

UOIT

Your Guide to Citing Legal Sources

based on

Canadian Guide to Uniform Legal Citation

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A – Formatting Your Research Paper

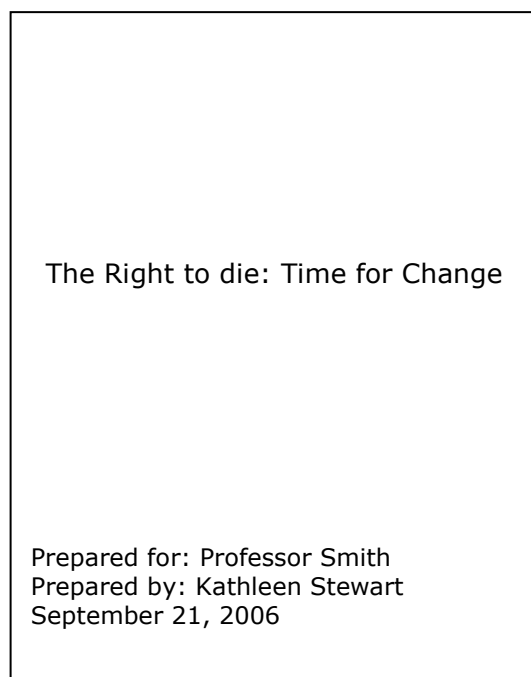
There are no clear guidelines in the Canadian Guide to Uniform Legal Citation (McGill style) with respect to how a legal research paper should be formatted. **You should check with your professor first** to see if he/she has specific formatting requirements that are expected. The following is a generic guide to formatting a paper.

(i) Title page

Your title page should contain the following information:

- Your name
- The title of your assignment
- The due date
- The name of your professor

E.g. Title page



Preferences for actual placement of text on the page may differ from professor to professor. If no guidelines have been given, ensure that the text is attractively spaced and professional looking. Cute graphics and clip art should be avoided.

B – Formatting Your Bibliography

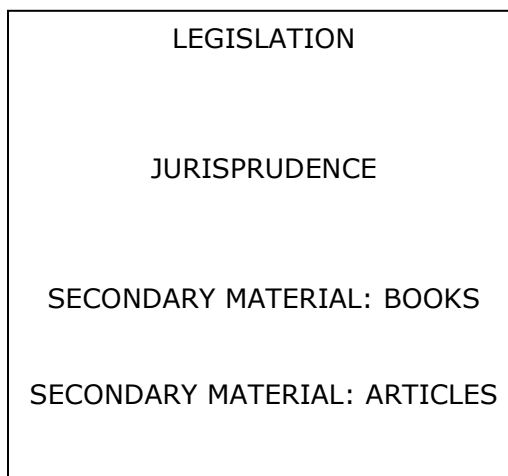
The following format is for bibliographies in McGill style (see the sample bibliography in Appendix B). Some professors may prefer that you use APA style for the overall bibliography and only use the citation formats in this guide for legal materials that are not covered in APA. Other professors may want you to use only this McGill style with no APA. **Be sure to check with your professor for his/her preferred bibliography/citation style.**

(i) Headings

The bibliography appears at the end of your research paper and should begin on a new page. The word 'bibliography' does not actually appear at the top of the page.

Instead, your bibliography should be divided into three main sections: legislation, jurisprudence, and secondary materials. Secondary materials may be further divided if you wish. For example, you may want to have it divided 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.

E.g. Bibliography headings



(ii) Listing items under each section

Items listed within each section should appear alphabetically. In the case of legislation (statutes), items would appear alphabetically by the first significant word in the name of the statute.

LEGISLATION

- E.g. *Canada Evidence Act*, R.S.C. 1985, c. C-5.
 Criminal Code, R.S.C. 1985, c. C-46.
 Immigration and Refugee Protection Act, S.C. 2001, c. 27.

