

**Durham College
School of Justice and Emergency Services**

Your Quick Guide to Citing Legal Sources

based on

Canadian Guide to Uniform Legal Citation

McGill Law Journal,

7th Edition (2010)

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This brief handout highlights only the most commonly used information in the Canadian Guide to Uniform Legal Citation, 7th edition (also known informally as the '*McGill guide*'). If you are in doubt about how to cite a particular item or if you wish to cite an item not addressed in this handout, please consult the complete text. Copies may be found in the Library under the call number KE259 .C35 2010.

Still in doubt? Consult with your professor.

Some of the major changes between the 6th (2002) and 7th (2010) edition of the Canadian Guide to Uniform Legal Citation (also known as the 'McGill guide'):

New to the 7th edition:

- Removal of many of the periods in a citation (see relevant sections of this guide for additional examples)
 - 7th edition: *R v Sharpe*, 2001 SCC 2, [2001] 1 SCR 45 at para 25, 194 DLR (4th) 1.
 - Older versions: *R. v. Sharpe*, 2001 SCC 2, [2001] 1 S.C.R. 45 at para. 24, 194 D.L.R. (4th) 1.
 - 7th edition: use 5th ed (rather than 5th ed.) for the fifth edition of a book
- Items from electronic databases or services, such as Quicklaw or CanLII
 - Published judgment (case) - use (available on QL) at the end of the citation to indicate where it was found
 - Unpublished judgment (case) with no neutral citation – use electronic source identifier if not clear which service it is coming from
 - Article – will have (QL) or (CanLII), etc. at end of citation – Note: only use (available on QL) for published cases
- More than three authors - use et al (rather than italicising *et al.*)
- Dictionary entry - the Latin term '*sub verbo*' is no longer abbreviated to 's. v.', but is spelled out in full
- Loose-leaf - 'loose-leaf' should be hyphenated (was not previously). The date of consultation is included as part of the citation.
- Bills – use 2nd Sess (not 2d Sess.)

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A – Formatting Your Research Paper

The Canadian Guide to Uniform Legal Citation ('McGill guide') does not provide instruction on formatting a legal research paper. **Check with your professor** to see if he/she has specific requirements. If not, the example provided below is one option. The text should be attractively spaced and professional looking. Cute graphics and clip art should be avoided.

(i) Title page

Your title page should contain the following pieces of information: the title of the assignment, your professor's name, your name and the due date.

Sample title page:

<p>The Right to die: Time for Change</p> <p>Prepared for: Professor Smith Prepared by: Kathleen Stewart September 21, 2010</p>

(ii) Body of paper

Most professors prefer spacing to be set at 1.5 to 2.0, so the paper may be easily read and commented on. Centre page numbers at the top, except for the title page, placing a dash on either side of the number. Margins should be set at one inch (top, bottom, left and right).

Sample page numbering:

Title Page	-2-	-3-
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B – Formatting Your Bibliography (McGill guide 1.1)

(i) Headings

The bibliography appears at the end of your research paper, beginning on a new page. The bibliography should be divided into three main sections according to the types of resources used: legislation, jurisprudence, and secondary materials. Secondary materials may be further divided if you wish (or if preferred by your professor), into books (or monographs) and articles if you have several of each. The heading for each section should be in upper case and centered on the page (see example at the bottom of this page).

(ii) Listing items under each section heading

Items listed within each section should appear alphabetically. List legislation (statutes) alphabetically by the first significant word in the name of the statute.

Jurisprudence (case law) would appear alphabetically by the last name of the person bringing the case, or by the first significant word in the organization's name.

Secondary materials should appear alphabetically by the author's last name. If there is no author, then it should appear alphabetically by the first significant word in the item's title.

Indent the second and subsequent lines of citations longer than one line as in the examples below. Items listed within each section should be single spaced.

Sample bibliography:

LEGISLATION

Canadian Charter of Rights and Freedoms, Part 1 of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982 (UK)*, 1982, c 11.
Criminal Code, RSC 1985, c C-46.
Immigration and Refugee Protection Act, SC 2001, c 27.

JURISPRUDENCE

Clarke Institute of Psychiatry v Ontario Nurses' Assn (Adusei Grievance) (2001), 95 LAC (4th) 154 (OLRB).
R v Askov (1987), 37 CCC (3d) 289.
R v Law, 2002 SCC 10, [2002] 1 SCR 227 (available on QL).

SECONDARY MATERIAL

Canadian Wrongful Convictions Timeline, online: AIDWYC <<http://www.aidwyc.org>>.
 Cuming, Ronald CC & Roderick J Wood. *British Columbia Personal Property Security Handbook*, 4th ed (Toronto: Carswell, 1998).
 Macdonald, Roderick. "The Fridge-Door Statute" (2001) 47 McGill LJ 11 (QL).

C – Footnotes

NOTE: The standard rule in legal writing is to use footnotes, though certain types of documents may use in-text citations. This handout will focus on the use of footnotes.

(i) Indicating a footnote in the body of your paper (McGill guide 1.3)

Footnotes are indicated by superscripted numbers. Place the footnote number at the end of the sentence after the punctuation.¹ When using a direct quote, place the footnote number after “the quotation marks”² and/or “the punctuation”.³

To avoid charges of plagiarism, violation of copyright laws, and as a simple courtesy to readers, a writer should identify in footnotes any paraphrasing or quotations taken from other works, and any facts or opinions which are not common knowledge. If you refer in general to another work you should give its full citation in a footnote. If you paraphrase another writer’s ideas in your own words, you should cite this writer and his/her work in a footnote.

