

THE SYDNEY LAW REVIEW
STYLE GUIDE

A GUIDE FOR PREPARING AND EDITING MANUSCRIPTS **5**

I. GENERAL POINTS **5**

[A] Submission Requirements	5
• Margins	5
• Computer Disk Specifications	5
[D] Non-Discriminatory Language	6
• A General Guide	6
• Exceptions to Direct Quotations in Part 3 [C]	6
[C] Spelling	6
• Guidelines	6
• Commonly Misspelt Words	6
• Note	6
[D] Grammar/Syntax	6
• Note the Differences	7
[E] Punctuation	7
• Full Stops	7
• Commas	7
[F] Capitals	7
• Words to Capitalise	7
• Words Not Capitalised	8
[G] Italics	8
• Words to Italicise	8
• Words NOT Italicised	8
[H] Numerals	8
• When Figures Should be Used	8
• When Figures Should NOT be Used	9
[I] Dates	9
• Use the following examples as a guide	9
[J] Headings and Lists	9

2. FOOTNOTES **10**

[A] Author/ Title Note	10
[D] Initial Citation	10
[C] Pinpoint Citation	10
[D] Multiple Citations	11
[E] Signals	11
[F] Repeat Citations	11
• Ibid and Id	11
• Above and Below	11
{1} including the author's name or case name	12
{2} including both author and abbreviated title	12

3. QUOTATIONS **13**

[A] General Format	13
[D] Short and Long Quotes	13
[C] Edited Quotes	14
• Additions	14
• Adding Emphasis in Quotations	14
• Omissions from Quotations	14
• Errors or Discriminatory Terms in Quoted Passages	14

4. CITATION GUIDE: HARD COPY	15
<hr/>	
<u>BOOKS</u>	15
[A] General Guide	15
• Order of Citation	
[B] Variations on Authors	15
• Multiple Authors	15
• Institutional Authors	15
• Editors	16
• Contributors	
<u>CASES IN AUSTRALIA/UK – REPORTED</u>	16
[A] General	16
[B] General Guide	16
• Order of Citation	16
{a} Using Round Brackets	17
{b} Using Square Brackets	
	17
[C] Exceptions	17
• Criminal Cases	17
• CCH Case Reporters	17
[D] Citing Judges	17
[E] Abbreviations for the Major Case Reporters	18
• Australian Cases	18
• UK Cases	20
<u>CASES IN OTHER JURISDICTIONS – REPORTED</u>	20
[A] New Zealand	20
[B] Canada	20
• Order of Citation	20
• Some Abbreviations	21
[C] United States	21
• Order of Citation	21
• Some Abbreviations	21
<u>CASES – UNREPORTED</u>	21
[A] Australia	21
• Order of Citation	21
• Exceptions:- High Court of Australia cases Post- 1 Jan 1998	22
[B] Other Jurisdictions	22
<u>CONFERENCE/SEMINAR/WORKSHOP PAPERS</u>	22
[A] Published Papers	22
• Order of Citation	22
[B] Unpublished Papers	23
• Order of Citation	23
<u>GOVERNMENT AND PRIVATE PUBLICATIONS</u>	23
[A] Discussion Papers/Reports	23
• Order of Citation	23
[B] Law Reform Commission Reports	24
• Order of Citation	24

[C] Australian Bureau of Statistics Publications	24
• Order of Citation	24
<u>JOURNAL/PERIODICAL ARTICLES</u>	24
• Order of Citation	25
• Some Abbreviations	26
<u>LOOSELEAF SERVICES</u>	29
• Order of Citation	29
<u>MEDIA/PRESS RELEASES</u>	29
[A] Newspapers/ Magazines	29
• Order of Citation	29
[B] Press Releases	29
• Order of Citation	29
<u>PARLIAMENTARY MATERIALS</u>	30
[A] Acts / Legislation / Statutes	30
• Order of Citation for Australian and UK Acts	30
• Exceptions	30
{1} Amended Acts in Queensland and Western Australia	30
{2} Old English Statutes Before 1962	30
[B] Bills	30
• Order of Citation	30
[C] Explanatory Memoranda	31
• Order of Citation	31
[D] Parliamentary Debates	31
• Order of Citation	31
[E] Some Abbreviations	31
• States/Countries	31
• Reference to Sections and Subsections	32
5. CITATION GUIDE -ELECTRONIC MATERIALS	32
<hr/>	
<u>DC ROM DATABASES</u>	32
[A] Materials with Hard Copy Versions	32
• Order of Citation	32
[B] Materials with No Hard Copy Versions	32
• Order of Citation	32
<u>WORLD WIDE WEB (WWW) SITES</u>	33
[A] Materials with Hard Copy Versions	33
• Order of Citation	33
{a} Citing a report	33
{b} Citing a case	33
• Exceptions	33
[B] Materials with No Hard Copy Versions	34
• Order of Citation	34
• Exceptions	34

Information Sheet

The style guide has been compiled with the following sources:

- AGPS, *Style Manual for Authors, Editors and Printers* (Canberra: AGPS, 5th ed, 1994);
- Editors, *Melbourne University Law Revue Style Guide* 7 Mar 1995: <[http://uniserve.edu.au/law/pub/journals/mulr/StyleGuide.html#Style Guide](http://uniserve.edu.au/law/pub/journals/mulr/StyleGuide.html#Style_Guide)> (10 Aug 1998);
- Fong C, *Australian Legal Citation - A Guide* (Sydney: Prospect, 1998);
- High Court of Australia, *Paragraph Numbers in High Court of Australia Judgments and the Use of "Media Neutral" Citations*: <<http://www.hcourt.gov.au/short.htm>> (10 Aug 1998);
- Nemes I & Coss G, *Effective Legal Research* (Sydney: Butterworths, 1998);
- Publications Unit, *Sydney Law Revue Style Guide*, (Uni of Syd: Faculty of Law, 1996);
- Rozenberg P, *Australian Guide to Uniform Legal Citation* (Sydney: LBC Information Services, 1998);
- Rozenberg P, *ATAX (UNSW) Student Citation and Style Guide* (Internal Course Materials provided by the author);
- Stuhmcke A, *Butterworths Guides: Legal Referencing* (Sydney: Butterworths, 1998);
- University of Southern Mississippi, *Turabian Style Guide* 8 May 1996: <<http://www.lib.usm.edu/userguides/tura.html>> (28 July 1998).

