

## **Sweet & Maxwell Group House Style**

This is not intended to be a comprehensive guide to our House Style, but it does offer a few key points that the House Editor would typically look out for when the manuscript is first received in-house.

It is undeniably helpful when new material is delivered in House Style as this saves time during the early stages of the publishing process. It also means a higher level of accuracy when material is being typeset as fewer changes will have been applied by the House Editor to the manuscript. However, it is not expected that authors will be aware of all the minutiae of our House Style, and the text will be edited thoroughly for House Style points by the House Editor.

# 1. Cases

## **Citing Cases:**

e.g. *Henry v London General Transport Services Ltd* [2001] I.R.L.R. 132, EAT

*R. v Brown Ex p. Smith*

### Key points

- Italicised case name.
- No full point after v.
- Square brackets around the year if it is essential to the reference (if the report can be located by volume number alone, then use round brackets for the year).
- Full pointed law report or journal. Note that if citation includes a page number, this should be preceded by "p." so that it can easily be distinguished from a paragraph number.
- No full points in EAT (the court is never full pointed e.g. CA, QB, CCA, DC, HL, and so on, see (e) for other abbreviations).
- Abbreviated party names are not to be full-pointed with the exception of R. for Regina, e.g. *A v B* not *A. v B.*
- For cases pre-2000 use "*Ex p. Smith*"; for cases post-2000 use "*R. (on the application of Smith)*".
- No preceding comma, e.g. *R. v Brown Ex p. Smith.*
- Paragraph numbers/case numbers should be added in accordance with the rules on neutral citations.

## **In Tables of Cases:**

- Both affirming and affirmed are spelt out in full and set in roman.
- sub nom. is set in roman.
- Attorney-General should be spelt out in full but will be abbreviated in tables if necessary to Att-Gen (not Att.-Gen.).

## **Case Names:**

- For civil cases full names to be supplied when the surname is a common one (e.g. *R. v Smith (Terry)*, *R. v Roberts (John)*).
- For criminal cases first and second name to be provided.
- Plc and Ltd to be spelt with first letter in upper case only.
- For cyfyngedig use cyf, for cwmni cyfyngedig cyhoeddus use ccc (note no full points and all lower case).

## **Admiralty Cases:**

- Should be cited by the name of the parties and the name of the ship in parentheses, e.g. *Ellis Shipping Corp v Voest Alpine (The Mermaid)*. Where the parties are cargo owners and ship owners the case should be cited as *Owners of the Titanic v Owners of the Cargo Lately Laden on Board The Titanic (The Titanic)*.

## **2. Legislation**

### **Citing Statutes:**

e.g. s.1 of the Law of Property Act 1925; the Law of Property Act 1925, s.1; Sch.1 to the Law of Property Act 1925.

#### Key points

- Section abbreviated to s. both preceding and following an Act, Schedule to Sch., paragraph to para., etc. in main text and footnotes. The same rule is applied to regulations, rules, schedules, etc.

### **Citing Statutory Instruments:**

e.g. Transfer of Undertakings (Protection of Employment) Regulations 1981 (SI 1981/1794)

### **Citing Scottish Statutory Instruments:**

e.g. Mull Salmon Fishery District Designation (Scotland) Order 2002 (SSI 2002/138)

### **Citing Regnal Years and Chapter Number for Pre-1963 Acts:**

e.g. (1&2 Geo. 5 c.6)

#### Key Points

- The regnal years and chapter number should be enclosed in brackets, e.g. Road Traffic Act 1960 (8 & 9 Eliz. 2 c. 16), s.16.
- The numbers are arabic not roman, on grounds of space and readability *but* numerals should be roman for a local Act.
- The regnal years are connected by an ampersand.
- "Chapter" is abbreviated to "c." not "cap." and is preceded by a comma when the sovereign's designation is a complete word or ends in a numeral, but not when it ends in a full point, e.g. 13 Anne c.13; 5 Geo. 1 c.11; 49 & 50 Vict. c.31.

### **3. General**

#### **I. Layout:**

##### Footnotes

- In books are numbered from 1 onwards from the beginning of each chapter. In looseleaves, are numbered from 1 on each new page.
- Footnote indicators are inserted in the text after all punctuation EXCEPT colons, semi-colons and mdashes.

##### Quotation marks and quoted and statutory material

- Quotation marks to be inserted at the beginning and end of every quotation.
- Double quotation marks are always used. For quoted material inside quotations use single quotation marks. Double and single quotation marks should then be used alternately for further levels of quotation.
- When the quoted extract is 22 words or over it should be typed as a separate paragraph and indented. The text following the indented extract should be full out if it is not a new paragraph.
- Statutory material and case reports should be reproduced in the exact form of the source material. Under no circumstances should it be put into house style. Whole legislative sections do not need quotation marks.
- The typographical representation of quoted and statutory material (e.g. font type and size) may be changed to match output style. Typographical representation does not include amending date style or anything else style based.
- Where material is omitted from a quotation, this should be indicated by ellipses.
- Any interpolations or alterations to the quotation (other than omission) should be indicated by being placed in square brackets.
- Correct any obvious spelling errors in quotations silently. However this should only be done where there is no doubt at all. Alternatively, flag the change using square brackets, or simply allow the quoted text to stand but flag it with “[sic]”.
- Square brackets should be used if words are amended to help the sense of the quotation (for instance, amending “it was of the opinion...” to “[the Court] was of the opinion...”).