(ii) Formatting a footnote (McGill guide 1.3)

Footnotes appear at the bottom of the same page as the text they refer to. They should be set apart from the body of the text by a horizontal line, and they should be in a smaller font than that of the text.

If you are using Word 2007 to prepare your paper, from the tool bar at the top select ‘References’, then ‘Insert Footnote’.

(iii) Formatting direct quotes (McGill guide 1.6)

For quotations, short quotes of four lines or less should be placed in quotation marks and left within the text of your paper. Quotes of more than four lines are set below your paragraph and should be indented from both margins, single spaced, and should not have quotation marks.

Sample long quote:

The Supreme Court of Canada appeal was denied in a five to four decision. In the end, the court felt that if it struck down section 241(b) of the Criminal Code, it might be opening the door too wide, putting the vulnerable at risk.

Given the concerns about abuse and the great difficulty in creating appropriate safeguards, the blanket prohibition on assisted suicide is not arbitrary or unfair.

The prohibition relates to the state's interest in protecting the vulnerable and is reflective of fundamental values at play in our society. Section 241(b) therefore does not infringe s. 7 of the *Charter*.⁴

Sample short quote:

Unfortunately Sue lost her fight, but the five to four split decision of the Supreme Court seemed to suggest that we were inching closer to accepting the idea of assisted suicide. A 1992 survey done by Gallop Canada indicated that more than three quarters of the people asked agreed with the statement that “when a person has an incurable disease that causes great suffering, competent doctors should be allowed to end the patient's life through mercy killing”.¹

Legislative provisions may be indented even if they are less than four lines long. For example:

Section 241 (b) of the *Criminal Code* states

Every one who aids or abets a person to commit suicide whether suicide ensues or not is guilty of an indictable offence and liable to imprisonment for a term not exceeding fourteen years.¹

(iv) Using one source multiple times (McGill guide 1.4.2 – 1.4.5)

If your footnote will be referring to the same work in the immediately preceding footnote, use *Ibid* as a short form rather than repeating the full citation. Citing *Ibid* at 260 means “in the same item as in the previous footnote, but on page 260”. The reference to ‘260’ is called a ‘pinpoint’ reference as it pinpoints the exact location of the material. If there is no pinpoint, simply use the word *Ibid*. The word *Ibid* should be italicized, as in the following example:

¹ Joel Backan et al, *Canadian Constitutional Law*, 3d ed (Toronto: Emond Montgomery, 2003).

² *Ibid* at 260.

If referring to the same source several times in your paper, make a short form footnote to avoid repeating lengthy information. Give the full citation in the first footnote, and at the end in square brackets, place the short form that you are giving to the work. In subsequent footnotes, give the short form, identify which footnote has the full citation with the phrase ***supra* note #**, and the page number to which you are now referring if applicable (only the word *supra* is italicized, and the phrase should not be bolded).

Your first use of the item would look like this:

¹ *Rodriguez v British Columbia (AG)*, [1993] 3 SCR 519 [*Rodriguez*].

If you used the case again, but on another page of your paper, this is how the footnote would appear:

⁴ *Rodriguez*, *supra* note 1.

D – Legislation (Statutes)

I. Legislation

(i) Paper sources (McGill guide 2.1.1)

Statutes are organized in two main ways. Each year, the government publishes the full, official versions of all laws (statutes) passed in that particular year. These are referred to as ‘statutes of (jurisdiction)’. For example, Statutes of Ontario (SO when abbreviated using the 7th edition McGill Guide format) and Statutes of Quebec (or SQ when abbreviated).

Use the format below when you are citing a law found in an annual statute publication; for example, the Statutes of Ontario.

Title,	statute volume abbreviation (in this case, “Statutes of Ontario”)	year,	chapter,	pinpoint. (in this case, ‘section’ number)
<i>Greenbelt Act,</i>	SO	2005,	c 1,	s 2.

The footnote would look like this:

Greenbelt Act, SO 2005, c 1, s 2.

Periodically, all current laws are consolidated into one set of volumes, referred to as ‘revised statutes of (jurisdiction)’. For example, Revised Statutes of Ontario (RSO) and Revised Statutes of Canada (RSC). Canada’s statutes were consolidated in 1985 and Ontario’s in 1990.

The same format as above should be used when you are citing a law found in a publication of consolidated statutes; for example, the Revised Statutes of Canada.

Title,	statute volume abbreviation (in this case, “Revised Statutes of Canada”)	year,	chapter,	pinpoint.
<i>Criminal Code,</i>	RSC	1985,	c C-46,	s 745.

The footnote would look like this:

Criminal Code, RSC 1985, c C-46, s 745.

NOTE about earlier style formatting: earlier citation styles included periods, so you may see citations that look like this:

Criminal Code, R.S.C. 1985, c. C-46, s. 745.

(ii) Electronic source / services (McGill guide 2.1.1 and 2.1.6)

The *McGill guide* refers to **official electronic versions** in the same way as paper official sources (McGill guide 2.1.6). Since November 30, 2008, Ontario's e-Laws website (<<http://www.e-laws.gov.on.ca>>) provides official copies of provincial legislation. This means that the *Greenbelt Act* in the table below could refer to either a print or electronic official version.

