



EDITING MATERIALS

Additions to the AGLC (4th Ed)	2
<i>UNSW Law Journal</i> Style Guide	16
<i>UNSW Law Journal</i> Editing Guide	19
International Materials Guide	37

As at 1 September 2025

This is a working document of the *UNSW Law Journal* Editorial Board

ADDITIONS TO THE AGLC (4TH ED)

Purpose

The purpose of this document is to clarify and supplement the AGLC, and to explain the editing practices of the *UNSW Law Journal*. This document should be as consistent with the AGLC as possible, only making additions or amendments where absolutely necessary.

Underlying Principles

1. **Clarity and accuracy.** Citations should allow the reader to identify and locate the source as easily as possible. Citations should also make clear how the source has been used.
2. **Consistency.** Consistency should be maintained, especially for decisions which might otherwise be categorised as arbitrary, such as rules of spelling or typography.
3. **Simplicity and efficiency.** Plain language is to be preferred. Language should be no more esoteric than is reasonably necessary.
4. **Aesthetic appeal.** Where one alternative in a typographical matter is more pleasing to the eye, it is to be preferred.

If an issue is not covered by a specific rule, use common sense, and provide as much information as is necessary for ease of retrieval.

1.1 General Format of Footnotes

1.1.8 Referring to Following Pages

RULE: When an author wants to refer to a particular page number in a cited work and the following pages of the article, section or chapter, they may use ‘ff’.

EXAMPLE: Friedrich Juenger, ‘Tort Choice of Law in a Federal System’ (1997) 19(4) *Sydney Law Review* 529, 540 ff.

1.4 Subsequent References

NOTE: It is only necessary to footnote a case or statute again when the author quotes directly from or paraphrases the source or refers the reader to a particular page or section. That is, once a case or statute has been introduced in full, subsequent references to the case in general do not require a footnote.

1.4.2 References within a Text

RULE: Where the author references their own article, it should be referred to as ‘this article’ not, for example, as a ‘paper’ or ‘the article’.

EXAMPLE: ‘This article will argue ...’ [**Not:** ‘This paper will argue ...’]

RULE: Where the author references a part of the current article, it should appear in the following form: Part III(A).

EXAMPLE: ‘The legal test for necessity will be set out in Part II(B)(1)(b).’

RULE: When referring discursively to anything lower than a part of the article, refer to it as a ‘section’ of the article. Do not use ‘sub part’ or ‘sub sub part’.

1.4.4 Short Titles

NOTE:

- In accordance with AGLC rule 2.1.14, short titles for case names may be used where they are referred to more than once. A short title would not be given for a name that is brief and easy to read (eg, *Re F*), or where a case is only referred to once in the article.
- If an abbreviation is provided for the purpose of identifying the case as commonly referred to, for example, ‘*Tasmanian Dam Case*’, this abbreviation should not be taken to be a short title and it is permissible for the abbreviation to be included even if only referred to once in the article.
- After a short title has been given, the source should from then on be referred to by its abbreviated name.
- Short titles may be provided and used in subsequent references for statutes, delegated legislation and bills, but not for other legislative materials. See Additions rule 3.5.

1.5 Quotations

1.5.1 General Rule

NOTE: In quotations, it is necessary to make the following changes:

- Change hyphens, en-dashes and em-dashes (AGLC rule 1.5.1, Additions rule 1.6.3).
- Omit full stops from acronyms, abbreviations, initials and heading numbers and letters (AGLC rule 1.6.1).
- Change quotation marks (AGLC rule 1.5.1).
- Change capitalisation of the first letter (AGLC rule 1.5.2).
- Italicise case names, statute titles, treaty titles and titles of other sources (AGLC rules 1.5.1, 1.8.2).
- Numbers should be changed in accordance with AGLC rule 1.10.1. This includes amending superscripts (eg, change ‘19th’ to ‘19th’) and replacing spaces with commas in numbers (eg, change 1 000 000 to 1,000,000). Do **not** edit numbers in quotations under 10 into words (this is an Additions rule).

NOTE: Other than as provided above, spelling and capitalisation in quotations should generally not be changed (eg, American spelling should not be changed).

RULE: When a long quotation appears in a footnote, the citation to the source should appear on the line directly following the quotation. The citation should not precede the quotation. This partially overrides AGLC rule 1.5.1.

1.5.4 Editing Quotations

RULE: To remove letters from a word in a quotation, replace the whole word in square brackets (see also AGLC rule 1.6.5).

EXAMPLE: To change ‘decides’ to ‘decide’, use ‘[decide]’ [**Not:** ‘decide[]’].

1.5.6 Closing Punctuation

RULE: When a quotation ends in a question mark or exclamation mark, the punctuation mark is always included in the quotation. This partially overrides AGLC rule 1.5.6.

EXAMPLE: According to Tilbury the question is: ‘Must causation be a real limitation on the recovery of compensation in equity?’

1.5.7 Omitting Citations and Adding Emphasis

NOTE: See the example in footnote 128 in AGLC rule 1.5.7, demonstrating that the order is: (emphasis in original) (citations omitted).

1.6 Punctuation

1.6.1 Full Stops

RULE: Full stops should only be followed by a single space.

1.6.3 Dashes

RULE: Em-dashes should not be used. En-dashes should be used to indicate an interruption within a sentence or in place of a colon, and on both sides of a parenthetical remark or apposition. En-dashes should also be used to indicate a span between numbers. This partially overrides AGLC rule 1.6.3.

1.7 Capitalisation

1.7.1 Capitalisation Examples

RULE: The following words should generally be capitalised:

- **Part** (when the author refers to other sections of their own article, eg, Part III).
- The name of any institution, when referred to in its specific sense (if used in its generic sense, use lower case). For example:

In a specific sense – ‘the High Court interpreted section 51 of the Constitution ...’

In a generic sense – ‘if we compare interpretations by high courts in countries with written constitutions with those without written constitutions ...’

There are specific capitalisation requirements for the following words:

- **Minister, member or senator:** These are not capitalised unless they refer to a specific person, or in the case of a minister, to a specific portfolio. For example, ‘Senator Stott Despoja said ...’ or ‘the Minister for Foreign Affairs’.
- **House:** ‘House’ is capitalised when referring to the House of Representatives, the House of Commons or the House of Lords. Often an author will abbreviate the House of Representatives to just ‘the House’, and this should be capitalised (similarly, ‘Houses’ when referring to the Senate and the House of Representatives). ‘The Lower House’ and ‘the Upper House’ should be capitalised when used interchangeably with ‘the House of Representatives’ and ‘the Senate’. When talking generically about bicameral legislatures, ‘house’ is not capitalised, nor is it capitalised in the terms ‘people’s house’, ‘States’ house’ or ‘house of review’.
- **Federation:** Capitalise only when referring to the event that took place in 1901. So, it is the ‘centenary of Federation’, but Australia ‘is a federation of states’. (Note that in ‘centenary of Federation’, ‘centenary’ is not capitalised).
- **Government:** Use an initial capital for the word ‘government’ if it is part of a formal name, for example, Australian Government, Victorian Government or the Hawke Government. Use lowercase for all other uses of ‘government’, for example, ‘the Australian and New Zealand governments’, ‘the governments of South Australia and Tasmania’ and ‘roads are maintained by local governments’.
- **Parliament:** Always capitalise, unless ‘parliaments’ are referred to in a general sense. Also capitalise ‘Members of Parliament’.
- **State(s):** In a public international law context, the word ‘State(s)’ should be capitalised, eg, when referring to contracting States to a treaty. All other usages should follow AGLC rule 1.7.

1.7.2 Capitalisation in Headings and Titles of Cited Materials

These notes apply to all text that should appear in title case. This includes Heading Levels 1–4 of the *UNSW Law Journal Style Guide* (see page 16 below) and titles of cited materials.

NOTE: The first word in a subheading should be capitalised, even if it is an article, conjunction or preposition (AGLC rule 1.7).

EXAMPLE: Gene Rowe and Lynn J Frewer, ‘Public Participation Methods: A Framework for Evaluation’ (2000) 25 *Science, Technology and Human Values* 3.

1.7.2.1 Hyphenated Words

NOTE: Where two or more parts of a compound word are separated by a hyphen or hyphens, each part should be capitalised (eg, ‘Decision-Maker’, not ‘Decision-maker’) (AGLC rule 1.7). Where a word is modified by a hyphenated prefix, only the first letter of the first part should

be capitalised (eg, ‘Re-enact’, not ‘Re-Enact’, or ‘Co-operate’, not ‘Co-Operate’). For limited exceptions to this rule, see also Additions rule 4.1.4. If in doubt, consult the Issue Editor.

NOTE: Consult the *Macquarie Dictionary* to determine whether a compound or modified word should be hyphenated at all. If the *Macquarie Dictionary* yields an odd result, it will be up to the discretion of the Issue Editor to determine whether the *Macquarie Dictionary* is to be departed from. Editors may also consult the *Oxford Dictionary* if a result is not available in the *Macquarie Dictionary*. Online access to the *Macquarie Dictionary* is available through the UNSW Library.

1.7.2.2 Parts of Speech

NOTE: All words in a heading or title except articles, conjunctions and prepositions should be capitalised (AGLC rule 1.7).

However, ‘to’ is never capitalised unless it is the first word in the title or subheading of the title. This overrides AGLC rule 1.7 to the extent of any inconsistency.

EXAMPLE: Jason Bosland and Jonathan Gill, ‘The Principle of Open Justice and the Judicial Duty to Give Public Reasons’ (2014) 38 *Melbourne University Law Review* 482.

EXAMPLE: The following table lists examples of parts of speech that should not be capitalised.

Article	Conjunction	Preposition
the	and	on
a	but	with
an	or	before, around, under, etc
		to (whether as a preposition or as part of an infinitive)

The following table includes parts of speech that *should* be capitalised.

Pronouns	Verbs
It / Its	Is / Was
His / Him / He	Are / Were
Hers / Her / She	Be
They / Their	

1.8 Italicisation

1.8.2 Italicisation of Source Titles

RULE: All case names, statute titles, treaty titles and titles of other materials that should be italicised according to the rules in the AGLC and the Additions should appear in italics, even if they are not italicised in the original source. This applies even where the material appears in a heading, title, or citation which is already italicised. This partially overrides AGLC rule 4.2.

EXAMPLE:

[in footnote]

¹ K Barker, Warren Swain and Ross Grantham (eds), *The Law of Misstatements: 50 Years on from Hedley Byrne v Heller* (Hart Publishing, 2015).

[in heading]

2 *The History of the Statute of Frauds*

[in title]

**DOES THE *VOLUNTARY ASSISTED DYING ACT 2017* (VIC) REFLECT ITS
STATED POLICY GOALS?**

[in abstract]

*This article explores an ancient tale of customary public rights that starts and ends with the landmark decision of *Brown v Tasmania* ('Brown'). In *Brown*, Australia's highest court recognised a public right to protest in forests.*

1.8.3 **Italicisation of Non-English Words**

RULE: Words from Indigenous Australian languages should not be italicised regardless of whether or not they appear in the *Macquarie Dictionary*.

1.9 **Spelling and Grammar**

1.9.3 **Inclusive Language**

RULE: The neutral singular pronoun 'they' (and derivative forms 'their' and 'them') should be used in preference to 'he or she', 'she or he', or their derivatives.

NOTE: It may be appropriate to retain gender-specific language where it accurately conveys the intended meaning in the context, or the author has done so with intent and their rationale is appropriate. Terms used in quotations should not be changed.

1.11 **Dates and Time**

1.11.2 **Time**

RULE: Time should be written in 12-hour time. This partially overrides AGLC rule 1.11.2.

EXAMPLE: 7pm, 8:30am [**Not:** 19:00, 08:30].

1.12 **Headings**

RULE: Headings should be consistent with the *UNSW Law Journal Style Guide* (see page 16 below). This overrides AGLC rule 1.12. Note in particular that small and large capitals are never used for headings or authors' names.

1.14 Abbreviations

1.14.1 General Rule on Abbreviations

In general, abbreviations should not be used in the text of an article unless first written out in full. However, the following abbreviations are acceptable:

Business Corporations and Firms (see AGLC rule 2.1.2)	Company	Co
	Limited	Ltd
	Proprietary Limited	Pty Ltd
	Incorporated	Inc
Common Latin Phrases (see Additions rule 1.14.5)	<i>et cetera</i>	etc
	For example/exempli gratia	eg
	id est	ie
Titles and Postnominals	Justice of the Peace	JP
	Justice/Justices	J/JJ
	President (Court of Appeal – Vic, NSW, Qld and Canada)	P
	King’s Counsel, Senior Counsel	KC, SC
Units	Centimetre, metre, kilometre	cm, m, km
Commonly Abbreviated Terms	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex+	LGBTQI+

NOTE: In the body of an article and in discursive footnotes, the names of Australian multi-word states and territories must be written out in full and an abbreviation introduced in the following form for subsequent references:

Jurisdiction	Abbreviation
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
South Australia	SA
Western Australia	WA

The names of the Commonwealth and single-word states (Queensland, Tasmania and Victoria) must be written in full each time in the body of an article and in discursive footnotes.

1.14.2 Abbreviations at the Start of Sentences in Footnotes

RULE: Abbreviations in footnotes should not be used at the start of a sentence, except for initialisms (such as NSW, SA, WA and ACT where they have previously been introduced in full).

EXAMPLE: NSW took a different legislative approach. Section 5 of the *Act* applied ...

1.14.3 Abbreviating Names of Institutions

RULE: In accordance with AGLC rule 1.4.5, institutional bodies should be abbreviated in parentheses immediately following the first use of the term, surrounded by single quotation marks. ‘The’ should never be used in an abbreviation.

Names of institutions should be capitalised in the same way that the institution itself capitalises its name.

EXAMPLE: Independent Commission Against Corruption (‘ICAC’).

