



NUALS
Law Journal

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STYLE GUIDE

FEBRUARY 2023

FORMULATED BY NUALS LAW JOURNAL

First Edition



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CITATION STYLE

1. DOMESTIC MATERIALS

1.1. Constitution of India

a. Cite the Constitution as “INDIA CONST.”

b. In case specific articles are being referenced, use the abbreviation ‘art.’, mention the relevant article after the word “CONST.” and separate them with a comma.

c. If schedules, the preamble, or entries in annexures to the Constitution are being referenced, mention them after the word “Const.” and separate the two words with a comma.

- INDIA CONST., art. 22(3).
- INDIA CONST., Preamble.
- INDIA CONST., Schedule X.

1.2. Statutes

a. Cite statutes in the following format: |Short title|, |Year|, No. [Act No.], Acts of Parliament, |Year of Enactment|.

b. If specific sections are being referenced, cite in the following format: |Short title|, |Year|, § [Number], No. [Act No.], Acts of Parliament, |Year of Enactment|.

c. In cases where orders, rules, schedules, forms or any other annexures to a statute are being cited, follow Rule 1.2.b and replace the section number with the relevant order, rule or annexure. Similarly, if an explanation or a proviso is being cited use the following format: |Short title|, |Year|, [Explanation to/ Proviso to] § [Number], No. [Act No.], Acts of Parliament, |Year of Enactment|.

d. In case a state legislation is being referred to, replace ‘Acts of Parliament’ mentioned in Rule

1.2.a. with ‘Acts of [State] Legislature’.

- Securities Contracts (Regulation) Act, 1956, No. 42, Acts of Parliament, 1956.
- The Uttar Pradesh Gangsters and Anti-Social Activities (Prevention) Act, 1986, No. 7, Acts of Uttar Pradesh State Legislature, 1986.
- Code of Civil Procedure, 1908, Order XXI, Rule 11, No. 5, Acts of Parliament, 1908.

1.3. Bills

a. Cite Bills in the following format: |Bill name|, |Year|, Bill No. [Bill No.] of |Year of Introduction|.

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b. In case specific clauses or annexures to the Bill are being referenced, follow Rules 1.2.b and 1.2.c. combined with Rule 1.3.a. Abbreviate clauses as “Cl.”

c. If the Bill was introduced in a state legislature, cite the Bill in the following format: |Bill name|, Year, Bill No. [Bill No.] of |Year of Introduction| (Name of State).

- The Competition (Amendment) Bill, 2022, Bill No. 85 of 2022.
- The National Anti-Doping Bill, 2021, Cl. 3, Bill No. 160 of 2021.
- The Karnataka Land Revenue (Second Amendment) Bill, 2022, Bill No. 30 of 2022 (Karnataka).

1.4. Rules

a. Cite Rules in the following format: |Name of the Rules|, |Year|.

b. In case a specific rule number is being referred to, mention rule number after the year and separate them with a common.

- The Companies (Prospectus and Allotment of Securities) Rules, 2014.
- Transplantation of Human Organs and Tissues Rules, 2014, Rule 2(b).

1.5. Regulations

a. Cite Regulations in the following format: |Name of the Regulations|, |Year|, Gazette of India Part [Insert No.] Section [Insert No.].

b. In case a specific Regulation is being referred to mention it after the year in which the regulations were issued and separate the year and the regulation number with a comma. Abbreviate Regulation as “Reg.”

- Securities and Exchange Board of India (Issue of Capital and Disclosure Requirement) Regulations, 2018, Reg. 32, Gazette of India Part III Section 4.
- The Competition Commission of India (Procedure in regard to the transaction of business relating to combinations) Regulations, 2011, Gazette of India Part III Section 4.

1.6. Notifications

Cite notifications in the following format: Ministry Issuing the Notification (Department Name), *Description of the Notification*, Notification No. (Date).

- Ministry of Finance (Department of Economic Affairs), *Notification on zero coupon zero principal instruments as securities*, S.O. No 3210(E) (July 15, 2022).