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

JURISPRUDENCE

- E.g. *Nisbett v. Manitoba (Human Rights Commission)*, 101 D.L.R. (4th) 744.
 R. v. Matheson, [1994] 3 S.C.R. 328 (CanLII).
 Rodriguez v. British Columbia (A.G.), [1993] 3 S.C.R. 519.
 Saskatchewan (Human Rights Commission) v. Moose Jaw (City), [1989] 2
 S.C.R. 1317.

In the case of secondary materials, items 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 title of the material.

SECONDARY MATERIAL: ARTICLES

- E.g. Bauslaugh, Gary. "The Trial of Evelyn Martens" *Humanist Perspectives*
 152 (spring 2005), online: Humanist Perspectives.org
 <www.humanistperspectives.org/issue152/index.html>.
 "Martens found not guilty of assisting in suicides of two B.C. Women",
 online: MediResource <<http://mediresource.sympatico.ca>>.
 Wood, Chris. "The legacy of Sue Rodriguez" *Maclean's* (28 September
 1994) 107, online: Macleans.ca <<http://www.macleans.ca>>.

If the item you are listing has a reference longer than one line, the second and subsequent lines are indented as in the example above. There are no spaces between items listed within each section. NOTE: in the article example by Chris Wood, the '107' indicates the first page of the article, not the volume number.

C – Footnotes

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

Legal citation style uses footnotes. 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

What should you footnote? To avoid charges of plagiarism, violation of copyright laws, and as a simple courtesy to readers, a writer should identify in footnotes any quotations taken from other works, and any facts or opinions which are not common knowledge. If you refer briefly 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

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

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. They should be indented from both margins, single spaced, and should not have quotation marks.

E.g. Long quote

Her application was dismissed and the appeal court agreed with the lower court’s decision. She then appealed the decision to the Supreme Court of Canada, but they denied her appeal in a very close 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

E.g. 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. “More than three out of four people surveyed by Gallup Canada in November, 1992, 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

Special Note: legislative provisions can be indented even if they are less than four lines long.

E.g. Legislative Provision

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

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

E.g.

¹Dirk Meissner, “Martens found not guilty of assisting in suicides of two B.C. Women”, online: MediResource <<http://mediresource.sympatico.ca>>.

²*Ibid.*

If you will be referring to the same book, article, case or legislation several times in your paper, you can 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 1** (only the word *supra* is italicized, and the phrase should not be bolded), and the page number to which you are now referring (if applicable).

This is how the footnote would appear the first time you list the case in your paper. The footnote contains all of the necessary information, and the short form you intend to use for future footnotes appears in the square brackets.

E.g.

¹ *Rodriguez v. British Columbia (A.G.)*, [1993] 3 S.C.R. 519 (CanLII) [*Rodriguez*].

This is how it would appear if you used the case again, but on another page of your paper.

⁴*Rodriguez, supra* note 1.

D – Legislation (Statutes)

I. Legislation

(i) Paper sources

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 or S.O., Statutes of Quebec or S.Q. 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>	S.O.	2005,	c. 1,	s. 2.

Your footnote would look like this:

Greenbelt Act, S.O. 2005, c. 1, s. 2.

Periodically, the government will consolidate all current laws into one set of volumes. These are referred to as ‘revised statutes’. The latest consolidation for Canada was in 1985. The latest consolidation for Ontario happened in 1990. These are referred to as ‘revised statutes of (jurisdiction)’. For example, Revised Statutes of Ontario or R.S.O., Revised Statutes of Alberta or R.S.A. when abbreviated.

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>	R.S.C.	1985,	c. C-46,	s. 745.

Your footnote would look like this:

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

(ii) Electronic sources/services

Statutes can easily be found using a variety of electronic sources including a legal service such as Quicklaw, Westlaw eCarswell, Canadian Legal Information Institute (CanLII), or LexUM. When you use a statute from one of these sources, include an abbreviation for the name of the service in parentheses following the citation. For example, (QL), (WLeC), (CanLII), (LexUM), (e-Laws).

title,	statute volume abbreviation (in this case, "Revised Statutes of Canada")	year,	chapter,	pinpoint	(e- source).
<i>Criminal Code,</i>	R.S.C.	1985,	c. C-46,	s. 745	(QL).