Notes

Step by step guides, symbols and images have been used, as far as possible, to provide instructions that may be easily followed. If anything is unclear, please let me know as this is not the desired effect!

Where this symbol { ☒ } is followed by framed text, an example is being provided on how the citation should be laid out, eg:

☒ This is how an example will be presented so as to distinguish it from other text.

THE SYDNEY LAW REVIEW STYLE GUIDE

A. GUIDE FOR PREPARING AND EDITING MANUSCRIPTS

1. GENERAL POINTS **1**

[A] Submission Requirements

Manuscripts must be submitted in hard copy and on computer disk. Note the following requirements:

Manuscripts should be typewritten in 12 point font size, using a True Type font that is easy to read.

The text should be double spaced and typed on one side of A4 size paper, leaving generous margins.

- **Margins:**

Left - 3.5 cm

Right - 3.5 cm

Top - 2.5 cm

Bottom - 2.5 cm

Do not underline anything in the text unless this is accompanied by instructions to print the specified text in italics.

Footnotes should appear at the foot of each page.

- **Computer disks should be formatted to one of the following specifications:**

Double-sided, high-density formatted to 1.4 megabytes (3 ½ inch);

The computer disk should be generated using MS-DOS compatible software.

The preferred software package is Microsoft Word, but if you use another package, conversion of your document to ASCII format would be appreciated.

A precis of the submission should be included.

[B] Non-Discriminatory Language

The *Sydney Law Review* is committed to the use of non-discriminatory language. Authors and reviewers are referred to the University of Sydney Language Guidelines for Non-Sexist Language as a guide to the use of gender neutral language. Copies are available from the Co-ordinator's office upon request. These guidelines should apply equally to racial and cultural stereotyping.

- **As a general guide, consider the following:**

1. Use 'he or she' instead of just 'he'
2. Write in the plural; eg 'when they consider' not 'when he considers'
3. Select neutral words; eg 'drafter' not 'draftsman'
4. Avoid stereotyping individuals either in negative or positive terms, on their racial or cultural origins; eg "All Irish are stupid" or "Black men jump higher"

- **See the exceptions that apply to direct quotations in Part 3 [C].**

[C] Spelling

The *Macquarie Dictionary* should be consulted to determine correct or preferred spelling and hyphenation.

- **Here are some guidelines:**

1. use the suffix 'ise' not 'ize'; eg 'organise' not 'organize'
2. use 'our' not 'or'; eg 'colour' not 'color'

- **Some commonly misspelt words:**

assessable	judgment
by-law	lodgement
centring/centred	manoeuvre
focusing/focused	occurred/occurring

- **Note the following:**

'Foregone' means 'to go before' or 'to precede in place and time'.

'Forgone' means 'to go without' or 'to abstain from'.

'In so far' is three words, not one.

[D] Grammar/ Syntax

When editing, ensure that the same tense and person is used throughout or consistently with the meaning of the text.

Check that all prepositions are correct; eg 'conform to'; 'compare with'; 'different from'.

- **Note the differences between the following terms:**

1. effect/ affect
2. lend/ loan
3. practice/ practise
4. number/ amount

[E] Punctuation

- **Full Stops**

Do not use full stops within citations or abbreviations of any kind.

Do not use full stops between the initials of forname(s).

The following words do not require full stops:

Co	Ltd
Cth	Mr
Dr	Mrs
Hons	Pty
Inc	Prof
LLB	Vic

- **Commas**

The most difficult punctuation to insert and edit is the comma.

When editing and proofreading, the best method for checking accurate use of the comma is to read the text aloud to oneself or to a team member(s).

Ensure that the insertion or removal of commas do not affect the meanings or the emphasis in any sentence.

[F] Capitals

When a word is being used adjectivally rather than to describe a specific entity, the lower case should be used.

Note the important distinction between descriptive geographical designations and specific ones; eg 'Western Europe' but not 'northern France'

- **Words to Capitalise:**

The Act if referring to a specific act; eg Firearms Act 1936

The Australian Government but not the government

The Constitution but not constitutional

The High Court but not the court

The State of Victoria but not a state(s)

Commonwealth

Governor-General

Imperial

Premier, Prime Minister

- **Do not capitalise:**

the common law
 administrative law (or other general subject areas of law)
 judge(s)
 legislature
 the press (or the media)

[G] Italics

Details on using italics in specific citations will be provided in Part 4.
 As a general rule, the use of italics should be minimised.

- **The following words should be italicised:**

en ventre sa mere
jus cogens
non est factum
novus actus interveniens
quantum meruit
res ipsa loquitur

All other foreign words not found in the *Macquarie Dictionary* should be placed in italics.

Any word that the author wishes to place special emphasis upon may also be italicised.

- **The following words are NOT italicised:**

a fortiori	inter alia
a priori	ipso facto
ad hoc	per se
bona fide	prima facie
de facto	pro rata
de jure	pro tanto
de minimis	raison d'être
de novo	stare decisis
et al	subpoena
habeas corpus	ultra vires

[H] Numerals

- **Figures should be used:**

1. for dates, temperatures, addresses and mathematical calculations
2. for numbers of sections, clauses, paragraphs
3. for numbers 10 and over
4. for all percentages; eg '12 per cent' (**Note the use of per cent, not %**)

- **Figures should NOT be used:**

1. for numbers below 10; eg one to nine
2. for money amounts over five figures; eg \$1000, \$10 000 but \$10 million

[I] Dates

- **Use the following examples as a guide:**

1 January 1991

1990s (note: no apostrophe)

1990-1

1987-97

20th century

[J] Headings and Lists

Headings and lists should be organised consistently in the following style:



Running heads are to be in italic with capitals attached to all words except articles and prepositions:



2. FOOTNOTES

2

[A] Author/ Title Note

A note to the article TITLE is represented by this symbol - [†]. These are usually used to insert the full citation for the case if it is mentioned in the title or to add a postscript providing information acquired after writing.

A note of the author is represented by an asterisk - [*]. Place the symbol after the author's name (which should appear below the title) and use it to include the author's full name, degree(s), qualifications(s), status and honours. The author note precedes the first footnote.

Please note: When the author is a **JUDGE** please be sure to list his/her title correctly. For example: The Hon JJ Spigelman Chief Justice of New South Wales.

[B] Initial Citation

All initial citations must appear in full in the footnotes.

Details for citing particular types of sources will be provided in Part 4.

A citation will usually follow immediately after every phrase, word or quotation to which it refers.