1.7. Ordinances

a. Cite Ordinances in the following format: Name of the Ordinance, No. [Number] of Year.

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- b. If a specific section of the Ordinance is being cited, mention it after the Year and separate the Year and the section with a comma.
- c. In case the Ordinance is promulgated by a Governor, follow Rule 1.7.a. and mention the concerned State after the Year, in parentheses.
- The Insolvency and Bankruptcy Code (Amendment) Ordinance, No. 3 of 2021, §1.
 - The Prevention of Cruelty to Animals (Tamil Nadu Amendment) Ordinance, No. 1 of 2017 (Tamil Nadu).

1.8. Circulars

- a. Cite circulars in the following format: Issuing authority, *Name of the Circular* (Circular No.) (year of issuance), link to the circular.
- b. In case the circular number is unavailable, follow Rule 1.7.a and omit the circular number.
- c. When citing specific page numbers of a circular, use the format: “at [page/paragraph number]” after the link to the circular and separate them with a comma.
- Reserve Bank of India, *Master Circular on Exposure Norms for Banks* (RBI/2015-16/70 DBR.No.Dir.BC.12/13.03.00/2015-16) (2015), https://www.rbi.org.in/Scripts/BS_ViewMasCirculardetails.aspx?id=9875.
 - Securities and Exchange Board of India, *Participation of AIFs in Credit Default Swaps* (SEBI/HO/AFD/PoD/CIR/2023/15) (2023), https://www.sebi.gov.in/legal/circulars/jan-2023/participation-of-aifs-in-credit-default-swaps_67264.html, at p.2.

1.9. Bye-laws

- a. Cite bye-laws in the following format: Name of the bye-laws and the authority.
- b. In case a specific bye-law is being cited, mention it after the name of the authority and separate them with a comma.
- Bye-laws of the Bombay Stock Exchange.
 - Bye-laws of the National Stock Exchange, Chapter IV bye-law 2.

1.10. Patent and trademark manuals

A. Cite patent and trademark manuals in the following format:

Issuing authority, title of the manual (year of publication).

B. When citing a specific page, mention the page number after the title of the manual and before the parentheses in which the year of publication is mentioned.

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- OFFICE OF THE COMPTROLLER GENERAL OF DESIGN & PATENTS, MANUAL OF PATENT OFFICE OF PRACTICE & PROCEDURE 5 (2011).

1.11. Government policies and schemes

In case a specific government policy is being referenced, cite it in the following format: Ministry/Department Issuing the Policy/Scheme, *Name of the Policy* (2012).

- Department of Telecommunications, *National Telecom Policy* (2012).

1.12. Cases

a. Cite reported judgments in the following format: Cause title, Citation. Avoid the use of Manupatra citations and rely on standard law reports as much as possible.

b. Cite unreported judgments in the following format: |Cause title|, |Case No.| (Name of the Court).

c. Cite unreported judgments and orders of tribunals in accordance with Rule 1.12.b and mention the name of the tribunal or adjudicating authority instead of the name of the Court.

d. In case the dispute is pending final adjudication mention the status as “Pending” in parentheses after the name of the Court or the adjudicating authority.

- Maneka Gandhi v. Union of India, (1978) 1 SCC 248.
- Coastal Andhra Power Limited v. Andhra Pradesh Central Power Distribution Co. Ltd. & Ors., O.M.P. No. 267 of 2012 (Delhi High Court).
- Revanasidappa v. Mallikarjun, (2011) 11 SCC 1 (Pending).

1.13. Submissions made to Courts by the parties and amici curiae

Cite submissions of parties and amici curiae in a dispute to the Court in the following format:

Submissions of [Party/amici curiae] in |Cause Title|, |Citation|. In case the judgment is unreported, follow Rules 1.12.b. and 1.12.c while citing the case.