RULE: Where an institution is the author of a source, do not use its abbreviated name when crediting it in a citation as the author of the source. For example, cite a report by ICAC as: ‘Independent Commission Against Corruption, *Report ...*’ [**Not:** ‘ICAC, *Report ...*’]. The full name should also be used for subsequent references.

1.14.4 Abbreviating Names of Judges Writing Curially

RULE: Members of the Judiciary may be referred to by their abbreviated title (eg, Gaudron J) every time they are cited. This is so even if it is being used to start a sentence or to indicate the possessive (eg, ‘Gaudron J’s opinion ...’, ‘McLelland CJ at CL said ...’).

1.14.5 ‘Eg’ and ‘ie’

RULE: ‘Eg’ and ‘ie’ may be used in the body of an article, as well as in the footnotes. Wherever ‘ie’ or ‘eg’ are used, they should always be followed by a comma. However, ‘eg’ and ‘ie’ should never be used at the start of a sentence (see Additions rule 1.14.2).

NOTE: In the body of an article, where the author has used ‘eg’, it does not need to be changed to ‘for example’ (unless it is used at the start of a sentence). Where the author has used ‘for example’, it does not need to be changed to ‘eg’.

NOTE: In footnotes, the introductory signal, ‘See, eg,’ can never appear as ‘See, for example’ (see AGLC rule 1.2).

1.14.6 Abbreviations in Abstract and Article

RULE: In an abstract, abbreviations should only be introduced if the abbreviation is used again in the abstract. In the body, abbreviations should always be introduced the first time the unabbreviated term appears.

EXAMPLE:

[in abstract]

The Australian Law Reform Commission has recently reported that the Family Law Act 1975 (Cth) continues to fail to protect the right to cultural safety ...

[in body]

This right is supposed to be promoted under the *Family Law Act 1975* (Cth) ('FLA') ...

EXAMPLE:

[in abstract]

This article has two broad threads: it is descriptive of recent developments regarding facial recognition technology ('FRT') ... FRT is used to provide tangible illustrations of the difficulties in the existing framework for privacy provision.

[in body]

There have been growing calls for bans and moratoriums on the use of facial recognition technology ('FRT').

2.1 Case Name

2.1.16 Deceased

RULE: In case names, write (*deceased*) out in full.

2.2 Reported Decisions

2.2.2 Law Report Series

NOTE: You must change the report series to one higher up on the list provided in AGLC rule 2.2.2, if the case appears in more than one report series. Note that this means the pinpoint reference will be different. Please ensure the pinpoint reference is changed as well as the series.

The authorised report series are listed at AGLC rule 2.2.3 and include:

- Commonwealth Law Reports (CLR)
- Federal Court Reports (FCR)
- New South Wales Law Reports (NSWLR)
- Victorian Reports (VR)
- Queen's Bench (QB)
- Law Reports, Appeal Cases (AC)

The unauthorised report series include:

- Australian Law Reports (ALR)
- Australian Law Journal Reports (ALJR)
- Federal Law Reports (FLR)
- Family Law Cases (FLC)

Medium neutral citations are dealt with by AGLC rule 2.3.1 and include:

- High Court of Australia (HCA)
- Federal Court of Australia (FCA)
- Supreme Court of New South Wales (NSWSC)
- New South Wales Court of Appeal (NSWCA)

- New South Wales Industrial Relations Commission (NSWIRComm)
- Western Australian Supreme Court (WASC)
- Supreme Court of Victoria (VSC)
- Supreme Court of Victoria Court of Appeal (VSCA)
- Supreme Court of Tasmania (TASSC)
- Supreme Court of South Australia (SASC)
- Queensland Supreme Court (QSC)
- Queensland Court of Appeal (QCA)
- Queensland Industrial Relations Commission (QIRComm)
- Queensland Industrial Court (QIC)

2.4 Identifying Judicial Officers and Counsel

2.4.1 Identifying Judicial Officers

RULE: When providing a pinpoint to a judgment delivered by the full court, the names of each judge should be included after the pinpoint. AGLC rule 2.4.1 should be followed for separate judgments authored by one or more judge.

2.6 Quasi-Judicial Decisions

2.6.3 Administrative Decisions: Material Not Available to the Public

NOTE: If the material from an administrative decision or determination (including those of tribunals) is not available to the public (such as the determinations of the Victim's Compensation Tribunal), include as much information as possible to enable readers to identify the source.

EXAMPLE: New South Wales Victims of Crime Compensation Tribunal, Notice of Determination: File Ref 73123, 15 February 2002. Copy consulted by the author with the permission of Valerie Linow.

3.1 Statutes

3.1.4 Pinpoint References

RULE: Abbreviations for pinpoint references to a statute (eg, s 245, pt 3, ch 13, art 33) or other legislative material should not be used in the body of an article or in the discursive text of a footnote. Pinpoint references should be written out in full discursively (eg, section 245, part 3, chapter 13, article 33). This partially overrides AGLC rule 3.1.4.

NOTE: Pinpoint references should not be capitalised [**Not:** Section 245, Part 3, Chapter 13, Article 33] unless they appear at the start of a sentence. The exception to this rule is chapters of the *Australian Constitution*. See Additions rule 3.6.

EXAMPLE:

[in footnote]

¹ However, laws that apply only to residents of one State may infringe upon the guarantee in section 117 of the *Constitution*, unless a relevant exception applies.

[in body]

Schedule 1 of the *Acts Interpretation Act 1954* (Qld) provides the definition of ‘public sector unit’.

3.5 Legislative Materials: Short Title and Subsequent References

RULE: A shortened title may be provided and used in subsequent references in accordance with AGLC rule 1.4.1 for a statute, bill or piece of delegated legislation. The *full title* for the *Australian Constitution*, Explanatory Memoranda, Statements and Notes, legislative history or quasi-legislative material must be used in subsequent references.

3.6 Australian Constitutions

RULE: When referring to chapters of the *Australian Constitution*, the full word ‘Chapter’ (with a capital ‘C’) is to be used.

EXAMPLE: Gaudron J referred to Chapter III of the *Australian Constitution*.

3.6.1 Constitutional Alterations

RULE: Constitutional alterations should be cited as follows.

- Constitutional amendments that have passed:

Rule	<i>Constitution Alteration</i>	<i>(Title)</i>	<i>Year</i>	<i>(Jurisdiction)</i>
Example	<i>Constitution Alteration</i>	<i>(Retirement of Judges)</i>	<i>1977</i>	<i>(Cth)</i>

- Constitutional alterations that were not passed:

Rule	Constitution Alteration	(Title)	Year	(Jurisdiction)
Example	Constitution Alteration	(Preamble)	1999	(Cth)

The words ‘Act’ or ‘Bill’ are *not* to be used when citing constitutional alterations.

4.1 Author

4.1.1 General Rule

RULE: Where the name of a body or author is styled in a way which is non-compliant with a rule in the AGLC or these Additions, deference should be had to the styling preferred by the body/author.

EXAMPLE: ‘UNSW Faculty of Law & Justice’ [**Not:** ‘UNSW Faculty of Law and Justice’], ‘bell hooks’ [**Not:** ‘Bell Hooks’]

4.1.2 Multiple Authors

RULE: Where reference is made in the body to a work authored by more than three authors, ‘et al’ should be used to identify the non-primary authors.

EXAMPLE: ‘Smith et al’ [**Not:** ‘Smith and others’ or ‘Smith and colleagues’]

4.1.6 References to Authors in Body Text

RULE: When referring to an author or academic for the first time in the body of an article, the author’s full name should be used (eg, ‘Megan Davis’, not ‘Davis’). Additional references to the same author later in the article may simply use the author’s last name (eg, ‘Davis’).

4.2 Title

RULE: In addition to the titles of all secondary sources (AGLC rule 4.2), a colon should separate the title from any subtitle in titles, headings and subheadings within the article itself.

4.2.1 Ampersands

RULE: An ampersand (‘&’) in a title should be changed to ‘and’. This is subject to the exception that the name of a body/author in a title should be written in the style preferred by that body/author (see Additions rule 4.1.1). Ampersands in journal titles must always be changed to ‘and’.

4.4 Uniform Resource Locator (‘URL’)

4.4.1 Digital Object Identifier (‘DOI’)

RULE: Where Editors are citing a source that has a DOI reference, the DOI must be added to the end of the citation in point brackets (‘<>’). This is most relevant for journal articles, but Editors should check every published source at the P1 stage to see if a DOI is available.

NOTE: Hyperlinks must be removed.

4.5 Archived Sources

NOTE: When using an archived link from Wayback Machine, ie, because the original link is now invalid or it is important to refer to the webpage at a point in time, (eg, for COVID-19 statistics) the archived link should be used instead of the original website link. In these instances, there is no need to use the phrase ‘archived at’.

EXAMPLE: For example, the city of Melbourne entered a multi-week Stage IV lockdown on 2 August 2020: ‘Victoria’s Restriction Level’, *Victoria State Government Health and Human Services* (Web Page, 20 August 2020)

<<https://web.archive.org/web/20200820150953/https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>>.

7.1 Reports and Similar Documents

NOTE: Where possible, the AGLC distinctions in chapter 7 should be followed. Use rule 7.1 for sources that are clearly identified as reports.

7.2 Research Papers, Theses and Similar Documents

7.2.1 General Rule

RULE: Where a source does not neatly fit into any of the chapter 7 categories, AGLC rule 7.2.1 operates as a catch-all. In these cases, the rule should be adapted as necessary to respond to the relevant information (or absence of it). For internet materials, use AGLC rule 7.15.

Rule	Author/ Parties,	‘Title’	(Document Type/Series	No	’, Institution /Forum Name	, Full Date)	Pin- point
Example	Council of Australian Governments	‘Food Regulation Agreement’	(Intergovernmental Agreement)			, 3 July 2008)	cl 10

7.11 Newspaper Articles

7.11.1 Printed Newspapers

NOTE: A printed newspaper article does not need to be cited in preference to the electronic version. An author may cite either the electronic newspaper or the printed newspaper.

7.11.2 Electronic News Websites

RULE: Online news websites that are not blogs are to be regarded as electronic newspapers. Blogs are to be cited in accordance with AGLC rule 7.15.

7.13 Interviews and Similar Formats

7.13.1 Interviews with Multiple Interviewees

RULE: Where interviews involve two or more interviewees in the same interview, the first citation should appear in the following format (per AGLC Rule 7.13):

Interview with Name of Interviewee/s (Name of Interviewer, Forum or Form of Interview, Full Date).

EXAMPLE: Interview with Louise Petschler, General Manager Advocacy, Australian Institute of Company Directors and Christian Gergis, Head of Policy, Australian Institute of Company Directors (Ian Ramsay, 5 May 2020).

RULE: For subsequent references, where it is clear that a proposition should be attributed to a specific interviewee, the citation should appear in the following format:

Last Name of Relevant Interviewee, Interview with Last Name of Interviewee/s (n X) pinpoint reference.

EXAMPLE: Petschler, Interview with Petschler and Gergis (n 109) 5.

RULE: Where it is unclear who a proposition should be attributed to, subsequent references can be cited more generally as:

Interview with Last Name of Interviewee/s (n X) pinpoint reference.

EXAMPLE: Interview with Petschler and Gergis (n 109) 5.

7.17 Material on File and Unpublished Manuscripts

RULE: Occasionally secondary sources cited may be confidential, unpublished, or otherwise difficult for the public to access. Journal articles and books should be cited in accordance with AGLC rules 5.11 and 6.8 respectively. For other types of sources, fill in as much material as possible and accompany the citation with '(copy on file with author)'.

RULE: For manuscripts where it is not known where the paper is to be published, cite as follows:

Rule	Author,	'Title'	(Year)	(unpublished, copy on file with author)	Pinpoint
Example	Yun Park et al,	'Executive Pay Practices of Firms with Dominant Shareholder CEOs'	(2002)	(unpublished, copy on file with author)	8

UNSW LAW JOURNAL STYLE GUIDE

Styles

The following styles should be used to format *UNSW Law Journal* articles. Changes to styles should be made with tracked changes off.

Style	Details	Notes
ARTICLE TITLE	Centred, Times New Roman, bold, all caps, 12pt font	Used only for title of the article. Should be followed by a two-line gap.
AUTHOR NAME	Centred, Times New Roman, all caps, 10pt font	Should be followed by a two-line gap. A footnote after the author's name can be used to provide biographical details. Should use '*' for first author, '**' for second author, etc.
<i>Abstract</i>	Justified, Times New Roman, italics, 11pt font, indented: 1cm on the left and right	Used only for the abstract of the article. Should be followed by a one-line gap.
I HEADING LEVEL 1	Centred, Times New Roman, bold, all caps, 12pt font	Heading Level 1 uses roman numerals (I, II, III, IV, etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
A Heading Level 2	Centred, Times New Roman, bold, title case, 12pt font	Heading Level 2 uses upper case letters (A, B, C, D, etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
1 Heading Level 3	Left aligned, Times New Roman, bold, italics, title case, 12pt font	Heading Level 3 uses numbers (1, 2, 3, 4, etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
<i>(a) Heading Level 4</i>	Left aligned, Times New Roman, italics, title case, 12pt font	Heading Level 4 uses lower case letters ((a), (b), (c), (d), etc). These should be entered manually and separated by a tab space. Each heading is preceded by and followed by one line space.
<i>(i) Heading Level 5</i>	Left aligned, Times New Roman, italics, title case, 12pt font	Heading Level 5 uses lower case roman numerals ((i), (ii), (iii), (iv), etc). These should be entered manually and separated by a tab space. Each heading is preceded and followed by one line space.
Body text	Justified, Times New Roman, sentence case, 12pt font, single spaced	A single line space should separate each paragraph.