Unofficial versions of statutes are also available through electronic sources such as Quicklaw (QL), LawSource or CriminalSource by Westlaw Canada (WL Can), Canadian Legal Information Institute (CanLII), or LexUM (LexUM). When using a statute from one of these sources, include the resource's abbreviation (as provided above) in brackets at the end of the citation.

Title,	statute volume abbreviation (in this case, "Revised Statutes of Canada")	year,	chapter,	pinpoint	(electronic source).
<i>Greenbelt Act,</i>	SO	2005,	C 1,	s 745.	
<i>Criminal Code,</i>	RSC	1985,	c C-46,	s 745	(QL).

The footnote would look like this:

Criminal Code, RSC 1985, c C-46, s 745 (QL).

You may also find federal legislation on the Department of Justice's website, Justice Laws (<<http://laws.justice.gc.ca>>). When citing, provide the complete tradition citation as indicated above, plus additional information pertaining to the online source. For more information on citing websites, see page 24 of this handout.

The footnote would look like this:

Criminal Code, RSC 1985, c C-46, s 745, online: Department of Justice Canada <<http://laws-lois.justice.gc.ca/eng/acts/C-46/index.html>>.

(iii) Bills (McGill guide 2.5)

Use the following format for citing federal and provincial bills, including pinpoint information if relevant:

Bill C-26, *An Act to establish the Canada Border Services Agency*, 1st Sess, 38th Parl, 2005, cl 5(1)(e).

Bill 21, *An Act to regulate Retirement Homes*, 2nd Sess, 39th Leg, Ontario, 2010.

(iv) Constitutional statutes (McGill guide 2.2)

Use the following formats for referencing Canadian constitutional statutes, such as the *Canadian Constitution* and the *Charter of Rights and Freedoms*. Add a pinpoint reference if necessary.

Canada Act 1982 (UK), 1982, c 11.

Constitution Act, 1982, being Schedule B to the *Canada Act 1982 (UK)*, 1982, c 11.

Canadian Charter of Rights and Freedoms, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982 (UK)*, 1982, c 11.

Note: the *Charter* is not an independent entity, but should be cited as part of the *Constitution Act, 1982*.

If the constitutional statute has changed names over time, use the new title. If necessary, provide the old title in parentheses at the end of the citation.

II. Regulations & Statutory Orders

(i) Regulations (McGill guide 2.6)

The government may draft regulations, or “additions”, to statutes that provide detail not contained in the statute itself. For example, a regulation for the Tenant Protection Act (TPA) may contain tables referred to in the act itself.

When a regulation is created, it is assigned a number and published in the appropriate government publication, the exact title of which depends upon the jurisdiction. Use the format below to cite regulations as originally published.

Jurisdiction (Ontario)	Regulation (abbreviated)	number/year,	pinpoint.
O	Reg	9/02,	s 3.

The footnote would look like this:

O Reg 9/02, s 3.

Notice that you do not have to identify the statute to which the regulation applies.

(ii) Statutory orders

While regulations have wide application, statutory orders may be issued for narrower purposes. Below is an example of a statutory order pursuant to the federal *Immigration and Refugee Protection Act*. Not all statutes have regulations or statutory orders.

Title,	Statutory Orders and Regulations/ (abbreviated)	year-regulation number,	pinpoint.
<i>Immigration and Refugee Protection Regulations,</i>	SOR/	2001-120,	s 26.

The footnote would look like this:

Immigration and Refugee Protection Regulations, SOR/2001-120, s 26.

As with legislation, regulations located through an electronic service or online should be designated as such in the same manner as statutes (see the examples on page 9).

Immigration and Refugee Protection Regulations, SOR/2001-120, s 26, online: Department of Justice Canada <<http://laws.justice.gc.ca/en/i-2.5/sor-2001-120/132531.html>>.

(iii) Revised regulations (McGill guide 2.6 and 2.6.2.8)

As with statutes, the government will periodically consolidate all current regulations into one set of volumes. The latest consolidation for Canada happened in 1985 and the latest consolidation for Ontario happened in 1990. Note that in the federal example below, the year is optional. However, if the year is not included, it will be assumed that the date is the most recent consolidation (1985).

Ontario

Revised Regulations of Ontario	year,	Regulation (abbreviated)	regulation number,	pinpoint / section.
RRO	1990,	Reg	949,	Sched 12.

The footnote would look like this:

RRO 1990, Reg 949, Sched 12.

Federal

Title	Consolidated Regulations of Canada	chapter	pinpoint / section	year (optional).
<i>Protection of Privacy Regulations,</i>	CRC,	c 440,	s 2	(1985).

The footnote would look like this:

Protection of Privacy Regulations, CRC, c 440, s 2 (1985).

As with legislation, revised regulations located through an electronic service or online should be designated as such in the same manner as statutes.

RRO 1990, Reg 949, Sched 12 (CanLII).

E – Jurisprudence

I. Decisions of the courts (McGill guide 3)

NOTE: this is a very brief overview of case citation – for more detailed information, see chapter 3 in the complete text found at KE 259 .C35 2010.

A citation for a court case may have many parts, including a neutral citation and one or more traditional citations.