- *Written Submission on behalf of the Intervenor (Shamnad Basheer)* in Novartis AG v. Union of India, S.L.P. (C) No. 20549/2009.

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2. FOREIGN MATERIALS

2.1. Cases

2.1.1. Australia

a. Cite reported decisions in the following format: |Cause Title|| (Year of publication)|| Volume No. |, |Reporter abbreviation| |First page no. of the case|, |Page referred to|| Country abbreviation|.

b. If the year number constitutes the volume number, it should be mentioned within square brackets.

c. In case the judgment is unreported, cite in the following format: |Cause Title|| [Year]| Unique Court Identifier|| Case no. (in case it has not been assigned, mention the name of the court)| |(Date of judgment)|| Country abbreviation|.

- *Dickson v The Queen* (2010) 241 CLR 491 (Austl.).
- *SZQM v Minister for Immigration and Citizenship* [2013] FCA 5 (15 January 2013) (Austl.).
- *Perini Corp v Commonwealth* [1969] 2 NSWLR 530 (Austl.).

2.1.2. New Zealand

a. In cases of citing medium neutral citation which has been assigned by the court, the following format must be followed: |Cause title| |[Year]| |Court abbreviation| |Case reference number| at |(paragraph/page no.)|| (Country abbreviation)|.

b. In case of citing a reported decision, the volume number and reporter abbreviation should be mentioned after the year (refer to rule a). It should also be noted that the year, in the case of a reported decision should be mentioned within brackets.

c. In case of citing an unreported decision, the following format must be followed: |Cause title| |Court abbreviation| |File number| |date| at |paragraph/page no.|| (Country abbreviation)|.

- *Aylwin v. Police* [2009] 2 NZLR 1 at 8 (N.Z.).
- *R v. Noble* (2006) 22 CRNZ 422 (HC) at 422.
- *Waitikiri Links Ltd v. Windsor Golf Club Inc* CA132/95, 25 June 1998 (N.Z.).

2.1.3. Singapore

Cite cases from Singapore in the following format: |Cause Title|, Name of the Court, Case Number (Year).

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- Kanagaratnam Niholas Jens v. Public Prosecutor, High Court of Singapore, Magistrate’s Appeal No. 9033 of 2019 (2019).

2.1.4. The United Kingdom

- a. Cite cases from the United Kingdom in the following format: |Cause title| |[Year of publication]|Court abbreviation| |Case number|, |[paragraph(s)/page no. of the case]|, |(appeal taken from relevant abbreviation) |.
- b. Please refer to Rule 2.1.2.(a) for all cases pertaining to the United Kingdom, Great Britain, Wales, Scotland and Northern Ireland.
- c. The abbreviations for the relevant jurisdictions which are United Kingdom, Great Britain, Wales, Scotland and Northern Ireland are UK, Gr. Brit., Eng., Wales, Scot. and N.Ir. respectively.
- d. If the judicial pronouncement of a Court that hears appeals from multiple courts is being referenced, indicate the jurisdiction from which the case has been appealed as “(appeal taken from [abbreviation of the relevant court]).”
- e. If the opinion of a specific judge is being referenced, mention the name of the judge in () after the referenced page or paragraph number.
- f. The year should be placed in parentheses or square brackets depending on the reporter.
- g. In case of citing an internet source for a case, follow rule
 - i. United Kingdom
 - B.C. Elec. Ry. v. Loach [1916] 1 AC 719 (PC) (appeal taken from B.C.). (Judicial Committee of the Privy Council)
 - Donoghue v. Stevenson [1932] AC 562 (HL) 564 (appeal taken from Scot.). (House of Lords)
 - R v. Shayler [2002] UKHL 11, [2003] 1 AC (HL) 35 (appeal taken from Eng.), <http://www.publications.parliament.uk/pa/ld200102/ldjudgmt/jdo20321/hayle-1.htm>.
 - ii. England and Wales
 - R v. Martin [1998] AC 917 (HL) 948 (Lord Hope of Craighead) (appeal taken from HM Court) (UK).