Block quotes	Justified, Times New Roman, sentence case, 11pt font, single spaced, indented: 1 cm	Block quotes are separated by a single line space before and after.
¹ Footnotes	Left aligned, Times New Roman, sentence case, 10pt font, single spaced, indented: Hanging 1 cm	Each footnote should be separated from the number by a tab space.
¹ Footnotes Block quotes in footnotes	Left aligned, Times New Roman, sentence case, 9pt font, single spaced, indented: 2 cm	Block quotes in footnotes are separated by one line space before and after.
• Bulleted list	Justified, Times New Roman, sentence case, 12pt font, single spaced, indented: 1 cm	There is no paragraph spacing between items. There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.
1. Numbered list	Justified, Times New Roman, sentence case, 12pt font, single spaced, indented: 1 cm	There is no paragraph spacing between items. There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.
(a) Alpha list	Justified, Times New Roman, sentence case, 12pt font, single spaced, indented: 1 cm	There is no paragraph spacing between items. There is a single line space between the list and the following text. There is no line space separating the list and the preceding text.
Table Heading	Left aligned, Arial Narrow, title case, bold, 10pt font, single spaced	Tables have headings (above the table) and figures have captions (below the figure).
Table body	Left aligned, Arial Narrow, sentence case, 9pt font, single spaced	Use of cell shading and line weights should always prioritise a clear presentation of the table content.
Figure/Table caption	Left aligned, Arial Narrow, sentence case, 10pt font, single spaced	

Margins

The margins should be set as follows:

- Left: 3.17 cm
- Right: 3.17 cm
- Header: 1.25 cm
- Footer: 1.25 cm
- Top: 2.54 cm
- Bottom: 2.54 cm

Hyperlinks

All hyperlinks (including field codes) should be removed from the document before editing commences.

For PC users:

Click in the main body of the article > ctrl + A > ctrl + shift + F9

Click in the footnotes > ctrl + A > ctrl + shift + F9

For Mac users:

Click in the main body of the article > command + A > command + 6

Click in the footnotes > command + A > command + 6

UNSW LAW JOURNAL EDITING GUIDE

Introduction	19
Editing Guidelines	19
Editing Checklist	26
Table of Common Things to Fix	31
How to Use the Notes Document	32
DOI Reference Linking Manual	34

INTRODUCTION

This document outlines the roles and responsibilities of Editors and is also intended to provide assistance and advice about how to complete a high-quality edit. Nothing in this guide displaces the AGLC or the Additions.

EDITING GUIDELINES

GUIDING PRINCIPLES	
Use common sense	All citations are designed to make it easy for the reader to find the relevant source or the information being referred to. When resolving difficult AGLC queries, it is often useful to ask: in what way should this be cited to best assist the reader?
Ensure clarity	It is appropriate to make suggestions in the notes document about how the author can make their expression clearer. Similarly, if you feel that there are significant structural issues with the article, make note of this in the notes document.
Avoid over-editing	It is important to balance the need for clarity of meaning against the need to preserve the author's 'voice' wherever possible. Maintain a light touch: if a possible change comes down to personal preference, leave it as is.
Make your changes clear to the Editor	Only change what is necessary to achieve the desired result. If anything is likely to be unclear (eg, because you have had to move a passage around a footnote), explain what you have done in the notes document.
THE THREE TYPES OF EDITS	
Spelling and grammar, AGLC and UNSWLJ Additions compliance	These changes can be input directly into the article. Examples include: <ol style="list-style-type: none">1. Correcting clear errors in spelling, grammar and syntax.2. Ensuring quotations are accurate.3. Making changes required by the AGLC. For example, italicising book titles, using single and double quotation

	marks appropriately, capitalisation and inserting information that the relevant AGLC format requires.
Minor stylistic changes	<p>If there is an issue of style or readability, you should highlight the relevant part of the article and make a note in your notes document where you explain what the issue is and suggest how to resolve it. These changes are adopted solely at the authors' discretion.</p> <p>You should only make minimal and necessary changes to expression. If a possible change comes down to personal preference, then you should leave it as is.</p> <p>You should raise the following issues in the notes document:</p> <ul style="list-style-type: none"> • Incorrect word usage or inappropriate word choice (eg, an inappropriate colloquialism). • Necessary changes to expression (eg, to avoid ambiguity, avoid repetition or increase clarity). • Changes that must be justified to an author.
Research queries and complex AGLC issues	<p>A research query arises when you are unable to conduct further research to resolve an issue. Examples include:</p> <ol style="list-style-type: none"> 1. Sources that you are unable to locate. 2. Confirming with an author that a certain pinpoint reference was intended. 3. Where no pinpoint has been provided and you would like to recommend one (or note that you are unable to find one). <p>For such queries, make a note in the notes document. Never add, remove or change pinpoint references without explaining why in the notes document.</p> <p>A complex AGLC issue is one that involves AGLC interpretation. For example, if a source could be cited under multiple AGLC rules and you are unsure which rule to use.</p> <p>For such queries, make a note in the notes document or contact the Issue Editor directly. Please provide a sufficient explanation of the issue to allow the Issue Editor to resolve it without having to conduct independent research. Always provide a suggestion as to which solution to adopt and brief reasons why. For example, if a citation might need to be changed, include the (complete) suggested citation in the note.</p>
GOLDEN RULES	
Change something if it needs to be changed	<p>Something needs to be changed if it is incorrect, or if the AGLC/Additions require. Something does not need to be changed if you think it can merely be improved. These are questions of style, and you may make recommendations on these issues in the notes document, but you must not change them directly.</p>

Keep track changes on	Track changes should generally be on at all times when editing the article. However, track changes must be turned off when making formatting changes. In particular, turn track changes off when: <ul style="list-style-type: none"> • Highlighting sections of the article. • Changing heading styles. • Making format changes to larger parts of the document (eg, changing font, text size, etc). • Changing spacing between sentences/paragraphs. • Removing hidden fields and hyperlinks. See ‘Hyperlinks’ in the <i>UNSW Law Journal Style Guide</i>.
Perform a ‘clean’ edit of the document	Your edit itself will eventually be sent to the author for review. All your changes (and tracking) will be visible. It is important that you edit the document ‘cleanly’, without superfluous tracking and unnecessary changes. Consequently: <ul style="list-style-type: none"> • <u>Turn off track changes when you highlight or make formatting changes</u>, or ‘accept’ the changes as you go. • Edit only what needs to be changed. Replace or delete the words or parts of the citation/sentence that must be changed. Do not delete entire footnotes or sources and then rewrite them.
Raise editing queries in the notes document	If you are unable to resolve any issue or are unsure how to proceed, please raise this in your notes document for the Issue Editor to address. See ‘How to Use the Notes Document’ on page 32.
Never change a pinpoint reference without flagging and making a note	If you must change a pinpoint reference for any reason, flag it and explain the change. This includes where a pinpoint reference is required but is missing. <p>EXAMPLE: This quote appears on page 456, not page 564. I recommend that the pinpoint reference is changed accordingly.</p> <p>If it is not evident to you what the pinpoint reference should be, but you nonetheless believe that the pinpoint needs to be changed, explain that in the note. Without an explanation, the authors and Issue Editor will have to try and determine why the change was made.</p>
Never add, remove or move a footnote yourself	Instead, flag it in the notes document and explain why a change is necessary.
Ask for help, and do not leave it too late	If there is an issue that appears throughout the article and you are unsure how to resolve it after having consulted the AGLC and other resources, contact the Issue Editor first and check.
Do not use the ‘replace all’ function	Instead, correct mistakes one by one, even when those mistakes are repeated in the article.
Make your best attempt to locate every source	It is not enough to make one attempt and say you cannot locate the source. Sometimes, ingenuity is required. For example: <ul style="list-style-type: none"> • trying different databases or search operators;

	<ul style="list-style-type: none"> • consulting the UNSW Library Subject Guide: <http://subjectguides.library.unsw.edu.au/law>; • using the Wayback Machine to view historical versions of broken website URLs; • using Google Preview to check pages of books that are available online; and • where necessary, making use of Inter-Library Loans ('ILL') through UNSW Library (ILL requests are made by Issue Editors). <p>Of course, if it is impossible to find a source, explain this in your notes document and briefly indicate what avenues of research you have explored in attempting to locate it.</p>
Make formatting changes	Please ensure that the article complies with the <i>UNSW Law Journal</i> Style Guide.
P1 EDITOR'S RESPONSIBILITIES	
Research issues	<p>A P1 Editor must edit the article and ensure that it is AGLC compliant.</p> <p>SUBSTANTIVE RESEARCH IS THE MOST IMPORTANT ASPECT OF A P1. The P1 Editor is expected to check the accuracy of every citation. The P1 Editor is the <i>only person</i> responsible for checking:</p> <ul style="list-style-type: none"> • the accuracy of every citation (eg, an author's full name, and the volume and issue numbers of the journal); • that, where the citation refers to a direct quote, the quote is precisely accurate (subject to provisions made in the AGLC); • otherwise, that the cited authority supports or reflects the proposition that the author is asserting for it; • the accuracy of every pinpoint reference where included with a quote or in support of a proposition; • that the full name for each author of each cited authority is given, as it appears in the original source; • for any situations where a pinpoint reference is necessary but absent; • that the official report series is used for each case citation where possible, and where not possible, that the highest available reporting series is used instead; and • that every pinpoint reference to a case specifies the judge or judges who authored that section of the judgment, except where this is otherwise obvious. <p>The P2 Editor will not check these unless specifically asked. If the P1 Editor does not complete this aspect of the edit thoroughly, the mistakes are unlikely to be picked up.</p>

	<p>The P1 Editor must conduct hardcopy research, where necessary, to check citation information and the accuracy of citations. Where it is not possible to access the necessary details of the source online, P1 Editors are expected to check the source by obtaining it through library visits or flagging it for an ILL request with the Issue Editor. You must make a full attempt to find every source.</p> <p>You are required to resolve any research questions that arise (eg, the correct way to refer to judges in different jurisdictions). Of course, there are some research questions which in the end only the author will be able to work out. If you cannot answer the research question, highlight the problematic text in the article and explain it in your notes document.</p> <p>Check all quotes word by word and be mindful of punctuation – often minor details are unintentionally changed when a quote is used in an article, and these can be easily missed if extra care is not taken.</p> <p>Keep an eye out for pinpoint references. If the author has not included a pinpoint where one is required, please note this in the notes document. If it is possible to suggest a pinpoint, please make a note of this also.</p>
P2 EDITOR'S RESPONSIBILITIES	
Follow-up	<p>A P2 Editor also edits the article to ensure it is AGLC compliant. However, a P2 Editor is not required to look at the original source if nothing 'on the face of the edit' indicates that there is something incorrect. A P2 Editor must attempt to resolve any outstanding issues raised by the P1 Editor in the P1 notes document.</p> <p>The P2 Editor should assume everything substantive has been checked. For an article cited as being written by Andrew J Roberts, the P2 Editor does not need to look at the article to see if the author is named on the first page as 'Andrew Roberts', 'Andrew J Roberts' or 'AJ Roberts'. That should already have been done by the P1 Editor. If in doubt about something, however, please go back and check the source.</p> <p>Something a P2 Editor <i>would</i> check is the appropriate citation format, the order of information in the citation, and if any information is missing. In the case of a book: is the title in italics? Are the commas placed correctly? Are the publisher and year of publication in the correct order in the parentheses?</p> <p>A P2 Editor might go to the source when:</p> <ul style="list-style-type: none"> • They are unsure about the citation format, and need to go to the source to check that the citation format is correct and all the information required by the AGLC has been included.

	<ul style="list-style-type: none"> • There is something substantive that just doesn't look right, ie, there is something problematic 'on the face of the edit'. • The P1 Editor or Issue Editor has raised a research query or suggestion that requires the P2 Editor to go to the source. <p>If, while doing a P2, sources have clearly not been checked (and are not otherwise raised in the notes document), the appropriate action is to email the Issue Editor notifying them that the P1 Editor has not checked a number of sources.</p> <p>NOTE: Do not assume that because a change was made in a previous edit by another Editor that the change is necessarily correct.</p>
P3/P4 EDITORS' RESPONSIBILITIES	
Proof	<p>The P3/P4 Editor's task is to perform a final proof before the article is typeset. Editors will work with Executive Committee members to input changes.</p> <p>The author(s) may have made minor changes to the article after the P2 stage (eg, addition and deletion of some footnotes). Therefore, the P3/P4 Editor must perform specific checks of:</p> <ul style="list-style-type: none"> • subsequent references (ibid, cross-references) • short titles • consistent use of abbreviations • any formatting problems • any specific issues flagged by the Issue Editors. This may require you to do a more thorough P1-style check. <p>NOTE: Do not assume that because a change was made in a previous edit by another Editor that the change is necessarily correct.</p>
EDITING TIPS	
Plan ahead	Work out which sources in your edit may require a library visit as early as possible, to avoid issues meeting the deadline.
Familiarise yourself with keyboard shortcuts	<p>Some useful tips are:</p> <ul style="list-style-type: none"> • Create a shortcut for en-dashes if it does not already exist. On Mac, the shortcut is 'option + hyphen'. • To toggle track changes on and off, use 'ctrl + shift + E' on Windows, or 'command + shift + E' on Mac. • To use your last highlighter on selected words, use 'ctrl + alt + H' on Windows. • To quickly adjust font size, use 'ctrl + shift + < OR >' on Windows, or 'command + shift + < OR >' on Mac. • To split the screen horizontally, use 'ctrl + alt + S' on Windows. Alternatively, you can open another window of the same document (via the View tab) to have multiple instances side by side.