##### Italicisation in headings

- The style of the heading level should be followed at all times, case names, latin terms and foreign words and phrases should only be italicised if it is an italic heading level, even if they are italicised in the text directly below the heading.

#### **II. Use of Terms:**

##### Spelling and hyphenation

- judgment, acknowledgment, lodgment and abridgment (no "e" between the g and the m),
- American spelling is anglicised unless it is quoted directly from source (i.e. s not z)
- case law (not case-law).
- first, secondly, thirdly (not firstly, secondly, thirdly).
- up to date (*adverb*: brought up to date to January 1, 1993), up-to-date (*adjective*: an up-to-date book).
- newspapers: *The Times*, *The Sunday Times* and *The Economist* BUT *Daily Telegraph*, *Guardian*, *Independent* and *Financial Times*.

### Abbreviations and terminology

- *Ibid.* and *op. cit.* should not be used as they require the reader to refer back to see what is being cited. Use eg the author's surname and abbreviated title, or an abbreviated case name instead.
- *et seq* should be avoided if possible. Page spans should be used instead e.g. pp.101–103 rather than pp.101 *et seq.*
- *supra* and *ante* are replaced by above; *infra* and *post* are replaced by below.
- United Kingdom is written in full when being used as a noun. UK can however be used as an attributive adjective.
- Do not begin a footnote with an abbreviation (e.g. <sup>1</sup> s.15 of the Sale of Goods Act), reword so the footnote starts with the Act name (e.g. <sup>1</sup> Sale of Goods Act, s.15). If a footnote simply says "s.15" then this is permitted.

### Latin and foreign terms

- Avoid the use of Latin terms, they should only be used where there is a specific legal term to describe a subject.
- Latin/French phrases and other non-English expressions are italicised (unless they have been absorbed into everyday language).
- The words in Appendix 2 are judged to have passed into everyday legal usage and so do not require italicisation.

### i.e., e.g. and etc

- These are never italicised.
- , *i.e.* and , *e.g.* are always preceded by a comma, but NEVER followed by one and are also full pointed. They are always in lower case even at the start of footnotes.
- , *etc.* is always full-pointed, preceded by a comma, but never followed by one.

### Gender neutral noun usage

- Use the plural or "the applicant", "the claimant", do not use "he", "she" unless talking about a named person.

### Figures

- One to nine is spelt out; 10 onwards is cited in numerals. Spell out age for one to nine. Ranges of numbers in close proximity should be in numerals, for example, "they were 6 and 14 years" *not* "six and 14".
- 21–24 *not* 21–4.
- Per cent is always written in full (10 per cent) in text, % symbol in tabular material and footnotes.
- A comma is used for four or more figures (e.g. 1,234), not a space.
- Ordinal numbers: 1st, 2nd, 3rd *not* 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>.

### Dates and times

- Cited using the formula sequence: Month (in full) Date, Year (e.g. August 7, 1972, August 7 or August 1972).
- Also, 1984–88 or 1984–1988 *not* 1984–8. The 1970s (*not* 1970's).
- Century to be referred to using figures in text and footnotes (e.g. 20th century). Avoid starting a sentence with a figure, make it "In the 20th century" *not* just "20th century" for instance.
- AD should precede the date (e.g. AD 50) and BC should follow the date (e.g. 50 BC) with no full points for either.
- Seasons to be written in lower case (e.g. autumn) unless referring to a specific issue of a newsletter or journal, where the first letter should be capitalised (e.g. Issue 1, Autumn).
- 24-hour clock preferable. Note a full point separates the digits: 08.00, 23.45.
- am and pm do not have full points.

- As with all numbers, sentences should not start with a figure (e.g. “At 4pm” not “4pm”).

#### Weights, measures and currency

- Measurements do not follow the rule of taking a full point to represent the abbreviated letters: 23m; 42km; 18kg; 5g; 75ml; 1,500l; 111mm; 112cm; 16yds; 2ft 3in; 300fl oz; 2oz; 5lb; 10cwt.
- Number is always a numeral.
- Do not mix imperial and metric measurements.
- Use abbreviations in tables, footnotes, etc. but spell out in isolated cases, e.g. "it landed three inches away".
- Within commentary pound, dollar and euro symbols may be used. For other currencies which use dollars, the dollar symbol and appropriate acronym may be used, e.g. AUS \$100. Note the space between the mnemonic and amount.