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iii. Scotland

- Dalglish v. Assessor for Strathclyde Region (1986) SC 23 (Scot.).
- Smith v. Jones [2006] CSIH 34 [45] (Scot.).

iv. Northern Ireland

- Re Taylor [1973] NI 159 (QB) 18.
- R v. Pollock [2004] NICA (Crim) 34 [38] (N.Ir.).

2.1.5. The United States of America

- a. Cite US cases in the following format: |Cause Title|, |Volume No. of the Report| |Abbreviation of the Report| |First Page of the case| (Year).
- b. Kindly refer to the Official Bluebook Handbook (20 th ed.) to refer to the relevant abbreviation of the report for different courts.
- c. In case of citing Supreme Court cases, kindly adhere to the order of preference specified herein while citing the report- U.S., S. Ct., L. Ed., or U.S,L.W.
 - d. Meritor Sav. Bank v. Vinson, 477 U.S. 57, 60 (1986).
 - e. N.Y. State Citizens' Coal. for Child. v. Poole, 935 F.3d 56 (2d Cir. 2019).
 - f. Azalea Meats, Inc. v. Muscat, 246 F. Supp. 780 (S.D. Fla. 1965).

2.2. Constitutions

In case the Constitution of a particular country is being referenced, cite it in the following format: [Abbreviated Name of the country/Name of the country] CONST.

- SING. CONST
- U.S. CONST.

2.3. Statutes

If a statute of a foreign country is being referenced, cite it in the following format: Name of the Statute, Year (country name/country abbreviation)

If a specific provision is being referenced, cite it in the following format: Name of the Statute, Year (country name/country abbreviation).

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3. INTERNATIONAL MATERIALS

3.1. International Cases

3.1.1. The International Court of Justice (ICJ) and the Permanent Court of International Justice (PCIJ)

- a. Cite ICJ/PCIJ cases in the following format: |Cause Title| |(Parties' name, if applicable)|, |Judgment/Advisory opinion/Provisional measure/Preliminary Objection/Pleadings|, |Volume no. and reporter name|, |Page or case number| |(Date)|.
- b. In case a separate opinion is being cited, include the first page of the judgment and mention the name of the author of the separate opinion in parentheses.
- c. In case an advisory opinion is being referenced, the names of the parties need not be listed.
- d. In case of separately published pleadings, mention the designation given in the document in the beginning of the citation (refer to rule 3.1.1.a.).

- Delimitation of Maritime Boundary in Gulf of Maine Area (Can./U.S.), Judgment, 1982 I.C.J. Rep. 560 (Nov. 05, 1982).
- Military and Paramilitary Activities in and Against Nicaragua (Nicar. v. U.S.), Judgment, 1986 I.C.J. Rep.14, (June 27, 1986) (separate opinion by Ago, I.).
- Reservations to Convention on Prevention and Punishment of Crime of Genocide, Advisory Opinion, 1951 I.C.J. Rep.15 (May 28, 1951).
- Interpretation of Peace Treaties with Bulgaria, Hungary and Romania, Advisory Opinion, 1950 I.C.J. 65 (Mar. 30, 1950).
- Memorial of United Kingdom, Corfu Channel (U.K. v. Alb.), 1949 I.C.J. Pleadings 19 (Sept. 30, 1947).

3.1.2. International Tribunals

- a. Cite the cases of international tribunals in the following format: |Cause Title|, |Case number|, |Reporter|, |Type of ruling (if applicable)| |(Date)| |(Name of the tribunal)|.
- b. In case the official report is not available, cite the URL of the website at the end of the citation (refer to rule 3.1.2.a.).

- Prosecutor v. Katanga, ICC-01/04-01/07-3436-Anxl, Minority Opinion of Judge Wyngaert (Mar. 07, 2014) (ICC).
- Y. v. Netherlands, App. No.7245/32, 32 Eur. Comm'n H.R. Dec. & Rep. 345, 358 (1982) (ECHR).

