

•HART•  
PUBLISHING

STYLE GUIDELINES

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## 1. PREPARING A MANUSCRIPT FOR PUBLICATION

There is no definitive guide to writing and styling law books. Much can be gained from consulting the Harvard Law Review Association's *Bluebook: A Uniform System of Citation* 18th edn (2005), the *Chicago Manual of Style* 15th edn (Chicago, University of Chicago Press 2003), which is the major American style guide, and books such as the *New Oxford Dictionary for Writers and Editors* (Oxford, Oxford University Press 2005) ('New ODWE') or *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders* by J Butcher, C Drake and M Leach 4th edn (Cambridge, Cambridge University Press 2006). The latter contains a very useful short section on best practice for preparing law books (14.2) and also contains much invaluable advice on many aspects of manuscript writing and editing.

### 1.1 OSCOLA

Hart Publishing style aims to be consistent with *OSCOLA* (the Oxford Style for the Citation of Legal Authorities). This is a comprehensive guide to citation which is available from the Oxford University Law Faculty's website at [denning.law.ox.ac.uk/published/oscola.shtml](http://denning.law.ox.ac.uk/published/oscola.shtml). It is a modern style which adopts straightforward and easily followed rules for citing all manner of legal materials, including secondary sources, and is regularly updated. On general editing matters not covered by *OSCOLA*, Hart Publishing favours *Butcher's Copy-editing* as a guide.

The points listed below are set out either to alert authors to particular features of our house style which may be inconsistent with the styles of *OSCOLA* (these are highlighted in the text below) and some of the larger publishers, or to reinforce what we view as best practice. Whatever style you decide to adopt, please be consistent in what you do, and try to stick to the rules listed in section 2 below.

When you deliver your manuscript please make sure you include the following:

### 1.2 Electronic Copy

The typescript should always be delivered electronically by e-mail, on a CD-ROM or memory stick.

It is never acceptable to submit PDF files, which, while readable, are not normally capable of being edited or manipulated by our typesetters.

Please remember to let us know the type of software used and the name of the files in which the text and notes are stored. Text can be saved in Word documents

(.docx), Wordperfect or Rich Text Format (.rtf) formats. Label the files clearly by chapter number (1, 2, 3, 4 etc). Each chapter should be saved as a separate file. Figures, imported tables and other embedded objects should be saved as separate files.

PLEASE VIRUS CHECK YOUR MATERIAL BEFORE SENDING IT TO US.

### **1.3 Table of Contents**

You must prepare a table of contents, though it is not necessary to include page numbers at this stage. For edited collections the chapter number, title and contributor name is sufficient. For single-authored books you may include up to the first three levels of heading.

### **1.4 Style Sheet**

If, for any reason, you have adopted a style which is inconsistent with our house style, or if you suspect that you may have done so but are not sure then please prepare a 'style sheet' noting any peculiarities which you think we ought to be alerted to.

## **2. GENERAL STYLE POINTS**

### **2.1 Consistency**

A consistent approach to the style of the text and footnotes should be adopted at all times. Any departures from Hart Publishing style should also be consistent, and should be notified when the manuscript is delivered.

### **2.2 Spelling**

English spelling should be used throughout. The 'ise' form should be used for words such as 'modernise', 'civilise', 'organise', and the '-se' form for 'analyse'.

We recommend the use of *The Chambers Dictionary*, which uses British spelling conventions. If you use an Oxford dictionary such as the *Shorter Oxford English Dictionary (SOED)*, you must be sure to use the alternative form British spellings.

*Fowler's Modern English Usage* (see 2.3) provides useful guidance on some British spelling practices, eg, doubling of consonants. *Butcher's Copy-editing* deals with spelling issues at 6.14.

'Per cent' is preferred in the text, but can be abbreviated to '%' in the footnotes. Exceptionally if you are referring to a large amount of statistical data in the text then you may use %.

In the text, references to other chapters should be in the form 'chapter one' rather than 'Chapter 1'; in the footnotes this can be 'ch 1' etc.

You should distinguish between 'judgment' (the legal decision of a court/judge: 'Scott Baker LJ, giving the judgment of the court, said that ...' ) and 'judgement' meaning opinion. 'In our judgement this development reveals ...'.

## 2.3 Grammar

Grammar is to be guided by RW Burchfield (ed), *Fowler's Modern English Usage* 3rd edn rev (Oxford, Oxford University Press, 2004).

## 2.4 Full stops

Full stops are **not** required for abbreviations, either in text or in footnotes. A full stop should appear within parentheses only when it completes a full sentence contained therein. Footnote cues should follow full stops.

## 2.5 Hyphenation

A hyphen is used where it is effectively being used to make one word out of the two words separated by the hyphen. There are no absolutely hard and fast rules about hyphenation, though terms such 'Solicitor-General' and 'Attorney-General' are commonly hyphenated. You should choose the form you prefer, with or without hyphenation, and stick to it. *Butcher's Copy-editing* contains useful guidance on hyphenation 6.12.3.

