



THE FEDERATION PRESS

Style Guide for Use in Preparation of Manuscripts

This guide outlines our preferred house style. 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 with the publishers. Our main priority as far as style is concerned is that a consistent approach is adopted at all times.

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Structure

Each book usually includes preliminary pages, chapters and an index. At times, books may also include appendices or reference lists as back matter content.

All chapters should be numbered and in the order in which they are to be published.

Headings, sections and paragraphs within chapters do not need to be numbered. However, where numbered headings and paragraphs are used, 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.

Where it is desired to list points in the text, indent one tab space and either use bullets or numbered lists.

Quotations that run over four lines should be set out separately, indented and with no quotation marks.

Copyright

It is the author’s responsibility to obtain permission for the reproduction of any information, including tables, figures, graphs and photographs which may be copyright. It should not be assumed that material freely accessible on the internet can be reproduced freely. It may be necessary to establish who owns copyright and to seek permission.

Tables, Figures, Graphs and Photographs

Figures, graphs and photographs should be provided as high resolution jpeg files. They should be in greyscale rather than colour as our books are not printed in colour. For example, a bar chart with solid black, dotted and striped bars is preferred to bars that are red, blue and green.

Sources for tables, figures, graphs and photographs should be cited as a “source note”, ie the source should appear immediately below the table, figure etc rather than be set out in a footnote.

Keep tables as simple as possible.

All tables, figures, graphs and photographs should be labelled appropriately and units stated where necessary.

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”

The preferred spelling of common words is as follows:

Attorney-General	inquiry not enquiry
cross-examination	judgment
decision-making	money not moneys
encumbrance	subject matter
Governor-General	secondhand
first ... secondly	set-off
in so far	common sense
interstate	focused not focussed

Hyphenation

It is suggested you refer to Australian dictionaries to check whether words are hyphenated or not. Otherwise, choose the form you prefer, with or without hyphenation, and use that form consistently.

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, article 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”, “Rule” and “Regulation” (where referring to legislation)
- but: “act” (where referring to something someone does)
- use: “Commonwealth”, “State” and “Territory” for Australia and other federal systems, but “federal” (when used as an adjective)
- use: “Bill” (where referring to legislation)
- use: “State” when referring to States of a federal system, eg Australia, the United States

Abbreviations

Do **not** use full stops in or after abbreviations and contractions. Likewise, do **not** leave spaces between letters in an abbreviation. For example:

- use: ie (that is)
- not: i.e.
- use: eg (example)
- not: e.g.
- use: no 15 (number 15)
- not: no. 15
- use: p 15 (page 15)
- not: p. 15
- use: DE Fisher (person’s name)
- not: D. E. Fisher or D E Fisher

The following are preferred abbreviations in text and footnotes (this list is not exhaustive):

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

However, 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).

Other common abbreviations include:

Pty	Mrs	Dr
Ltd	Ms	Co
Inc	Mr	

In case names:

use: “ex parte”, “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, 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 Michele Asprey, *Plain Language for Lawyers* (Federation Press, 4th edn, 2010) particularly pp 233-240 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 referencing below).

Gender-Neutral Language

Gender-neutral language should generally 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 AGPS, *Style Manual: For Authors, Editors and Printers* (6th edn, 2002).

Foreign Words

Latin and foreign words that are commonly used in English are not italicised. However, italics are used for unusual or longer Latin phrases as well as for legal case names.

Punctuation

All footnotes should end in a full stop.

Full stops should not be used in abbreviations, acronyms, post-nominals, honorifics or after initials in names.

Initials in names should not be separated by spaces.

A full stop should appear within round brackets only when it completes a full sentence contained within the brackets.

Do not use superscript for ordinal numbers.

Commas should be used to separate items in a list and to enclose subordinate clauses, but generally it is not necessary to use the Oxford comma unless it adds clarity to the meaning of the sentence.

Use en dashes in place of em dashes. But either en dashes or hyphens may be used for a span of numbers or years – but whichever style is chosen the use should be consistent throughout.

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 as: “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).