<p>Make liberal use of the ‘find’ function</p>	<p>Find is a useful tool for a number of tasks: correcting uncommon words (eg, Americanised spellings using the letter ‘z’); locating subsequent in-text references to a cited authority; and removing double spaces, em-dashes and other typographical marks.</p> <ul style="list-style-type: none"> • Use ‘ctrl + H’ on Windows, or ‘command + shift + H’ on Mac (‘advanced find and replace’) in order to make correcting repeated errors more efficient. • Never use ‘Replace All’.
<p>Learn how to conduct key word searches on specific website domains</p>	<p>Type [site:websiteurl.com “search term”] into Google to search an entire website domain. This is useful for searching how the <i>Journal</i> has cited a particular source before.</p> <p>EXAMPLE: [site:http://www.unswlawjournal.unsw.edu.au/ “Ipp Report”] or [site:harvardlawreview.org “HB”].</p> <p>NOTE: this tool should only be used as a guide. Previous Editors may not necessarily be correct, and AGLC and Additions rules, and the <i>Journal’s</i> general editing practice has likely changed over the years. You should always refer to current rules and guides over previous publications.</p>
<p>Turn on paragraph marks to see spaces and where paragraphs have been inserted</p>	<p>On Windows/Mac, you can do this by clicking the pilcrow button in the Home tab: ¶</p>

EDITING CHECKLIST

This is a general checklist for UNSWLJ Editing. It is particularly helpful for new Editors but is a helpful reference for editing generally.

GENERIC CHANGES TO THE BODY OF THE TEXT	
	<p>Make the following generic changes to the body of the text:</p> <ol style="list-style-type: none">1. Remove double spaces.2. Eliminate all double quotation marks unless they are compliant with and required by AGLC rule 1.5.1.3. Change all straight single and double quotation marks (' / ") to curly quotation marks (‘ ’ / “ ”).4. Check that any -ise, -isation or -ising words (apart from those in quotations) are not spelt with a ‘z’. <p>NOTE: As ‘z’ is fairly uncommon in the English language, Word’s ‘Find’ function can be useful here.</p> <ol style="list-style-type: none">5. Remove all em-dashes (‘—’) from the document, replacing them with en-dashes (‘-’) or some other punctuation mark as appropriate. Replace any hyphens (‘-’), except those used in hyphenated/compound words and hyperlinks, with en-dashes. Never use ‘replace all’ to do this. <p>Em-dashes (—) Never use these</p> <p>En-dashes (–) Use these for: interrupting sentences; number spans; to show tension, disjuncture, relationship or comparison (eg, ‘federal–state relations’, ‘tort–contract dichotomy’).</p> <p>Hyphens (-) Use these for: hyphenated words (eg, ‘evidence-based policymaking’) and section divisions (ie, numbers that are separated but not spans, like 92-701 for chapter 92, paragraph 701).</p> <ol style="list-style-type: none">6. Check that ‘section’ is given rather than ‘s’ when it appears in-text (eg, section 12, not s 12 or § 12).7. Check the spacing around ellipses (‘correct ... spacing’, not ‘incorrect...spacing’).8. The above are generic changes that can largely be checked using the ‘Find’ function. For others, refer to the ‘Table of Common Things to Fix’ at the end of this guide.

	Do not use the ‘Replace All’ function. Always visually confirm each substitution before replacing it. ‘Replace All’ can throw out the formatting of table that the author has created manually (ie, without the Table generator in Word).
	Check that all numbers that should be written in words are written in words.
	Check that all numbers that should be written in figures are written in figures.
	Check that all dates comply with the AGLC form.
	Check abbreviations. When countries (United States, United Kingdom) or organisations (European Union, United Nations) are mentioned for the first time in the body of the text, the full name should be given followed by the abbreviation. For example, it is wrong to initially refer to the ‘EU’ from the text’s start. European Union (‘EU’) must be stated first.
SUBSTANTIVE ACCURACY OF CITATIONS	
	<p>NOTE: It is very important that this aspect of the edit be completed carefully and in earnest. It will be assumed that anything that is supposed to be checked only at the P1 stage will in fact have been checked. This will generally not be verified in later edits. As a result, it is easy for such mistakes (eg, misquotes or inaccurate pinpoints) to make it to publication if due diligence is not practiced.</p> <p>If you are unable to check the substantive accuracy of a quote, or for any reason suspect that quotations may not have been thoroughly checked, please flag this in the notes document and raise it directly with the Issue Editor if necessary.</p>
	<p>Check the accuracy of every citation. Where the citation refers to a direct quote, ensure that the quote is precisely accurate (subject to provisions made in the AGLC).</p> <p>Otherwise, ensure that the cited authority supports or reflects the proposition that the author is asserting for it.</p> <p>NOTE: This need only be done at the P1 stage, unless you have been specifically asked to perform a check by the Issue Editor.</p>
	<p>Check the accuracy of every pinpoint reference where included with a quote or in support of a proposition.</p> <p>Where there is any italicisation in a quotation, you are expected to determine if there should be ‘(emphasis added)’ or ‘(emphasis in original)’ per AGLC 1.5.7.</p> <p>NOTE: This need only be done at the P1 stage, unless you have been specifically asked to perform a check by the Issue Editor.</p>
	<p>Check that the citation details (eg, full name of each author, title, publisher, institution name, full date and so on) for each cited authority are given exactly as they appear in the original source, subject to any relevant AGLC or Additions rules.</p> <ul style="list-style-type: none"> • Source titles should be capitalised in accordance with AGLC Rule 1.7 and the Additions. Please note that some words that are normally prepositions are in certain contexts other types of words. For example, ‘across’ can serve as either a preposition or adverb and its capitalisation should vary accordingly.

	<ul style="list-style-type: none"> Note that all case names and statute titles in quotations and titles of materials should be italicised regardless of whether or not they were italicised in the original: AGLC rule 1.8.2. <p>NOTE: This need only be done at the P1 stage, unless you have been specifically asked to perform a check by the Issue Editor.</p>
	<p>Check for any situations where a pinpoint reference is necessary but absent. If you believe that a proposition in the text requires a pinpoint reference to support it, but is missing a pinpoint:</p> <ol style="list-style-type: none"> Attempt to locate a pinpoint reference. If you can find an appropriate pinpoint reference, add it to the article but highlight the pinpoint you have added and make a note about it in the notes document explaining why you have chosen that pinpoint. <ol style="list-style-type: none"> If you have found a pinpoint for a direct quote, add the pinpoint to the document, flag it and say so in your notes: ‘the text quotes directly from page 157 of the article, so the pinpoint I have suggested is to page 157’. If there is some ambiguity (ie, it’s not a quote), and you ‘think’ the pinpoint you have found is the appropriate pinpoint, flag it and explain why. If for some reason it is impossible for you to find an appropriate pinpoint reference, or are unsure about what the appropriate pinpoint is, make a note and explain that you think a pinpoint reference is required, but that you have been unable to locate one. For all such situations, explain in your notes why a pinpoint reference is required. <p>NOTE: A direct quotation will always require a pinpoint reference.</p>
Books	
	<p>P1 Editors must verify all citation details by accessing the front matter of the book. The front matter of the book (not the front cover) contains the correct citation information for the author’s name, book title and publisher details.</p> <p>The front matter of the book (make sure it is the correct edition and that it is a digital reproduction of the hard copy, not a HTML version) and any pages cited may be freely available online: through the Google Books ‘preview’ function; sometimes on the publisher’s website; and if the book is an e-book in the UNSW Library catalogue.</p> <p>Where it is not possible to access the front matter of the book online, P1 Editors are expected to check the front matter by obtaining the book from the UNSW Library or, failing that, by visiting other libraries where possible.</p>

	For chapters in edited books, ensure that you check the appropriate starting page of the chapter being cited, and confirm the title and author of the chapter as listed on the chapter (rather than in the table of contents).
Cases	
	<p>Check that the official report series is used for each case citation where possible, and where not possible, that the highest available reporting series is used instead.</p> <p>Parties' names should be cited as in the most authoritative report series (sometimes different reports give different names).</p> <p>NOTE: This need only be done at the P1 stage, unless you have been specifically asked to perform a check by the Issue Editor.</p>
	<p>Check that every pinpoint reference to a case specifies the judge (or judges) who authored that section of the judgment, except where this is otherwise obvious.</p> <p>NOTE: This need only be done at the P1 stage, unless you have been specifically asked to perform a check by the Issue Editor.</p>
Journal Articles	
	Check that every citation of a journal article includes both a volume and an issue number, regardless of whether the journal is consecutively or non-consecutively paginated.
	Check that every journal article cited has a starting page and a pinpoint where necessary.
SUBSEQUENT REFERENCES	
	<p>Check that all intra-text references (cross references and 'ibid's) are accurate.</p> <p>NOTE: This need only be done at the P2 or P3 stages, unless you have been specifically asked to perform a check by the Issue Editor.</p>
	<p>Check that short titles are used consistently and that the short title appears the first time the source is cited.</p> <p>Where cases or statutes are referred to often enough that it would be helpful to the reader to provide a short title, you may provide a short title in accordance with the appropriate AGLC rules. This is not necessary where a source is only used a few times, or where it is not helpful to the reader to do so.</p>
Subsequent References: Cases	
	<p>Check that when citing a case in the body of the text for the first time, the full name of the case is included regardless of how long it is (it cannot be abbreviated or placed in the footnotes).</p> <p>NOTE: This does not mean that the citation should be included in the body of the text.</p>
	Check that any case that is referred to numerous times, has been given a short title or has a popular name is compliant with <i>UNSW Law Journal</i> Additions rule 1.17.7, and that all subsequent references to that case are also compliant.
GENERAL FORMATTING OF CITATIONS AND FOOTNOTES	
	Delete any unnecessary titles in authors' names and remove full-stops after all initials.
	Check that the titles of all cited authorities follow the AGLC requirements for capitalisation.

	Check that all parts of each citation that should be italicised are italicised.
	Check that multiple citations within a single footnote are separated by semicolons (;), not 'and'.
	Make all hyperlinks inactive in the document and ensure that URLs are enclosed in angle brackets (<>). Refer to the formatting guide. NOTE: The 'Make plain text' function in Word is useful here. It will convert any hyperlinks to ordinary text, while preserving formatting.
	Check that every footnote ends in a full stop.
	Check that no commas follow 'ibid's, eg, 'Ibid 45' [Not: 'Ibid, 45'].
FINAL CHECKS	
	Ensure that you resolve, as far as possible, any research questions that arise while proofing the article. If you think that something in the article is wrong, check it. If after your own research you still think there is a problem with the article, make a note of this in your notes document.
	Where you want to add, remove or move a footnote, ensure that you do this by making a note in the notes document, not by moving it yourself. Be as specific as possible in demonstrating what needs to be done in this situation.
	Double-check the <i>UNSW Law Journal</i> Additions and ensure that you have complied with them.
	Ensure that where the AGLC and the <i>UNSW Law Journal</i> Additions are in conflict the latter have been followed.
	Ensure that you have checked the article for spelling errors.
	Submit your edit on time.

TABLE OF COMMON THINGS TO FIX

Problem	Example	How to Find	Replace With
<i>Description of the problem</i>	<i>An example of the problem</i>	<i>Type this into the ctrl+h replace function to find instances of problem</i>	<i>Insert into the replace function to remove the problem</i>
Double spaces	becomes··relevant··	Type in two spaces.	Replace with one space.
Space before full stop	becomes·relevant·.	Type in space, full stop.	Replace with full stop.
Space before apostrophe	genetic·resources·’	Type in space, apostrophe.	Replace with apostrophe.
Space before footnote	genetic·resources·’. ¹³⁶	Type in space, caret, letter f (ie, ^f).	Replace with ^f.
Space before bracket	broadly·(‘with’·)	Type in space, right bracket.	Replace with right bracket.
Space after bracket	broadly·(·‘with’)	Type in left bracket, space.	Replace with left bracket.
Space before colon	technology·transfer·:	Type in space, colon.	Replace with colon.
Space before semi-colon	technology·transfer·;	Type in space, semi-colon.	Replace with semi-colon.
Ellipsis formatting and spacing on either side	‘...’, NOT ‘...’ ‘correct ... spacing’; ‘incorrect...spacing’	Type in ‘...’ and ‘...’	Replace with ‘...’, and check spacing on either side for each instance.
Apostrophe in italics	Incorrect: <i>Protocol’s</i> Correct: <i>Protocol’s</i>	Type in apostrophe.	Replace with apostrophe or comma as appropriate, but before commencing, go to ‘More’ in the bottom left, and then go to ‘Format’ in the bottom left and click on ‘Font’ from the drop-down menu. Then make sure ‘Regular’ for ‘Font Style’ is selected.
Comma in italics	Incorrect: <i>Convention,</i> Correct: <i>Convention,</i>	Type in comma.	
Legislative pinpoints in text	Incorrect: within·s·3 Correct: within·section·3 Incorrect: and·art·5 Correct: and·article·5	Type in space, letter s, space. OR, more generally: type in space, [abbreviation], space.	Replace with space, section, space. OR, more generally: Type in space, [non-abbreviated form], space.
Em-dashes	Self-explanatory.	Type in em-dash.	Manual fix.
Hyphens	Self-explanatory.	Type in space, hyphen, space.	Manual fix.
Ordinal dates	Incorrect: 20th. Correct: 20 th .	Type in ^#^\$^\$.	Manual fix.
Cases (Fn): ‘and’ should be ‘&’ (Companies)	Self-explanatory.	Manual, unfortunately.	Manual fix.
Cases (Fn): ‘Company’ should be ‘Co’	Self-explanatory.	Type in Company.	Manual fix.
Cases (Fn): ‘Proprietary’ should be ‘Pty’	Self-explanatory.	Type in Proprietary.	Manual fix.
Cases (Fn): ‘Limited’ should be ‘Ltd’	Self-explanatory.	Type in Limited.	Manual fix.
Cases (Fn): Multiple proceedings should be in square brackets	Incorrect: (<i>No 2</i>) Correct: [<i>No 2</i>]	Type in left bracket, then ‘No’.	Manual fix.

HOW TO USE THE NOTES DOCUMENT

The notes document is a separate document where you raise:

- Research queries you cannot resolve (eg, that will need to be referred to the author);
- Any editing queries (eg, where the Editor is unsure of what rule should apply to a citation); and
- Explanations of changes the reasons for which would not be readily apparent (eg, changes to expression).