## 2.6 Dashes

An **em-dash** is used to mark an interruption in the structure of a sentence. A pair of em-dashes can be used to enclose a parenthetical remark. Alternatively, an em-dash can be used to replace a colon.

An **en-dash** is half as wide as an em-dash and is ordinarily equivalent to the word ‘to’ or ‘and’. For example, Oxford–London railway; the Smith–Jones Bill (two people). By contrast Smith-Jones with a hyphen indicates a double-barrelled name of a single individual. An en-dash is also sometimes used to suggest tension and carries the sense ‘versus’, eg, in terms such as cost–benefit analysis.

An en-dash is used for number ranges. Care should be taken to maintain the distinction between a hyphen in citations such as UCC art §8-303 and en-dashes in number ranges 8–31, especially when using SARAs and macros for universal correction.

## 2.7 Quotation Marks

Quotation marks may be used to indicate that a phrase or word is being used with a specific meaning. Single quotation marks should be used. There is no need to differentiate such usage from quotations. (See *Butcher’s Copy-editing* 11.1.2.)

See further at 3.3.1.below regarding quotations.

## 2.8 The Use of Capitals

Other than at the beginning of a sentence or in the titles of works, capitals should only be used for proper nouns. Thus, ‘Parliament’ would be used in the following sense ‘when the UK Parliament sits...’ but ‘parliament’ would be used as follows ‘the majority of parliaments in the Commonwealth’ The following should also be capitalised:

- Act (or Bill) of Parliament
- Attorney-General
- Cabinet
- Commonwealth
- Constitution (but constitutional)
- Crown
- Executive Council
- Governor
- Governor-General
- Her Majesty, the Queen
- his Honour, her Honour, their Honours
- Law Lords
- their Lordships
- Lords Justices
- Member States
- Parliament (but parliamentary) (and the Houses thereof)

Political parties (Labour Party)  
Province (eg Nova Scotia)  
Religious denominations  
Prime Minister  
State (eg Queensland)  
Vice-Chancellor

The following words should not be capitalised:

common law, and other names of legal classification (eg, criminal law)  
court (unless naming it— eg, High Court. **Beware**, ‘Court’ remains capitalised if it is an abbreviated reference to a specific Court: eg, ‘in *Avery Jones v IRC* the Court’ (because here it is referring to the ‘High Court’)  
judiciary  
legislature  
local government  
press  
schedule  
statute

Where no indication is given above, the author should decide on a consistent usage. If the context makes clear, for example, that ‘the directive’ refers to the ‘Working Time Directive’ mentioned in the previous sentence, then a capital ‘D’ is not necessary but may be preferred by the author. Consistency of practice is what is required, and the copy-editor should follow the predominant usage of the author, where no style guidance has been provided and the author’s style does not conflict with Hart Publishing style.

## 2.9 Foreign Words

Foreign words and phrases that have not been absorbed into general English usage should be italicised and, if necessary, translated in an immediately following parenthesis. But *cf* **foreign names** 2.10.2 below. For **quotations in a foreign language** see 3.3 below. *Butcher’s Copy-editing* gives more information at 6.7 and 6.7.1.

However, foreign words and phrases which have been anglicised are not italicised. Unfortunately, there is no agreed method of determining whether foreign words or phrases have been anglicised. However, as a guide, those appearing in the following list may be judged to have passed into everyday usage, and do not require italicisation.

amicus curiae; a priori; a fortiori; bona fide; de facto; de jure; ex parte; ex post; ex post facto; indicia; in situ, inter alia; laissez-faire; mutatis mutandis, novus actus interveniens; obiter dicta; per se; prima facie; quantum meruit; quid pro quo; raison d'être; ratio decidendi; stare decisis; terra nullius; ultra vires; vice versa; vis-a-vis; viz.

Accents on foreign words are only retained where it is necessary for pronunciation.

## 2.10 Names

### 2.10.1 Titles and Postnominals

Conventional titles such as Mr and Ms, and honorific titles or titles indicating qualification, such as Dame, Dr or Professor, may be included in the text before a person's name (although this practice is not required). No full stops should be used where an abbreviated form of a title is given.

No titles, whether conventional or honorific, should be included before an author's name cited in footnotes (including honorific titles such as 'Sir', 'Dame' and peerage titles).

Postnominals, such as QC or AM, are usually not referred to after the name of authors in either text or footnotes, except in footnotes which state the qualification and status of the author.

### 2.10.2 Foreign Names

Foreign names of persons, institutions and places, including names of courts, are not italicised. Capitalisation follows the practice of the language, eg, Cour de cassation, Conseil d'Etat, Bayerisches Staatsministerium der Justiz.

See also Compound names 2.10.3 below. For titles of books, journals and journal articles in foreign languages see 5.1.5 below.

### 2.10.3 Compound Surnames

Rules governing the capitalisation and the form of citing compound surnames is complex and depends to some extent on both the language of the name and nationality of the person. *Butcher's Copy-editing* 6.11 gives succinct advice on how to form such names.

If you are faced with inconsistent forms of a compound name cataloguing rules, as revealed in online library catalogues, can be helpful in identifying the preferred form.