The footnote number should be inserted after the relevant punctuation, unless the footnote refers to a specific word.

Full stops [.] should appear at the end of footnotes.

[C] Pinpoint Citation

Do not use “p” to denote a page number when citing a particular page or pages in a source.

Page numbers preceded by the word “at” will suffice.

The *SLR* prefers citation to specific pages or blocks of pages as opposed to chapters; eg ‘at 671-691’ not ‘at ch 11’.

If referring to a range of pages, use a hyphen. Do not use ‘to’:

☒¹Regina Graycar & Jenny Morgan, *The Hidden Gender of Law* (1990) at 12-16.

If referring to several specific pages from one source, separate the page numbers with commas:

☒²Regina Graycar & Jenny Morgan, *The Hidden Gender of Law* (1990) at 12, 16.

[D] Multiple Citations

Where several citations appear in the same footnote, separate the citations by semi-colons [;], placing a full stop after the last one.

The works should be cited in descending order of persuasion.

[E] Signals

If referring to a direct authority or source, do not use any prefixes. The precise citation will be sufficient to support the argument or quotation.

If the sources provide general support for the argument, use “See” or “See, for example”.

If additional sources or background information are being provided, use “See also” or “See generally”.

If citing works by way of comparison or contrast, use “Compare” or “Contrast”.

Do not use ‘Cf’ or ‘Contra’.

[F] Repeat Citations

- **Ibid and Id - same material as the previous footnote:**

Ibid is used if the reference is to exactly the same citation as that immediately preceding it:

☒	1. <i>Koowarta v Bjelke-Petersen</i> (1982) 153 CLR 168 at 197.
	2. Ibid.

Id is used if the reference is the same work previously cited, but on a different page:

☒	1. <i>Koowarta v Bjelke-Petersen</i> (1982) 153 CLR 168 at 197.
	2. Id at 195.

Do not italicise these terms or place a comma after them.

Do not use these terms for legislation.

- **Above and Below - same material as elsewhere in the document**

Once the full citation has been established in an earlier footnote, subsequent references may be cited in shorthand form.

In both the text and footnote citations, the words “above” and “below” should always be used in preference to their Latin words “supra” and “infra”. However, preceding the word “above” and “below” please include the author’s surname or, the abbreviated name of the case, eg, Graycar, above n4, or, *Koowarta*, above n1. Providing these names prevents the reader from repeatedly turning back to the referenced “above” note.

If reference is being made to exactly the same work at the same place cited earlier in the document, simply refer to that earlier footnote in the manner indicated below:

✘	1.	<i>Koowarta v Bjelke-Petersen</i> (1982) 153 CLR 168.
	2.	...
	3.	...
	4.	<i>Koowarta</i> , above n1.

Note: There is no comma after 'Above' and no hard space after 'n'.

If reference is being made to the same work at a different place, insert 'at' and a page number in the manner indicated below:

✘	1.	<i>Koowarta v Bjelke-Petersen</i> (1982) 153 CLR 168.
	2.	...
	3.	...
	4.	<i>Koowarta</i> , above n1 at 175

If the initial footnote has multiple citations, subsequent reference to one source in that initial footnote should clearly indicate which source is being referred to, either in the text or in the subsequent footnote by:–

{1} including the author's name or case name:

✘	1.	<i>Koowarta v Bjelke-Petersen</i> (1982) 153 CLR 168; Colin Howard, "Two Problems in Excessive Defence" (1968) 84 <i>LQR</i> 343.
	2.	...
	3.	...
	4.	Howard, above n1 at 349

{2} where this is not helpful, including both author and abbreviated title:

✘	1.	See for example Ian Leader-Elliot, "Battered But Not Beaten: Women Who Kill in Self-Defence" (1993) 15 <i>Syd LR</i> 403; Ian Leader-Elliot, "Sex, Race and Provocation: In Defence of Stingel" (1996) 20 <i>Crim LJ</i> 72.
	2.	...
	3.	...
	4.	Leader-Elliot, "Battered But Not Beaten", above n1 at 459.
	5.	Leader-Elliot, "Sex, Race and Provocation", above n1.

[A] General Format

Any material which is taken word for word from a source must NOT be altered to conform to the *Review* house style.

Single quotation marks are used for emphasis and actual short quotations.

Double quotations marks are reserved for quotes within quotes.

Quotations in footnotes should always run on and be enclosed in quotation marks. Do not indent quotes in footnotes.

[B] Short and Long Quotes

Short quotations use less than three lines. These should be included in the text and enclosed by single quotation marks. Do not indent:

☒ As Kirby J said, the Australian judge is ‘a riddle, wrapped in a mystery inside an enigma’.

Note: this style applies to quotations in footnotes, regardless of their length.

Long quotations exceed three lines. Begin these on a new line and INDENT the whole paragraph. Do not enclose them in quotation marks. Type with a smaller font size (preferably 10 point). Ensure to leave a line before and after the quoted passage:

☒ According to Kirby J:

Judges are important in our country. Their importance increasingly extends beyond the courtroom....For most, the Judge emerges in court, hears the case, gives judgment and disappears again behind the curtain. He is, like Churchill’s Russia, a riddle, wrapped in a mystery inside an enigma.³

This issue should not be overlooked, as it highlights...

[C] Edited Quotes

- **Additions**

Any editorial additions or interpolations introduced by the author into quoted passages must be enclosed in square brackets.

Similarly, when capital letters opening quotes need to be added or removed to suit the sentence being quoted, use square brackets:

☒ [T]he Judge emerges in court, hears the case, gives judgment and disappears again behind the curtain.

- **Adding emphasis in quotations**

If added emphases are placed on particular words or phrases in a quoted passage or sentence by the author, these must be acknowledged in the following manner:

✘ No judge in England or Australia has yet written a revealing autobiography disclosing 'all' about his judicial life. Indeed, *few have written anything beyond their judgments*. As most disdain interviews...little is known about them or their ways. [Emphasis added.]

Note: the use of capital 'E' in 'Emphasis and the full stop inside the brackets.

- **Omissions from quotations**

THREE dots (ellipses) are used to indicate an omission from a quotation when the omitted portion is short: '...'

FOUR dots are used if the portions omitted are long; for eg when the omission has run to the end of the sentence and includes at least part of the next sentence if not more: '....'