Please use the notes document template provided by the Issue Editor. **Do not use the Word comments function in the article** – put all comments in the notes document. Below are some guidelines about using the notes document.

PAGE/FOOTNOTE	RELEVANT TEXT IN ARTICLE	EXPLANATION OF ISSUE
<i>[the page number and/or footnote number where the issue appears]</i>	<i>[copy the relevant text/citation from the article here to assist the Editor to find the issue]</i>	<i>[explain the issue here, or provide the alternative text/citation that should be included]</i>

1 Insert a note if it is necessary.

In every note, you should identify an issue that requires resolution. If you are making a change purely so it complies with the AGLC, this will not generally require a note. Remember that every note in your notes document will be checked by the Issue Editor.

2 Make sure that you fully explain the issue and provide a suggested change where possible.

If it is a citation that requires changing, include the (complete) suggested citation in the note. If you are genuinely unsure, explain the issue to the best of your ability. For example, where you are unsure which AGLC rule should be followed for a citation, provide the citation in each of the relevant forms, explaining your suggested citation and why. More generally, providing alternatives is appropriate, eg, ‘I am not sure of the meaning of this sentence, because the phrase “XYZ” could mean “A”, or it could mean “B”’.

3 Make notes convenient for the Issue Editor and author to resolve.

Every note must contain everything that the Issue Editor or author needs to resolve the issue. The Issue Editor or author should not have to look outside of the notes document. For example, if you are recommending a pinpoint is added or changed, you must extract the relevant source text in full. Also, where relevant, address your notes to the Issue Editor or author(s).

4 If you are the P2 Editor, reply to every P1 query.

Do so even if your reply is ‘I agree’ or ‘I am also not sure’. If you leave it blank, we may assume you missed or ignored it.

5 Be courteous and concise.

Write every note so that it could go straight to the author. Be relatively formal, and be as clear, polite and concise as possible.

6 Organise your notes document before submitting.

List issues in order of appearance. For example:

- all of your queries/concerns on page 1;
- all of the issues in the footnotes on page 1;
- all of your queries/concerns on page 2;
- all the issues in the footnotes on page 2; and so on.

When adding to an earlier Editor’s notes document, please add your notes **in order** with any earlier Editor – not at the end. For Editors after the P1 Editor, note that page numbers may change from the P1 when changes to the article have been made.

DOI REFERENCE LINKING MANUAL

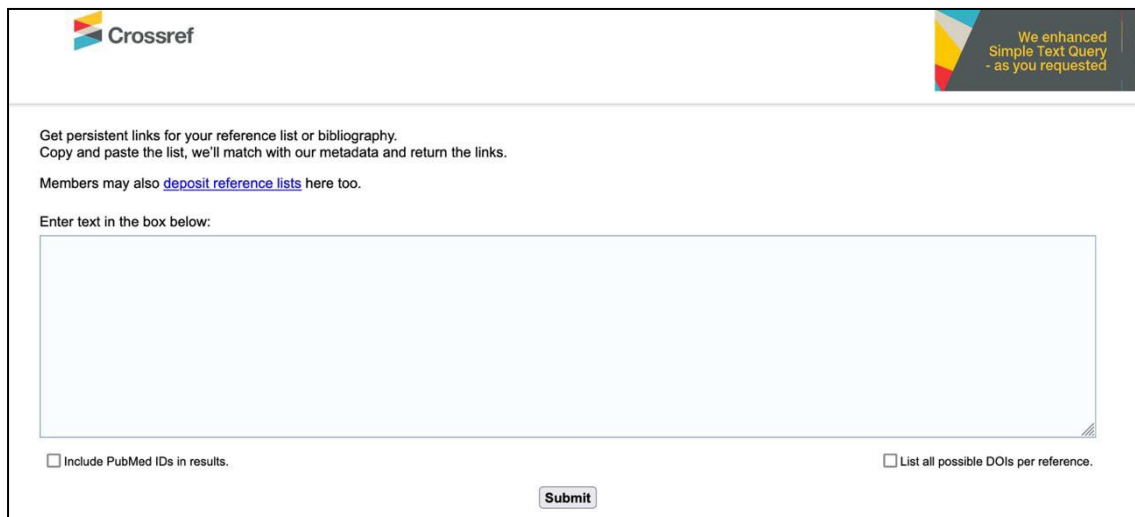
As a P1 Editor, you are asked to insert DOI links to any sources which may have them. Sources which usually have a DOI link are journal articles, books and chapters of books, conference papers, reports and dissertations. You should go through the below steps for any of these sources.

For general information on reference linking, please see:
<<https://www.crossref.org/services/reference-linking/>>.

To reference link, follow these steps:

1 Go to the Simple Text Query page: <<https://apps.crossref.org/SimpleTextQuery>>.

The page will look like this:



2 Copy and paste the citation into the textbox for the reference you are seeking.

You do not need to include the pinpoint, but you can if it is easier (it will not affect the search query).

EXAMPLE: Highlighted is a footnote contained in Pauline Bomball, ‘The “Entrepreneurship Approach” to Determining Employment Status: A Normative and Practical Critique’ (2021) 44(4) *University of New South Wales Law Journal* 1336, 1337.

- 6 Guy Davidov, *A Purposive Approach to Labour Law* (Oxford University Press, 2016) ch 3; Guy Davidov, ‘The Three Axes of Employment Relationships: A Characterization of Workers in Need of Protection’ (2002) 52(4) *University of Toronto Law Journal* 357, 376–94; Andrew Stewart, ‘Redefining Employment? Meeting the Challenge of Contract and Agency Labour’ (2002) 15(3) *Australian Journal of Labour Law* 235, 260 (‘Redefining Employment?’).

3 Check the box that allows you to ‘list all possible DOIs per reference’ on the bottom right before clicking ‘submit’.

Get persistent links for your reference list or bibliography.
Copy and paste the list, we'll match with our metadata and return the links.

Members may also [deposit reference lists](#) here too.

Enter text in the box below:

Guy Davidov, 'The Three Axes of Employment Relationships: A Characterization of Workers in Need of Protection' (2002) 52(4) University of Toronto Law Journal 357

Include PubMed IDs in results. List all possible DOIs per reference.

Submit

4 Retrieve the DOI link if there is one. Make sure the link leads you to the correct source. Sometimes you will get no results.

Get persistent links for your reference list or bibliography.
Copy and paste the list, we'll match with our metadata and return the links.

Members may also [deposit reference lists](#) here too.

Guy Davidov, 'The Three Axes of Employment Relationships: A Characterization of Workers in Need of Protection' (2002) 52(4) University of Toronto Law Journal 357
<https://doi.org/10.2307/825934>

Do not use your browser's 'BACK' button.
Use the 'RESET' button to submit more references.

Reset

5 Insert the DOI link into the footnote in the article you are editing.

EXAMPLE: The new reference will be:

Guy Davidov, ‘The Three Axes of Employment Relationships: A Characterization of Workers in Need of Protection’ (2002) 52(4) *University of Toronto Law Journal* 357 <<https://doi.org/10.2307/825934>>.

6 Press ‘Reset’ to return to the text query page for a new query.

NOTE: You can also insert multiple references at once, either in alphabetical order or presented in a numbered list (not in alphabetical order).

The below is an example of DOI links retrieved from a numbered list of sources on the same page as the example source used above. As you can see, not every source will have a DOI link. Copy and paste the ones that do.

Get persistent links for your reference list or bibliography.
Copy and paste the list, we'll match with our metadata and return the links.

Members may also [deposit reference lists](#) here too.

1. ACL Davies, 'The Relationship between the Contract of Employment and Statute' in Mark Freedland et al (eds), *The Contract of Employment* (Oxford University Press, 2016) 73
<https://doi.org/10.1093/acprof:oso/9780198783169.003.0004>
2. Guy Davidov, *A Purposive Approach to Labour Law* (Oxford University Press, 2016) ch 3
<https://doi.org/10.1093/acprof:oso/9780198759034.001.0001>
3. Guy Davidov, 'The Three Axes of Employment Relationships: A Characterization of Workers in Need of Protection' (2002) 52(4) *University of Toronto Law Journal* 357, 376-94
<https://doi.org/10.2307/825934>
4. Andrew Stewart, 'Redefining Employment? Meeting the Challenge of Contract and Agency Labour' (2002) 15(3) *Australian Journal of Labour Law* 235
5. Paul Davies and Mark Freedland, *Kahn-Freund's Labour and the Law* (Stevens & Sons, 3rd ed, 1983) 18
6. Hugh Collins, 'Market Power, Bureaucratic Power, and the Contract of Employment' (1986) 15(1) *Industrial Law Journal* 1
<https://doi.org/10.1093/ijl/15.1.1>
7. Rosemary Owens, Joellen Riley and Jill Murray, *The Law of Work* (Oxford University Press, 2nd ed, 2011) 165-6, 197-9

Do not use your browser's 'BACK' button.
Use the 'RESET' button to submit more references.

Reset

NOTE: You may choose to copy and paste all the sources on a single page as you go through the edit or do it one by one as you check each reference. The method is up to you.

INTERNATIONAL MATERIALS GUIDE

Introduction	37
United Nations Materials	37
International Court of Justice and Permanent Court of International Justice	41
International Arbitral Decisions	44
Supranational Materials	45
Canada	48
China	51
United Kingdom	51
United States of America	52

INTRODUCTION

This is a quick reference guide for the most common types of international materials an Editor may encounter in an article. This guide is intended to be concise and comparative in nature (with Australian citation norms being a basis point). It is not intended to be exhaustive of all conventions relating to international citation and primary regard should be had to the rules contained in the AGLC (4th ed).

This Guide is adapted from a guide created by Seung Chan Rhee.

9 United Nations Materials

9.2 Official Documents of the United Nations

Official documents of the United Nations ('UN') should be cited in accordance with AGLC rule 9.2.

EXAMPLE: *Cooperation between the United Nations and the Shanghai Cooperation Organization*, GA Res 73/334, UN GAOR, 73rd sess, 103rd plen mtg, Agenda Item 128(s), UN Doc A/RES/73/334 (5 September 2019).

Seventy-third session
Agenda item 162 (b)

Committee number (if applicable)

Resolution adopted by the General Assembly on 3 July 2019

[on the report of the Fifth Committee (A/73/920)]

73/322. Financing of the United Nations Interim Force in Lebanon **Title**

Resolution number

The General Assembly,

Having considered the reports of the Secretary-General on the financing of the United Nations Interim Force in Lebanon¹ and the related report of the Advisory Committee on Administrative and Budgetary Questions,²

Recalling Security Council resolution 425 (1978) of 19 March 1978 regarding the establishment of the United Nations Interim Force in Lebanon and the subsequent resolutions by which the Council extended the mandate of the Force, the latest of which was resolution 2433 (2018) of 30 August 2018, by which the Council extended the mandate of the Force until 31 August 2019,

Recalling also its resolution S-8/2 of 21 April 1978 on the financing of the Force and its subsequent resolutions thereon, the latest of which was resolution 72/299 of 5 July 2018, as well as its decision 72/558 of 5 July 2018,

Reaffirming its resolutions 51/233 of 13 June 1997, 52/237 of 26 June 1998, 53/227 of 8 June 1999, 54/267 of 15 June 2000, 55/180 A of 19 December 2000, 55/180 B of 14 June 2001, 56/214 A of 21 December 2001, 56/214 B of 27 June 2002, 57/325 of 18 June 2003, 58/307 of 18 June 2004, 59/307 of 22 June 2005, 60/278 of 30 June 2006, 61/250 A of 22 December 2006, 61/250 B of 2 April 2007, 61/250 C of 29 June 2007, 62/265 of 20 June 2008, 63/298 of 30 June 2009, 64/282 of 24 June 2010, 65/303 of 30 June 2011, 66/277 of 21 June 2012, 67/279 of 28 June 2013, 68/292 of 30 June 2014, 69/302 of 25 June 2015, 70/280 of 17 June 2016, 71/307 of 30 June 2017 and 72/299,

Reaffirming also the general principles underlying the financing of United Nations peacekeeping operations, as stated in its resolutions 1874 (S-IV) of 27 June 1963, 3101 (XXVIII) of 11 December 1973 and 55/235 of 23 December 2000,

Preambulatory clauses

¹ A/73/627 and A/73/735.
² A/73/755/Add.2.

Identifiers

19-11318 (E) 190719


QR code



assessment income of 2,174,950 dollars approved for the Force, the prorated share of 322,720 dollars of the estimated staff assessment income approved for the support account and the prorated share of 85,330 dollars of the estimated staff assessment income approved for the United Nations Logistics Base;

21. *Further decides* to apportion among Member States the amount of 426,785,000 dollars for the period from 1 September 2019 to 30 June 2020, at a monthly rate of 42,678,500 dollars, in accordance with the levels updated in its resolution 73/272, taking into account the scale of assessments for 2019 and 2020, as set out in its resolution 73/271, subject to a decision of the Security Council to extend the mandate of the Force;

22. *Decides* that, in accordance with the provisions of its resolution 973 (XX), there shall be set off against the apportionment among Member States, as provided for in paragraph 21 above, their respective share in the Tax Equalization Fund of 12,915,000 dollars, comprising the estimated staff assessment income of 10,874,750 dollars approved for the Force, the prorated share of 1,613,580 dollars of the estimated staff assessment income approved for the support account and the prorated share of 426,670 dollars of the estimated staff assessment income approved for the United Nations Logistics Base;

23. *Also decides* that, for Member States that have fulfilled their financial obligations to the Force, there shall be set off against the apportionment, as provided for in paragraphs 19 and 21 above, their respective share of the unencumbered balance and other revenue in the amount of 4,497,200 dollars in respect of the financial period ended 30 June 2018, in accordance with the levels updated in its resolution 70/246 of 23 December 2015, and taking into account the scale of assessments for 2018, as set out in its resolution 70/245 of 23 December 2015;

24. *Further decides* that, for Member States that have not fulfilled their financial obligations to the Force, there shall be set off against their outstanding obligations their respective share of the unencumbered balance and other revenue in the total amount of 4,497,200 dollars in respect of the financial period ended 30 June 2018, in accordance with the scheme set out in paragraph 23 above;

25. *Decides* that the increase of 645,500 dollars in the estimated staff assessment income in respect of the financial period ended 30 June 2018 shall be added to the credits in the amount of 4,497,200 dollars referred to in paragraphs 23 and 24 above;

26. *Encourages* the Secretary-General to continue to take additional measures to ensure the safety and security of all personnel participating in the Force under the auspices of the United Nations, bearing in mind paragraphs 5 and 6 of Security Council resolution 1502 (2003) of 26 August 2003;

27. *Invites* voluntary contributions to the Force in cash and in the form of services and supplies acceptable to the Secretary-General, to be administered, as appropriate, in accordance with the procedure and practices established by the General Assembly;

28. *Decides* to include in the provisional agenda of its seventy-fourth session, under the item entitled "Financing of the United Nations peacekeeping forces in the Middle East", the sub-item entitled "United Nations Interim Force in Lebanon".

