

OLR Style Guide

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1. GENERAL GUIDELINES

The *Ottawa Law Review Style Guide* contains several 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*.

1.1 Articling Guidelines

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 or legislative title 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.

1.2 Citing Jurisprudence: Reporters and Hierarchy

Editors should refer to the *McGill Guide* 10th ed. E – 3.5 on Neutral Citations. In the following instances, submissions to the *OLR* do **not** require a parallel citation:

- i. When the citation includes a neutral citation. This is **always** the primary reference.

e.g., Hydro-Québec v Matta, 2020 SCC 37.

- ii. Where a neutral reference is not available, a reference from the Canadian Legal Information Institute (CanLii) is preferred. This does not require a parallel citation.

e.g., Byrne v Trust Loan and Income, 1999 CanLII 12167 (QCCS).

Note: For specific references (one that includes a pinpoint to a specific paragraph or page), if the CanLII case does not have page or paragraph numbers, Editors should change the footnote to cite a privileged reporter that *does* include page or paragraph numbers. If the reference is general (referring to the case without a pinpoint) and there are no other references to that case throughout the entire article, editors do not need to cite a privileged reporter (the CanLII case can be referenced).

- iii. When neither a neutral or CanLII citation are available, the author may cite jurisprudence by referencing one of the privileged reporters listed in Annex A. A reference from a privileged reporter does not require a parallel citation. **Note that this is distinct from the *McGill Guide* 10th Ed.**

e.g., Borowski v Canada (AG), 1989 1 SCR 342 (SCC).

Note: If the full style of cause is not included in the initial in-text reference, write the full style of cause in the footnote.

e.g., This was the regime set out in Carter,¹ a decision of the Supreme Court of Canada.

¹ *Carter v Canada, 2015 SCC 5.*

1.3 Footnotes

General

All footnotes should end with a period.

Placement and Composition of Footnotes (for Legislation and Jurisprudence Only)

When a source is cited for the first time with a **general reference** (no pinpoint), insert a footnote **immediately** after the in-text reference. In future references to the same source, insert the footnote at the end of the sentence, after the punctuation.

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 [*Carter*].

In *Carter*, the Supreme Court analyzed whether it should be bound by precedent set out in previous cases.³

³ *Supra* note 1.

However, where the initial reference to jurisprudence or legislation is a **specific reference** (a pinpoint to a page number, paragraph number, section, *etc.*), simply insert **one** footnote at the end of the sentence.

e.g., *R v Gladue*, states a judge's role is to "determine a fit sentence taking into account all the circumstance of the offence, the offender, the victims, and the community".¹

¹ 1999 CanLII 679 at para 75 (SCC).

e.g., Section 11 of the *Museums Act* outlines the purpose, powers, and capacity of the Canadian Museum of Nature.¹

¹ *Museums Act*, SC 1990, c 3, s 11.

Placement and Composition of Footnotes (for all other types of sources)

When a source is cited for the first time, insert a footnote at the end of the sentence, after the punctuation.

Adding Footnotes – DO NOT use the "Insert Footnote" feature electronically.

If a new footnote must be added, indicate "footnote number bis" at the end of the sentence. 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.

¹ *Hill v Church of Scientology of Toronto*, 1995 CanLII 59 (SCC).

^{2bis} *Robitaille v Vancouver Hockey Club*, 1981 CanLII 532 (BCCA).

² *Whiten v Pilot Insurance*, 2002 SCC 19.

1.4 Quotations

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.

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., *Whiten, 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].

Punctuation within Quotations

Punctuation should be excluded from quotation marks, except for instances in which the quotation itself includes the punctuation.

Incorrect: The “principle of necessity,” while unique in Canada to Quebec, can be found in various international forums.

Correct: The “principle of necessity”, while unique in Canada to Quebec, can be found in various international forums.

e.g., If an author wanted to quote the above sentence and add an exclamation point for emphasis, it would not be included in the quotation marks.

Incorrect: “The ‘principle of necessity,’ while unique in Canada to Quebec, can be found in various international forums!”

Correct: “The ‘principle of necessity’, while unique in Canada to Quebec, can be found in various intentional forums”!

1.5 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.

1.6 Capitalizations

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.

Capitalizations 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. The *OLR* Editor must change the original author's capitalization to comply with this rule and 6.1.3 of the *McGill Guide*.

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 *McGill Guide*, Rules 6.1.3 and 6.2.3), as well as headings.

1.7 Italics

OLR Editors should treat Latin terms in text differently than Latin terms in footnote introductory signals.

Latin Terms in Footnotes:

Latin terms in footnote introductory signals should not be italicized and should not be followed by a comma.¹

¹ See e.g. *McGill Guide* Rule 1.3.6 and *McGill Guide* Rule 6.1.2.2.