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- Prosecutor v. Gombo, Case No. ICC-01/05-01/08, Warrant of Arrest (May 23, 2009) (ICC), <http://www.icc-cpi.int/iccdocs/doc/doc535163.pdf>.

3.2. Treaties and Conventions

- a. Cite bilateral treaties in the following format: |Name of the Treaty|, |Abbreviated names of the parties to the treaty|, |Treaty Series Reference| |(Adopted on ___(date))|.
- b. In case multilateral treaties are being cited, refer to Rule 3.2.a. However, the abbreviated names of the parties to the treaty need not be mentioned.
- c. Cite conventions in the following format: |Relevant organization that published the convention|, |Name of the convention|, |Reference number| |(Date)|.
 - Treaty of Peace and Friendship, India-Nepal, 94 UNTS 1302 (Adopted on July 31, 1950).
 - Vienna Convention on the Law of Treaties, 1155 UNTS 331 (Adopted on May 23, 1969).
 - Olivos Protocol for the Settlement of Disputes in Mercosur, 42 I.L.M. 2. (Adopted on Feb. 18, 2002).
 - Organization of American States, American Convention on Human Rights, O.A.S.T.S. No.36, 1144 U.N.T.S. 123 (Nov. 22, 1969).

3.3. United Nations Sources

3.3.1. UN Charter

- a. Cite the UN Charter in the following format: |UN CHARTER |, |article no. |.
- b. Mention the abbreviated form of article (“art.”) with the relevant number.
 - UN CHARTER art.2.

3.3.2. Resolutions

Cite resolutions passed by the UN organs in the following format: |Abbreviation of the Relevant

body|, |Title|, |UN Document No. | |(Date month (abbreviation) year)|

- UNSC, *Resolution 1160*, S/RES/1160 (Mar. 31, 1998)
- GA, *Recommendation of Security Council of 19 September 1992*, U.N. Doc. A/RES/47/1 (Sept. 22, 1992)

3.3.3. UN Reports

- a. Cite reports in the following format: |Relevant body|, |Title|, |Document symbol| |(date)|.

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b. In case the report of a sub-committee of a UN Organ is being referenced, cite it after mentioning the main organ and separate them with a comma (refer to rule 3.3.3.a.).

c. In case a report published by a person in official capacity is being referenced mention the name of the person with the designation in brackets in the beginning.

d. In case a report from a conference is being referenced, cite it in the following format :
|Name of the conference|, |*Title of the report*|, |Document symbol| |Date of publication|.

- United Nations Economic and Social Council [ECOSOC], Sub-Commission on Prevention of Discrimination and Protection of Minorities, *Working Group on Minorities, Working Paper: Universal and Regional Mechanisms for Minority Protection*, U.N. Doc. E/CN.4/Sub.2/AC.5/1999/WP.6 (May 05, 1999).
- Maurice Kamto (Special Rapporteur on the Expulsion of Aliens), *Fourth Rep. on the Expulsion of Aliens*, U.N. Doc. A/CN.4/594 (Mar. 24, 2008).
- World Conference on Human Rights, *Vienna Declaration and Programme of Action*, U.N. Doc. A/CONF.157/23 (June 25, 1993).

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4. BOOKS AND PERIODICALS

4.1. Journal articles

- A. Cite journal articles in the following format: Author's name, *Title*, [Vol No.] NAME OF THE JOURNAL [Page on which the article begins] (Year of Publication).
- B. If a specific page number is being referenced, mention the specific page after the page on which the article begins and separate them with a comma.
- C. Do not mention the issue of the journal in brackets after the volume unless it is a journal that is not consecutively paginated.
- D. When the number of authors exceeds three, mention the name of the first author and refer to the rest as 'et al.'
- Stefan Talmon, *Determining Customary International Law: The ICJ's Methodology Between Induction, Deduction and Assertion*, 26 EJIL 417 (2015).
 - David P. Fidler, *From International Sanitary Conventions to Global Health Security: The New International Health Regulations*, 4 CHINESE JOURNAL OF INTERNATIONAL LAW 325, 328 (2005).
 - M. Martini et al., *The Spanish Influenza Pandemic: a lesson from history 100 years after 1918*, 60 J. PREV. MED. HYG. 64, 66 (2019).

