

# THE FEDERATION PRESS

## Style Guide for Use in Preparation of Manuscripts

This guide outlines our preferred house style, but our main priority as far as style is concerned is to be consistent. If you follow this style when writing the book, it will facilitate the editorial process – particularly if several authors are contributing to the same book. However, if you are strongly in favour of a different style, feel free to discuss this (just ring us on 02 9552 2200) – at an early stage, to avoid unnecessary editorial work and changes. Our normal procedure is to request a sample chapter of a forthcoming publication on hard copy and on disk in order to iron out problems before the whole book is written. Any queries and/or suggestions are welcome.

### **SPELLING**

According to Australian dictionaries.

- use: “s” **not** “z” in such words as “recognised”, “itemised”.  
use: “our” **not** “or” in such words as “colour”, “labour”.  
but: “Labor” when referring to the Australian Labor Party; names of some Victorian Acts spell “Harbor” etc.  
use: “ct” not “x” in such words as “connection”, “extinction”.  
use: “Program” **not** “programme”.  
use: “coo” **not** “co-o” in such words as “cooperative”, “coordinate”.

#### **Common words to note:**

|                      |                            |
|----------------------|----------------------------|
| Attorney-General     | inquiry <b>not</b> enquiry |
| cross-examination    | judgment                   |
| decision-making      | money <b>not</b> moneys    |
| encumbrance          | subject matter             |
| Governor-General     | secondhand                 |
| first . . . secondly | set-off                    |
| in so far            |                            |
| interstate           |                            |

## CAPITALS

In general, do not capitalise unless the word is a specific proper name.

For example:

- use: “the New South Wales Government”  
“the Federal Government”  
but: “the government(s)” (where referring to that government and to governments generally).  
use: “the Supreme Court”  
but: “the court(s)” (where referring to that court and to courts generally).  
use: “*Mining Amendment Regulations (No 2) 1982*”  
but: “empowered to make regulations”

### **This rule also applies to:**

commission, inquiry, parliament, tribunal, report, committee, federal, department, the bench, the bar, chambers, articles, a brief, counsel, case law, family law, powers of attorney etc.

### **Also** (unless part of title):

- use: judge, magistrate, police magistrate, barrister, solicitor, coroner, justice of the peace, counsel, notary public, prosecutor, puisne judge, clerk of the courts, articulated clerk, dean, minister etc.  
but: State Coroner, Chief Justice, Chief Inspector of Police, Attorney-General, Solicitor-General, Crown Solicitor, Crown Prosecutor, etc.

### **Exceptions:**

- use: “the Depression”  
use: “the Crown”  
use: “Act” (where referring to legislation).  
but: “act” (where referring to something someone does).  
(Likewise “Rule” and “Regulation” if attached to an Act)  
use: “Commonwealth”, “State” and “Territory” for Australia and other federal systems  
use: “Bill” (where referring to legislation)  
use: “State” when referring to States of a federal system, eg Australia, USA

## ABBREVIATIONS

Do **not** use full stops after abbreviations and contractions (including initials, eg “DE Fisher” – note also no space between initials).

### **The following are preferred abbreviations** (this list is not complete):

|               |                                 |
|---------------|---------------------------------|
| s, ss         | section, sections               |
| sub-s, sub-ss | subsection, subsections         |
| para, paras   | paragraph, paragraphs           |
| p, pp         | page, pages                     |
| r, rr         | rule, rules                     |
| reg, regs     | regulation, regulations         |
| no, nos       | number, numbers                 |
| cl, cls       | clause, clauses                 |
| Pt, Pts       | Part, Parts (of an Act)         |
| Div, Divs     | Division, Divisions (of an Act) |
| Sch, Schs     | Schedule, Schedules (to an Act) |

|           |                                   |
|-----------|-----------------------------------|
| Vol, Vols | Volume, Volumes                   |
| No, Nos   | Number, Numbers                   |
| fn, fns   | footnote, footnotes               |
| J, JJ     | Judge or Justice                  |
| JA, JJA   | Judge of Appeal, Judges of Appeal |
| CJ        | Chief Judge or Chief Justice      |
| P         | President                         |
| v         | versus                            |
| R         | regina/rex                        |
| edn, edns | edition, editions                 |
| ed, eds   | editor, editors                   |

(NB: The above abbreviations (with the exception of “R”) should not be used at the beginning of a sentence. When an abbreviation is used, there should be a space between it and the following number, eg, s 34 or para (b).)

Note: Web addresses should be enclosed between < >, for example, <www.federationpress.com.au>. Delete http:// when followed by “www”.