✘ Judges are important in our country. Their importance increasingly extends beyond the courtroom For most, the Judge emerges in court, hears the case, gives judgment and disappears again behind the curtain. He is...a riddle, wrapped in a mystery inside an enigma.

- **Errors or discriminatory terms in quoted passages**

Spelling errors or discriminatory terms do not need to be edited or altered if being directly quoted.

However, the error or affected term in question may be followed by the italicised word 'sic' enclosed in square brackets:

✘ For most, the Judge emerges in court, hears the case, gives judgment and disappears again behind the curtain. He [*sic*] is...a riddle, wrapped in a mystery inside an enigma.

4. CITATION GUIDE: HARD COPY

4

⌘ Books

[A] General Guide

- **Order of Citation**

1. Author (either person(s) or organisation(s)) or editor.

Cite the given name(s) followed by the surname of the author.

Place a comma after the surname. If there is no author, begin with the book title.

2. Place a comma after the last surname.

3. The book title (using leading capitals) in italics. If there are subtitles, separate these from the main title by a colon [:].

4. Parentheses enclosing:

(i) the edition if it is not the first. Type this in numerals followed by 'st', 'rd' or 'th' as the case may be. Abbreviate edition to 'ed' and follow this with a comma;

(ii) the year of publication.

5. If pinpoint citing, insert the word 'at' followed by the specific page numbers.

6. The citation concludes with a full stop.

 Michel Foucault, <i>The Order of Things: An Archaeology of the Human Sciences</i> (2 nd ed, 1970).

Note: there is no comma after the title and before the parentheses.

[B] Variations on Authors

- **Multiple Authors**

All authors of the publication are to be listed. Do not use 'et al' for INITIAL citations.

Use commas and an ampersand [&] to separate the names:

 Tony Blackshield & George Williams, <i>Australian Constitutional Law and Theory: Commentary and Materials</i> (1998).

- **Institutional Authors**

Treat government publications and institutional authors in the same manner as standard authors in citations:

 Australian Chamber of Commerce, <i>Proposals for Taxation Reform</i> (1980).
--

- **Editors**

If the book has an editor(s) as opposed to an author, indicate as such by inserting the abbreviation 'ed' or 'eds' in parentheses after the last name and before the comma:

✠ Andrew Parkin, John Summers & Dennis Woodward (eds), *Government, Politics, Power and Policy in Australia* (5th ed, 1994).

- **Contributors**

If the citation is concerned with an article contributed to a book, then the work should be cited in the same manner as journal articles. For details, see journals and periodical citation below:

✠ Graham Davis, "Executive Government: Cabinet and the Prime Minister" in Andrew Parkin, John Summers & Dennis Woodward (eds), *Government, Politics, Power and Policy in Australia* (5th ed, 1994).

⌘ Cases in Australia/UK - Reported

[A] General

When available, the authorised series of reports should be cited. For example, the ALJR should never take precedence over the CLR when a case is available in the latter.

Take note of the differences between square and round brackets. As a general rule, square brackets are used when the year is crucial to locating the actual report volume. Otherwise, round brackets are employed.

Popular or shortened names may be used if the case name is a long one or being referred to several times in the text.

[B] General Guide

- **Order of Citation**

1. The name of the case in italics as it is reported. Note that the 'v' is also in italics and in lower case. Do not put a comma after the case name.
2. The year that the case was reported, surrounded by square or round brackets (see below).
3. The volume number, if available. Otherwise square brackets have been used.
4. The abbreviated case reporter. Do not separate the abbreviated letters with full stops. Check the last section on abbreviations if unsure or consult the *World Dictionary of Legal Abbreviations* or the *Australian Case Citator* and other search tools for examples
5. The page number of the first page of the case.
6. In parentheses, the word 'hereafter' followed by the popular or shortened name of the case, if any, in italics.
7. If pinpoint citing, insert the word 'at' followed by the specific pages and the judges' names in parentheses.
8. The citation concludes with a full stop.

{a} Using round brackets

✠ *Mabo v Queensland (No 2)* (1992) 175 CLR 1 (hereafter *Mabo*) at 17 (Brennan CJ).

{b} Using square brackets

✠ *MacShannon v Rockware* [1977] 2 All ER 449.

Note: where there have been many cases collected for any year so that they make up more than one volume, the extra number is inserted to indicate that more than one volume exists for that year.

[C] Exceptions

- **Criminal Cases**

Where the Crown is the prosecutor or appealing party, use *R* to denote Rex or Regina. Where one of the parties is the Director of Public Prosecutions, abbreviate the name to *DPP*

- **CCH Case Reporters**

The CCH law reporters do not conform to the conventions regarding square/round brackets or the traditional mode of citations.

The year, although placed in round brackets, are crucial to finding the case.

CCH also cite section numbers instead of the first page of the case. However, when pinpoint citing, the page numbers have to be cited instead of section numbers. The result is confusing. It is recommended that page numbers are used both for the sake of clarity and consistency. It also means that the paragraph symbol [¶] need not be used. If this recommendation is accepted, this text will be incorporated into the work:

✠ *Corbett v Pallas* (1995) Aust Torts Reports 62,236 at 62,240.

[D] Citing Judges

Details on pinpoint citation generally are outlined in Part 2[C].

When citing a particular judge from a reported judgment, place the name of the judge in parentheses following the page number:

✠ *Breen v Williams* (1996) 186 CLR 71 at 77 (Brennan CJ).

The use of the word ‘per’ has not been recommended. Instead, I propose the use of parentheses. It seems neater especially when there is more than one judge, see below.

If more than one judge is being cited, place a comma after each parentheses, followed by the page number and the next name in parentheses. Do not use the word ‘at’ ever time:

✠ *Breen v Williams* (1996) 186 CLR 71 at 77 (Brennan CJ), 84 (Dawson & Toohey JJ), 99 (Gaudron & McHugh JJ) and 115 (Gummow J).

Note: ampersands [&] are preferred to the word ‘and’ when judges have given joint judgments and the citation is completed with a full stop [.]

[E] Abbreviations for the Major Case Reporters

- **Australian Cases**

Note: the year given in the sample citation is the year the series was first published.
All CCH Series are marked with an asterisk [*].