4.2. Books

- a. Cite books in the following format: AUTHOR'S NAME, TITLE [Page number] (Year).
- b. In case there are more than three authors, mention the first author's name and refer to the rest as 'et al.'
- c. If a pdf copy of the book is available on an open-source website, provide the link to the website after the page number and separate them with a comma.
- d. In case a book has multiple volumes, mention the volume number of the book after the title and separate them with a comma.
- e. In case a book has been edited multiple authorities, cite it in the following format: AUTHOR, TITLE [Page Number] ([Name of editors] eds. Year).
- OTTO TRIFFTER & KAI AMBOS, THE ROME STATUTE OF INTERNATIONAL CRIMINAL COURT- A COMMENTARY 9 (2015)

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4.3. Chapters in an edited book

a. Cite chapters in a book in the following format: AUTHOR'S NAME , *Article title* in BOOK TITLE

[Page Number] (Year of Publication).

b. In case there are more than three authors, mention the first author's name and refer to the rest as 'et al.'

- CHRISTOPHER K. HALL, DANIEL NSREKO & MANUEL VENTUR, *Article 19 in OTTO TRIFFTERER & KAI AMBOS, THE ROME STATUTE OF THE INTERNATIONAL CRIMINAL COURT – A COMMENTARY* (3 RD ED., 2015).

4.4. Newspaper articles

a. Cite newspaper articles in the following format: Author's name, Title, NEWSPAPER'S NAME (Date).

b. Cite newspaper articles available online in the following format: Author's name, Title, NEWSPAPER'S NAME (Date), Link to the Article. Mention the date in accordance with the following illustration: Mar. 31, 2022.

c. If no author is mentioned, cite the article as if the institution is the author.

- Rajesh Mascarenhas & Arijit Barman, *Regulatory eye on NBFC financing of HNIs' IPO appetite*, THE ECONOMIC TIMES (Jan. 26, 2021), <https://economictimes.indiatimes.com/markets/stocks/news/regulatory-eye-on-nbfc-financing-of-hnis-ipo-appetite/articleshow/80461267.cms?from=mdr>.
- C. Rangarajan & D.K. Srivastava, *Balance fiscal consolidation with growth*, THE HINDU (Jan. 17, 2023).

4.5. Reports

a. Cite reports in the following format: Author/Institutional Author, *Title of the Report* (Year of Publication), Link.

b. Cite Law Commission Reports in the following format: Law Commission of India, *Title* (Report No., Year of Publication), link to the report.

c. Cite reports by commissions set up by the government and Parliamentary committees in the following format: NAME OF THE COMMITTEE , *Title* [Page Number] (Year of Publication).

1. Law Commission of India, *Costs in Civil Proceedings* (Law Commission Report No. 240, 2012), <https://lawcommissionofindia.nic.in/reports/report240.pdf>.

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- TATA Trusts, India Justice Report 2020 (2021), <https://www.tatatrusters.org/Upload/pdf/ijr-2020-overall-report-january-26.pdf>.

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5. MISCELLANEOUS

5.1. Dictionaries and Encyclopedias

a. Cite the dictionaries and encyclopedias in the following format: | NAME OF THE DICTIONARY/ENCYCLOPEDIA|[Volume no.](if any)||Referenced page no.||(edition no., year)|.

- BLACK'S LAW DICTIONARY 40 (12th ed., 2009).
- ENCYCLOPEDIA OF LIBRARY AND INFORMATION SERVICES [6] (3rd ed., 2010).