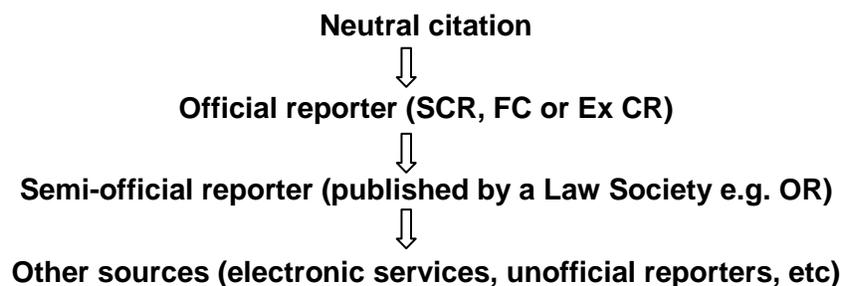
Style of cause,	Neutral citation	Traditional citation
<i>R v Law,</i>	2002 SCC 10,	[2002] 1 SCR 227.

Many courts assign a **neutral citation** to each case as they make their decisions (McGill style 3.5). A neutral citation identifies a particular case independent of whatever print or electronic source it might be published in at a later point. Sometimes, a case has not yet been published in a reporter, so the only way to identify it is through a neutral citation. The problem with a neutral citation is that it does not help your reader find the case in a published source.

The traditional citation indicates in which **case reporter(s)** the decision has been published. Case reporters are multi-volume series which may have a focus on a particular court (e.g. Supreme Court of Canada cases can be found in the Supreme Court Reports – SCR), jurisdiction (e.g. Ontario cases can be found in the Ontario Reports – OR), or topic (e.g. criminal law cases can be found in the Canadian Criminal Cases – CCC). Case reporters may be arranged in series (1st, 2d, 3d, 4th, etc.) or arranged by year and volume (e.g. [1990] 3 – the third volume for 1990). Some decisions are published in more than one case reporter and some decisions are only published to a website or an electronic source (such as CanLII, Quicklaw or Westlaw Canada’s LawSource or CriminalSource) with a neutral citation. Note that a list of abbreviations for commonly-used reporters can be found in Appendix A of this guide.

Formal McGill style suggests that you provide at least two sources for a case whenever possible (neutral plus one other, or if there is no neutral, to two reporters), citing to the most authoritative source available. Most of the examples provided in this guide focus on one specific section of the citation, with the exception of the *R v Law* example above.

Hierarchy of sources:



(i) Neutral citations (McGill guide 3.1 - 3.2 and 3.5)

<i>Style of cause,</i>	core of neutral citation		
	year	tribunal/court identifier	ordinal number of decision.
<i>R v Law,</i>	2002	SCC	10.

In a footnote, the neutral citation portion would look like this:

R v Law, 2002 SCC 10.

NOTE about earlier style formatting: citations may include periods. So you might see the case listed above in the following format: *R. v. Law*, 2002 S.C.C. 10.

(ii) Printed case reporters (McGill guide 3.7)

Reporters are published either in volumes organized by year of publication (e.g. SCR) or in volumes numbered in series (e.g. DLR, CCC).

If the reporter volumes are numbered by **year of publication**, enclose the year in square brackets as in the first *R v Askov* example below (from SCR). If the reporter is arranged by **series**, enclose the year of the decision in parentheses (or round brackets) as in the second *R v Askov* example below.

<i>Style of cause*</i>	(year of decision),	[year of reporter]	volume	reporter	(series) if any	page.
<i>R v Askov,</i>		[1990]	2	SCR		1199.
<i>R v Askov</i>	(1987),		37	CCC	(3d)	289.

The footnotes (without a neutral citation) would look like this:

R v Askov, [1990] 2 SCR 1199.

R v Askov (1987), 37 CCC (3d) 289.

***When there is no (year of decision), the comma goes directly after the style of cause. When there is a (year of decision) included, the comma goes AFTER the (year of decision).**

Note: The citation for some reporters does not indicate the court the case was heard in. For example in the case below, the CCC stands for Canadian Criminal Cases, but the case could have been heard in the Ontario Court of Appeal, the Supreme Court of Canada, etc. It is catalogued by the **type** of law rather than by the **court** that heard the case. Some professors

prefer that the citation include the court. In this case, your footnote would look like the one below, indicating that this case was heard at the Supreme Court level:

R v Askov (1987), 37 CCC (3d) 289 (SCC).

NOTE about earlier style formatting: remember that citations created using earlier McGill formatting will include periods. So you might see the case listed above in this format:
R. v. Askov (1987), 37 C.C.C. (3d) 289 (S.C.C.).

(iii) Online decisions (McGill guide 3.8)

NOTE: Formal McGill style suggests citing to printed official and semi-official reporters before citing to electronic sources.

When citing a case found using an electronic service or source such as Quicklaw, Westlaw Canada (LawSource or CriminalSource), Canadian Legal Information Institute (CanLII), or LexUM, you will generally include an abbreviation for the name of the service. For example, QL, WL Can, CanLII or LexUM. For a complete list of abbreviations, see Appendix A.

When citing a **published judgment** (in a printed reporter) or a **judgment with a neutral citation**, use the following format:

Reference to a printed reporter or neutral citation	(available on	name of the electronic service).
<i>R v Wilkening</i> , 2009 ABCA 9	(available on	WL Can).

The footnote would look like this:

R v Wilkening, 2009 ABCA 9 (available on WL Can).