Library of Congress Authority Headings for Names can be found at [authorities.loc.gov/](http://authorities.loc.gov/) and entries marked ‘Authorized Heading’ are the preferred form. The British Library catalogue can be found at [www.bl.uk/catalogues/listings.html](http://www.bl.uk/catalogues/listings.html).

Follow the guidance of these resources for alphabetisation of foreign names in Bibliographies and Reference lists. (See also *Butcher’s Copy-editing* 8.2.1 Foreign Personal Names.)

The usage of these library catalogues may not match the practice of other European national libraries, but should be preferred in an English language publication.

#### 2.10.4 Abbreviations and Acronyms

It is best to give the full name of an Institution or Official Body in the first instance and indicate in parentheses the abbreviation or acronym by which it will be referred to in the following text: The Department of Trade and Industry (DTI)

NB it is not necessary to use quotation marks within the parentheses in such instances.

If the majority of your readers or general usage commonly uses the abbreviation or acronym eg, NATO, you should consider whether, on first use, the abbreviation should be expanded, ie, NATO (North Atlantic Treaty Organization).

### 2.11 Numbers

Numbers under 10 should be written in words.

Figures should be used:

- (i) for numbers over nine;
- (ii) when the material contains a sequence of stated quantities, numbers, ages, etc (example: children in the 7–12 age group);
- (iii) for numbers of sections, clauses, paragraphs etc; and
- (iv) wherever words would appear clumsy.

References to sequential page numbers should be made as follows.

When a range of numbers delineating a sequence of pages (or paragraphs) is used, the numbers should be elided to the last two digits (12–15; 113–16; 240–45; 400–99; 325–28). However, when the range between two numbers crosses the boundary between two

or more units of 100, the last three figures should be cited (eg, 96–1177; 195–305; 401–500; 1206–310; 13, 729–803).

## 2.12 Dates

Dates should be given in the style 1 January 1993; 1993–94; 1999–2001; 2001–02; 1990s (NB not 1990’s).

References to centuries in the text should be in words:

In the nineteenth century; nineteenth-century legislation; the mid-twentieth century saw a ...; early-twenty-first-century credit crunch. The form 19th /20th /21st century may be used in notes, with/without relevant hyphenation.

## 3. STRUCTURE AND LAYOUT

### 3.1 Headings

Chapter and Part titles and numbers should always be clearly indicated.

Headings should be as straightforward and brief as possible. Please adopt a consistent approach to headings throughout the book. A simple way of thinking about heading structure is to label headings as ‘A’, ‘B’ and ‘C’ headings and so on. It is not necessary for you to do the labelling but it does help if you have a labelling scheme firmly in mind as you are writing or revising the script. A typical chapter scheme might look like this:

7 (chapter number)

Chapter Heading

Chapter Subtitle

### **First Level Of Heading (the ‘A’ heading)**

Second Level of Heading (the ‘B’ Heading)

Third Level of Heading (the ‘C’ Heading)

You can go to further levels of heading but in practice this can become quite difficult to follow. You can also number your headings, and this often helps, but beware of numbering systems which themselves become self-defeating because of their complexity. Any numbering system used in a multi-author work must be consistent throughout the book. You may not use a number alone as a heading (ie, headings must contain text, or numbers and text).

### 3.1.1 Numbering of Headings

It is not essential to use a numbering/lettering system to differentiate parts within a particular level of heading, but if you choose to, please use the following:

A headings – I, II, II etc

B headings – A, B, C etc

C heads – i, ii, iii etc

D heads – a, b, c etc

All headings should use maximal capitalisation (eg General Principles of Interpretation).

**NB** Decimalised headings of the form:

3 Chapter Heading

3.1 A heading

3.1.2 B heading etc.

are best confined to technical writing /handbooks, where there is much cross-citation between sections within the work.

## 3.2 Paragraphs

New paragraphs following headings should be ranged full left. New paragraphs not following a heading should be indented one tab.

## 3.3 Quotations

For general advice, see *Butcher's Copy-editing* 11.1 and 11.5.

**Quotes of less than 40 words** should be run on as part of the text, presented within quotation marks. These may be referred to as short, embedded or run-on quotations.

**Quotes of more than 40 words** should be displayed (ie, be presented as indented text). A single tab indentation will suffice. It is not necessary to use a smaller font for displayed quotes in your manuscript, although a smaller typeface will probably be used when your book is typeset.

Displayed quotations may also be referred to as long quotations or block quotations.

**Foreign language quotations** should be in roman (not italic). Where necessary an English translation should follow the original.

Legislative extracts should always appear as displayed quotes (see below).

### 3.3.1 Quotation Marks

#### Short Quotations

Quotation marks should be single, except for quotation marks within quotations which should be double.

The EEB observes that '[n]evertheless, in a few cases the guidance documents deviate from "best practices" and potentially undermine WFD requirements'.

The closing quotation mark precedes all punctuation except an exclamation mark, question mark, dash or parenthesis belonging only to the quotation.

#### Displayed Quotations

Quotation marks should not be included around displayed quotations. Quotations within displayed quotations are given single quotation marks.