For dates, use: 1 January 1988

1980s

1988-1989

For time, use: 10.30 pm / 4.45 am

Full number spans are preferred (use: 567-571, 62-68) rather than number spans with a minimum number of digits for the second number (not: 567-71, 62-8). It is acceptable to use either a hyphen or an en rule for a span of numbers but the use must be consistent.

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.

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, ie 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 (other than at the start of a quote – see above) are indicated by an ellipsis, ie “...”.

Footnotes

Footnotes are preferred to endnotes. Footnotes should be used to provide authority for a proposition; to acknowledge a source that is relevant to an argument; to reference quotations; and to provide information that might be useful to the reader but is not appropriate to include in the text. Where possible, keep footnotes short. See below sections on “References” and “Cross-References”.

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, a space should be inserted between the footnote number and the text of the footnote.

Footnotes 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 *Australian Guide to Legal Citation (AGLC, 4th edn, 2018)*, then use this throughout your book, and do not mix it with other styles within the text such as the Harvard system. This is particularly important with contributed books where often the various authors will have used different systems for referencing. The following are our style preferences for references.

Reported Cases

The following citation form should be used where a case is first referred to in any chapter: *R v Smith*. If subsequently referred to in the following pages, the case may be abbreviated, ie *Smith*, or *Smith's case*.

References to quotes from judgments should be: (1986) 160 CLR 41 at 49 **or** (1986) 160 CLR 41, 49. Whichever system is used (whether “at” or a comma), it should be consistent.

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 that 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.

Do not use “p” or “para” before the number of the page or paragraph for law reports and journal articles. (Note that references to pages or paragraphs in other publications (eg books, reports) 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 – eg articles/papers by judges.

See the *AGLC* (4th edn, 2018) for a guide on how to cite cases from other countries as well as international materials.

Unreported Cases

Unreported cases decided before medium neutral citations should be referenced as: (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. Court indicators (ie WASC for Supreme Court of Western Australia) are outlined in para 2.3 of the *AGLC* (4th edn, 2018), otherwise just follow the court indicator on AustLII <www.austlii.edu.au> or Jade <<https://jade.io/>>.

Medium Neutral Citations

Most judgments from all Australian jurisdictions 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 AustLII <www.austlii.edu.au> or Jade <<https://jade.io/>>. Such cases should be cited as: [2003] HCA 4 (note that the date of judgment should not be inserted with this citation). If

referring to material within the judgment, it should be cited as: [2003] HCA 4 at [34] or [2003] HCA 4, [34] (indicating the paragraph number referred to).

If using both medium neutral and reported citations, insert the medium neutral one first and then the report (eg [2003] HCA 4; 155 CLR 58). Note there is no need to repeat the year here for the CLR citation; however, if the year is in square brackets and essential to the citation then it must be repeated (eg [2003] EWCA Civ 58; [2003] 1 AC 58). For pinpoint references within the judgment with both citations use the following examples:

[2003] HCA 4; 155 CLR 58 at [60] or [2003] HCA 4; 155 CLR 58 at 72 [60], 75 [79].

OR (if using commas instead of ‘at’)

[2003] HCA 4; 155 CLR 58, [60] or [2003] HCA 4; 155 CLR 58, 72 [60], 75 [79].

Either paragraph numbers or page numbers can be used here but it must be consistent throughout the manuscript for the same case.

Note that the Harvard system for referencing is not appropriate for cases – cases 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, including the year, in italics and the jurisdiction in parentheses as follows:

Aged or Disabled Persons Homes Act 1954 (Cth)

Retirement Villages Act 1989 (NSW)

Corrections Regulations 2019 (Vic)

Subsequent references to the Act in the same chapter can then be shortened or abbreviated. When using a shortened form of the Act that does not include the year or jurisdiction, that form is italicised, eg *Ant-Discrimination Act* and *Retirement Villages Act*. Abbreviated forms should not be italicised, eg ASIC Act, AD Act. Similarly, do not use italics when referring to multiple Acts with the same name from multiple jurisdictions, eg Evidence Acts, Civil Liability Acts.