When citing an **unpublished judgment with no neutral citation**, use the following formats, depending on which source you are using (NOTE: no need to include *available on* unless citing a published and/or neutral citation as in the example above):

Kellogg v Black Ridge Gold Ltd, 1993 CanLII 2848 at para 15.

Fuentes v Canada (Minister of Citizenship and Immigration), [1995] FCJ no 206 (QL) at para 10.

Underwood v Underwood, 1995 CarswellOnt 88 (WL Can).

In the CanLII example given above, it is obvious that the citation is from CanLII so there is no need to include that information separately as in the QL or WL Can examples.

NOTE: Westlaw Canada was formerly called 'WestlaweCarswell'.

II. Decisions of administrative bodies and tribunals (McGill guide 3.13)

Administrative bodies and tribunals are like mini specialized courts that deal with disputes and issues of a specific nature. For example, the Ontario Rental Housing Tribunal (ORHT) hears matters relating to landlord tenant disputes. Decisions rendered by the tribunal are reported, just as decisions in cases heard in formal courts are reported. The examples below are from the Labour Arbitration Cases reporter (LAC).

(i) Printed reporters (McGill guide 3.13.1)

Style of cause	year of decision,	reporter citation	page	tribunal abbreviation.
<i>Re Victoria City Police Board and Policemen's Union</i>	(1980),	30 LAC (2d)	79	(BCLRB).
<i>Clarke Institute of Psychiatry v Ontario Nurses' Assn (Adusei Grievance)</i>	(2001),	95 LAC (4th)	154	(OLRB).

'BCLRB' stands for British Columbia Labour Relations Board and 'OLRB' stands for Ontario Labour Relations Board.

The footnote would look like this:

Re Victoria City Police Board and Policemen's Union (1980), 30 LAC (2d) 79 (BCLRB).

NOTE about earlier style formatting: remember that citations creating using earlier McGill formatting will include periods. So you might see the case listed above in this format:
Re Victoria City Police Board and Policemen's Union (1980), 30 L.A.C. (2d) 79 (BCLRB).

(ii) Online decisions (McGill guide 3.13.2)

Style of cause	(date of decision),	decision number,	online:	administrative body or tribunal	<address>.
<i>Terry Buffett v Canadian Armed Forces</i>	(March 21, 2005),	2005 CHRT 16,	online:	CHRT	<website>.

The footnote would look like this:

Terry Buffett v Canadian Armed Forces (March 21, 2005), 2005 CHRT 16, online: CHRT <http://www.chrt-tcdp.gc.ca/search/view_html.asp?doid=609&lg=_e&isruling=0>.

In this example, CHRT stands for Canadian Human Rights Tribunal. NOTE: remove the hyperlink from the URL in your citation.

F – Secondary Sources or Commentary

Secondary sources or commentary may be in the form of books, journal articles, conference proceedings, loose-leafs, dictionaries, mainstream newspapers or magazines, etc.

NOTE: The rules for formatting **bibliography** entries for secondary sources are similar to the rules followed for footnoting except:

- the author/editor's name will appear lastname, firstname followed by a period
- if there are two or three authors, list the first author's name as lastname, firstname and the additional author(s) in first/last order
- indent after the first line of an entry

See page 5 of this handout for more information on creating a bibliography.

I. Books (McGill guide 6.2)

(i) Books with one or more authors

In the footnote, list the author's name as it is presented on the title page of the book, generally initial(s) or first name, then last name. If there are two authors, separate the names with an ampersand (&). If there are two or three authors, separate the first two names by a comma and the last two names by an ampersand (&). If there are more than three authors, list only the first author, followed by "et al". Note that 2nd and 3rd editions are indicated as 2d and 3d. If appropriate, include a pinpoint to a particular page or paragraph.

Author(s),	<i>Title of book</i>	edition	(publisher information)	pin-point.
H Patrick Glenn,	<i>Legal Traditions of the World</i>		(Oxford: Oxford University Press, 2000).	
Ronald CC Cuming & Roderick J Wood,	<i>British Columbia Personal Property Security Handbook,</i>	4 th ed	(Toronto: Carswell, 1998)	at 43.

Footnote format for book with two authors:

Ronald CC Cuming & Roderick J Wood, *British Columbia Personal Property Security Handbook*, 4th ed (Toronto: Carswell, 1998) at 43.

Bibliography entry (change order of first author's name and use a period after the final name):

Cuming, Ronald CC & Roderick J Wood. *British Columbia Personal Property Security Handbook*, 4th ed (Toronto: Carswell, 1998).

Footnote format for book with three authors:

Kathleen Stewart, Drew Dowling & Laurie Priske, *How to Survive the First Semester* (Oshawa: Thomson, 2004) at 135.

Bibliography entry (change order of first author's name and use a period after the final name):

Stewart, Kathleen, Drew Dowling & Laurie Priske. *How to Survive the First Semester* (Oshawa: Thomson, 2004).

Footnote format for book with more than three authors:

Joel Backan et al, *Canadian Constitutional Law*, 3d ed (Toronto: Emond Montgomery, 2003) at 125.

Bibliography entry (change order of first author's name and use a period after the final name):

Backan, Joel et al. *Canadian Constitutional Law*, 3d ed (Toronto: Emond Montgomery, 2003).