### 3.3.2 Introductory Punctuation

#### Displayed Quotations

Typically, a colon is the appropriate punctuation to introduce a displayed quotation. However it is not necessary to use any punctuation when the lead-in moves seamlessly into the quoted material.

### 3.3.3 Capitalisation at the Start of Quotations

A change in the capitalisation of the first letter of a quotation is to be avoided wherever possible.

**Short quotations** run-on within the text can begin with either a capital or non-capital letter according to the original material.

Where a colon or full stop precedes a **displayed quotation**, the first letter of the quotation should be capitalised.

Where a comma or no punctuation precedes the **displayed quotation**, the first letter of the quotation should not be capitalised.

Where complying with either of these rules requires that the first letter of the quotation be altered from how it appears in the original text, it should be placed into square brackets.

### 3.3.4 Mistakes in the Original Quotation

Significant or bizarre mistakes in the original quotation—that is, where the meaning of the text is affected—should be followed by *[sic]*. Examples of such mistakes include: use of the wrong word, or omission of a crucial word. Insignificant mistakes, where the sense of the text is not compromised—for example, unusual spelling or punctuation, minor spelling mistakes or incorrect verb conjugations—should be left as they appear in the original.

‘*[Sic]*’ should not be used to mark American English spelling.

### 3.3.5 Ellipses

Omissions from a quotation must be indicated by an ellipsis (three dots only) whether or not it indicates the omission of the following: the last part of one sentence and the first part of the next sentence; a whole sentence; and a whole paragraph.

No ellipsis points should be used before a block quotation or after a block quotation ending with a complete sentence.

Leaders (an ellipsis at the beginning of a short or long quotation) and trailers (an ellipsis at the end of a short or long quotation) are not necessary. Please do not include them.

There is no need to place ellipses in square brackets, unless the quotation itself includes ellipses and you wish to differentiate an editorial omission that you have made.

### 3.3.6 Change in Emphasis

Any change of emphasis should be indicated in a parenthetical clause after the citation by use of '(emphasis added)'. The indication of the change of emphasis occurs immediately following the quotation, and not at the end of the footnote which references that quotation. If the original quotation contains emphasis, the words 'author's emphasis' should not be added.

### 3.3.7 Omission of Citations

Any omission of citations or footnotes which were contained in the quotation should be indicated by a parenthetical clause after the footnote which references that quotation. The following are acceptable: (citation(s) omitted), (footnote(s) omitted). Whenever possible, a quotation within a quotation should be attributed to its original source.

Where the quotation includes a footnote which the author wishes to reproduce rather than omit, the footnote text appears at the end of the displayed quote, indented, in smaller font than the quote itself.

### 3.3.8 Editing Quotations

Spelling, capitalisation, punctuation and italicisation inside quotations should not be changed

Square brackets are used to indicate an adjustment to a quote, such as making lower-case a letter that was upper-case in the text cited. They may also be used to enclose comments, modifications of tense, corrections or explanations that were not in the original text being cited. However, a precise reproduction of a quotation is the preferred practice, and square brackets are only to be used where absolutely necessary.

## 3.4 Footnotes

Footnotes should be used rather than endnotes; in the typeset version of your book the notes will appear as footnotes. Start each new chapter with a new footnote 1All footnotes should end with a full point, even if following a URL. Footnote cues are normally placed at the end of a clause or sentence and they should be placed after the punctuation.

Footnotes begin with a capital letter, except when the first word is a conventionally lower-case abbreviation (*c*, *cf*, *cp*, *eg*, *ie*, *p*, *pp*, *ibid*).

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The purpose of footnotes is to provide authority for a proposition or argument, and to identify supplementary sources for the reader, in moderation. Additional text and quotations should be kept to a minimum, such that the footnotes are not generally the vehicle for the conduct of interesting counter-arguments.

### 3.4.1 Abbreviations in Footnotes

In footnotes, the following words and phrases should be abbreviated:

and others, <i>et alii</i>	et al
appendix	app
approximately, about, <i>circa</i>	about
Article/article/Articles/articles	Art/art/Arts/arts
chapter/chapters (of books)	ch/chs
chapter/chapters (of statutes)	c/cc
<i>circa</i>	<i>c</i>
clause/clauses	cl/cls
compare, <i>confer</i>	cp, <i>cf</i>
compiler/compilers	comp/comps
Directive	Dir
division	div
edition/editions	edn/edns
editor/editors	ed/eds
et cetera	etc
following	f (1 more page) ff (2 or more following pages)
footnote/footnotes (reference to a footnote outside the chapter/book)	fn/fns
footnote/footnotes (reference within the chapter/book)	n/nn
for example	eg
<i>ibidem</i>	<i>ibid</i>
manuscript/manuscripts	MS/MSS
note/notes (reference to footnote within the chapter)	n/nn
number	no
number (of an Act, Report)	No

page/pages	p/pp
paragraph/paragraphs	para/paras
part (of statute)	pt
regulation/regulations	reg/regs
Rex/Regina	R
rule/rules	r/rr
schedule (of statute)	sch
section/sections	s/ss
sub-section/sub-sections	sub-s/sub-ss
supplement/supplements	supp/supps
that is	ie
translated, translation, translator	trans
volume/volumes	vol/vols

### 3.4.2 Introductory Signals

Introductory signals may be used at the beginning of a footnote to indicate the relationship between the authority cited in the footnote and the proposition stated in the text. These introductory signals comprise the following:

**eg or See, eg:** The authority cited provides qualified support for the proposition or is one of several supporting the proposition in the text.

