

STYLE GUIDE FOR CANADIAN LAW LIBRARY REVIEW

Preparation of Manuscripts

A. All Contributions

All submissions must follow the most recent edition of *Canadian Guide to Uniform Legal Citation* (the “McGill Guide”).¹ *The Canadian Style: A Guide to Writing and Editing*² may be used for back-up.

The following guidelines cover all contributions, including Feature Articles, Reviews, and columns.

1. Submissions must be in electronic word processing format, preferably Microsoft Word, sent as an email attachment. Where email delivery is not possible, hard copy may be sent via regular mail.
2. Text to be typed single-spaced, flush left, ragged right, with a **single** hard return at the end of each paragraph. **One** space should be left between sentences. **Do not indent paragraphs.**
3. Headings, where applicable, should be typed flush left, bolded, using upper and lower case. Do not underline or number headings. Sub-headings can be indicated by using upper and lower case, not bolded.
4. Titles of books and periodicals should be italicized. Do not underline.
5. Capitals should be used sparingly. When in doubt, use lower case.
6. Spelling should follow the *Canadian Oxford Dictionary*.³
7. Illustrations should be submitted in electronic format where possible. If there is a desired position for the illustration(s) within the text, this should be clearly indicated. Black and white is preferred. Caption(s) and acknowledgment(s) should be included.
8. Contributors must certify that they have obtained any permission necessary for the use of copyrighted text or illustrations.
9. Legal citations must follow the most recent edition of the “McGill Guide.”
10. Abbreviations should be used sparingly. Periods should not be inserted between the letters of an acronym (e.g. CALL).
11. References, if used, must be submitted as footnotes.

In addition, please note specific standards for particular types of contributions:

B. Feature Articles

1. Articles should range in length from 2,000 to 4,000 words.
2. Titles should be short and pertinent, typed all in bold capitals and centred.
3. Author’s name should appear in full below the title, in italics and centred, and preceded with “By.”
4. In a footnote to their name, authors should include a brief biographical description, including full name, title and location of present position, and, if applicable, particular qualifications or reasons for writing the article.
5. Authors should include a brief abstract of three to five sentences at the beginning of the article, in italics.

C. Reports

1. Reports (of conference proceedings, committee meetings, etc.) should be brief, in most cases approximately 500 words.
2. The reporter's name, followed by the title and location of his or her present position, should be given at the end of the report.

D. Reviews

1. Reviews should be between 500 and 800 words. Longer reviews may be accepted in rare instances.
2. Briefly describe the contents of the item. Consider the importance of bibliographical references, illustrations, table of contents, indices, checklists, format, media, etc.
3. Compare the item with similar publications, if any. Consider how it contributes to the existing literature in the area.
4. The style and tone of the review should reflect the item's content. A substantive law text, for example, may call for a scholarly or academic style, while a more informal style might suit a handbook or other practical publication.
5. Consider whether and to whom you would recommend the book. Consider whether CALL members would find the item worth buying, reading or viewing.
6. Please use the following format for the bibliographic entry.

Title: Subtitle. Author or Editor. Place of publication: Publisher (include address if other than major Canadian law book publisher), Copyright date. Number of pages. Notes (series, index, bibliography, etc.). ISBN (type of binding) Price.

Example:

Banks on Using a Law Library: A Canadian Guide to Legal Research. By Margaret A. Banks, Karen E.H. Foti. 6th ed. Scarborough, ON.: Carswell, 1994. xv, 334 p. Includes bibliographic references and index. ISBN 0-459-55250-3 (hardcover) \$75.00. ISBN 0-459-55252-X (softcover).

7. Include your name, title, and affiliation as you wish it to be printed at the end of the review.
8. Submit your review to the Reviews Editor using the guidelines noted above covering all contributions.
9. All reviews are published at the editor's discretion; the date of publication is also at editor's discretion.

¹ *Canadian Guide to Uniform Legal Citation* (Toronto: Carswell, latest ed.)

² *The Canadian Style: A guide to Writing and Editing* (Toronto: Published by Dundum Press in co-operation with Public Works and Government Services, Canada, Translation Bureau, latest ed.)

³ Katherine Barber, ed., *Canadian Oxford Dictionary* (Don Mills, ON. Oxford University Press, latest ed.)