(ii) Edited book (McGill guide 6.2.2.3 and 6.3)

If you are using the **entire book**, the citation will look very similar to a regular authored book. Place a comma after the editor(s) name and add an abbreviation of the word editor - 'ed' or editors - 'eds'.

Christine Boyle & David R. Percy, eds, *Contracts: Cases and Commentaries*, 6th ed (Toronto: Carswell, 1999).

If you are using just a **chapter** or two of the book, your citation would refer to the specific chapter(s), not just the entire book. Include the first page of the chapter and a specific pinpoint page number if applicable.

Gabriel J Chin, "Race, the War on Drugs and Collateral Consequences of Criminal Conviction" in Christopher Mele & Teresa A Miller, eds, *Civil Penalties, Social Consequences* (New York: Routledge, 2005) 43 at 45.

In the **bibliography**, remember to reverse the order of the first name in the entry so that the last name comes first. Use a period after the editor designation rather than a comma. Remember to indent the second line in the citation:

Boyle, Christine & David R Percy, eds. *Contracts: Cases and Commentaries*, 6th ed (Toronto: Carswell, 1999).

Chin, Gabriel J. "Race, the War on Drugs and Collateral Consequences of Criminal Conviction" in Christopher Mele & Teresa A Miller, eds, *Civil Penalties, Social Consequences* (New York: Routledge, 2005).

(iii) Dictionaries (McGill guide 6.4)

General dictionaries do not require publisher information (see the *Oxford* and *Black's* examples in the table below). Specialized dictionaries are cited as a book: include the author's name before the title, and the publication information after the edition (as in the Hubert Reid example below).

'*Sub verbo*' is Latin for "under the word".

Title,	edition,	<i>sub verbo (in italics)</i>	"keyword"
<i>The Oxford English Dictionary,</i>	2d ed,	<i>sub verbo</i>	"law".
<i>Black's Law Dictionary,</i>	7 th ed,	<i>sub verbo</i>	"promissory estoppel".

The footnotes would look like this:

Hubert Reid, *Dictionnaire de droit quebecois et canadien* (Montreal: Wilson & Lafleur, 1994) *sub verbo* "code".

The Oxford English Dictionary, 2d ed, *sub verbo* "law".

The bibliography entry for the item with an author listed would look as follows:

Reid, Hubert. *Dictionnaire de droit quebecois et canadien* (Montreal: Wilson & Lafleur, 1994) *sub verbo* "code".

NOTE about earlier style formats: you may see '*sub verbo*' abbreviated to 's. v.' as per earlier conventions.

(iv) Encyclopedias & encyclopedic digests (McGill guide 6.5)Canadian Encyclopedic Digest (CED):

CED,	(series	edition),	volume,	title	section	e-source. (if applicable)
<i>CED,</i>	(Ont	4 th),	vol 1,	title 2	at § 10	(WL Can).

The first footnote is for paper and the second is for an electronic version:

CED, (Ont 4th), vol 1, title 2 at § 10.

CED, (Ont 4th), vol 1, title 2 at § 10 (WL Can).

Write *CED*, not the name of the encyclopedic digest in full. Indicate which series you are using: Ontario *CED* (Ont) or Western *CED* (West). Hint: to indicate the section number in Word, find the § symbol under the 'Insert' tab, then select 'Symbol' and 'Special Characters'.

Halsbury's Laws of Canada (print and electronic):

While the McGill guide (section 6.5.2) suggests citing to the entire volume without including the author's name, the examples below do include the author information.

A few individual print volumes within the series *Halsbury's Laws of Canada* may be found within the Library's collection (see the example listed below following McGill guide section 6.2.1, which includes a series title and volume number within the series).

Author,	Title,	edition	Series title and volume # within series	(place of publication:	publisher,	year of pub)	pin-point
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The footnote would look like this for a print volume:

Soma Ray-Ellis, *Discrimination and Human Rights*, Halsbury's Laws of Canada vol 17 (Markham, ON: LexisNexis, 2008) at 125.

Halsbury's is also available through online sources such as Quicklaw. Please note that the formal McGill guide does not provide an online example for *Halsbury's* - the example below is based on formats followed for other online source examples. The document information provided by the electronic source differs from that provided by the paper source – work with the information provided by the source.

The footnote would look like this for an online entry:

Soma Ray-Ellis, *Halsbury's Laws of Canada – Discrimination and Human Rights* at para HDH-10 (QL).

Bibliography citation reminder: your citation would begin with the author's name listed last name first and followed by a period e.g. Ray-Ellis, Soma.

II. Periodicals

The format of the periodical footnote depends on the type of periodical. Below are examples of three common types: journals, magazines and newspapers and newswires.

If there are multiple authors, follow the format for books with multiple authors.

To create **bibliographic** citations, following the same convention as for books: reverse the first author's name to lastname, firstname.

(i) Journals (McGill guide 6.1 and 6.21)

Author,	"title of article"	(year)	volume: issue	abbreviation of journal	first page of article	pin-point	(electronic source) if applicable.
Roderick A Macdonald,	"The Fridge-Door Statute"	(2001)	47	McGill LJ	11	at 14	(QL).

For a list of legal journal abbreviations, see the [Canadian Guide to Uniform Legal Citation](#).

The footnote would look like this:

Roderick A Macdonald, "The Fridge-Door Statute" (2001) 47 McGill LJ 11 at 14 (QL).