**See especially:** The authority cited is the strongest of several which support the proposition in the text.

**See also:** The authority cited provides added, additional qualified or general support for the proposition in the text.

**See generally:** The authority cited gives background information on the topic discussed in the text.

**Compare:** The authority cited provides a useful contrast to illustrate the proposition in the text. In brief citations the abbreviations *cp* or *cf* may be used. You should use one or other of these two throughout your ms. *cf* is italic; *cp* in roman. eg, Compare Brown's argument on ...; or *cp* Brown (2008: 54).

**But see:** The authority cited partially disagrees with the proposition in the text.

**Against:** The authority cited directly contradicts the proposition in the text.

**(No signal):** The authority cited is directly quoted or states the proposition made in the text.

These introductory signals should not be italicised.

### 3.4.3 Cross-referencing within Footnotes

See *OSCOLA* I 3

Generally speaking cross-referencing should be kept as precise and clear as possible. We strongly prefer cross references to refer to the relevant part of the chapter or nearest footnote (eg, see text at section 3.4 and accompanying notes; see text to n 10; or, see n 44 below). This is more accurate, and is less likely to give rise to mistakes at the editing and proofing stages.

Where cross-references to pages are used this will involve careful checking and correcting at page proof stage.

References to paragraphs are acceptable if you use a paragraph numbering scheme (common with more practice-oriented books). The only form of cross-referencing within chapters which we permit are ‘above’ and ‘below’ and ‘ibid’. *‘Supra’, ‘infra’, ‘op cit’, ‘loc cit’, ‘ante’, ‘post’ should not be used.*

**‘ibid’** should only be used if you are referring to the immediately preceding note, and when there is no possible cause for confusion as to the work cited. If the note you are referring to does not immediately precede the ‘ibid’ reference then you should change the reference either to a more specific one such as ‘[1992] *Public Law* 59’, or ‘above n 23 at 67’. Note in the penultimate example the journal title is expressed in its full form.

## 3.5 Graphics

### 3.5.1 Figures, Graphs, Tables

#### Numbering

All illustrations should be numbered with consecutive arabic numerals, have descriptive captions and sources where appropriate and be mentioned in the text. Each type of figure should have a separate sequence of enumeration: eg, Figure 1, Table 1.

Ideally you should indicate where in the text you want the figure to be placed: eg, TABLE 1 NEAR HERE.

#### Presentation of Copy

Although it is possible to embed in a Word file graphics created in Word or material exported from Excel or Powerpoint, it is best not to embed graphics in whatever form in your Word file. This is because the typesetter will not necessarily be able to place the graphic exactly where it falls in your copy, when the files are lifted into the software to produce page layout.

Typesetters prefer graphics presented as TIFF, JPEG or EPS files. Files in other formats (or imported to Word from other formats) can be manipulated, but some are more easily handled than others and it is best if they are manipulated separately (outside the main text document) and then lifted into the typesetter's software.

Therefore, all figures, graphs, 'pictures' and tables should be presented separate from the text (hard copy) and the electronic copy of graphics should be saved in separately named files. Hard copy should be printed in black ink on white card or paper.

**Colour / black and white.** Your graphics images will be presented as black and white images and so when creating output select black and white options or greyscale rather than colour. Thus, a graph with solid black /dotted lines is to be preferred to a graph with solid red/solid blue lines.

**Labelling.** Ensure **axes of graphs** are labelled and units stated; keys to shading of figures or format of lines are presented. Sans serif fonts (Courier, Arial etc) are generally used for labelling figures and graphs. Capitalisation of labels should be consistent across all figures, graphs, etc.

**Units in tables** should be presented in column heading or stub and not repeated all the way down a column or all across a row. Ensure column heads and stubs are capitalised consistently.

### 3.5.2 Photographs and Digital Images

Photographs intended for black and white reproduction must be high quality glossy originals or better still a good quality digital file.

Digital files downloaded from the web will probably not be suitable for reproduction in print as they may only have a resolution of 75 dpi (dots per inch), and printed images require a much higher resolution.

If you use scanned images they should be exported using the following resolutions:

Line drawings (black on white, no shading) require 600 dpi; greyscale images and colour require a minimum of 150–300 dpi.

For high quality printing a resolution of 300 to 600 dpi or more is preferred.

For those with a technical interest see the Graphics Guidelines available from [authors.iop.org](http://authors.iop.org) or use the search engine at [kb.iu.edu](http://kb.iu.edu).

