *OLR* staff for a number of years. You'll find many answers to questions that may arise during your editing work.

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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*”)

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 ARTICLING GUIDELINES

2.1.1 General

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

Associate Editors:

- Verify that the article’s table of contents and corresponding headings are consistent.
- Ensure that short-form references are consistent across citations.
- Verify that where a style of cause is written in the article text, it is omitted from the footnote.

Secondary Editors:

- Ensure that the electronic typeface is Times New Roman, 12-point font.
- Align text to the left-hand margin.
- Ensure the first sentences of paragraphs following headings/subheadings, block quotations, and numbered/bullet-point lists are not indented.
- Ensure there is only one space between sentences.

2.2 Footnotes

2.2.1 General

All footnotes should end with a period.

Where a case is mentioned in the article text, insert a footnote immediately following the style of cause. The footnote should not restate the style of cause and simply provide the rest of the citation. However, where additional information is provided after the style of cause which requires an additional reference, simply insert **one** footnote at the end of the sentence.

e.g. “This was the regime set out in *Carter v Canada*,¹ a decision of the Supreme Court of Canada.
¹ 2015 SCC 5.

e.g. In *Carter v Canada*, the Supreme Court analyzed whether it should be bound by precedent set out in previous cases.²
² 2015 SCC 5 at paras 42–48.

2.2.2 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 the 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. All footnotes should end with a period.

e.g. ¹ *Hill v Church of Scientology of Toronto*, 1995 CanLII 59 (SCC).
^{2bis} *Robitaille v Vancouver Hockey Club*, 1981 CanLII 532 (BC CA).
² *Whiten v Pilot Insurance*, 2002 SCC 19.

2.3 Quotations

2.3.1 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 four lines or shorter.

2.3.2 Emphasis Notes

When a quotation has special font formatting (*i.e.* italics, boldface, underlining) in the main body text of the original source, 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 Pinpoints

All specific references should include a pinpoint. Where two citations are provided for jurisprudence, the pinpoint should be made to the first citation’s reporter provided and kept consistent throughout the article. See Rule 1.5 of the *McGill Guide* for further clarity.

Where a page range is provided in a pinpoint, only retain the last two digits of the second number in the range.

e.g. *Hill, supra note 2 at paras 125–30.*

2.5 Capitalization

2.5.1 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.

2.5.2 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.

2.6 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

2.7 Prior and Subsequent References to a Citation

2.7.1 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 square brackets directly after the citation but before any parenthetical information.

When a short-form title is created, 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 (see e.g. *McGill Guide*, Rule 1.4.1.2). If no official title is provided, use the title at the head of the statute. 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].
⁴ *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. Where a parallel citation is provided, the reader will assume that subsequent reference to the source is made to the first citation's reporter provided in the footnote.

- e.g. ¹ *R v Van der Peet*, 1996 CanLII 216 (SCC) [*Van der Peet*].
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 an 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.

2.7.2 *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 CanLII 74 (SCC) [*Morgentaler*]; *R v Pappajohn*, 1980 CanLII 13 (SCC); *R v Ruzic*, 2001 SCC 24 at 687.
⁴ *Morgentaler*, *supra* note 3 at para 21.

2.7.3 *Supra*

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

- e.g. ¹ *Towne Cinema Theatres Ltd v R*, 1985 CanLII 75 (SCC) [*Towne Cinema*].
² *Ibid* at para 13.
³ *MacMillan Bloedel Ltd v British Columbia (AG)*, 1996 CanLII 1992 (BC 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.

2.7.4 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 164–65, below.
⁴ *Animal Protection Act*, *supra* note 2, s 7.

2.8 Introductory Signals in Footnotes

2.8.1 General

Introductory signals are not mandatory. Include introductory signals where it may be helpful to clarify the purpose of the source.

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.

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 1993 CanLII 74 (SCC).

2.8.2 Unlisted Signals

The *McGill Guide* sets out a list of introductory signals that may be used 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.