If you found this source electronically and the page numbering of a printed source is reproduced in the electronic source, you can reference those page numbers (as in the example above). If the printed page numbers are not reproduced, you would include a paragraph number, if available, as your pinpoint reference (preceded by "at para"). Do not use screen numbers to pinpoint an electronic reference as they may differ depending on the format used (e.g. text v. html).

If the source had no page numbers, but did have paragraph numbers, the footnote would look like this:

Roderick A Macdonald, "The Fridge-Door Statute" (2001) 47 McGill LJ 11 at para 5 (QL).

If you are using an article from an Internet site (not from a legal database), then you would provide the traditional citation, followed by 'online', the title of the website and the URL (see *The Toronto Star* example provided in the newspapers section on page 22).

The bibliography entry would look like this:

Macdonald, Roderick A. "The Fridge-Door Statute" (2001) 47 McGill LJ 11 at 14 (QL).

(ii) Magazines (McGill guide 6.15)

Author (if available),	"title of article",	title of magazine	volume: issue	(date)	first page of article	pin-point	(electronic source) if applicable.
Luiza Ch Savage,	"Judges Are Like Umpires",	<i>Maclean's</i>		(26 September 2005)	35		(CBCA Complete).
Elaine Wiltshire,	"Committed to Climate Change",	<i>The Lawyer's Weekly</i>	29:30	(11 December 2009)			(QL).

The footnotes would look like this:

Luiza Ch Savage, "Judges Are Like Umpires", *Maclean's* (26 September 2005) 35 (CBCA Complete).

Elaine Wiltshire, "Committed to Climate Change", *The Lawyer's Weekly* 29:30 (11 December 2009) (QL).

Some magazines, particularly electronic versions, may not have a volume or issue number.

The bibliographic entry for a resource with a listed author would look like this:

Wiltshire, Elaine. "Committed to Climate Change", *The Lawyer's Weekly* 29:30 (11 December 2009) (QL).

(iii) Newspapers & newswires (McGill guide 6.16)

Author,	"title of article",	newspaper	(date)	page	electronic source (if applicable).
Bill Curry,	"PM, premiers work out deal on aboriginal health care",	<i>The Globe and Mail</i>	(26 November 2005)	A4	(CPI.Q).
Betsy Powell,	"Hells Angels acquitted on organized crime charges",	<i>The Toronto Star</i>	(4 July 2011)		online: The Toronto Star < http://www.thestar.com >.
	"Ottawa eyes six new Supreme Court Judges",	<i>Canadian Press</i>	(25 November 2005)		(QL).
Moira Welsh,	"Abducted boy alive",	<i>The Toronto Star</i>	(2 August 2006)	A1.	

The footnotes would look like this (the first is a print example; the second is from a website):

Moira Welsh, "Abducted boy alive", *The Toronto Star* (2 August 2006) A1.

Betsy Powell, "Hells Angels acquitted on organized crime charges", *The Toronto Star* (4 July 2011) online: The Toronto Star <<http://www.thestar.com>>.

"Ottawa eyes six candidates in search for new Supreme Court judge", *Canadian Press* (25 November 2005) (QL).

The bibliographic entry for a resource with a listed author would look like this:

Powell, Betsy. "Hells Angels acquitted on organized crime charges", *The Toronto Star* (4 July 2011) online: The Toronto Star <<http://www.thestar.com>>.

(iv) Editorials and Letters to the Editor (McGill guide 6.16.1)

Author,	"title of editorial",	style of document,	newspaper	(date)	page	electronic source (if applicable)
	"Accountability Begins at Home",	Editorial,	<i>The New York Times</i>	(21 November 2005		online: The New York Times < http://www.nytimes.com >.
Ken Lum,		Letter to the Editor,	<i>The Vancouver Sun</i>	(6 December 2004)	A10.	

The footnotes would look like this:

"Accountability Begins at Home", Editorial, *The New York Times* (21 November 2005) online: The New York Times <<http://www.nytimes.com>>.

Ken Lum, Letter to the Editor, *The Vancouver Sun* (6 December 2004) A10.

The bibliographic entry for a resource with a listed author would look like this:

Lum, Ken. Letter to the Editor, *The Vancouver Sun* (6 December 2004) A10.

III. General Internet Sites (McGill guide 6.21.3)

Provide as much of a citation as possible according to the guidelines for the related type of print source (magazine, journal, etc.). At the very least, list the page title or section name. Then list the word “online” and the name of the website. Cite the home page of the website.

Traditional print citation, [for type of resource/page]	online:	Name of website	<URL>.
<i>Judicial Appointments,</i>	online:	Department of Justice Canada	< http://www.justice.gc.ca/eng >.
“Afghanistan” <i>CBC News Online</i> (21 March 2006),	online:	CBC News Online	< http://www.cbc.ca/news >.
Theodore de Bruyn, <i>A Plan of Action for Canada to reduce HIV/AIDS-related stigma and discrimination,</i>	online:	Canadian HIV/AIDS Legal Network	< http://www.aidslaw.ca >.
<i>Canadian Wrongful Convictions Timeline</i> ,	online:	AIDWYC	< http://www.aidwyc.org >.

The footnotes would look like this (note that the URL is not a hyperlink):

“Afghanistan” *CBC News Online* (21 March 2006), online: CBC News Online <<http://www.cbc.ca/news>>.