<i>ABBREV</i>	<i>SERIES</i>	<i>SAMPLE CITATION</i>
AAR	Administrative Appeals Reports	(1984) 1 AAR 1
ACLC	Australian Company Law Cases	(1982) 1 ACLC 1
ACLR	Australian Company Law Reports	(1974) 1 ACLR 1
A Crim R	Australian Criminal Reports	(1979) 1 A Crim R 1
ACSR	Australian Company and Securities Reports	(1989) 1 ACSR 1
ACTR	Australian Capital Territory Reports	(1973) 1 ACTR 1
AILR	Australian Industrial Law Review	(1961) 1 AILR 1
AIPC	Australian Intellectual Property Cases*	(1987) AIPC [pg no]
ALD	Administrative Law Decisions	(1976) 1 ALD 1
ALN	Administrative Law Notes	(1978) 1 ALN 1
ALJR	Australian Law Journal Reports	(1958) 32 ALJR 1
ALR	Australian Law Reports	(1973) 1 ALR 1
AR(NSW)	NSW Arbitration Reports	[1934] AR (NSW) 1
ATC	Australian Tax Cases	(1969) 69 ATC 1
ATPR	Australian Trade Practices Reporter*	(1975) ATPR [pg no]
ATR	Australasian Tax Reports	(1969) 1 ATR 1
AustTort Reports	Australian Torts Reports*	(1984) Aust Torts Reports [pg no]
BCLC	Butterworths Company Law Cases	(1983) 1 BCLC 1
CAR	Commonwealth Arbitration Reports	(1905) 1 CAR 1
CLR	Commonwealth Law Reports	(1903) 1 CLR 1
Cr App R	Criminal Appeal Reports	(1908) 1 CR App R 1
DCR	District Court Reports	[1980] 1 DCR 1

Fam LR	Family Law Reports	(1976) 1 Fam LR 1
FCR	Federal Court Reports	(1984) 1 FCR 1
FLC	Family Law Cases*	[1976] FLC [pg no]
FLR	Federal Law Reports	(1986) 1 FLR 1
ICR	Industrial Court Reports	[1974] ICR 1
IPR	Intellectual Property Reports	(1982) ICR 1
IRLR	Industrial Relations Law Reports	[1972] IRLR 1
LGRA	Local Government Reports of Australia	(1956) 1 LGRA 1
NSWLR	New South Wales Law Reports (1971-1984)	[1971] 1 NSWLR 1
	New South Wales Law Reports (1985-)	(1985) 1 NSWLR 1
Qd R	Queensland State Reports	[1974] Qd R 1
SALR	South Australian Law Reports (1921- 1971)	[1921] SASR 1
	South Australian Law Reports (1972-)	(1972) 1 SASR 1
SR (WA)	State Reports (Western Australia)	(1979) 1 SR (WA) 1
Tas SR	Tasmanian State Reports	[1973] Tas SR 1
VR	Victorian Reports	[1975] VR 1
WAR	Western Australian Reports	(1979) 1 WAR 1
WCR (NSW)	Workers Compensation Reports	[1959] WCR (NSW)1
WLR	Weekly Law Reports	[1953] 1 WLR 1

- **UK Cases**

<i>ABBREVN</i>	<i>SERIES</i>	<i>SAMPLE CITATION</i>
AC	Appeal Cases	[1991] AC 1
All ER	All England Law Reports	[1936] 1 All ER 1
Fam	Family Division	[1972] Fam 1
QB	Queen's Bench	[1955] 1 QB 1
Lloyd's Rep	Lloyd's List Law Reports	[1951] 1 Lloyd's Rep1

⌘ Cases in Other Jurisdictions - Reported

[A] New Zealand

Follow the rules set out above:

✠ *Welsh v Mulcock* [1924] NZLR 676.

[B] Canada

- **Order of Citation**

1. The name of the case in italics as it is reported. Note that the ‘v’ is also in italics and in lower case. Do not put a comma after the case name.
2. The year that the case was reported, surrounded by square or round brackets (see below).
3. The volume number, if available. Otherwise square brackets have been used.
4. The abbreviated case reporter. Do not separate the abbreviated letters with full stops.
5. The series number, if there is one, inside round brackets.
6. The page number of the first page of the case.
7. The citation concludes with a full stop (note: if specific pages are being referred to, insert full stop after pinpoint citation and judges’ names have been included).

✠ *Mason v Kelly* (1991) 85 DLR (4th) 214 at 220.

- **Some Abbreviations**

<i>ABBREVN</i>	<i>SERIES</i>	<i>SAMPLE CITATION</i>
DLR	Dominion Law Reports (1969-1983)	(1969) 1 DLR (3d) 1
	Dominion Law Reports (1984-)	(1984) 1 DLR (4th) 1
FC	Canada Federal Court Reports	[1971] FC 1
OAC	Ontario Appeal Cases	(1983) 1 OAC 1
OR	Ontario Reports (1973-1990)	(1973) 1 OR (2d) 1
	Ontario Reports (1990-)	(1990) 1 OR (3d) 1

[C] United States

- **Order of Citation**

1. The name of the case in italics as it is reported. Note that the ‘v’ is also in italics and in lower case. Do not put a comma after the case name.
2. The volume number.

3. The abbreviated case reporter. Do not separate the abbreviated letters with full stops.
4. The series number, if there is one.
5. The page number of the first page of the case.
6. The year in parentheses.
7. For pinpoint citation, the page appears after the date of citation and is separated by a comma.
8. The citation concludes with a full stop.

☒ *Foy v Donnelly* 959 F 2d 1307 (1990), 1309.

Judging from the discussion in Fong's book, citing US cases in Australia is a contentious issue. There are many attempts to 'Australianise' the US style of citation. The approach above is as close to the real thing as possible whilst being relatively consistent with the *SLR* style.

• Some Abbreviations

<i>ABBREVN</i>	<i>SERIES</i>	<i>SAMPLE CITATION</i>
Cal Rep	California Reporter	1 Cal Rep 1 (1960)
F	Federal Reporter (1924-1993)	1 F 2d 1 (1924)
	Federal Reporter (1993-)	1 F 3d 1 (1993)
US	United States Supreme Court Reports	1 US 1 (year)

⌘ Cases- Unreported

[A] Australia

Unreported decisions should be followed in the following format where the court has adopted a medium-neutral citation system, such as the High Court of Australia has done:

• Order of Citation

- The name of the parties in italics. Note that the 'v' is also in italics and in lower case. Do not put a comma after the case name.
- In parentheses: [Year]
- Unique Court Identifier
- Judgment Number
- Pinpoint

R v Swaffield [1998] HCA 1 (McHugh J) [8]–[9].