Latin Terms in Text:

All Latin terms in text should be italicized. The following Latin terms should be italicized and followed by an **unitalicized** comma:

i.e., which stands for *id est*, meaning “that is”

e.g., which stand for *exempli gratia*, meaning “for example”

In English articles, French and foreign words 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.

1.8 Prior and Subsequent References to a Citation

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 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*].

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. 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.

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 *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.

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 (BCCA).
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.

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 Part III-A, above, for more on this topic.
² *Animal Protection Act*, RSA 2000, c A-41.
³ A further discussion of this case will be found at pages 164–65, below.
⁴ *Animal Protection Act*, *supra* note 2, s 7.

1.9 Repeated and General References for Legislation and Jurisprudence

Primary (Assistants and Associates) editors are not concerned with this rule and must not apply it.

A repeated general reference is a footnote following the title of a law, the style of cause of a case, or an established short title of either, that refers to a statute or case that was previously cited. Repeated general references are “general” because they lack pinpoints.

e.g., Rendered in 2012, Jones v Tsige¹ concerns the tort of invasion of privacy in Ontario.

[...]

This is clearly distinguishable from the tort of invasion of privacy in Jones.²⁵

¹ 2012 ONCA 32 [*Jones*].

[...]

²⁵ *Supra* note 1.

Tertiary and Secondary editors must add or remove repeated general references so that there is a consistent application throughout the piece, enhancing comprehension and readability.

In a case comment, for example, general repeated references for the case under review would be unnecessary and should be removed. The same applies to sections discussing a particular case or legislative framework.

Conversely, if a piece mentions a previously cited case or statute, and the reader (editor) finds themselves confused or curious about its source, a repeated general reference should be added and flagged for review by the Editor-in-Chief. Essentially, a repeated general reference is necessary if the case or statute is mentioned multiple times in different contexts or sections throughout a piece.

1.10 Introductory Signals in Footnotes

General

Do not use the introductory signal “see”.

The following introductory signals are mandatory:

See also	The source cited provides added support for the proposition, but is not the most authoritative or is not directly on point.
But see	The source cited is in partial disagreement with the proposition, but does not directly contradict it.
See e.g.	<i>Exempli gratia</i> , literally “for example”. The source cited is one of several that support the proposition given, but the other supporting sources are not cited.
See generally	The source cited supports and provides background information relevant to the proposition. Explanatory parenthetical remarks are recommended.
See especially	The source cited is the strongest of several that support the proposition. Use only when listing the best of many possible sources.
Cf	<i>Confer</i> , literally “compare”. The source cited supports a different proposition, but one that is sufficiently analogous so as to lend support to the proposition. Explanatory parenthetical remarks are recommended.
Contra	The source cited directly contradicts the proposition.

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...

¹1993 CanLII 74 (SCC).

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.

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 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 also Re Mauro, 1983 CanLII 1818 (ONSC). Compare Royal Bank of Canada v Nicholson, 1980 CanLII 3811 (ONSC). But see Re Ali (No 1), 1987 CanLII 4087 (ONSC). See generally supra note 20.

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.

1.11 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.

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 (ONCA) (dissenting opinion).

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, Justice Major 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).*

1.12 Online Sources

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://**.

2. PUNCTUATION & STRUCTURE

2.1 Commas

General

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

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 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.

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.

2.2 Semi-Colons

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.

2.3 Colons

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.

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.*

2.4 Hyphens and Dashes

Hyphens

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

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

En-Dashes

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

e.g., from 1989–1991.

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

e.g., Ibid at 512–14.

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.

2.5 Quotations

Commas and End Punctuation

Punctuation should be excluded from quotation marks, except for instances in which the quotation itself includes punctuation.

Incorrect: The “principle of necessity,” while unique in Canada to Quebec, can be found in various international forums.

Correct: The “principle of necessity”, while unique in Canada to Quebec, can be found in various international forums.

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.

Ellipses

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. Ellipses should not precede or follow a space, nor is there a space between individual periods within the ellipses.

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, square brackets should be placed around this first letter.

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.

2.6 Abbreviations

Acronyms and Initialisms

Acronyms and initialisms do not take periods.

e.g., CUSMA, CIA, OECD

Abbreviations with Titles

When presented in the body of the article or a **textual** footnote, judges' titles should be presented in full.

e.g., Justice Abella

The abbreviated form of judges' titles must be used in **non-textual** footnotes (see *McGill Guide* 3.10 for examples).

e.g., *R v M (ML)*, 1994 CanLII 77 (SCC), Abella 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 held 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.

Abbreviations in Legislation

When an author refers to a legislative subdivision (*e.g.*, chapter, section, subsection, paragraph, article) in text, 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)

The placement of punctuation should conform to the *McGill Guide* (see Rules 2.1.9 and 2.1.10). If, in a textual footnote, an author refers to a legislative subdivision, the unabbreviated form should be used.