Your footnote would look like this:

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

If the statute is downloaded from a government website, indicate this by adding "online: name of web site <web site address>." at the end of the citation.

Your footnote would look like this:

Criminal Code, R.S.C. 1985, c. C-46, s. 745, online: Department of Justice Canada <<http://laws.justice.gc.ca/en/C-46/281086.html>>.

Special note: Your computer may automatically format the web address as a hyperlink. You must remove the hyperlink so that the web address appears exactly in the format shown in the example above.

(iii) Constitutional Statutes

Whenever you reference Canadian constitutional statutes, use the formats noted below. The only thing you might add is the pinpoint reference. Here are examples of how to cite the Canadian Constitution and the Charter of Rights and Freedoms.

Canada Act 1982 (U.K.), 1982, c. 11.

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

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

II. Regulations & Statutory Orders

(i) Regulations

Sometimes, it is necessary for the government to draft “additions” to statutes that provide detail not contained in the statute. For example, the Tenant Protection Act (TPA) has several regulations. Section 129 (2) of the TPA states:

“Guideline

(2) The Minister shall determine the guideline in effect for each calendar year as follows:

1. Determine the rent control index taking into account the weights and the three year moving averages of the operating cost categories as set out in the prescribed Table.”

The regulation contains the actual table referred to in section 129 (2) 1.

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.

Ontario

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

Your 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 Immigration and Refugee Protection Act. Not all statutes have regulations or statutory orders.

Order Designating the Minister of Citizenship and Immigration as the Minister responsible for the administration of that Act

SI/2001-120

Registration 19 December, 2001

IMMIGRATION AND REFUGEE PROTECTION ACT

Order Designating the Minister of Citizenship and Immigration as the Minister responsible for the administration of that Act

P.C. 2001-2265 6 December, 2001

Her Excellency the Governor General in Council, on the recommendation of the Prime Minister, pursuant to section 4 of the *Immigration and Refugee Protection Act*, assented to on November 1, 2001, being chapter 27 of the Statutes of Canada, 2001, hereby designates the Minister of Citizenship and Immigration, a member of the Queen's Privy Council for Canada, as the Minister responsible for the administration of that Act, effective December 6, 2001.

Federal

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

Your footnote would look like this:

Immigration and Refugee Protection Regulations, S.O.R./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 page 10 in this guide).

Immigration and Refugee Protection Regulations, S.O.R./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

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 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.
R.R.O.	1990,	Reg.	949,	Sched. 12.

Your footnote would look like this:

R.R.O. 1990, Reg. 949, Sched. 12.

Federal

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

Your footnote would look like this:

Protection of Privacy Regulations, C.R.C., 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.

R.R.O. 1990, Reg. 949, Sched. 12 (CanLII).

E – Jurisprudence

I. Decisions of the courts

Decisions of the courts are published in “case reporters” which are multi-volume series with a focus on a particular court (e.g. Supreme Court of Canada cases can be found in the Supreme Court Reports – S.C.R.), jurisdiction (e.g. Ontario cases can be found in the Ontario Reports – O.R.), or topic (e.g. criminal law cases can be found in the Canadian Criminal Cases – C.C.C.). Case reporters may be arranged in series (1st, 2nd, 3rd, 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 an electronic source or to a website with a neutral citation (see page 15 for an explanation of ‘neutral citation’). Use the general formats below when citing a case. Note that a list of abbreviations for commonly-used reporters can be found in Appendix A of this guide.

(i) Printed Reporters

<i>style of cause</i> *	(year of decision),	[year of reporter]	Volume	reporter	(series) if any	page
<i>R. v. Askov</i> ,		[1990]	2	S.C.R.		1199.
<i>R. v. Askov</i>	(1987),		37	C.C.C.	(3d)	289.