### 3.5.3 Copyright Permissions

It is the author's responsibility to obtain permission for the reproduction of copyright figures or information which may be copyright. Source(s) for tables or figures should be cited as a source note.

### 3.5.4 Notes and Source Notes

Notes to graphics are not numbered sequentially as part of the footnote numbering of the chapter or book. Notes to figures, graphs and tables appear directly below the displayed material. Where notes are few and the graphics present numerical information, symbols are often best used as note indicators.

Source notes should be separate from other notes.

(If you present a figure or table with notes embedded in your text using note numbering continuous with text notes, you will find that your chapter footnotes will need to be renumbered, requiring much cross-checking.)

## 4. CITATION OF PRIMARY LEGAL SOURCES

For detailed information on the citation of cases and legislation, see *OSCOLA* Parts II and IV, available at [denning.law.ox.ac.uk/published/oscola.shtml](http://denning.law.ox.ac.uk/published/oscola.shtml)

### 4.1 Cases

#### 4.1.1 Domestic Cases

Case names should be in italics (*Hart v Hart*), including 'v' (no full point). Cases should be cited, whenever possible, using the accepted neutral form of citation, ie, EWCA, HL, etc, followed by a citation of the most authoritative report from the official Law Reports (eg, AC or QB). A reference to the WLR is acceptable, as are references to

specialised series of reports such as BCLC, CMLR or Med LR. See *OSCOLA* II A 1(b)–(c).

Hart Publishing style differs from *OSCOLA* in requiring the citation to be given in full in the footnote on the first instance, even if the case name is given in the text.

Names of cases should be in italics with citations in roman. For example:

*Home Office v Dorset Yacht Co Ltd* [1970] AC 1004 (HL).

#### 4.1.2 European Cases

References to European Cases should include case number and European Court Reports (ECR) citation (if available) For example:

Case T-65/33 *Christy v Mulliner* [1994] ECR II-323.

See *OSCOLA* II A 3 for further details.

Note: T- C- ECR I- ECR II- hyphens (not en-rules).

#### 4.1.3 European Court of Human Rights

Decisions of the European Court of Human Rights should always be cited using the relevant reference in the official reports (Series A) and, if possible, also the European Human Rights Reports. For example:

*Young, James and Webster v UK* Series A no 44 (1982) 4 EHRR 38. See *OSCOLA* II A 4.

#### 4.1.4 Other International Decisions

GATT and WTO cases should be in italics and fully referenced, eg, *United States—Standards for Reformulated Conventional Gasoline*, Panel Report (adopted 2 May 1996) WT/DS2/R.

#### 4.1.5 Cross-citation

As with book titles, case names may be abbreviated after the first full citation has been given. The abbreviated form of a case name appearing at the head of the Law Report page is acceptable for this purpose.

Foreign law reports should always be cited in the style of the original law report and no attempt should ever be made to ‘Anglicise’ them.

#### 4.1.6 Punctuation of Legal Citations

As should be apparent from the above examples, punctuation in citations should be kept to a minimum. Full stops as abbreviation marks should be omitted from law report references, titles of journals, titles of judges, and in the names of cases and after initials and other parts of names of parties.

## 4.2 Legislation

See *OSCOLA* II B for styling of legislative material.

Follow *OSCOLA* II B 3 in giving minimal capitalisation to the descriptive (long) titles of EC legislation, eg, Directive concerning the the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (Public Works Contracts Directive).

Note the use of maximal capitalisation for the short title.

European legislation should always have an OJ reference in the form: [2000] OJ L27/18.

## 5. CITATION OF SECONDARY SOURCES

We offer guidance on two styles of citation. The Short-title system (*Butcher’s Copy-editing* 10.1) and the Author–date system (*Butcher’s Copy-editing* 10.2).

However, we follow *OSCOLA*’s style of bibliographic description (*OSCOLA* III) with a few significant exceptions, highlighted below.

### 5.1 Short-title System

The first reference within a chapter should always be given in full, even if the author is cited in the text.

Thereafter it may be shortened using an acceptable abbreviation: usually author surname and a short title of the book or article title. If you cite works by more than one author with the same surname, include the initial of the author in your shortened

reference. The short title should enable the work to be identified in the Bibliography. If you cite a specific title frequently within a chapter, you may further abbreviate your reference, eg:

Footnote 1: Louise Mallinder, *Amnesty, Human Rights and Political Transitions: Bridging the Peace and Justice Divide*, Studies in International Law no 21 (Oxford, Hart Publishing, 2008).

Footnote 2: Mallinder, *Amnesty* (2008)

Footnotes 10, 13, 17 and 25: Mallinder (n 1)

Pinpoints (without any preceding punctuation) may follow any of these references.

The format of the short-title reflects the full title. A book title in italic; a journal article title in roman.

### 5.1.1 Books

In footnotes, books should be cited as follows:

Author(s)/Editor(s), *Title of Book*, series title and number, edition statement (place, publisher, date).

Where more than one place of publication is given on the title page, it is necessary to give only the first in the citation.

M Hunt, *Using Human Rights Law in English Courts* (Oxford, Hart Publishing, 1997) 19.