2.8.3 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 CanLII 1818 (ON SC). Compare *Royal Bank of Canada v Nicholson*, 1980 CanLII 3811 (ON SC). But see *Re Ali (No 1)*, 1987 CanLII 4087 (ON SC). See generally *supra* note 20.

2.8.4 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 and introduced with the appropriate signal.

2.9 Information within Footnotes

The inclusion of information within 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 lowercase letter in brackets.

2.9.1 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 CanLII 281 (ON CA) (dissenting opinion).

2.9.2 Explanatory Remarks

Brief explanatory remarks may be added in a footnote. A citation should immediately follow the brief description. The citation may be in parentheses where appropriate. If the citation follows the text, an introductory signal should be used (see *McGill Guide*, Rule 1.3.7).

e.g. ² On the distinction between “activism” and “restraint” see Geoffrey Marshall, *Constitutional Theory* (Oxford: Clarendon Press, 1980) at 132.

⁴ In his reasons, Major J referred to the preamble as “textual affirmation” of the unwritten principle of judicial independence (see *Babcock v Canada (AG)*, 2002 SCC 57 at para 19).

If the explanatory remark is a quotation, a citation should precede the quotation. The quotation should be placed in parentheses.

e.g. *Oakwood Development Ltd v St François Xavier (Municipality)*, 1985 CanLII 50 (SCC), Wilson J [Oakwood] (“[t]he failure of an administrative decision-maker to take into account a highly relevant consideration is just as erroneous as the improper importation of an extraneous consideration” at para 16).

2.10 Online Sources

2.10.1 General Rule

The inclusion of a URL should be included for purely online sources (blogs, podcasts, webpages, social media, etc.), as well as government documents (see *McGill Guide*, Rule 6.18).

Footnotes for online sources should follow the following format: Traditional Citation, online (type of electronic source): <URL>. No URL should be a hyperlink. See *McGill Guide*, Rule 6.18.1.

e.g. Michael Geist, “Why the Government’s Bill C-18 Draft Regulations Do Little to Ensure More Spending on Journalists or News Content” (5 September 2023), online (blog): <michaelgeist.ca/2023/09/why-the-governments-bill-c-18-draft-regulations-do-little-to-ensure-more-spending-on-journalists-or-news-content/>.

Unlike the regime set out in the *McGill Guide*, the *OLR* prefers the following:

- **No** inclusion of an archived URL. The *OLR* currently does not have an archived URL system.
- Include the **entire** URL, instead of just the URL to the home page of the website, **except for http://** and **https://**.

3 PUNCTUATION

3.1 Commas

3.1.1 General

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

3.1.2 Comma Splices

Comma splices arise when 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.

3.1.3 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

3.2.1 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.

3.2.2 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

3.3.1 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.

3.3.2 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

3.4.1 Hyphens

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

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

3.4.2 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.

3.4.3 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

3.5.1 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.

3.5.2 Ellipses

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

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.

3.5.3 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

3.6.1 Acronyms and Initialisms

Acronyms and initialisms do not take periods.

e.g. CUSUMA, CIA, OECD

3.6.2 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 (ML)*, 1994 CanLII 77 (SCC), 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.

3.6.3 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 Active Voice

Editors should ensure that articles are written in the active voice rather than the passive voice.

Incorrect: The motion was granted by the judge.

Correct: The judge granted the motion.

4.2 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.

4.3 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.

4.4 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”

4.5 “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.

4.6 And/Or

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

4.7 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.

4.8 The Possessive Form

Avoid using the possessive form with a judge's name.

Incorrect: Chief Justice Dickson's judgement...

Correct: The judgement of Chief Justice Dickson....

4.9 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.

4.9.1 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 an emergency.
Correct: An employee must advise the supervisor in case of an 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 their thesis supervisor.
- Where appropriate, use “their.”

4.9.2 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

5.1.1 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

5.1.2 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 | |

5.1.3 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.