The names of all Acts of Parliament, Regulations, Ordinances and Rules are italicised but Laws (ie Australian Consumer Law) are not.

Do not use commas between the name and year and do use the year in which the legislation was passed (not double year citations, ie not 1975-1976). There is no need to use a comma after a jurisdiction but if that is your preference, use that form consistently.

When referring to provisions within legislation, use the abbreviation that corresponds to the highest level of that provision (ie s 33(4) not sub-s 33(4) and not para 33(4)(a)).

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” consistently. 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, be consistent with the order. Note that Commonwealth jurisdictions always go first followed by other jurisdictions. Whichever order you use will subsequently be used for the Table of Statutes (with the exception of the Constitution, which always comes before Commonwealth).

With *Criminal Codes*, be careful to differentiate between the Code and the Code Act: the *Criminal Code Act 1995* (Cth) should be treated as a separate enactment for citation purposes from the *Criminal Code* (Cth). Both have different sets of section numbers and should not be confused as the one enactment (note that the *Criminal Code* usually contains the substantive offences and has many more sections than the *Code Act*).

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

See the *AGLC* (4th edn, 2018) for a guide on how to cite legislation from other countries as well as international materials.

Books, Articles, Reports and Other Publications

Examples of the preferred way of referring to books, articles, papers and reports are:

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

Article: J Brown, “The Best Way to Cite Articles” (1995) 70 *ALJ* 100 (Note that references to journals should be consistent – either always abbreviated or always full out)

Report: Australian Law Reform Commission, *Family Law for the Future* (Report No 135, March 2019)

Parliamentary Debates: Commonwealth, *Parliamentary Debates*, Senate, 7 February 2016

Media Release: ASIC, “Hayne Report Released” (Media Release, 14 November 2018)

Newspaper Article: S Darling, “New Laws for Barking Dogs”, *The Sydney Morning Herald* (21 August 2011)

Conference Paper/Speech: M Trademark, “How to Register Your Mark” (Conference Paper/Speech, IP Conference, 31 July 2015)

This format can also be used for bibliographies, although surnames and first name initials would be reversed.

When referring to page or para numbers within books, articles etc, then use “at” or a comma with journal articles and with other publications use “p” or “para” or a comma. For example:

(1995) 68 *ALJ* 210 at 215 or (1995) 68 *ALJ* 210, 215

B Creighton and A Stewart, *Labour Law* (Federation Press, 4th edn, 2005) p 210.

In footnotes, the full reference should be given the first time a book or article is mentioned in each chapter and thereafter use “above”. “Ibid” can be used where appropriate but not “op cit” (see below under “Cross-References”).

If using Harvard system for referencing

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

In the bibliography, list book references as follows:

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 lowercase 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 ..."

In the bibliography, list article references as follows:

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 AGPS, *Style Manual: For Authors, Editors and Printers* (6th edn, 2002).

Website URLs

Web addresses should be enclosed between angled brackets: <www.federationpress.com.au>. Note that http:// is not necessary when followed by "www". Do not underline or hyperlink web addresses.

Authors are encouraged to use short URLs and, if necessary, an explanation as to where to find information rather than using a long URL that may be prone to change or to become dead links in the future. For example:

See the article “Something or Other”, *Important Stuff* <www.stuff.com.au> and follow links to “Articles”.

The document/page title should be treated like the title of a journal article and the website title should be treated like the title of a book. Where the author and website title are the same, there is no need to include the author.

Cross-References

In text and footnotes, cross-references to sections and chapters within a book should appear in round brackets as follows:

(See 8.2.4)

(See also Chapter 4)

In footnotes, use “above n xx” for subsequent references to books, articles, reports or papers (but not for cases or legislation). If the cross-reference is to the footnote immediately before it and there is only one reference in that footnote, then use “ibid”. Do not use “op cit”. For example:

R v Brown (2005) 201 CLR 535.

Ibid at 538.

Blackshield and Williams, above n 2, p 30.

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

Mabo v Queensland (No 2) (1992) 175 CLR 1 at 35.

...

Mabo (1992) 175 CLR 1 at 55.