



NUALS  
Law Journal

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# LANGUAGE GUIDE

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First Edition

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# LANGUAGE GUIDE

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## 1. General Rules

1.1. Please use British English and ensure that spellings match the latest edition of the Oxford English Dictionary.

·Honour ✓	Honor ✗
·Organise ✓	Organize ✗

1.2. Please italicise non-English terms and provide an approximate translation of it in parenthesis at its first appearance. This requirement does not apply to legal phrases in Latin (*expressio unius est exclusion alterius*) and words which have been assimilated into English (for instance *per annum*). Refer to Rule 3 for specifics regarding italicisation.

1.3. Dates should be written in the following format: January 15, 2023 except in footnotes, where the Bluebook format should be followed.

1.4. Usage of active voice is recommended.

1.5. Please use the Oxford Comma when necessary.

1.6. Avoid beginning sentences with “further”, “moreover” and “additionally”.

1.7. Keep away from beginning sentences with “this” to reference situations, circumstances or consequences that have been mentioned in the previous sentences or paragraphs.

1.8. Avoid lead-in phrases such as “It must be noted that...”

1.9. Use “for example” in place of “e.g.” and “that is” in place of “i.e.”, except in parentheticals.

1.10. When a single noun is made possessive, add an “[apostrophe]s,” even if the noun ends in “s.” With a plural noun, only add an “[apostrophe]s” to indicate possession.

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1.11. Please refer to frequently appearing terms with corresponding short forms in all successive repetitive occurrences. For instance, ‘In this paper, we discuss the various aspects of the Maternity Benefit Act, 1961 (‘the Act’). Please avoid using terms such as ‘hereinafter’ in such instances.

## 2. Capitalisation

2.1. Nouns referring to people or groups only when they identify specific persons, officials, groups, or government offices should be capitalised. Phrases such as “the Act” when unambiguously defined must be capitalised. Names or parts of a constitution or statute may be capitalised when used in an English sentence as proper nouns, such as “First Amendment.”

- When referring to a specific Act such as the Companies Act, 2013, refer to it as ‘the Act.’
- Refer to the Government of India as “The Indian Government” but not “the government.”
- When referring to the State (country or state in India), refer to it as ‘the State’ and not ‘the state’.
- When referring to a decision of a court in a subsequent sentence, refer to it as ‘the Court’ and not ‘the court’.
- Prime Minister
- President

2.2. Note the distinction between specific and descriptive geographical designations. Capitalise directions only when they are proper nouns.

- South Delhi
- northern France

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## 3. Italics

3.1. The use of italics should be minimised. Italicisation must NOT be used to emphasise words or phrases.

3.1. Please italicise case names, names of journals and periodicals, books and treatise titles, foreign words and foreign phrases.

3.2. Please note, however the following list of commonly used foreign words/phrases should be italicized (this list is not exhaustive, please italicise other maxims, foreign words and phrases):

- 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

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## 4. Quotations and Extracts

Please use double quotation marks (“”) for extracts. Direct excerpts/extracts, and quotations should be italicised. To highlight a term used in a specific manner, please use single quotation marks (‘’).

## 5. Numbers and Figures

5.1. Numbers should be used for dates, temperatures, addresses, and mathematical calculations, number of sections, clauses and paragraphs.

5.2. Spell out whole numbers from one to ninety-nine. Spell out any such one to ninety-nine multiples of hundreds, thousands, millions, and so on.

5.3. Wherever the specific number is irrelevant, round off to the nearest thousand, hundred thousand, million and so on.

5.4. If a sentence begins with a number which is less than 100, spell out the number.

5.5. Spell out ordinals first through ninth. Use figures for 10th and up.

5.6. Superscript ordinal numbers.

5.7. A percent should always be expressed as a numeral followed by “percent.”

- 1,236,333 must be expressed in numerical form.
- 1,100,000 must be expressed as 1.1 million.
- Thirty-three percent of Indians...

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## 6. Punctuation

6.1. Use abbreviations sparingly. Months of the year, geographic terms, and ordinal numbers should be spelled out.

6.2. Define acronyms before using them.

6.3. Do not omit the period following the ‘v’ in a case name.

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

6.5. Please note that the following abbreviations must end with full stops:

- Co.
- Ltd.
- Mr.
- Dr.
- Mrs.
- Ms.
- Inc.
- Prof.

## 7. Titles

When referring to the works or opinions of deans, professors, judges and other jurists refer to them by their full title at the first instance and by their title followed by their last name in all subsequent instances where their works or opinions are being cited.

- First reference: Chief Justice of India P.N. Bhagwati
- Subsequent references: Chief Justice Bhagwati or CJI Bhagwati

## 8. Times

8.1. Use the 24-hour clock when referring to times.

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8.2. In cases where a time period is being referred to, do not separate the times by a hyphen, separate them by “to” instead.

- The accused was travelling at 9:00.
- The accused ran a business from 10:00 to 15:00 every day.