**Other common abbreviations include:**

|     |     |    |
|-----|-----|----|
| Pty | Mrs | Dr |
| Ltd | Ms  | Co |
| Inc | Mr  |    |

**In case names:**

use: “ex p”, “re”, “in re”, “in liq”;  
but: “& Ors”, “& Anor”, “And Others” etc should **not** be included in the case name – neither in the text, nor in the table of cases.

**Only abbreviate the following after the name of an Act, in tables, footnotes/endnotes, references etc:**

|         |                              |
|---------|------------------------------|
| ch, chs | chapter, chapters            |
| Cth     | Commonwealth                 |
| NSW     | New South Wales              |
| Qld     | Queensland                   |
| SA      | South Australia              |
| Tas     | Tasmania                     |
| Vic     | Victoria                     |
| WA      | Western Australia            |
| NT      | Northern Territory           |
| ACT     | Australian Capital Territory |
| US      | United States                |
| UK      | United Kingdom               |

**Do NOT abbreviate:**

Department (where using the name of a government department in full, or where referring to “the Department”. However, the name of a government department can be abbreviated after first referring to it in full – eg, “the Department of Community Services and Health (DCSH)”).

In discursive text:

|     |             |
|-----|-------------|
| use | for example |
| not | eg          |
| use | that is     |
| not | ie          |
| use | and so on   |
| not | etc         |

use                    per cent  
not                    % (only use “%” in tables)

## PLAIN LANGUAGE

Plain language is preferred (see our publication by Michele Asprey: *Plain Language for Lawyers* (3rd edn), particularly pp 200-226 for a list of words to be avoided and useful alternatives).

use:                    “before”  
not:                    “prior to”  
use:                    “above”, “below”  
not:                    “supra”, “infra”

Avoid Latin phrases such as “op cit” (see our preferred form of citation below).

Latin and foreign words that are commonly used in English are not to be italicised.

**Gender-neutral language** should be used, eg:

use:                    “person” rather than “man” where appropriate  
use:                    “him or her” etc;  
use:                    “they”, “their” used as singular pronouns is acceptable;

to avoid excessive repetition of “he or she” etc:

use:                    the occasional use of passive rather than active verbs  
use:                    when talking generally use more than one person, eg “children receive their . . .” rather than “a child receives his or her . . .”

(For more detailed guidelines on gender-neutral language, see the *AGPS Style Manual: for Authors, Editors and Printers*, 6th edn.)

## NUMBERS

Numbers from one to nine are written out in words, except where the reference is to a section, page number, time, measure, weight, percentage, in which case figures are used. Numbers above nine are written as figures, except where the number is the first word in a sentence.

Round numbers above 1 million are written thus: “3 million”, “56 million” – **not** “3m”, “56m” (which means “three metres” etc).

In numbers greater than 10,000, use commas to separate groups of digits (eg, 10,000).

In numbers less than 10,000, omit the comma (eg 9999, 4000).

**Dates:**                1 January 1988  
                              1980s  
                              1988-1989

**Times:**                10.30 pm  
                              4.45 am

## QUOTATIONS

The style of quotations should remain as quoted and not changed to that of The Federation Press. If there is an obvious error in the printed source, correct it rather than perpetuating the mistake and drawing attention to it with “[sic]”.

Material quoted from other sources more than four lines in length should be in separate paragraphs, indented throughout (one tab space) from the main text, and not enclosed in quotation marks. In the text a phrase should introduce the quote leading in with a colon. If the quote begins mid-sentence, capitalise the first letter and place in square brackets (eg “[T]he matter ...”).

Quotes of less than four lines should run on within the text, and should be enclosed in quotation marks (eg “quote”). It is acceptable to use either double or single quote marks in a text but the use *must* be consistent, ie use double quotes throughout or single quotes throughout – and not a mixture of the two. With quotes within a quote, use the double quote marks if mainly using single quote marks and vice versa if using double quote marks.

Do not use ellipsis (“...”) at the start of the quote. This applies whether it is a text quote or an indented one. If the quote is within the text, then do not use ellipsis at the end except for statutory material. Ellipsis can be used at the end of an indented quote if appropriate – that is, if the quote ends mid sentence.

Punctuation goes outside quote marks, eg: The court stated that “the principle did not apply in this case”. (not “in this case.”)

Author’s/editor’s comments within a quote are to be in square brackets, but not italicised (including [sic], but see note above on errors).

**Omitted words:** Omitted words (other than at the start of a quote – see above) are indicated by an ellipsis, ie ‘...’.