Other unreported decisions, ie those prior to the introduction of medium neutral citation should be in the following format:

- The name of the parties in italics. Note that the ‘v’ is also in italics and in lower case. Do not put a comma after the case name.
- Unreported, Court, Judge(s)
- Date of judgment
- Transcript page number.

Smith v Jones (Unreported, Supreme Court of Victoria, Nathan J, 18 March 1994) 56.

[B] Other Jurisdictions

For all other jurisdictions, use the general guide provided. Insert any other information considered relevant to a particular jurisdiction or essential to the finding of a case.

⌘ Conference / Seminar / Workshop Papers

[A] Published Papers

- **Order of Citation**

1. Cite the given name(s) followed by the author’s surname.
2. Place a comma after the last surname.
3. The title of the paper (using leading capitals) in single quotation marks. (If there are subtitles, separate these from the main title by a colon [:].)
4. Follow with the word ‘in’.
5. The conference organisers, followed by a comma.
6. The conference title, in italics.
7. Parentheses enclosing:
 - (i) The place of publication (city only, otherwise the abbreviated state), followed by a comma;
 - (ii) Publisher if available, followed by a comma;
 - (iii) The year of publication.
5. Conclude the citation with a full stop.

Note: if a specific page or chapter is being referred to as well, use the style recommended for pinpoint citation in Part 2[B].

✠ Benjamin Brown, ‘Family Disputes and Tax Planning’ in Taxation Institute of Australia, *Papers Presented at the Fifth National Convention* (Sydney, 1980) at 43–46.

[B] Unpublished Papers

- **Order of Citation**

1. Cite the given name(s) followed by the author’s surname.
2. Place a comma after the last surname.
3. Name of the paper in single quotation marks, followed by a comma.

4. Description of the seminar or conference. This will usually include:
 - (i) what was presented (paper, demonstration);
 - (ii) type of conference (seminar, conference, workshop, symposium);
 - (iii) organisers;
 - (iv) the date of the conference.
 - (v)
5. If there is a pinpoint citation, the word 'at' followed by the page number.

✘ Nigel Douglas, 'Freedom of Expression Under the Australian Constitution', paper presented at the Western Australia Law Summer School, 19 Feb 1993 at 15.

⌘ Government and Private Publications

[A] Discussion Papers / Reports

- **Order of Citation**

1. Institutional author or jurisdiction and department responsible for the publication, followed by a comma.
2. The official title in italics. This usually includes the type of report ie interim or final report, discussion paper, working paper. If not, insert the type after the popular name.
3. In parentheses:
 - (i) Place of publication, followed by a colon [:];
 - (ii) Abbreviated publisher name, followed by a comma;
 - (iii) Year of publication.
4. If there is a pinpoint citation, the word 'at' followed by the page number. If it is a chapter, use the first and last page of the chapter. Do not cite chapters.
5. The word 'hereafter' followed by the popular name of the report, if any, in italics and in parentheses (these may also be the Chair's or the Commissioner's name).
6. The citation is concluded with a full stop.

✘ Treasury, *Financial System Inquiry: Final Report* (Canberra: AGPS, 1997) at 1–12 (hereafter *Wallis Report*).

[B] Law Reform Commission Reports

- **Order of Citation**

1. Jurisdiction (do not abbreviate) followed by 'Law Reform Commission' and a comma. (Note: for Federal reports, the jurisdiction is 'Australian'.)
2. The title of the report in italics.
3. The report number, if any.
4. The year the report was released.
5. If there is a pinpoint citation, the word 'at' followed by the page number. If it is a chapter, use the first and last page of the chapter. Do not cite chapters.
6. The citation is concluded with a full stop.

✘ Australian Law Reform Commission, *Complaints Against Police Report No 1* (1975).

[C] Australian Bureau of Statistics Publications

- **Order of Citation**

1. The author, ie 'Australian Bureau of Statistics, followed by a comma. Do not abbreviate for the first citation. Subsequent citations may be abbreviated to 'ABS'.
2. The publication title and the year (if available) in italics.
3. The words 'catalogue number' abbreviated to 'Cat no' followed by the relevant numerals. Do not place these in italics. Note also that there is no full stop after the abbreviations.
4. In parentheses:
 - (i) Place of publication, followed by a colon [:];
 - (ii) Abbreviated publisher name, followed by a comma;
 - (iii) Year of publication.
5. The citation concludes with a full stop.

✘ Australian Bureau of Statistics, *International Trade in Services in Australia, 1991–1992*, Cat no 5354.0 (Canberra: AGPS, 1993).

⌘ Journal / Periodical Articles

- **Order of Citation**

1. Cite the given name(s) followed by the author's surname.
If no author is shown, use the form of designation in the journal (eg Note, Comment, Review, Editorial).
2. Place a comma after the last surname.
3. The title (using leading capitals) in single quotation marks. If there are subtitles, separate these from the main title by a colon [:]. Do not use italics in the title unless a case name is being used.
4. The year of publication in parentheses. If the journal does not have volume numbers, the year of publication is usually enclosed in square brackets. If the journal has volume numbers, the year can be enclosed in both round and square brackets. Use the table below as guidance for the correct form of citation.
5. The volume number, if any. Do not insert a comma.
6. The abbreviated name of the journal in italics.
7. If the periodical does not use consecutive pagination throughout each volume, the issue number or month, in parentheses. If consecutive paginating is used, proceed to step 8.
8. The page number at which the article begins.
9. If pinpoint citing, insert the word 'at' followed by the specific page(s) used.
10. The citation concludes with a full stop.

✘ Jenni Millbank, 'When is a Girl A Boy? *Re A (a child)*' (1995) 9 *AJFL* 173 at 181–183.

- **Some Abbreviations**

Journals marked with an asterisk [*] use square brackets. Otherwise, round brackets should be used.