M Cremona and B de Witte (eds), *EU Foreign Relations Law: Constitutional Fundamentals*, Essays in European Law 11 (Oxford, Hart Publishing, 2006).

Give place of publication, publisher and date of publication in that order. Similarly it is not necessary to provide an author's full name, but an initial must be supplied, and again this should be done consistently. When an author has more than one initial, initials should be closed up (eg, PBH Birks, PS Atiyah, rather than P B H Birks and P S Atiyah). Do not place a comma before the page/pinpoint number.

When referring to book editions, please use normal script, not superscript, ie, 2nd, 3rd, 4th, rather than 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>.

PP Craig and G De Búrca, *EU Law: Text, Cases, and Materials*, 4th edn (Oxford, Oxford University Press, 2008).

**Short titles** for the above would be:

Hunt, *Using Human Rights Law*  
Cremona and de Witte, *EU Foreign Relations Law*  
Craig and De Búrca, *EU Law*

### 5.1.2 Chapters in Edited Volumes

Chapters published in edited volumes should be cited as follows:

PS Atiyah, 'Personal Injuries in the Twenty-First Century: Thinking the Unthinkable' in P Birks (ed), *Wrongs and Remedies in the Twenty-First Century* (Oxford, Clarendon Press, 1996).

Pinpoints follow the publication details. It is not necessary to give the page span of the complete chapter in the notes. However, the page span of the chapter should be given in the Bibliography.

Short title: Atiyah, 'Personal Injuries'.

### 5.1.3 Journal Articles

Journal articles should be cited as follows:

CW Maughan and K McGuinness, 'Towards an Economic Theory of the Corporation' (2001) 1 *Journal of Corporate Law Studies* 141, 145.

Do not include the issue number of a journal that is numbered consecutively through the volume. The page number of the beginning of the article is given. Pinpoints are given after a comma.

Journal articles are in roman within single quotation marks and maximal capitalisation.

Short-title: Maughan and McGuinness, 'Towards an Economic Theory'.

### 5.1.4 Journal Titles

In keeping with the OSCOLA guide, journal titles should be spelled out in full (as in the above example) and put in italics. Expansions of journal abbreviations can usually be identified from Internet sources, such as the *Cardiff Index to Legal Abbreviations* [www.legalabbrevs.cardiff.ac.uk](http://www.legalabbrevs.cardiff.ac.uk); if in any doubt check with the author. This is preferable to including a long list of abbreviations in the front of every book. There are, however, exceptions to this rule. The most commonly cited journals in individual fields of law may

## HART PUBLISHING STYLE GUIDELINES

still be abbreviated. The following list is not exhaustive but contains the titles of those journals which we are happy to see abbreviated in footnotes:

Law Quarterly Review	<i>LQR</i>
Cambridge Law Journal	<i>CLJ</i>
Modern Law Review	<i>MLR</i>
Oxford Journal of Legal Studies	<i>OJLS</i>
Public Law	<i>PL</i>
Criminal Law Review	<i>Crim LR</i>
Common Market Law Review	<i>CML Rev</i>
European Law Review	<i>EL Rev</i>
International and Comparative Law Quarterly	<i>ICLQ</i>

### 5.1.5 Foreign Language Titles

The capitalisation of the titles of books, journals, article/chapter titles should follow the usage of the language. For most modern European languages this is first word of the title and proper nouns only are capitalised.

H Labayle, ‘L’ouverture de la jarre de Pandore: réflexions sur la compétence de la Communauté en matière pénale’ (2006) *Cahiers de droit européen* 379.

Hart Publishing does not capitalise the first noun after the article in French titles.

S Troiano, ‘L’ambito oggettivo di applicazione della Direttiva Cee del 5/4/199; la nozione di “clausola non oggetto di negoziato individuale”’ in G Alpa and M Bianca (eds) *Le clausole abusive nei contratti stipulati con i consumatori* (Padova, Cedam, 1996).

M Böse, ‘Die Zustaendigkeit der Europäischen Gemeinschaft fuer das Strafrecht Zugleich Besprechung von EuGH, Urteil vom 13.9.2005’ (2006) *Goldammer’s Archiv* 211.

### 5.1.6 Web-based (online) Resources

Authors and copy-editors are directed to the advice given in *Butcher’s Copy-editing* 10.6.

Online resources should only be cited for material that is not available in a printed format. See eg, *OSCOLA* III 2 C.

Authors should be aware that papers made available on the web for a temporary period, eg, conference papers (prior to edited, published form), seminar papers etc, may well become dead references very quickly. It is best to refer to such papers as unpublished papers in the standard way with the date expressed as ‘forthcoming’.

The Bibliography should not include Uniform Resource Locators (URLs) / website addresses. Citations of electronic material should be confined to footnotes.

Hart Publishing does not require that you give a date last accessed for each website reference, but each author is responsible for checking his/her URLs immediately prior to submitting a manuscript and deleting references or finding alternatives for material that is no longer available at the URL given.

URLs should be cited as: [www.hartpub.co.uk](http://www.hartpub.co.uk), ie, no angled brackets, no need to include http://, no underline. Please turn off options for automatic hyperlinks when preparing your paper.