5.2. Dissertations and theses

a. Cite dissertations and theses in the following format: |Full name of the author|,|Title of the work| |(Date)| |(Type of dissertation, name of the institution)| |(Accessible source)|.

b. If the dissertation is unpublished, mention that in the type of dissertation.

- Ambrogino Guisti, The Green Press: Mass Media and the U.S. Environmental Movement 1945-1975 (8th Aug., 2007) (unpublished B.A. thesis, University of Washington) (on file with the Suzzatlo and Allen Libraries, University of Washington).

5.3. Letters and Press Releases

a. Cite letters and press releases in the following format: |Letter from/ Press Release| |Name of the writer to the address (if any)|, |Title|, |Institutional affiliation| |(Date)| |(Accessible source)|.

b. If the letter/press release is available online, then cite the URL of the website along with “available at”. In the end of the citation, mention the last visited date.

- Letter from Michael Qin, Exec. Editor, Harvard Law Review, to Alexandra Zabierek, Exec. Editor, Harvard Law Review (Oct. 01, 2014) (on file with the Harvard Law School Library).
- Press Release, Screen Actors Guild, Screen Actors Guild Hails Passage of California Privacy Law (Sept. 30, 1998) (on file with author).
- Letter from Pt. Jawaharlal Nehru to Indira Gandhi (Aug. 09, 1933), available at <http://www.webspawner.com/users/nehru/> (last visited on May 07, 2010).

5.4. E-mail

a. While citing e-mails, refer to rule 4.3 and replace “Letter from” with “E-mail from”.

b. The timestamp of the message should be included along with the date of the message in parentheses.

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- E-mail from Mary Miles Prince, Assoc. Dir., Vanderbilt Law Library, to Edward C. Brewer III, Assistant Professor of Law, Salmon P. Chase Coll. of Law (Sept. 26, 1999, 06:15 CST) (on file with author).

5.5. Forthcoming materials

a. Cite the forthcoming materials in the following format: |Author|, |Title|, |NAME OF THE PUBLICATION| |(forthcoming in (projected date of publication))|.

- E. Fox Decent, *The Fiduciary Nature of State Legal Authority*, QUEEN'S LAW JOURNAL (forthcoming in 2005).

5.6. Interviews

a. Cite interviews in the following format: |Interview with (Name of the interviewee)|, |Designation|, |Institutional affiliation|, |Location or form of interview| | (Date)|.

b. In case the author(s) has not conducted the interview, mention the name of the interviewer in the beginning of the citation.

- Interview with Aisha Rich, Managing Editor, Harvard Law Review, Cambridge, Mass. (Mar. 02, 2014).
- Interview by Angelina with Shane Snyder, CEO, Nextel Commc'ns, in Potomac, Md. (Mar. 01, 2000).

5.7. Online Materials

a. Cite online materials in the following format: |Name of the author/agency|, |Title|, |Date of publication|, |available at relevant URL| |(Last visited on (date))|.

- Indo Asian News Service, *India Elect to Bat Against Sri Lanka in Second ODI*, 31 st January, 2009, available at <http://beta.cricket.yahoo.com/cricket/news/article?id=item/2.0/-/cricket.indiaabroad.com/16c6e68269c8a654c3397c389d18a755/> (last visited on Jan. 31, 2009).

5.8. Religious texts or scriptures

a. Cite religious texts and scriptures in the following format: | NAME OF THE RELIGIOUS TEXT/SCRIPTURE|, |Chapter no.|, |Verse|.

- THE QURAN, Chapter 8, Verse 4.

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5.9. Speeches

- a. Cite speeches in the following format: |Name of the speaker|, |Designation|, |Institutional affiliation (if any)|, |*Title of the speech*|(Date)|.
- b. If the speech has not been published, mention the location of the transcript at the end of the citation in parentheses.
 - Bradley Smith, Chairman, Fed. Election Comm'n, Keynote Address at the University of Pennsylvania Law Review Symposium: *The Law of Democracy* (Feb. 06, 2006).