2.7 Headings

Associate editors must correct headings found in the text according to the following format:

I. PART (aligned to left margin and in “small caps”)

A. Section (aligned to left margin; no italics)

1. *Subsection* (indented at the first level; while the title is in italics, the number and period are not)

(a) *Item* (indented at the second level; while the title is in italics, the letter and parentheses are not)

(i) *Secondary Item* (indented at the third level; while the title is in italics, the letter and parentheses are not)

3. GRAMMAR

General

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.

3.1 Active Voice

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

Incorrect: The indication was given by the legislative body.

Correct: The legislative body indicated...

3.2 Subject-Verb Agreement

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

Incorrect: Jurisdictional powers **was** outlined in the Constitution.

Correct: Jurisdictional powers **were** outlined in the Constitution.

3.3 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.

3.4 Percent

An author should write the word “percent” not the symbol “%”.

Incorrect: 58% of law students are female.
Correct: 58 percent of law students are female.

3.5 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”

3.6 “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 fearful of dogs that bark.
The garage, which is brown, is falling apart.

3.7 And/Or

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

3.8 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.

3.9 The Possessive Form

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

Incorrect: Chief Justice Dickson’s judgment....

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

3.10 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.

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 card 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 partakes in the activity, then you will become more proficient.

- Use both gendered pronouns linked by “or.”

Incorrect: The author should include footnotes in his paper.

Correct: The author should include footnotes in his or her paper.

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	Humanity, humankind, people
Manpower	Workforce, workers, personnel
Middleman	Intermediary, go-between
Ombudsman	Ombudsperson
Policeman	Police officer
Sportsmanship	Fair play
Spokesman	Representative, spokesperson

4. SPELLING

General

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.

4.1 Word Endings

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

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 |
| • despire | • merchandise | |

4.2 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 take a superscript form when in the body of the article if they are above ten.

e.g., We have yet to see technological innovation in courts of the 20th century.

e.g., The first edition of the *McGill Guide*.

ANNEX A: LIST OF PRIVILEGED REPORTERS

<u>Abbreviation</u>	<u>Full name of reporter</u>	<u>Additional comments</u>
Alta LR	Alberta Law Report	
AR	Alberta Reports	
BCLR	British Columbia Law Reports	Edition 1-5
BR	Recueils de jurisprudence du Québec : Cour du Banc de la Reine/du Roi	
BR	Rapports judiciaires officiels de Québec : Cour du Banc de la Reine/du Roi	
CA	Recueils de jurisprudence du Québec : Cour d'appel	
CBES	Recueils de jurisprudence du Québec : Cour du bien-être social	
CCC	Canadian Criminal Cases	Publishes nearly every Canadian criminal case.
CF	Recueils des arrêts de la Cour fédérale du Canada	
CNLR	Canadian Native Law Cases	Publishes most major decisions on aboriginal law.
CP	Recueils de jurisprudence du Québec : Cour provinciale	
CR	Criminal Reports	Publishes criminal cases from all appeal and non-appeal courts but has a shorter library than CCC.
CS	Quebec Official Judicial Reports: Superior Court	
CSP	Recueils de jurisprudence du Québec : Cour des Sessions de la paix	
DLR	Dominion Law Reports	Edition 1-4
Ex CR	Exchequer Court of Canada Reports	
Ex CR	Canada Law Reports: Exchequer Court	
FC	Canada Federal Court Reports	
FCR	Federal Court Reports	
Man R	Manitoba Reports	Edition 1-2
NBR	New Brunswick Reports	Edition 1-2

Nfld & PEIR	Newfoundland and Prince Edward Island Reports	
Nfld LR	Newfoundland Law Reports	
NR	National Reporter	
NSR	Nova Scotia Reports	Edition 1-2
NWTR	Northwest Territories Reports	
OAR	Ontario Appeal Reports	
OLR	Ontario Law Reports	
OR	Ontario Reports	Edition 1-3
RC de l'É	Recueil des arrêts de la Cour de l'Échiquier	
RC de l'É	Rapports judiciaires du Canada : Cour de l'Échiquier	
RCF	Recueil des décisions des Cours fédérales	
RCS	Rapports judiciaires du Canada : cour suprême	
RCS	Recueil des arrêts de la Cour suprême du Canada	
RJQ	Recueils de jurisprudence du Québec	
RNB (2d)	Recueil des arrêts du Nouveau Brunswick(deuxième série)(1825-1928: voir New Brunswick Reports)	
Sask LR	Saskatchewan Law Reports	
Sask R	Saskatchewan Reports	
SCR	Canada Law Reports: Supreme Court of Canada	
SCR	Canada Supreme Court Reports	
Terr LR	Territoires Law Reports	
TJ	Recueils de jurisprudence du Québec: Tribunal de la jeunesse	
WWR	Western Weekly Reports	
WWR (NS)	Western Weekly Reports (New Series)	
YR	Yukon Reports	