Your footnote would look like this:

R. v. Askov, [1990] 2 S.C.R. 1199.

R. v. Askov (1987), 37 C.C.C. (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 C.C.C. stands for Canadian Criminal Cases, but the case could have been heard at 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. If this was the case, your footnote would look like this:

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

(ii) Online decisions

When citing a case found using an electronic service such as Quicklaw, Westlaw eCarswell, Canadian Legal Information Institute (CanLII), or LexUM, include an abbreviation for the name of the service in parentheses following the citation. For example, (QL), (WLeC), (CanLII), (LexUM).

Your footnote would look like this:

R. v. Askov, [1990] 2 S.C.R. 1199 (QL).

(iii) Neutral citations

Many courts assign a neutral citation to each case as they make their decisions. All a neutral citation does is identify a particular case independent of whatever source it might be printed in. 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. **Therefore, if you use a neutral citation it should always be followed by a citation to a printed reporter.**

<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.

Your footnote would look like this:

R. v. Law, 2002 SCC 10.

If you found the case using an electronic source, add the electronic source identifier at the end of the citation in parentheses as noted on page 10 of this guide.

Some unreported cases may be found in an electronic service. In these cases, they may only have an identifier assigned by the electronic service. If this is the only identifier available, use it to cite the case.

<i>style of cause,</i>	identifier given	pinpoint	(electronic service).
<i>R. v. Ling,</i>	[2009] B.C.J. No. 267	at para. 14	(QL).

Your footnote would look like this

R. v. Ling, [2009] B.C.J. No. 267 at para. 14 (QL).

II. Decisions of Administrative Bodies and Tribunals

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 recorded.

(i) Printed Reporters

<i>style of cause</i>	year of decision,	reporter citation	page	Tribunal. (abbreviated)
<i>Re Victoria City Police Board and Policemen's Union</i>	(1980),	30 L.A.C. (2d)	79	(BCLRB).

Your footnote would look like this:

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

In this example, BCLRB stands for British Columbia Labour Relations Board.

(ii) Online decisions

<i>style of cause</i>	date of decision	decision number,	online reference (include full website address, as below)
<i>Terry Buffett v. Canadian Armed Forces</i>	(March 21, 2005),	2005 CHRT 16,	online: CHRT <website>.

Your 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.

F – Secondary Sources

In the course of your legal research, you will find that legal commentary is often used in addition to statutes, regulations and cases. This can be in the form of books, articles, conference proceedings, looseleaves, dictionaries, mainstream newspapers or magazines (such as Maclean's). The **bibliography** format is identical to that used in footnotes except for the author/editor's name, which appears lastname, firstname followed by a period in the bibliography, but firstname lastname followed by a comma in the footnotes. In your bibliography, remember to indent after the first line of an entry.

I. Books

(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 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." in italics. List the book title (in italics) and the edition, if appropriate (if using an edition number, separate title and edition with a comma – note that 2nd and 3rd editions are written as 2d and 3d). Include in parentheses the place of publication followed by a colon and then the publisher's name followed by a comma and the publication year. If appropriate, include the pinpoint (to a particular page or paragraph).

author(s),	<i>title of book</i>	Edition, (if applicable)	(publisher information)	pinpoint.
H. Patrick Glenn,	<i>Legal Traditions of the World</i>		(Oxford: Oxford University Press, 2000).	
Ronald C.C. 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 C.C. Cuming & Roderick J. Wood, *British Columbia Personal Property Security Handbook*, 4th ed. (Toronto: Carswell, 1998) at 43.

Footnote format for book with three authors

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

Footnote format for book with more than three authors

Joel Backan et al., *Canadian Constitutional Law*, 2d ed. (Toronto: Emond Montgomery, 1997).

(ii) Editor of a collection

You may come across a book that is a collection of materials put together by an editor or editors. Treat a book of this nature the same as a regular book in terms of presenting the editors' names, but place a comma after their names and add an abbreviation of the word editor - 'ed.' or editors - 'eds'. This should appear immediately following their names.

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

Special Note: When listing these sources on your **bibliography**, remember to reverse the order of the first author's name so that their last name comes first and use a period after the author's name rather than a comma. This is true for all secondary sources. Remember to indent the second line of an entry in the bibliography.