#### Capitalisation of Member States, Contracting States and Contracting Parties

- Member States, Contracting States and Contracting Parties are always capitalised.
- Only the second word of “signatory States” is capitalised.

#### Full points, abbreviations and spacing

- Spacing is removed wherever possible (e.g. s.4 is preferred to s. 4). As a general rule, space is only required where abbreviated words and their figure are not separated by a full point, e.g. r.4, s.12(1), *but* Pt 1, etc.
- Generally, no full point is needed where the abbreviation is a contraction of the word (i.e. the last letter of the abbreviation is the same as the last letter of the word, e.g. Mr, Ltd, St, Mrs).
- EC, EEC, EU, UK, UN, US, USA are not full-pointed.

See Appendix 1 for a list of abbreviations and contractions which Sweet & Maxwell use regularly.

## Appendix 1

App.	Application
Apps	Applications
art.	article (UK, foreign domestic, international and EU legislation)
arts	articles (UK, foreign domestic, international and EU legislation)
Asp	Act of the Scottish Parliament
c.	chapter (when referring to the chapter number of an Act)
CC	County Council
Ch.	Chapter (when referring to chapters of a book)
Chs	Chapters (when referring to chapters of a book)
Ch.	Chapter as part of Act or SI
Chs	as above plural
cl.	clause
cll	clauses
Corp	Corporation
CPR Pt/Pts	CPR Part/Parts
Dir.	Direction
Dr	Doctor
ed.	editor
edn	edition
fig.	figure
figs	figures
fn.	footnote ( <i>not n.</i> )
fnn.	footnotes/notes
Form	Form – as part of Act or SI
Forms	as above plural
Hr	hour
Ltd	Limited ( <i>not LTD or ltd</i> )
Messrs	
Mme	
Mr	Mister
Mrs	
no.	number
nos	numbers
ord.	order
ords	orders
p.	page
pp.	pages
para.	paragraph
paras	paragraphs
Plc	Public limited company ( <i>not PLC or plc</i> )
Pt	Part
Pts	Parts
r.	rule
rr.	rules (except when referring to the title of an entire piece of legislation)

reg.	regulation
regs	regulations (except when referring to the title of an entire piece of legislation)
RSC/CCR Ords	RSC/CCR Orders
s.	section
ss.	sections
Sch.	Schedule ( <i>not</i> Sched.)
Schs	Schedules ( <i>not</i> Scheds)
Sch.nn para.nn	Schedule paragraph – sublevels of Acts and SIs
Sch.nn Pt nn	As above Schedule Part
SI	Statutory Instrument
SSI	Scottish Statutory Instrument
St	Street or Saint ( <i>not</i> St.)
subs.	subsection
subss.	subsections
Table	Table – sublevels of Acts and SIs
Tables	as above plural
Vol.	Volume
Vols	Volumes

Where the reference is to a specific office, organisation or body then a capital letter is used; but where the reference is a general one or is non-specific then the lower case letter is be used. This rule can also be applied to "Appendix", "Chapter", "Part", "Volume", etc.

## Appendix 2

a fortiori	ibid.	pro tanto
a prendre	i.e.	profit a prendre
a priori	in loco parentis	qua
ab initio	in personam	quaere, sed
acte clair	in rem	quaere
actus reus	indicia	quantum
ad hoc	insitu	quantum meruit
ad valorem	infra	quasi
amicus curiae	inter alia, alios	quid pro quo
ante	inter partes	quorum
autrefois acquit	inter vivos	raison d'être
bona fide	intra vires	ratio decidendi
bona vacantia	ipso facto	res gestae
caveat	lacuna	res ipsa loquitur
caveat emptor	laissez-faire	res iudicata
certiorari	locus in quo	restitutio in
cestui que trust	locus standi	integrum
cf.	mandamus	semble
chose in action	mens rea	seriatim
cy-près	mutatis mutandis	simpliciter
de facto	nisi; nisi prius	sine die
de jure	non compos	sine qua non
de minimis (non curat lex)	mentis	stare decisis
dictum, dicta	non est factum	status quo (ante)
e.g.	non sequitur	sub iudice
eiusdem generis	novus actus interveniens	sub nom.
etc	obiter	subpoena
et al	obiter dictum, dicta	sui generis
et seq.	pari passu	sui juris
ex gratia	passim	supra
ex parte	per	terra nullius
ex post facto	per annum	uberrimae fidei
ex relatione	per capita; per caput	ultra vires
ex tempore	per curiam	verbatim
ex turpi causa (non oritur action)	per incuriam	via
ferae naturae	per se	vice versa
fieri facias	post	vis-à-vis
force majeure	post mortem	viz
functus officio	prima facie	voir dire
habeas corpus	pro forma	volenti non fit injuria
	pro rata	