### 5.1.7 Bibliography for Short-title System

The Bibliography for a Short-title system should be organised A–Z by author and within the same author either date or in A–Z order of title. See 2.10.3 above re alphabetisation of compound names.

Atiyah, PS, *The Damages Lottery* (Oxford, Hart Publishing, 1997)

Atiyah, PS, ‘Personal Injuries in the Twenty-First Century: Thinking the Unthinkable’ in P Birks (ed), *Wrongs and Remedies in the Twenty-First Century* (Oxford, Clarendon Press, 1996) 5–38.

Atiyah, PS and Smith, Stephen A, *Atiyah’s Introduction to the Law of Contract*, 6th edn (Oxford, Clarendon Press, 2006)

Cremona, M and Witte, B de (eds), *EU Foreign Relations Law: Constitutional Fundamentals*, Essays in European Law 11 (Oxford, Hart Publishing, 2006).

Hunt, M, *Using Human Rights Law in English Courts* (Oxford, Hart Publishing, 1997) 19.

Maughan, CW and McGuinness, K, ‘Towards an Economic Theory of the Corporation’ (2001) 1 *Journal of Corporate Law Studies* 141.

## 5.2 Author–Date Referencing Systems

It is acceptable to use an author–date (Harvard) referencing system as long as it is used consistently through the work. See *Butcher’s Copy-editing* for guidance. References in the text should take the form (Hunt 1997) or (Cremona and Witte 2000: 82) or Young (1997) argues

The full citation is given in a list of References at the end of each chapter (edited collections) or at the end of the book (single authored works).

### 5.2.1 Books

Cremona, M and Witte, B de (eds) (2006) *EU Foreign Relations Law: Constitutional Fundamentals*, Essays in European Law 11 (Oxford, Hart Publishing).

Hunt, M (1997) *Using Human Rights Law in English Courts* (Oxford, Hart Publishing).

### 5.2.2 Chapters in Edited Volumes

Atiyah, PS (1996) ‘Personal Injuries in the Twenty-First Century: Thinking the Unthinkable’ in P Birks (ed), *Wrongs and Remedies in the Twenty-First Century* (Oxford, Clarendon Press).

### 5.2.3 Journal Articles

Maughan, CW and McGuinness, K (2001) ‘Towards an Economic Theory of the Corporation’ 1 *Journal of Corporate Law Studies* 141, 156.

Do not include the issue number of a journal that is numbered consecutively through the volume.

### 5.2.4 References for Author–Date System

References should be listed in alphabetical order of author. When there are two or more references to work by one author these should be listed in chronological order. In consecutive references by the same author, the author name should be replaced with a double em-dash. Any co-authorships should be dealt with as relating to a new author (the surname should be retained). For example:

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Ashworth, A (1998) *The Criminal Process: An Evaluative Study*, 2nd edn (Oxford, Oxford University Press).

——(2000) ‘The Roles of the Legislature and Judiciary in English Sentencing’ in S Doran and J Jackson (eds), *The Judicial Role in Criminal Proceedings* (Oxford, Hart Publishing).

Ashworth, A and von Hirsch, A (1997) ‘Recognising Elephants: The Problem of the Custody Threshold’ *Criminal Law Review* 187.

Anonymous works should be listed directly under title.

The accuracy of all references, citations and quotations is the responsibility of the author, and care should therefore be taken to check their accuracy before the final typescript is submitted.

## 6. EDITED COLLECTIONS

Each individual contribution should be clearly marked with the name of the contributor, omitting the title of the contributor. The preferred method of marking the name is to type it in capitals under the number and title of the chapter eg:

## Chapter Heading

Author Name

A Heading

### 6.1 Contributors

A list of contributors with a brief description of each author should be provided by the editors. This will be included in the book.

Details should include the contributors name, academic and professional qualifications, current title and position.

We also require a complete list of addresses (postal and e-mail) and telephone numbers for all contributors—none of this information will appear in the book.

### 6.2 Structure and Style

Contributions should conform in every way to the general notes on style given above, except that it is wise to refrain from attempting to cross refer to other essays in the same volume (unless you have read the other papers and are familiar with their contents).

For styling of **headings** in multi-author works, see section 3.1 above.

Editors are requested to ensure that contributions conform to Hart Publishing style.

### 6.3 Copyright

Contributors will normally receive a copy of the book and a Press-Ready PDF of their contribution which may be distributed to a limited number of colleagues

Copyright remains the property of the contributor, but this does not mean that contributors to edited collections have complete freedom to pre-or re-publish their contribution elsewhere. For further guidance on our policy concerning pre- and re-publication please contact Hart Publishing at the address below.

## 7. FURTHER GUIDANCE

If you have any queries, or would like further information on any of these points please contact Hart Publishing, 16C Worcester Place, Oxford, OX1 2JW, Tel: 44 (0) 1865 517530, Fax: 44 (0) 1865 510710, e-mail: [mail@hartpub.co.uk](mailto:mail@hartpub.co.uk).