## FOOTNOTES/ENDNOTES

These should be kept to a minimum, and should be as simple and as short as possible (however, for legal texts see below).

It is important that the automatic footnote function be used to insert footnotes and that they are not inserted manually.

In the text of the footnotes, please insert a tab between the footnote number and the text of the footnote.

Footnotes/endnotes should always end with a full stop.

## REFERENCES

As there are now several ways of doing references, the most important point to make is that the style for these should be consistent. That is, if using the Harvard system, then use this throughout the book, and do not have a mix of systems within the text. This is particularly important with contributed books where often the various authors will have used different systems for referencing.

**Cases:** The following citation form should be used where a case is first referred to in any chapter: *R v Smith* (1986) 66 ALR 512. If subsequently referred to in the following pages, abbreviate to: *Smith*, or *Smith’s case*.

References to quotes from judgments should be: (1986) 160 CLR 41 at 49, **not** (1986) 160 CLR 41, 49.

References to authorised reports are to be given wherever possible. Cite only one reference unless quoting from several sources.

References to CCH Reports sometimes cause difficulties. The initial reference can be either to the paragraph number ([1990] ATPR ¶53-160) or the page number ([1990] ATPR 68,120), but again it is important to be consistent about this. If referring to a section within the report, then the reference is always to a page number ([1990] ATPR ¶53-160 at 68,133). Note: paragraph numbers are always denoted by a dash and page numbers by a comma. It is not a problem if your computer does not have the paragraph symbol, as we will insert it. We prefer square brackets around the year for CCH reports.

Use “at” before the number of the page or paragraph for law reports and journal articles, and **not** “p” or “para”. (Note that references to pages or paragraphs in other

publications do take “p” or “para” before the number and should **not** include the word “at”. Please format these as ‘p’ or ‘pp’ or ‘para’ followed by a space, then the number.)

Cases in reports cited by volume number (eg CLR, ALR, NSWLR) – do *not* use double years in round brackets. The year in brackets is the year of *judgment* (and can be found at the beginning of the case report).

When referring to particular judges in citing cases always refer to, eg, “Brown J” rather than “Justice Brown”. “Justice” is only used when referring to statements made by judges in a non-judicial capacity – for example, articles/papers by judges.

Unreported cases should be given a reference thus: unreported, court, judge, date. For example: “*Rivers v Smyth* (unreported, WASC, FC, 12 August 1983)”. There is no need to include a court reference number. The court indicator (ie WASC for Supreme Court of Western Australia) should be taken from the list outlined in Justice Olsson’s *Guide to Uniform Production of Judgments* available at <www.aija.org.au> or just follow the court indicator on AustLII.

Most judgments from all Australian jurisdictions now have a medium-neutral citation which should be given if available until a report series citation is available. They can also be used with a report series citation but this must be done consistently throughout the text. The medium-neutral citations can usually be found on the AustLII site at <www.austlii.edu.au> which should be searched when citing unreported cases. Such cases should be cited as: [2003] HCA 4. (Do not insert date with this citation.) If referring to material within the judgment, it should be cited as: [2003] HCA 4 at [34] (indicating the paragraph number referred to).

Note: the Harvard system for referencing is not appropriate for cases – these should always be styled in the traditional way.

**Legislation:** The first citation of a particular piece of legislation in any chapter should include the full short-title details. Use italics, thus:

*Aged or Disabled Persons Homes Act 1954* (Cth)

*Retirement Villages Act 1989* (NSW)

Subsequent references to the Act in the same chapter can then be abbreviated.

Many jurisdictions now italicise the year of the Act or Regulation – we do not mind which form is used as long as the style is consistent throughout the book.

Names of all Acts of Parliament, Regulations, Ordinances and Rules are italicised. No commas are to be placed between the name and year and no double year citations are to be given (use the year in which the legislation was passed). Example of correct style: *Trade Practices Act 1974* (Cth).

Use the style: s 332(4) [ie, s followed by a space, then the number]

rather than: sub-s 332(4)

and: s 332(4)(b)

rather than: para 332(4)(b)

and: sub-s (4)(b)

rather than: para (4)(b)

When referring to section numbers within the text use either the phrase “s 52 of the *Trade Practices Act 1974* (Cth)” or “the *Trade Practices Act 1974* (Cth) s 52”. When listing a series of Acts and section numbers in footnotes, use the latter system, ie Act comes first and then section number.