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

(iii) Dictionaries

General Form

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

Note: s.v. is an abbreviation of the Latin "sub verbo" which means "under the word". If the dictionary is a specialized one, you would put the author's name before the title, and the publication information after the edition.

Your footnotes would look like this:

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

The Oxford English Dictionary, 2d ed., s.v. "law".

II. Periodicals

The format of the periodical footnote depends on the type of periodical. Below are examples of three common types. If the periodical was accessed on an electronic source, do not include the page number of the electronic source (use the page number of the print version if available). Provide the full traditional citation, followed by a comma, “online:” the name of the Web page, and the URL or the short form of the electronic database you used; for example, ProQuest or Factiva.

(i) Journals

Author,	“title of article”	(year)	volume	abbreviation of journal	first page of article	pinpoint	(electronic service if applicable)
Roderick A. Macdonald,	“The Fridge-Door Statute”	(2001)	47	McGill L.J.	11	at 14	(QL).

Your footnote would look like this:

Roderick A. Macdonald, “The Fridge-Door Statute” (2001) 47 McGill L.J. 11 at 14 (QL).

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

Assuming that your source had no page numbers, but did have paragraph numbers, your footnote would look like this:

Roderick A. Macdonald, “The Fridge-Door Statute” (2001) 47 McGill L.J. 11 at para. 5 (QL).

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

(ii) Magazines

author (if available),	“title of article”	<i>title of magazine</i>	vol. no: issue no.	(date)	first page of article	Pinpoint	(electronic source if applicable)
Jane Smith,	“Judges Are Like Umpires”	<i>Maclean’s</i>	120:38	(26 September 2005)	35	at 36.	
Elaine Wiltshire,	“Committed to Climate Change”	<i>The Lawyer’s Weekly</i>	29:30	(11 December 2009)			(QL).

Your footnotes would look like this:

Jane Smith, “Judges Are Like Umpires” *Maclean’s* 120:38 (26 September 2005) 35 at 36.

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

Note: You may find an online version of a magazine that doesn’t indicate a volume or issue number. If this is the case, simply omit the volume and issue number.

Jane Smith, “Judges Are Like Umpires” *Maclean’s* (26 September 2005) 35 at 36 (ProQuest).

(iii) Newspapers & Newswires

author,	“title of article”	<i>newspaper</i>	(date)	page.	electronic source if applicable.
Moira Welsh,	“Abducted boy alive”	<i>The Toronto Star</i>	(2 August 2006)	A1.	
Caroline Davies,	“War crimes suspect ‘has fled to Britain’”	<i>The Daily Telegraph</i>	(28 December 1999),		online: The Telegraph Group < http://www.telegraph.co.uk >.
	“Ottawa eyes six new Supreme Court Judges”	<i>Canadian Press</i>	(25 November 2005)		(QL).

Your footnotes would look like this:

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

Caroline Davies, “War crimes suspect ‘has fled to Britain’” *The Daily Telegraph* (28 December 1999), online: The Telegraph Group <<http://www.telegraph.co.uk>>.

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

(iv) Editorials and Letters to the Editor

author of letter or "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.	

Your 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.

III. General Internet Sites

Provide as complete and as traditional a citation as possible, followed by a comma, "online:", the name of the Web page, and the URL. Cite the full Web address of the document unless the address is specific to one Web session. In this instance, cite the home page of the Web site.

Traditional citation,	online:	Name of website	<URL>.
Joshua Rozenburg, "Professor who puts the world to rights" <i>The Daily Telegraph</i> (6 December 2001),	online:	The Telegraph Group	< http://www.telegraph.co.uk >.
"Afghanistan" <i>CBC News Online</i> (21 March 2006),	online:	CBC News Online	< http://www.cbc.ca/news/background/afghanistan/ >.

Your footnotes would look like this:

Joshua Rozenberg, "Professor who puts the world to rights" *The Daily Telegraph* (6 December 2001), online: The Telegraph Group <<http://www.telegraph.co.uk>>.

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

IV. Looseleafs

“Looseleaf” items are documents found in a binder format (the documents/pages can be removed and replaced). The general form is the same as for books, except that the word “looseleaf” appears immediately following 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.