<i>ABBREVN</i>	<i>SERIES</i>
ABAJ	American Bar Association Journal
ABLR	Australian Business Law Review
ACL Rev	Australian Current Law Review
ADRJ	Australian Dispute Resolution Journal
Adel LR	Adelaide Law Review
Adm LR	Administrative Law Review
ADJR	Australian Dispute Resolution Journal
AELR	Arts and Entertainment Law Reivew
AILR	Australian Industrial Law Review
AIPJ	Australian Intellectual Property Journal
AJAdminL	Australian Journal of Administrative Law
AJFL	Australian Journal of Family Law
AJLL	Australian Journal of Labour Law
A News	Australian Law News
ALB	Aboriginal Law Bulletin
ALJ	Australian Law Journal
Alt LJ	Alternative Law Journal
ANZJ Crim	Australian and New Zealand Journal of Criminology
APLJ	Australian Property Law Journal
AT Rev	Australian Tax Review
Aust Bar Rev	Australian Bar Review
Aust J of L and S	Australian Journal of Law and Society
Aust Q	Australian Quarterly

Bank LJ	Banking Law Journal
Bond LR	Bond Law Review
Buffalo LR	Buffalo Law Review
C&SLJ	Companies and Securities Law Journal
Cal LR	California Law Review
Camb LJ	Cambridge Law Journal
CBLJ	Corporate and Business Law Journal
CCL	Current Commercial Law
CLJ*	Cambridge Law Journal*
Conv (NS)	Conveyancer and Property Lawyer New Series
Cornell LR	Cornell Law Review
Crim LJ	Criminal Law Journal
Crim LR*	Criminal Law Review*
Fed LR	Federal Law Review
GLR	Griffith Law Review
Harv LR	Harvard Law Review
Hastings LJ	Hastings Law Journal
ICLQ	International and Comparative Law Quarterly
Int'l Tax J	International Tax Journal
IPJ	Intellectual Property Journal
J Corp L	Journal of Corporation Law
JBFLP	Journal of Banking and Finance Law and Practice
JBL*	Journal of Business Law*
JJA	Journal of Judicial Administration
JLM	Journal of Law and Medicine
JPL*	Journal of Planning and Environment Law*
Ky LJ	Kentucky Law Journal
Law Inst J	Law Institute Journal


LQR	Law Quarterly Review
LSB	Law Services Bulletin
MULR	Melbourne University Law Review
Me LR	Maine Law Review
Minn LR	Minnesota Law Review
Miss LJ	Mississippi Law Journal
Mod LR	Modern Law Review
Mon LR	Monash University Law Review
New Eng LR	New England Law Review
NYULR	New York University Law Review
NZULR	New Zealand Universities Law Review
NZLJ	New Zealand Law Journal
OrLR	Oregon Law Review
Osgoode Hall LJ	Osgoode Hall Law Journal
PLR	Public Law Review
Q Law Soc J	Queensland Law Society Journal
QL	Queensland Lawyer
QLJ	Queensland Law Journal
QUTLJ	Queensland University of Technology Law Journal
Rev LJ	Revenue Law Journal
RutLR	Rutgers Law Review
Sol J	Solicitors' Journal
Stan LR	Stanford Law Review
Syd LR	Sydney Law Review
Tex LR	Texas Law Review
TIA	Taxation In Australia
TLJ	Torts Law Journal
Tort L Rev	Tort Law Review

TPLJ	Trade Practices Law Journal
UChiLR	University of Chicago Law Review
UCinLR	University of Cincinnati Law Review
U of T LJ	University of Toronto LJ
U Pitt LR	University of Pittsburgh Law Review
U Tas LR	University of Tasmania Law Review
UCLA LR	UCLA Law Review
UNSWLJ	University of New South Wales Law Journal
UQLJ	University of Queensland Law Journal
UWALR	University of Western Australia Law Review
VaLR	Virginia Law Review
Vic Bar News	Victorian Bar News
Wis LR	Wisconsin Law Review
Yale LJ	Yale Law Journal

⌘ Looseleaf Services

- **Order of Citation**

1. The title of the publication in italics.
2. In parentheses:
 - (i) the publisher, followed by a comma;
 - (ii) the year of the most recent update in round brackets.
3. If it is a CCH citation, the paragraph number, preceded by the paragraph symbol [¶]. Otherwise, skip to step 4.
4. If pinpoint citing, the word ‘at’ followed by the specific pages referred to.
5. The citation concludes with a full stop.

 <i>Australian Torts Reporter</i> (CCH Looseleaf Service, 1995) ¶ 11,880 at 62, 240.

⌘ Media / Press Releases

[A] Newspapers/ Magazines

- **Order of citation**

1. The author’s given name and surname, if available, followed by a comma. If no author is shown, start with step 2.
2. The title, in single quotation marks, followed by a .
3. The name of the newspaper in italics. Give the full name of the newspaper in the first citation. Subsequent citations may use abbreviations such ‘AFR’ and ‘SMH’.
4. In parentheses, the day, month and year of print. Do not place commas between these items.
5. The word ‘at’ followed by the page number(s) on which the article appears.
6. The citation concludes with a full stop.

 Kerry Kissane, ‘Rape’s Rough Justice – Judges, Juries and the Public Struggle with the Meaning of Consent to Sex’ <i>Time Australia</i> (25 Jan 1993) at 38–39.

[B] Press Releases

- **Order of Citation**


1. Person(s) and/or organisation responsible for issuing the press release. If citing government ministers who hold more than one portfolio, refer only to the portfolio pertaining to the press release.
2. Title of the press release in italics. This should include some indication that the document is a press release.
3. Date of the press release in parentheses, ie day, month and year.

⌘ Parliamentary Materials

[A] Acts / Legislation / Statutes

- **Essential elements for Australian and UK Acts:**

1. The name of the Act – the short title, in italics.
2. The year the Act was passed. Do not place in italics. Do not include the year last amended.
3. The jurisdiction of the legislation, abbreviated and in parentheses.
4. If pinpoint citing, abbreviate ‘section’ to ‘s’. Do not place a full stop after ‘s’, then insert the number. For other abbreviations, see below.
5. The popular name in italics, inserted after the word ‘hereafter’, all in parentheses.
6. The citation concludes with a full stop.

 *Community Protection Act 1994 (NSW) s27(2) (hereafter Kable Act).*

- **Exceptions:**


{1} Amended Acts in Queensland and Western Australia.

When citing amended Acts in the above named jurisdictions, include the year of the last amending Act:

 *Fire Brigades Act 1942–82 (WA).*

{2} Old English Statutes Before 1962:

1. The name of the Act in italics.
2. The year in parentheses.
3. The regional year, followed by a comma.
4. The chapter number. Abbreviate ‘chapter’ to ‘c’. Do not insert a hard space after ‘c’.
5. The section number. Abbreviate ‘section’ to ‘s’. Do not insert a hard space after ‘s’.
6. The schedule number. Abbreviate schedule to ‘sched’. Insert a hard space after ‘sched’.