Operative clauses

Date of adoption

97th plenary meeting
3 July 2019

Meeting number + if plenary or standard

19-11318

Digital identifier

4/4

Page number

9.2.4 Official Records

Documents accessible on UN websites and other mirrored links are in most cases NOT the Official Records.

EXAMPLE: A document from the *Official Records* looks like:

A/73/49 (Vol. I)

Resolutions and Decisions
adopted by the General Assembly
during its seventy-third session

Volume I
Resolutions
18 September – 22 December 2018

General Assembly
Official Records • Seventy-third Session
Supplement No. 49


United Nations • New York, 2019

international financial centre, that are not aligned with the interest of the people of the Territory.

16. Requests the Territory and the administering Power to take all measures necessary to protect and conserve the environment of the Territory against any degradation, and once again requests the specialized agencies concerned to monitor environmental conditions in the Territory and to provide assistance to the Territory, consistent with their prevailing rules of procedure.

17. Calls upon the administering Power, the specialized agencies and other organizations of the United Nations system and regional organizations to provide all the assistance necessary to the Territory, support the recovery and rebuilding efforts and enhance capabilities for emergency preparedness and risk reduction, in particular in the aftermath of Hurricane Irma and Hurricane Maria that impacted the Territory in 2017.

18. Requests the Special Committee to continue to examine the question of the Turks and Caicos Islands and to report thereon to the General Assembly at its seventy-fourth session and on the implementation of the present resolution.

RESOLUTION 73/121

Adopted at the 40th plenary meeting, on 7 December 2018, without a vote, on the recommendation of the Committee (A/73/532, para. 46)¹⁰

73/121. Question of the United States Virgin Islands

The General Assembly,

Having considered the question of the United States Virgin Islands and examined the relevant chapter of the report of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples for 2018;¹¹

Taking note of the working paper prepared by the Secretariat on the United States Virgin Islands¹² and other relevant information,

Recognizing that all available options for self-determination of the Territory are valid as long as they are in accordance with the freely expressed wishes of the people of the United States Virgin Islands and in conformity with the clearly defined principles contained in General Assembly resolutions 1514 (XV) of 14 December 1960, 1541 (XV) of 15 December 1960 and other resolutions of the Assembly;

Expressing concern that 58 years after the adoption of the Declaration on the Granting of Independence to Colonial Countries and Peoples,¹³ there still remain 17 Non-Self-Governing Territories, including the United States Virgin Islands,

Conscious of the importance of continuing the effective implementation of the Declaration, taking into account the target set by the United Nations to eradicate colonialism by 2020 and the plans of action for the Second¹⁴ and Third International Decades for the Eradication of Colonialism,

Recognizing that the specific characteristics and the aspirations of the people of the United States Virgin Islands require flexible, practical and innovative approaches to the options for self-determination, without any prejudice to territorial size, geographical location, size of population or natural resources,

¹⁰ The draft resolution recommended in the report of the Fourth Committee was submitted by the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples.

¹¹ *Official Records of the General Assembly, Seventy-third Session, Supplement No. 23 (A/73/23), chap. X.*


¹² A/C.4/L.109/2018.

¹³ Resolution 1514 (XV).

¹⁴ ...

A free-standing General Assembly resolution document (NOT from the *Official Records*) looks like:

United Nations A/RES/73/334

 **General Assembly** Dist.: General
5 September 2019

Seventy-third session
Agenda item 128 (s)

**Resolution adopted by the General Assembly
on 30 August 2019**

[without reference to a Main Committee (A/73/L.106 and A/73/L.106/Add.1)]

**73/334. Cooperation between the United Nations and the Shanghai
Cooperation Organization**

The General Assembly,

Recalling that one of the objectives of the United Nations is to achieve cooperation in maintaining international peace and security and solving international problems of an economic, social, cultural or humanitarian character,

Recalling also the Articles of the Charter of the United Nations that encourage activities on the basis of regional cooperation to promote the goals and objectives of the United Nations,

Recalling further its resolution 59/48 of 2 December 2004, by which it granted observer status to the Shanghai Cooperation Organization,

Recalling its resolutions 64/183 of 18 December 2009, 65/124 of 13 December 2010, 67/15 of 19 November 2012, 69/11 of 11 November 2014 and 71/14 of 21 November 2016 on cooperation between the United Nations and the Shanghai Cooperation Organization,

Recalling also the Joint Declaration on Cooperation between the secretariats of the United Nations and the Shanghai Cooperation Organization, dated 5 April 2010,

Noting that the Shanghai Cooperation Organization is committed to act consistently with the goals and principles of the United Nations,

Noting also that the Shanghai Cooperation Organization has become an essential regional organization for addressing security in the region, in all its dimensions, including in cooperation with relevant regional organizations,

NOTE: Treaties and constituent documents are held by the United Nations Treaty System ('UNTS') and are not dealt with in this section.

RESEARCH GUIDE

- The vast majority of resolutions passed by the UN General Assembly or UN Security Council are available through a simple Google search or custom search on <<https://undocs.org/>>.
- For extracts from the *Official Records*, consult the United Nations Digital Library: <<https://digitallibrary.un.org/>>.

- The Dag Hammarskjöld Library has many secondary materials as well as resolution documents: <<https://library.un.org/>>.
- The official UN website has a good index to various archives should the above fail: <<https://www.un.org/en/sections/general/documents/index.html>>.
- All UN materials of note previously used to be archived on the United Nations Bibliographic Information System ('UNBISnet') but it has been retired in favour of the links above. However, some legacy materials may only be found on UNBISnet, necessitating usage of an archive proxy such as Wayback Machine: <<http://unbisnet.un.org/>>.

10 International Court of Justice and Permanent Court of International Justice

NOTE: The Permanent Court of International Justice ('PCIJ') was the judicial organ of the League of Nations until 1946, whereafter it was replaced by the United Nations and the International Court of Justice ('ICJ'). PCIJ and ICJ jurisprudence is treated equivalently.

10.2.1 Case Name

ICJ/PCIJ case names are of a descriptive nature followed by the litigants' names in parentheses. Where there is more than one respondent due to proceedings being joined, only the first-named respondent will be included in the parentheses.

Prefatory text in the case name must be omitted (eg, '*The*', '*Case Concerning*' and '*Question of the*').

EXAMPLE: *Activities Carried Out by Nicaragua in the Border Area (Costa Rica v Nicaragua)* [**Not:** *Costa Rica v Nicaragua*]

10.2.3 Phase

Citations of ICJ/PCIJ cases must describe what stage of the proceedings the judgment is dealing with. The main phase descriptions are listed below and can usually be found on the 'Official Citation' page:

- *Provisional Measures*
- *Preliminary Objections*
- *Jurisdiction*
- *Admissibility*
- *Merits*
- *Judgment*
- *Compensation*

NOTE: It may not be clear whether a judgment on the merits should be given the phase '*Judgment*' or '*Merits*'. Where the judgment is the only one on the merits in the proceedings, use '*Judgment*'. Where the judgment is the merits judgment amongst a number of judgments on matters such as jurisdiction, use '*Merits*'.

EXAMPLES:

- *Ahmadou Sadio Diallo (Republic of Guinea v Democratic Republic of the Congo) (Preliminary Objections)* [2007] ICJ Rep 582.
- *Ahmadou Sadio Diallo (Republic of Guinea v Democratic Republic of the Congo) (Merits)* [2010] ICJ Rep 639.
- *Ahmadou Sadio Diallo (Republic of Guinea v Democratic Republic of the Congo) (Compensation)* [2012] ICJ Rep 324.
- *Legality of the Threat or Use of Nuclear Weapons (Advisory Opinion)* [1996] ICJ Rep 226.
- *Nationality Decrees Issued in Tunis and Morocco (Advisory Opinion)* [1923] PCIJ (ser B) No 4.
- *Factory at Chorzów (Jurisdiction)* [1927] PCIJ (ser A) No 8.

10.2.5 Report Series

The *ICJ Reports* is the only authorised report series for the ICJ and can be found on the ICJ website: <<https://www.icj-cij.org/en>>.

PCIJ cases were reported in the *Publications of the PCIJ* which is divided into the seven main Series listed below depending on classification. A nearly complete repository of PCIJ materials can be found on the ICJ website.

- Series A: Judgments from 1923–30;
- Series B: Advisory Opinions from 1923–30;
- Series A/B: Judgments, Orders and Advisory Opinions from 1931;
- Series C: Acts and documents relating to Judgments and Advisory Opinions/pleadings, oral arguments and documents;
- Series D: Acts and documents concerning the organisation of the Court;
- Series E: Annual Reports of the Court;
- Series F: General Indexes.

10.2.7 Pinpoints

NOTE: The *ICJ Reports* have two sets of page numbers – one in the top right-hand corner and one in the bottom right-hand corner. The correct set of page numbers to refer to in a citation are those in the top right-hand corner.

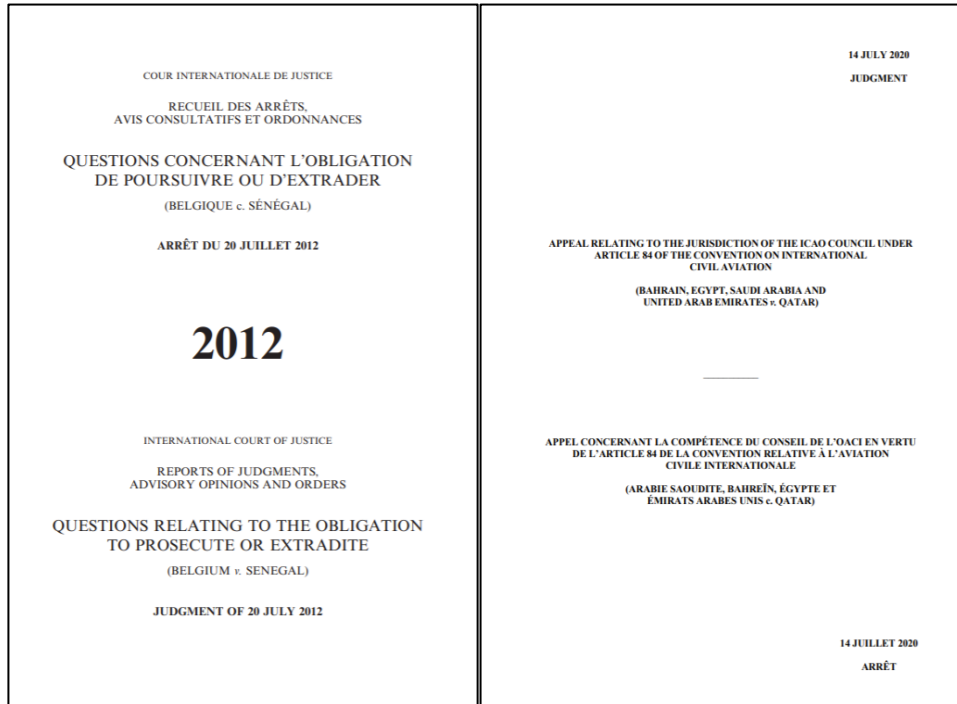
10.2.8 Identifying Judges

Majority ICJ decisions do not generally identify the judges involved in the opinion. However, the authors of dissenting and separate opinions may be identified. AGLC rule 10.2.8 should be followed in these circumstances.

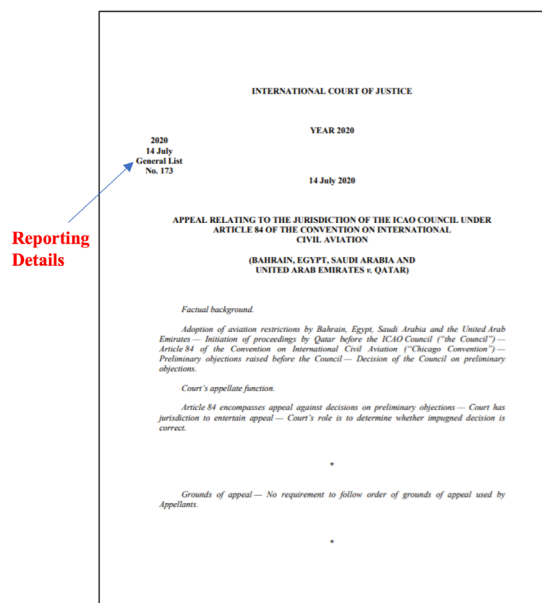
NOTE: When citing a dissenting or separate judgment, the starting page number should be the same as the starting page number of the majority judgment.

10.4.1 Unreported Decisions

Recently decided cases may not be reported. Unreported decisions may be identified by the first page of the law report. An example of a reported decision is provided below on the *left*. An example of an unreported decision is provided on the *right*.