Your footnote would look like this:

David Estrin, *Business Guide to Environmental Law*, looseleaf (Toronto: Carswell, 1992).

V. Conference and Seminar Materials

These materials are often published in binders, but do not have regular updates like looseleafs. Cite them using the same convention as books. You may also cite the specific chapter or section as in the second example below.

Your footnotes 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), 8-1.

Appendix A

List of Commonly-Used Abbreviations

Statutes and Regulations

R.S.C.	Revised Statutes of Canada (1985 is most recent)
S.C.	Statutes of Canada
C.R.C.	Consolidated Regulations of Canada
R.S.O.	Revised Statutes of Ontario (1990 is most recent)
S.O.	Statutes of Ontario
R.R.O.	Revised Regulations of Ontario

Law Reporters

A.C.W.S	All Canada Weekly Summaries
S.C.R.	Canada Supreme Court Reports
C.C.C.	Canadian Criminal Cases
C.H.R.R.	Canadian Human Rights Reporter
C.R.	Criminal Reports
D.L.R.	Dominion Law Reports
L.A.C.	Labour Arbitration Cases
M.P.L.R.	Municipal and Planning Law Reports
N.R.	National Reporter
O.A.C.	Ontario Appeal Cases
O.R.	Ontario Reports
O.W.N.	Ontario Weekly Notes

Internet Links

Periodicals listing by abbreviation:

<http://www.westlawecarswell.com/icll/periodicals.asp>

Legal Reporters abbreviations listing (partial list):

http://library.osgoode.yorku.ca/res_guides_abbr.html

Appendix B

Sample Bibliography

LEGISLATION

- Canada Evidence Act*, R.S.C. 1985, c. C-5.
Courts of Justice Act, R.S.O. 1990, c. C.43.
Immigration and Refugee Protection Act, S.C. 2001, c. 27, online: Department of Justice Canada <<http://laws.justice.gc.ca/en/l-2.5/index.html>>.
Ontario Court of Justice Criminal Proceedings Rules, S.I./92-99, online: Department of Justice Canada <<http://laws.justice.gc.ca/en/c-46/si-92-99/80989.html>>.
 R.R.O. 1990, Reg. 579 (CanLII).
Safe Drinking Water Act, S.O. 2002, c. 32.

JURISPRUDENCE

- Mugesera v. Canada*, 2005 SCC 40 (WLeC).
Nisbett v. Manitoba (Human Rights Commission), 101 D.L.R. (4th) 744.
R. v. C.I.P. Inc., 135 N.R. 90.
R. v. Raponi, [2004] 3 S.C.R. 35 (LexUM).

SECONDARY MATERIAL: MONOGRAPHS

- Blais, Marie-Helene *et al.* *Standards of Review of Federal Administrative Tribunals*, 2005 ed. (Markham: LexisNexis/Butterworths, 2004).
 Department of Justice Canada. *The changing face of conditional sentencing: symposium proceedings* (Ottawa: Department of Justice Canada, 2000).
 Estrin, David. *Business Guide to Environmental Law*, looseleaf (Toronto: Carswell, 1992).
 Gifford, Donald L., Kenneth H. Gifford & Michael I. Jeffrey. *How to Understand Statutes & By-Laws* (Toronto: Carswell, 1996).
 Mann, J. Fraser. *Computer Technology and the Law in Canada* (Toronto: Carswell, 1987).

SECONDARY MATERIAL: ARTICLES

- Joyce, Greg. "Accused murderer in 30-year-old cold case faces cross-examination" *Macleans's* (21 June 2005), online: [Macleans.ca <http://www.macleans.ca/topstories/news/shownews.jsp?content=n062151A#>](http://www.macleans.ca/topstories/news/shownews.jsp?content=n062151A#>).
 Macdonald, Roderick A. "The Fridge-Door Statute" (2001) 47 McGill L.J. 11 (QL).
 Stevenson, Mark. "Mexico Revives Penal Island" *Blueline* 17:6 (June/July 2005) 41.