 *Judicature Acts (1925) 15 & 16 Geo V, c49, s32, sched 6.*

[B] Bills

- **Essential Elements:**

1. Name of the Bill. Do not place in italics.
2. The year of introduction. Do not place in parentheses or in italics.
3. The jurisdiction of the Bill, abbreviated and in parentheses.
4. If the Bill has been amended during its passage through parliament, place the words ‘as amended’ or the reading of the Bill (First, Second or Third).
5. If pinpoint citing, insert the word ‘clause’, abbreviated to ‘cl’, followed by the number(s).
6. The citation concludes with a full stop.

☒ Second Corporate Law Simplification Bill 1996 (Cth) (Third Reading), cl246A.

[C] Explanatory Memoranda

- **Essential Elements:**

1. The words 'Explanatory Memorandum accompanying the...' followed by the name of the Bill.
2. The year of introduction.
3. The jurisdiction of the bill.
4. If pinpoint citing, the word 'at' followed by the page number.
5. The citation concludes with a full stop.

☒ Explanatory Memorandum accompanying the Income Tax Assessment (Capital Gains) Bill 1986 at 20.

[D] Parliamentary Debates

- **Essential elements:**

1. If the speaker name is not included in the body of the text, place the speaker's name in the citation, followed by a comma. Otherwise, start at step 2.
2. The political jurisdiction, abbreviated, followed by a comma.
3. The House of Parliament in which the debate occurred, followed by a comma.
4. The title of the publication in italics; this can either be 'Parliamentary Debates (Hansard)' or 'Weekly Hansard' or 'Votes and Proceedings'.
5. The day, month and year.
6. If there is a pinpoint citation, the word 'at' followed by the page number.
7. The citation is concluded with a full stop.

☒ Roger Croom, Tasmania, House of Assembly, *Parliamentary Debates (Hansard)*, 11 November 1992 at 4838.

[E] Some Abbreviations

- **States/ Countries**

Aust	Eng
ACT	UK (if act applies to Scotland and N. Ireland as well)
Cth	USA
NSW	NY
NT	NZ
Qld	
SA	
Tas	
Vic	
WA	

- **Reference to sections and subsections.**

The abbreviations ‘s’ (for section) and ‘ss’ (for subsections) may be used. Where only subsections are being referred to, ‘subs’ or ‘subss’ may be used:

✘ The application of s51AA of the Act, particularly subs(3) demonstrates a significant change...

However, if reference to a subsection follows a reference to a section, it is unnecessary to specify the subsection:

✘ The application of s51(2) of the Act demonstrates a significant change...

Note: do not abbreviate the words ‘section’ or ‘subsection’ if they are the first words in a sentence.

5. CITATION GUIDE – ELECTRONIC MATERIALS **5**

⌘ CD Rom Databases

[A] Materials with Hard Copy Versions

- **Order of Citation**
- 1. Give the citation to the hard copy, from information in the CD Rom, using the rules for hard copy referencing provided above, followed by a colon [:].
- 2. Title of the database, in italics.
- 3. The publication medium, ie the words ‘CD ROM’.
- 4. Parentheses enclosing:
 - (i) place of publication, followed by a colon;
 - (ii) name of publisher, followed by a comma;
 - (iii) electronic publication date, followed by a comma,
 - (iv) version number or identifier, if available (if not published periodically, skip this step.).
- 5. If pinpoint citing, cite electronic page to the extent possible.
- 6. The citation concludes with a full stop.

✘ Stanley Surrey, *Pathways to Reform: The Concept of Tax Expenditures* (1973) *Tax Books on Disc* CD Rom (Location: Publisher, May 1996) at 59.

[B] Materials with No Hard Copy Versions

- **Order of Citation**
- 1. Author details using hard copy methods (shown above), followed by a comma.

2. Title of the material accessed, in single quotation marks.
3. Date of the material (if given) followed by a colon [:].
4. Title of the database in italics.
5. Publication medium, ie 'CD ROM'.
6. Parentheses enclosing:
 - (i) Place of publication, followed by a colon;
 - (ii) Name of the vendor or publisher;
 - (iii) Electronic publication date;
 - (iv) Version number or identifier, if available (if not published periodically, skip this step.)
7. If pinpoint citing, cite electronic page to the extent possible.
8. The citation concludes with a full stop.

☒ Computer Law Services, 'Family Law' Aug 1997: *State Legislation* CD ROM (Sydney: CLS Aug 1997).

⌘ World Wide Web (WWW) Sites

[A] Materials with Hard Copy Versions

- **Order of Citation**

1. Give the citation to the hard copy, from information in the site, using the rules for hard copy referencing, followed by a colon [:].
2. The URL, enclosed in angle brackets [< >].
3. Specific page or location (if required), to the extent possible.
4. The date of visit in parentheses.
5. Citation concludes with a full stop.

{a} Citing a report

☒ Australian Law Reform Commission, *The Recognition of Aboriginal Customary Laws* Vol 2 Report No 31: <<http://www.austlii.edu.au/au/special/rsjlibrary/alrc/custlaw22/2.ht>> (10 Feb 1998).

{b} Citing a case

☒ *The Commonwealth of Australia v Tasmania* (1983) 158 CLR 1 (*Tasmanian Dam Case*): <http://www.austlii.edu.au/au/cases/cth/high_ct/158clr1.html> (5 Sept 1997).


- **Exceptions**

Note that since 1 Jan 1998, the High Court has introduced a 'media neutral' method that must be used to cite High Court decisions that have not been reported. Note also, however, that once the official published paper version appears (ie in the CLR), only the hard copy should be cited.

[B] Materials with No Hard Copy Versions

- **Order of Citation**

1. The author's name (if known or necessary), followed by a comma OR the full title of the document in quotation marks OR the title or name of the case or legislation as the case may be.
2. The title of the complete work if applicable, in italics.
3. The date of publication or last revision (if available).
4. The URL, enclosed in angle brackets [< >].
5. Specific page or location (if required), to the extent possible.
6. The date of visit in parentheses.
7. Citation concludes with a full stop.

 <i>News Ltd v Australian Rugby Football League et al</i> 1 Oct 1996 (Full Federal Court, No. 96000870): < http://www.austlii.edu.au/cases/cth/federal_ct/96000870.htm > (1 Oct 1996).

- **Exceptions**

Post 1 Jan 1998, unreported High Court cases (where no hard copy is available) use a media neutral citation method. Refer to Part 4: Cases – Unreported for the method adopted by the High Court.