5.10. Working Papers

- a. Cite working papers in the following format: |Name of the author|, |*Title*|(Working paper designation, number, year).
- b. In case it is available online, mention the URL at which the paper at the end of the citation.
 - Richard Briffault, *The Political Parties and Campaign Finance Reform* 16-17 (Columbia Law Sch. Pub. Law & Legal Theory Working Paper Grp., Paper No. 12, 2000), http://papers.ssrn.com/sol3/papers.cfm?abstract_id :223729.

6. CROSS-REFERENCING AND INTRODUCTORY SIGNALS

6.1. Introductory signals

- a. All introductory signals should be italicized.
- b. When citing an authority that directly supports a proposition, do not use an introductory signal.
- c. If the authority is one of many references that support a proposition, use the signal, “*E.g.*” before the authority.
- d. If the authority indirectly states a proposition and hence, lends it support, use the signal, “*See*” before the authority.
- e. Use the signal “*see also*” when other authorities that support them same proposition are being cited.
- f. When background material to a proposition is being referenced, use the signal, “*See generally*” before the authority.
- g. If an authority that supports the contrary of a proposition, use the signal, “*But see*”.

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6.2. Cross-referencing

- a. To reference an earlier citation, use the short form “*supra*”. For example: DOLZER & SCHREUER, *supra* note [insert number]. {Where the earlier citation refers to RUDOLF DOLZER & CHRISTOPH SCHREUER, PRINCIPLES OF INTERNATIONAL INVESTMENT LAW (2012).}
- b. To cross-reference an authority that will be cited later, use the short form “*infra*.” For example: DOLZER & SCHREUER, *infra* note [insert number]. {Where the later citation refers to DOLZER & CHRISTOPH SCHREUER, PRINCIPLES OF INTERNATIONAL INVESTMENT LAW (2012).}
- c. To cross-reference the immediately preceding authority, use “*Id.*”. Note that the period after *Id* should be italicized.
- d. When an authority is too lengthy to cite multiple times, use the short form “hereinafter” to abbreviate the authority. For example: *Stefan Talmon, Determining Customary International Law: The ICJ’s Methodology Between Induction, Deduction and Assertion*, 26 EJIL 417 (2015) [hereinafter “Talmon”] can be cited subsequently as “Talmon, *supra* note [footnote number]”.

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FORMATTING GUIDELINES

For the purpose of uniformity and to ensure that large volumes of text are organized, we expect the margins, page sizes, texts, citations, headings and quotes of the manuscripts we receive to adhere to certain formats.

1. General

- a. Times New Roman is the font that will have to be used throughout the text.
- b. Page size: B5 (JIS)
- c. Margins: 1 inch

2. Body Text

- a. Size: 12
- b. Alignment: Justified
- c. Line spacing: 1.5
- d. For quotes, refer to Rule 4 of the Language Guide.

3. Footnotes

- a. Size: 10
- b. Alignment: Justified
- c. Line spacing: 1

4. Title

- a. Size: 16
- b. Alignment: Center
- c. Line spacing: 1.5

5. Abstract

- a. Font: Italicized
- b. Size: 12
- c. Alignment: Justified
- d. Line spacing: 1.15

6. Headings

a. Try to avoid using more than 4 headings. Headings will have to adhere to the formatting guidelines mentioned in the rules below.

b. I. Heading 1 [Times New Roman, Size – 12, Bold, Left Aligned, Use a Roman Numeral Bullet List]

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- c. **A. Heading 2** [Times New Roman, Size – 12, Bold, Left Aligned, Use a bullet list with capital letters]
- d. **i. Heading 3** [Times New Roman, Size 12, Bold, Left Aligned, Use a bullet list with small Roman numerals]
- e. a) Heading 4 [Times New Roman, Size 12, Underlined, Left Aligned, Use a bullet list with small alphabets]
- f. The format for Heading 1 mentioned in Rule 6.b. will have to be followed for the introductory and concluding sections.

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LANGUAGE GUIDE

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.