Unreported judgments are represented in an unauthorised, medium-neutral version of the *ICJ Reports*. The 'General List No' and full date of the judgment may be found on the left-hand side on the interior cover page preceding the catchwords:



11 International Arbitral Decisions

11.1.1 Reported Decisions

There is a multiplicity of reporters for international arbitral decisions. In the absence of express guidance found in AGLC rule 11.1.1, the following reporters are preferred (in descending order):

- ICSID Rep – for International Centre for Settlement of Investment Disputes (‘ICSID’) decisions.
- Iran-US CTR – for Iran-US Claims Tribunal decisions.
- Hague Ct Rep 2d (Scott)/Hague Ct Rep (Scott) – for Permanent Court of Arbitration (‘PCA’) decisions.
- Reports of International Arbitral Awards (‘RIAA’)
- International Legal Materials (‘ILM’)
- International Law Reports (‘ILR’)
- Arb Mat
- Yearbook Commercial Arbitration
- Other general arbitral reporters of repute, including (non-exhaustively) at: <https://arbitrationlaw.com/files/download/Standard%20Abbreviations.pdf>.

11.1.2 Unreported Decisions

NOTE: It is more likely that ‘ad hoc’ arbitrations (ie, arbitrations that are not a proceeding commenced in a dispute resolution forum such as the PCA, ICSID or ITLOS, and merely bound by an agreed set of arbitral rules) will be unreported.

The general rule for tribunal names is to defer to that which is written on the awards and related documents (see AGLC rule 11.1.1), eg:

- ICSID Arbitral Tribunal
[**Not:** International Centre for the Settlement of International Disputes Arbitral Tribunal]
- Court of Arbitration for Sport
[**Not:** CAS; **nor:** Tribunal Arbitral du Sport]

EXAMPLE: *ADF Group Inc v United States of America (Award)* (2004) 6 ICSID Rep 470.

11.1.2.1 Ad-hoc Tribunals

Where a tribunal is of an ad hoc nature, such as that which is constituted under chapter 11 of the *North American Free Trade Agreement* (‘NAFTA’) or art 287 of the *United Nations Convention on the Law of the Sea* (‘UNCLOS’), the name of the tribunal should reflect a common-sense approach, eg:

- North American Free Trade Agreement Chapter 11 Arbitral Tribunal
[**Not:** Arbitral Tribunal Constituted Pursuant to Chapter 11 of the North American Free Trade Agreement]

- UNCLOS Arbitral Tribunal
[**Not:** Arbitral Tribunal Constituted Pursuant to Article 287, and in Accordance with Annex VII, of the United Nations Convention on the Law of the Sea]
- UNCITRAL Arbitral Tribunal
[**Not:** Arbitral Tribunal Constituted Pursuant to the United Nations Commission on International Trade Law Arbitration Rules (as Revised in 2010); **nor:** Ad Hoc Arbitral Tribunal Constituted Pursuant to the UNCITRAL Arbitration Rules]

EXAMPLE: *Aguas del Tunari SA v Bolivia (Procedural Order No 1)* (ICSID Arbitral Tribunal, Case No ARB/02/3, 21 October 2005).

14 Supranational Materials

14.2 European Union Materials

14.2.1 Legislation

EU materials (including legislative instruments such as directives, regulations, decisions, notices and agreements, and non-legislative materials such as Parliamentary materials) are published in the Official Journal ('OJ') of the European Union.

Legislative materials are published in the part of the Official Journal denoted by 'OJ L', whereas non-legislative materials are published under 'OJ C' or sub-series such as 'OJ CA'. It is critical that the correct version of the Journal is indicated.

NOTE: Some parts of the Journal (such as select parts of the OJ C) are only available in electronic form. Where no paper PDF can be located, the starting page number must be indicated with a preceding 'E'.

EXAMPLE: [2009] OJ C E/1 [**Not:** [2009] OJ C 3/1]

EXAMPLES:

- *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of Such Data, and Repealing Directive 95/46/EC (General Data Protection Regulation)* [2016] OJ L 119/1
- *Commission Decision of 24 May 2004 Relating to a Proceeding Pursuant to Article 82 of the EC Treaty and Article 54 of the EEA Agreement against Microsoft Corporation (Case COMP/C-3/37.792 – Microsoft)* [2007] OJ L 32/23
- *Statement of Revenue and Expenditure of the European Securities and Markets Authority (ESMA) for the Financial Year 2018 – Amending Budget No 1* [2019] OJ C 19/1

14.2.3 Judgments of Courts of the European Union

Judgments of Courts of the European Union ('EU') (eg, the Court of Justice of the European Union and the General Court of the European Union) should be cited in accordance with AGLC rule 14.2.3.

NOTE: Until 2009 the main supranational court of the EU was known as the European Court of Justice ('ECJ'), and thereafter was renamed to the Court of Justice of the European Union ('CJEU'). From 2005–16 the European Union Civil Service Tribunal ('CST') handled intra- and inter-civil service disputes.

14.2.3.1 Types of European Caselaw

European caselaw, as a general rule, is structurally split into two components:

- Unanimous judgments (decisions) of the court; and
- Non-binding Opinions of the Advocate General.

NOTE: As CJEU judgments are anonymous, pinpoint citations will not identify the judicial officers' names. Opinions of the Advocate General are expressly identifiable as there is only one author.

RESEARCH GUIDE

EU caselaw can be found on two primary sites:

- EUR-LEX: <<https://eur-lex.europa.eu/collection/eu-law/eu-case-law.html>>
- Curia: <https://curia.europa.eu/jcms/jcms/j_6/en/>

Note EUR-LEX's record of cases spans further into the past and may provide more expanded citation details.

14.2.3.2 Unreported Decisions

In addition to a Case Number, where available, the European Case Law Identifier (written in the format 'ECLI:EU:C:xxxx:xxx') should be included.

If there is any conflict between certain details relating to case identifiers for unreported decisions between EUR-LEX and other sources, the record on EUR-LEX should prevail.

14.2.3.3 Reported Decisions

The European Court Reports ('ECR'), European Court Reports – Staff Cases ('ECR-SC') and Common Market Law Reports ('CMLR') are the preferred authorised report series for EU court decisions.

NOTE: As of 2011, the EU stopped all paper publication of the European Court Reports. ECR cases are now officially archived on EUR-LEX and/or Curia, but only the former provides a link to the digitally reported versions of cases. British law reporters such as QB and WLR also

often report European caselaw, but do not provide a formally different citation format to indicate that they are supranational materials.

EXAMPLES:

- *Verein für Konsumenteninformation v Amazon EU Sàrl* (Court of Justice of the European Union, C-191/15, ECLI:EU:C:2016:612, 28 July 2016).
- *Verein für Konsumenteninformation v Amazon EU Sàrl* [2017] 2 WLR 19.
- *Google Spain SL v Agencia Española de Protección de Datos (AEPD)* (Court of Justice of the European Union, C-131/12, 13 May 2014).
- *Google Spain SL v Agencia Española de Protección de Datos (AEPD)* [2014] QB 1022.
- *Van Duyn v Home Office* (C-41/73) [1974] ECR 1337.

14.3.2 European Court of Human Rights Cases

The European Court of Human Rights ('ECtHR') technically does not fall within the same supranational system as the CJEU but the two courts share reliance on foundational treaty documents and are affiliated with the Council of Europe by way of member state accession.

NOTE: From 1954–98 cases had to be referred to the European Commission of Human Rights for determination on the merits before remedies could be sought in the ECtHR. When citing an ECtHR decision, ensure it has not been mixed up with a decision of the Commission.

NOTE: Majority judgments of the ECtHR are anonymous, however, individual judges may choose to identify themselves in a separate judgment appended to the main judgement. The judicial officers' names may be provided when inserting a pinpoint. Judges should be referred to as 'Judge' or 'Judges' (or 'President'), not by the post-nominal 'J' as for Australian cases.

EXAMPLES:

- *Öcalan v Turkey* [No 2] (European Court of Human Rights, Second Section, Application Nos 24069/03, 197/04, 6201/06 and 10464/07, 18 March 2014) (Judges Raimondi, Karakaş and Lorenzen).
- *MSS v Belgium* [2011] I Eur Court HR 255, 258.
- *MSS v Belgium* (European Court of Human Rights, Grand Chamber, Application No 30696/09, 21 January 2011) [73].
- *Nasri v France* (1995) 320-B Eur Court HR (ser A).

14.3.2.1 Case Name

Where law reports present the case name as 'Case Of' or 'In The Case Of', these prefatory words may be omitted.

14.3.2.2 Unreported Decisions

The ECtHR is comprised of five Chambers, called 'Sections' (numbered I–V but referred to as 'First', 'Second' and 'Third', etc), with a superior Grand Chamber. 'Chamber' should be omitted when referring to a particular chamber, other than the Grand Chamber.

EXAMPLE: ‘Second Section’ [**Not:** ‘Second Section Chamber’]

There may be more than one application from different claimants which have been joined. In such a situation, the Application No may be plural, ie, ‘Application Nos ...’.

14.5 Documents of Other Supranational Bodies

AGLC rule 14.5 should be used to cite documents of supranational regional organisations with sovereign members, including the African Union, ASEAN, MERCOSUR, Organization of American States, the Arab League, Commonwealth of Independent States and the Caribbean Community.

Materials originating from multilateral treaty alliances such as the North Atlantic Treaty Organization, Shanghai Cooperation Organisation and Collective Security Treaty Organization may be cited under rule 14.5, should there be no prevailing style guide.

Materials which should be cited under AGLC chapter 13 include sources from the World Trade Organization, *NAFTA*, OPEC, OECD, World Bank and International Monetary Fund, among other investment treaties and appurtenant instruments.

15 Canada

15.1 Cases

15.1.1.1 Party Names

When a minister is a party to proceedings, the minister should be named according to the following convention: [Jurisdiction] ([Portfolio])

EXAMPLES:

- *Canada (Minister for Citizenship and Immigration) v Williams*
[**Not:** *Minister for Citizenship and Immigration v Williams*]
- *Ontario (Attorney-General) v Canada (Attorney-General)*
[**Not:** *Attorney-General of the Province of Ontario v Attorney-General of Canada*]

15.1.2.1 Authorised Report Series

Canada has three authorised reports:

- *Supreme Court Reports* (SCR)
- *Federal Court Reports* (FCR, or post-2003, FC)
- *Exchequer Court Reports* (Ex CR, now discontinued)

Unauthorised reports may also be cited where there is no authorised report of a case.

EXAMPLES:

- *Thibodeau v Air Canada* [2014] 3 SCR 340, 365 (Cromwell J for the Court).
- *Canada (Minister of Citizenship and Immigration) v Williams* [2005] 3 FCR 429.
- *Associated Investors of Canada Ltd v Minister of National Revenue* [1967] 2 Ex CR 96.

For unreported cases, a medium neutral citation may be used:

- Supreme Court of Canada (SCC)
- Federal Court of Appeal (FCA)
- Federal Court (FC)¹

EXAMPLES:

- *Thibodeau v Air Canada*, 2014 SCC 67.
- *OSFC Holdings Ltd v Canada*, 2001 FCA 260.

15.1.2.2 Unauthorised Report Series

There are a number of unauthorised reporters for Canadian state and federal cases. The following reports are preferred, in descending order:

- ‘Semi-official’ print state reporters, which are published by the respective Law Societies of the relevant provinces, including the:
 - *Alberta Reports* (AR)
 - *Ontario Reports* (OR)
 - *Nova Scotia Reports* (NSR)
 - *Recueils de jurisprudence du Quebec* (RJQ)
 - *Manitoba Reports* (Man R)
 - *New Brunswick Reports* (NBR)
 - *Newfoundland & Prince Edward Island Reports* (Nfld & PEIR)
 - *British Columbia Reports* (BCR) – not to be confused with the *British Columbia Law Reports* (BCLR)
 - *Saskatchewan Law Reports* (Sask LR) – not to be confused with the *Saskatchewan Reports* (Sask R)
 - *Dominion Law Reports* (DLR)
- Regional unofficial reports:
 - *Atlantic Provinces Reports* (APR)
 - *Eastern Law Reporter* (East)
 - *Maritime Provinces Reports* (MPR)
 - *Western Weekly Reports* (WWR)
- Online state databases such as the *Ontario Judgments* (OJ), *Alberta Judgments* (AJ) or Carswell Ontario (CarswellOnt).
- Medium neutral citations (eg, ONSC)
- CanLII citations
- Unreported docket citations

¹ Note that, post-2003, the Federal Court Reports and the medium neutral citation for the Federal Court are designated using the same abbreviation.

EXAMPLES:

- *O'Mara v Air Canada* (2013) 115 OR (3d) 673, 683 (Perell J).
- *O'Mara v Air Canada*, 2013 ONSC 2931.
- *Bangoura v Washington Post* (2005) 258 DLR (4th) 341.
- *Bangoura v Washington Post* [2005] OJ No 3849 (CA).
- *Naval-Torres v Northwest Airlines Inc*, 1998 CarswellOnt 1611 (WL Can) (Ct J (Gen Div)).
- *R v Hekob* [1978] AJ No 227 (CA).
- *Henwood v Henwood*, 1993 CanLII 2852 (NWT SC).

RESEARCH GUIDE

Supreme Court Judgments

- The Supreme Court of Canada website has a complete collection of every volume of the Supreme Court Reports from 1878: <https://decisions.scc-csc.ca/scc-csc/scr/en/nav_date.do>.
- Westlaw International may have access to the Supreme Court Reports as an alternative.
- The Supreme Court of Canada website also has a medium neutral collection of all decisions: <https://decisions.scc-csc.ca/scc-csc/scc-csc/en/nav_date.do>.