In a text covering multi-jurisdictional law, with lists of statutory references in the footnotes the order is: Commonwealth, then States in alphabetical order then Territories in alphabetical order: eg *Crimes Act 1914* (Cth); *Crimes Act 1900* (NSW); *Crimes Act 1958* (Vic); *Criminal Code* (NT). The same order applies to the Table of Statutes (except that the Constitution always comes first before Commonwealth).

With the Constitution, this is never italicised unless reference is being made to the *Commonwealth of Australia Constitution Act 1900* (Imp).

### **Books, papers and reports:**

*When using the Harvard system:*

The most important point to note when using the Harvard system is to match exactly the reference in the text with that in the References or Bibliography. For example, if the reference in the text is to White Paper, 1985 then the entry in the Bibliography should be under White Paper and not, say, Australian Treasury. Also, the year must follow directly on from the first entry and not be placed at the end of the entry in the Bibliography.

In the bibliography:

Author's surname, Initial(s), Date, *Title of Book*, Volume number (if relevant), Edition (if relevant), Publisher, Place of publication.

For example:

Brown, C, 1989, *One of Those Book Titles* 3rd edn, XYZ Books, Sydney.

In the text, just cite the author's surname, eg: "Brown argues ..."

If there are several works by the same author, list them chronologically in the bibliography, ending with the most recent work. If two or more works have been published in the same year, they are arranged alphabetically by title, with lower-case letters of the alphabet attached to the publication date, eg:

Brown, FG, 1985a, *One* . . .

Brown, FG, 1985b, *The Most* . . .

In the text include the date and letter with the author's name, eg: "Brown (1985b: 58) argues . . ."

If more than one author by that name is cited, use the initial(s) for that surname only, eg: "FG Brown argues . . ."

**Articles:** In the bibliography:

Author's surname, Initial(s), "Title of Article", Volume number (if relevant), Journal or book citation (ie, in which article appears): number of first page of article.

For example:

McDonald, T, 1989, "Working the IR System" 18 *Industrial Relations Journal* 11.

(For more details on the Harvard system, see the AGPS *Style Manual for Authors, Editors and Printers*, 6th edn.)

Note that the Harvard system should not be used for referring to cases.

*If not using the Harvard system:*

If there is not a lot of duplication of book and article references, then full details of these should be given in the footnotes or endnotes to the chapters. Where a number of texts are referred to constantly throughout the book, then a suggestion is to abbreviate these just to the authors' names and give a list of these abbreviations at the beginning of the text. Otherwise the full reference should be given the first time a book or article is mentioned in each chapter and thereafter, either use above (see below for example). *Ibid* can be used where appropriate but prefer "above" rather than *op cit*.

*Ibid*: This is used where the reference is to the case/book/article in the footnote/endnote immediately before. For example:

7. *R v Brown* (2005) 201 CLR 535.

8. *Ibid* at 538.

*Above*: This can be used for subsequent references to books/articles/papers (but never cases). For example:

9. Blackshield and Williams, above n 2, p 30. (It is preferable to give the exact location of the main reference, rather than just saying “above”.)

With subsequent references to cases, always give the full report reference, although the name of the case can be abbreviated. For example:

8. *Mabo v Queensland (No 2)* (1992) 175 CLR 1 at 35.
9. ....
10. *Mabo* (1992) 175 CLR 1 at 55.

If in any doubt about the style of references, please do not hesitate to contact the editors at Federation Press so that a uniform style can be agreed on at an early stage.

The preferred way of referring to books, articles within the text (this can also be used for bibliographies) is:

Book: Creighton B and Stewart A, *Labour Law* (Federation Press, Sydney, 4th edn, 2005)

Article: Brown J, “The Best Way to Cite Articles” (1995) 70 *ALJ* 100.

Reference to journals should be consistent – either always abbreviated or always full out.

When referring to page or para numbers within books, articles, etc, then use “at” with journal articles (eg, (1995) 68 *ALJ* 210 at 215) and with other publications use “p” or “para” (eg Creighton B and Stewart A, *Labour Law* (Federation Press, Sydney, 4th edn, 2005), p 210).

## **CROSS-REFERENCES IN TEXT**

Place in round brackets thus:

(See 8.2.4.)

(See also Chapter 4.)

## **STRUCTURE**

Not all books require numbered paragraphs, but if they do, each chapter should have its own self-contained section and paragraph numbering. Numbered “paragraphs” may in fact contain more than one conventional paragraph – the idea is to group the text into discrete ideas which broadly correlate to index entries.

The first paragraph under any heading is to begin full out (against the margin). Subsequent paras under the same heading to be indented one tab space at the beginning of the first line.

Where it is desired to list points in the text, indent one tab space and use bullets (·).