Theodore de Bruyn, *A Plan of Action for Canada to reduce HIV/AIDS-related stigma and discrimination*, online: Canadian HIV/AIDS Legal Network <<http://www.aidslaw.ca>>.

Canadian Wrongful Convictions Timeline, online: AIDWYC <<http://www.aidwyc.org>>.

The bibliography entry for a resource with a listed title would look like this:

de Bruyn, Theodore. *A Plan of Action for Canada to reduce HIV/AIDS-related stigma and discrimination*, online: Canadian HIV/AIDS Legal Network <<http://www.aidslaw.ca>>.

IV. Loose-leafs (McGill guide 6.2.6)

“Loose-leaf” items are documents found in a binder format, generally updated on a regular basis. The general footnote/bibliography form is the same as for books, except include the word “loose-leaf” and the date the item was consulted after the title. When listing the date of publication, use the date that appears on the copyright page, since more than one date may appear in other sections of the text. Where available, use paragraph numbers to pinpoint; otherwise, use page numbers.

The footnote would look like this:

David Estrin, *Business Guide to Environmental Law*, loose-leaf (consulted on 4 April, 2010), (Toronto: Carswell, 1992).

The bibliography citation will have the author’s name in lastname, firstname order, followed by a period.

NOTE about earlier style formatting: ‘loose-leaf’ will not be hyphenated and there will be no date of consultation.

V. Conference Lectures and Seminar Materials (McGill guide 6.13)

A lecture delivered at a conference would be arranged as follows:

Speaker,	“Title’ (if available) or Address	(lecture series or paper)	delivered at the	conference or venue,	date),	Publication info or [unpublished].
Chris Tollefson,	“The Implications of <i>Okanagan Indian Band</i> for Public Interest Litigants”	(Paper	delivered at the	AGM of the Court Challenges Program of Canada, Winnipeg,	19 November 2005),	[unpublished].
John Borrows,	“Creating an Indigenous Legal Community”	(John C Tait Memorial Lecture in Law and Public Policy,	delivered at the	Faculty of Law, McGill University,	14 October 2004),	(2005) 50 McGill LJ 153.

Seminar materials are often published in binders, but do not have regular updates like loose-leafs. You would cite the entire item or just specific chapters, as you would a book.

The footnotes for seminar materials would look like this:

Real Estate: Bar Administration Course Reference Materials (Toronto: Law Society of Upper Canada, 1999).

Barbara McGregor, “The Standard Loan Transaction” in *Real Estate: Bar Administration Course Reference Materials* (Toronto: Law Society of Upper Canada, 1999), at 8-1.

Appendix A

List of Commonly-Used Abbreviations

NOTE: Items cited using older versions of McGill style will include periods as part of the abbreviations (e.g. RSC = R.S.C.; OR = O.R.).

For a complete list of abbreviations, see the McGill text located in the Reference section under call number KE259 .C35 2010.

Statutes and Regulations

CRC	Consolidated Regulations of Canada
RRO	Revised Regulations of Ontario
RSC	Revised Statutes of Canada (1985 is most recent)
RSO	Revised Statutes of Ontario (1990 is most recent)
SC	Statutes of Canada
SO	Statutes of Ontario

Law Reporters (official and semi-official sources are indicated as such)

ACWS	All Canada Weekly Summaries
CCC	Canadian Criminal Cases
CHRR	Canadian Human Rights Reporter
CR	Criminal Reports
DLR	Dominion Law Reports (this is an official reporter)
FC	Federal Court Reports (this is an official reporter)
LAC	Labour Arbitration Cases
MPLR	Municipal and Planning Law Reports
NR	National Reporter
OAC	Ontario Appeal Cases
OR	Ontario Reports (this is a semi-official reporter)
OWN	Ontario Weekly Notes
SCR	Canada Supreme Court Reports (this is an official reporter)

Database Abbreviations

Can LII	Canadian Legal Information Institute
Lexis	LexisNexis
LexUM	LexUM
QL	Quicklaw
WL Can	Westlaw Canada (LawSource or Criminal Source)

Internet Links

Periodicals listing by abbreviation: <http://www.westlawecarswell.com/icll/periodicals.asp>

Legal reporter abbreviations (partial list): http://library.osgoode.yorku.ca/res_guides_abbr.html

Appendix B

Quick Checklist:

In your footnotes, have you done the following?

- Italicize appropriate portions of the citation
- Include a neutral citation for a case, where available
- Indicated the use of an online source, such as Quicklaw, as appropriate

In your bibliography, have you done the following?

- NOT included the title “Bibliography” at the top of the page (just begin with the appropriate section heading).
- Divide resources into the appropriate sections: LEGISLATION, JURISPRUDENCE, SECONDARY MATERIAL (secondary material may be further sub-divided if necessary e.g. if the section exceeds 5-7 sources)
- Properly format the headings (headings should be all caps, but NOT bolded, italicized, underlined, made larger than the rest of the text)
- Set apart headings with only a single extra line. You should not “space out” your bibliography by including extra space between sections and headings.
- Reverse the first author/editor’s name (e.g. the footnote entry would list the author’s name as ‘John Smith’, but the bibliographic entry would be listed under ‘Smith, John’)
- Alphabetize the entries in each section
- Single space the entries in each section
- Indent all lines of a citation, except for the first one
- Include a neutral citation for a case, where available
- Indicate if the case is “available on” an electronic service as appropriate (see p. 15 for more information)