General Case Research

- The Canadian Legal Information Institute (CanLII) is a more or less complete repository of medium neutral HTML decisions from all state and federal jurisdictions: <<https://www.canlii.org/en/>>.
- UNSW does not at present have access to Westlaw Canada or Lexis Canada, which means that many reputable unauthorised and specialist reports may not be available.
- Some limited access to the Ontario Reports (and other provincial reports) and the Dominion Law Reports may be available on Westlaw International, and occasionally on CanLII.

Federal Reports

- The Federal Court of Canada website includes a medium neutral database of federal decisions: <<https://decisions.fct-cf.gc.ca/fc-cf/en/nav.do>>.
- The Office of the Commissioner for Federal Judicial Affairs Canada has a database of all Federal Court Report volumes from 1971 (and, prior to that, the Exchequer Reports): <https://reports.fja-cmf.gc.ca/fja-cmf/j/en/nav_re.do>.

15.2.6 Bills

Canadian bills in federal Parliament are numbered with a ‘C-[x]’ designation. Canadian bills should be cited as follows:

Rule	Bill designation,	<i>Title,</i>	Session number,	Parliament number,	Year of introduction.
Example	Bill C-14,	<i>An Act to Amend the Criminal Code and to Make Related Amendments to Other Acts (Medical Assistance in Dying),</i>	1 st Sess,	42 nd Parl,	2016.

16 China

16.1 Specific Rules for Chinese Language Materials

Chinese characters should never be italicised. Where an element in a citation would ordinarily be italicised according to a rule of the AGLC, Chinese characters forming that element should appear between guillemets (« »). Chinese characters should be formatted in the SimSun font.

EXAMPLE: «徐泯穗与徐佳冰其他与公司有关的纠纷一审民事判决书» [Xu Minhui v Xu Jiabing – Other Company Dispute Case], 上海市嘉定区人民法院 [Shanghai Jiading District Court, People’s Republic of China], 沪0114民初13386号 [Economic No 13386], 17 August 2018.

NOTE: An exception to this rule is provided in AGLC rule 16.4.1. Chinese language secondary sources should be cited in accordance with the example provided in AGLC rule 16.4.1 (not rule 16.1). This means, when citing a journal article, the article title should be surrounded by guillemets, but the journal name should not be.

24 United Kingdom

24.1 Cases

On the headnote for some House of Lords or Privy Council cases, the order of the names of the appellant and respondent may be inverted, ie, the respondent is put first. The case name should be cited with the appellant party first. Party descriptions in parentheses (‘*Appellant*’) or (‘*Respondent*’) should be omitted.

EXAMPLE: *Inkerman Products plc v Eggleton* [**Not:** *Eggleton (Respondent) v Inkerman Products Plc (Appellant)*]

RESEARCH GUIDE

Published Reports/Modern English Law Reports

- *Incorporated Council of Law Reporting* ('ICLR'): <<https://www.iclr.co.uk/>>.
- If the authorised reports listed in AGLC rule 24.1.2 cannot be accessed, ICLR will usually provide access to reputable unauthorised reports such as the *Weekly Law Reports* ('WLR') or the *Business Law Reports* ('Bus LR').
- Also try the Westlaw UK database as ICLR does not necessarily have a complete collection, especially when it comes to the Scottish reports.

Medium Neutral

- The British and Irish Legal Information Institute ('BAILII') has a complete archive of the latest decisions in a digital HTML format: <<https://www.bailii.org/>>.

Nominate/*English Reports*

- These can be found in a number of places – for instance, the HeinOnline database has a substantial collection of the older English law reports, provided you know which volume and series it is reported in.
- Your first stop should be the Commonwealth Legal Information Institute ('CommonLII') which includes most nominate reports predating the 20th century, helpfully reprinted in the *English Reports*: <<http://www.commonlii.org/>>.

25 United States of America

25.1 Cases

25.1.1 Parties' Names

Parties' names are generally cited the same as Australian cases. If a party to the case is an incorporated entity, any punctuation mark should be removed before a post-nominal. Post-nominal classifications such as 'Inc', 'Co', 'LLP' and 'Ltd' should not be omitted.

EXAMPLE: *Verizon Communications Inc* [**Not:** *Verizon Communications, Inc.*]

25.1.3.1 Supreme Court Report Series

NOTE: Authors may cite a US case using one of the unofficial report series listed below. The most authoritative report (ie, the official Supreme Court series denoted by 'US') should be cited in preference to these report series where possible.

Unofficial Report Series	Abbreviation	Publisher	Example
Supreme Court Report	S Ct	West (now Thomson)	124 S Ct 872
United States Supreme Court Reports, Lawyers' Edition	L Ed L Ed 2d	Lexis	157 L Ed 2d 823
LexisNexis US Supreme Court cases index	US LEXIS	LexisNexis	2004 US LEXIS 657
American Federal Tax Reports	AFTR2d	RIA	101 AFTR2d 2008–1612
United States Tax Cases	USTC	CCH	2008–1 USTC ¶ 50,281
United States Law Week Reports	USLW	Bloomberg	76 USLW 4189
Internal Revenue Bulletin	IRB	US Internal Revenue Service	2008–41 IRB 845

NOTE: The earliest reported cases of the US Supreme Court were conventionally named after the clerk that compiled them (much like early English law reports, ie, Leach), the main ones being Dallas, Cranch, Wheaton, Peters, Howard, Black and Wallace. As a result, you'll find early cases have the following addendums (nevertheless, they are still regarded as 'authorised').

EXAMPLE: *Cherokee Nation v Georgia*, 30 US (5 Pet) 1 (1831); *Marbury v Madison*, 5 US (1 Cranch) 137 (1803).

25.1.3.2 Federal Court Report Series

NOTE: Authorised reports of the federal Courts of Appeal are contained in the Federal Reporter, of which there are four editions: F, F 2d, F 3d, F 4th (the lattermost having begun publication in 2021). Authorised reports of the federal District Courts (ie, first instance courts) are published in the Supplement to the Federal Reporter: F Supp, F Supp 2d, F Supp 3d.

25.1.4 Starting Page and Pinpoint References

NOTE: When looking up original scans or photocopies of the authorised US law reporters for Supreme Court cases via Westlaw US or some other database, the page number will not correspond to the authorised report citation. Many databases prefer to post the hardcopy of the S Ct reports because they amalgamate both the authorised and unauthorised pinpoints on both top corners of the page. Look to the other corner of the page where the authorised citation is (it should look similar to '553 US 1'). Note that the starting page on that citation changes every couple of pages.

EXAMPLE:

553 U.S. 6

U.S. v. CLINTWOOD ELKHORN MIN. CO.

1515

Cite as 128 S.Ct. 1511 (2008)

collected, or of any penalty claimed to have been collected, without authority, or of any sum alleged to have been excessive or in any manner wrongfully collected, until a claim for refund or credit has been duly filed with the [IRS].”

2000–28, 2000–1 Cum. Bull. 1116, 1116–1117 (IRS Notice).

The respondents here, three coal companies, had all paid taxes on coal exports under § 4121(a) “[s]ince as early as 1978.” App. to Pet. for Cert. 36a. After § 4121(a) was held unconstitutional as applied to

NOTE: The upside down ‘T’ symbols denote page numbers in the authorised law reporter.

25.1.7 Unreported Cases

Very recent decisions of the Supreme Court may have blank volume numbers and/or pinpoints. This happens when they are handed down as ‘slip judgments’ – judgments without an assigned bound volume or page number in said volume. Sometimes they are accompanied at the end by ‘(slip op, at [pinpoint])’ – these should be amended to ‘slip op [pinpoint]’ per AGLC rule 25.1.7.

EXAMPLE: ‘*Timbs v Indiana*, 586 US ___’ or ‘*Timbs v Indiana*, ___ US ___’
The ‘___’ blank space is three connected underscores.

25.1.8 Identifying Judges

AGLC rule 25.1.8 provides the general rule for identifying judicial officers. To the extent that the conventions adopted by a US court deviate from AGLC rule 25.1.8, this section should be preferred to the AGLC.

Judgment Type	Format	Example
Opinion of the Court	([Justice] J for the Court)	
Single justice judgment, with whom other justices joined. Styled as: ‘[Justice] J ... in which [Justice] and [Justice] JJ joined’ ²	([Justice] J, [Justice] and [Justice] JJ joining)	
Per curiam opinions (no author identified)	<i>Unanimous decision:</i> ([Justice] J for the Court) <i>Majority decision:</i> (per curiam)	<i>Bush v Gore</i> , 531 US 98 (2000) (per curiam).

² Note there are also jointly authored judgments (as distinct from joining) which retain the typical format of ‘([Justice] and [Justice] JJ)’.

25.1.8.1 Identifying Federal Court Judges

NOTE: Outside the Supreme Court, no *federal* judges are called ‘justices’. A Circuit Judge, District Judge or Magistrate Judge should be referred to as a ‘Judge’ in body text. In the footnotes, the Judge should be cited according to the usual convention: eg, ‘([Judge] J)’.

Chief Judge or Presiding Judge, however, should still be abbreviated in the normal fashion as ‘CJ’ or ‘PJ’.

25.1.9 Filings in Cases

To cite filings in US cases, use AGLC rule 2.8 (Submissions in Cases), replacing the word ‘Submission’ as appropriate and enclosing the proceeding number and full date in parentheses.

EXAMPLE: Department of Justice (US), ‘Plea Agreement’, Plea Agreement in *United States v Topkins* (ND Cal, No CR 15-00201 WHO, 30 April 2015).

RESEARCH GUIDE

Supreme Court Opinions

- The US Supreme Court website has digital versions of the US Reports from vol 502 (1991 term) – this is a convenient way of obtaining free access to authorised reporting of recent cases, provided you know the citation details of the case already: <<https://www.supremecourt.gov/opinions/USReports.aspx>>.
 - **NOTE:** some of these are ‘preliminary prints’ of the US Reports, which means that there may be errors or discrepancies which the physical print version won’t have.
- The US Supreme Court website also has a database of ‘slip’ (ie, unreported) opinions from 2016: <<https://www.supremecourt.gov/opinions/slipopinion/22>>.
- The US Library of Congress has a digitised collection of volumes 1 through 570, which includes the nominate ‘Cranch’ and ‘Wheaton’ reports: <<https://www.loc.gov/collections/united-states-reports/about-this-collection/united-states-reports-by-volume/>>.
- HeinOnline also has a collection of US Reports, provided you know which volume to search.
- For the final ‘print’ version of the US Reports/reported opinions pre-dating 1991 or otherwise a ‘complete’ archive of reported decisions in one place, the Westlaw US database is a good final resort.

Federal Opinions

- Westlaw US (or Westlaw International, depending on your access point) not only has a more or less complete record of the Federal Reporter (and Supplements), but also unreported slip opinions.
- Getting an authorised report of federal decisions may be of some importance – in many US jurisdictions, decisions that are unreported have either minimal or no precedential value.
- The raw text of reported federal law decisions from all jurisdictions may be found at Justia: <<https://law.justia.com/cases/federal/>>.

- A superior option (but one that requires sign-up) is Casetext, which offers a vast suite of tools for advanced searching, annotation and in-context browsing: <<https://casetext.com/cases>>.
- If you need to find a filing of an in-progress case, or simply an opinion that doesn't seem to have been published or compiled in a database, signing up for PACER is a good option – it's the American equivalent of the CommCourts Portal and gives access to filings and documents in various extant federal cases: <<https://pacer.uscourts.gov/find-case/court-opinions>>.
- The US Government Publishing Office also has a collection of authenticated federal decisions and is probably the most reliable source for unreported decisions: <<https://www.govinfo.gov/app/collection/uscourts>>.

State Opinions

- Westlaw US/International has access to major state reports like the New York Official Reports or the California Official Reports.
- Major state jurisdictions have an online repository of slip opinions (but not necessarily authorised reports, for which you'll need to refer to a print volume or a database):
 - Delaware: <<https://courts.delaware.gov/Opinions/>>.
 - New York: <<https://nycourts.gov/reporter/Decisions.shtml>>.
 - **NOTE:** this provides access to both slip opinions and the authorised New York Official Reports. However, the latter service only provides access to the raw text of the official report, and omits the page formatting and headers/footers (and thus pinpoint) which may be of relevance for citation checking purposes.
 - California: <<https://www.courts.ca.gov/opinions.htm>>.
 - As above, this provides access to both slip and authorised opinions – but only the raw text for the latter.
 - Texas: <<https://www.txcourts.gov/supreme/orders-opinions/>>.
 - Illinois: <<https://www.illinoiscourts.gov/top-level-opinions/>>.
 - Massachusetts: <<https://www.mass.gov/service-details/new-opinions>>.
 - **NOTE:** the government site provides links to unofficial collections of authorised opinions.
 - Georgia: <<https://www.gasupreme.us/2022-opinions/>>.
 - Supreme Court only – lower court decisions are on their own websites.

25.2 Legislation: Code

25.2.1 Statute Title

NOTE: US convention generally omits titles for code-based (ie, 'USC' enacted) legislation, unless the name itself is particularly notable or important to the discussion. AGLC rule 25.2.1 provides that titles generally should be omitted unless the statute is usually cited with its title or it is otherwise important.

Note also that long titles insert ‘of’ in front of the year, eg, ‘*Privacy Act of 1974*, 5 USC § 552a (2018) [**Not:** *Privacy Act 1974*, 5 USC § 552a (2018)].

25.2.7 Parallel Citations

NOTE: While the United States Code (‘USC’) is the most authoritative source of US law, it is occasionally quoted differently than by way of code. This is because US Federal statutes are published in three steps:

1. Slip laws: the immediate passage of any given bill in Congress, being unbound and loose-leaf, eg, Pub L 93–579.
2. Session laws: the official inclusion of the statute into the United States Statutes at Large, a record of all Acts passed by Congress, eg, 88 Stat 1896.
3. United States Code: the final codification of the law into the preminent edition of the USC.

Any discrepancy between the USC and *Statutes at Large* should be resolved in favour of the primacy of the latter as it is most likely to be up to date.