

CITATION AND STYLE GUIDE



NLIU LAW REVIEW

2025-26

The NLIU Law Review Citation and Style Guide lays down mandatory requirements for citation and referencing that every manuscript must comply with for consideration. Authors are reminded that the Law Review does not permit the use of hyperlinks or speaking footnotes as acceptable citation methods. Proper footnoting in the prescribed format forms a crucial part of the evaluation and acceptance process. Absence of footnotes, will result in immediate rejection of the manuscript and exclusion from further stages of review.

CITATION GUIDE

- OSCOLA uses a footnote referencing style, meaning all citations appear in footnotes and not endnotes or in-text citations. Longer works like theses or books should also include tables of cases, legislation, and a bibliography.
- Quotations from other works or legal sources must be accurate. You may change quotation marks (single to double or vice versa) if necessary. Any note such as “emphasis added” should appear in a footnote.
- Insert footnotes using a superscript number placed after punctuation. Normally, put the number at the end of a sentence, unless clarity requires placing it right after a specific word or phrase.
- If the cited word or phrase is in brackets, place the footnote marker before the closing bracket.
- When quoting a source, you don’t need a separate footnote if the source name appears in the same sentence; otherwise, use a separate one.
- For subsequent citations, give a short form of the source and a cross-reference to the footnote with the full citation. If the second citation follows immediately, you may use “ibid”.
- You may repeat the full citation each time, especially if the earlier one appears in a different chapter, as some publishers or universities prefer that format.
- Use cross-references only when essential. If a simple point can be restated, avoid sending the reader elsewhere.

- Avoid Latin terms like *supra*, *infra*, *ante*, *id*, *op cit*, and *contra*. The only Latin term commonly used is “*ibid*”, meaning “in the same place”, to repeat a citation from the preceding footnote.
- OSCOLA minimises punctuation. Do not use full stops in abbreviations or author initials. Insert commas to separate items that may otherwise run together and cause confusion, such as runs of numbers or authors and titles. When citing authorities from other jurisdictions, do not include full stops in the citation

A. Primary Sources

i. Cases:

Give the names of the parties first, then the neutral citation, and after that the Law Reports citation (for example, AC, Ch, QB). If there is no neutral citation, give the Law Reports citation and include the court in brackets. If the case is not in the Law Reports, cite the All ER or WLR instead, or use a specialist report if necessary.

Examples:

- Taylor v Metro Rail Ltd [2008] EWCA Civ 215, [2008] QB 602
- Burke v City Hospitals Trust [1996] Ch 221 (CA)

When referring to specific parts of the judgment, put paragraph numbers in square brackets at the end of the citation.

If there are no paragraph numbers, include the page numbers after the court.

Examples:

- Davis v Clarke [2001] EWCA Civ 908, [2001] 1 WLR 445 [42] [45]
- Hill v Richardson [2006] EWHC 407 (QB), [2006] 3 All ER 336 [1]–[37]
- R v Northshire Magistrates' Court, ex p Western [1990] QB 523 (QB) 530–31

If you are citing a particular judge, add the judge's name in brackets at the end. Example: Stephens v Environmental Agency [2004] EWCA Civ 892, [2005] Env LR 6 [27] (Laws LJ)

ii. Statutes and statutory instruments:

- Act of Supremacy 1558
- Human Rights Act 1998, s 15(1)(b)
- Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

iii. EU Legislation and cases:

- Consolidated Version of the Treaty on European Union [2008] OJ C115/13
- Council Regulation (EC) 139/2004 on the control of concentrations between undertakings
- (EC Merger Regulation) [2004] OJ L24/1, art 5
- Case C–176/03 Commission v Council [2005] ECR I–7879, paras 47–48

iv. European Court of Human Rights:

- Osman v UK ECHR 1998–VIII 3124
- Balogh v Hungary App no 47940/99 (ECHR, 20 July 2004)

B. Secondary Sources

i. Books

Give the author's name in the same form as in the publication, except in bibliographies, where you should give only the surname followed by the initial(s). Give relevant information about editions, translators and so forth before the publisher, and give page numbers at the end of the citation, after the brackets.

author, | title | (additional information, | edition, | publisher | year)

- Philip Sales, Principle of Statutory Interpretation (Oxford University Press 2023) 25
- Gareth Jones, Goff and Jones: The Law of Restitution (1st supp, 7th edn, Sweet & Maxwell 2009)

ii. Edited and translated books

- Hans Kelsen, General Theory of Law and State (Anders Wedberg tr, Harvard University Press 1945)
- Peter Birks and Grant McLeod (trs), The Institutes of Justinian (Duckworth 1987)

iii. Contributions to edited books

author, | ‘title’ | in editor (ed), | book title | (additional information, | publisher | year)

- Paul Craig, ‘Theory, “Pure Theory” and Values in Public Law’ in Maurice Adams and Mark Elliott (eds), *The Unity of Public Law* (Hart Publishing 2010)
- Francis Rose, ‘The Evolution of the Species’ in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

iv. Encyclopedias

- Jonathan Hill, ‘Private International Law’ in Peter Cane and Joanne Conaghan (eds), *The New Oxford Companion to Law* (Oxford University Press 2008)
- Halsbury’s Laws (5th edn, 2010) vol 57, para 53

v. Journal articles

- Mark Elliott, ‘Has the Common Law Duty to Give Reasons Come of Age Yet?’ (2011) 17 *European Public Law* 173
- When pinpointing, put a comma between the first page of the article and the page pinpoint.
- JAG Griffith, ‘The Common Law and the Political Constitution’ (2001) 117 *LQR* 42, 64

vi. Online journals

author, | ‘title’ | [year] OR (year) | volume/issue | journal name or abbreviation | | date accessed

- Aileen McHarg, ‘Proportionality and Deference in UK Administrative Law’ (2016) 25(3) Public Law Review < <https://journals.sagepub.com/plr> > accessed 1 July 2024
- Graham Greenleaf, ‘The Global Development of Free Access to Legal Information’ (2010) 1(1) EJLT < <http://ejlt.org//article/view/17> > accessed 27 July 2024

vii. Command papers and Law Commission reports

- Law Commission, Administrative Redress: Public Bodies and the Citizen (Law Com No 322, 2010) ch 7
- Department for International Development, Eliminating World Poverty: Building our Common Future (White Paper, Cm 7656, 2009) ch 5

viii. Websites and blogs

- Mark Elliott, ‘The Legal Effect of the Brexit Referendum: A Response to Professor Finnis’ (Public Law for Everyone, 3 July 2016) <<https://publiclawforeveryone.com>> accessed 19 November 2024
- Sarah Cole, ‘Virtual Friend Fires Employee’ (Naked Law, 1 May 2009) <www.nakedlaw.com/2009/05> accessed 19 November 2009

ix. Newspaper articles

- Joshua Rozenberg, ‘Judges Are Standing Up to Ministers Again – About Time’ *The Guardian* (London, 15 March 2024) 3

STYLE GUIDE

A. Formatting

a. Font, Font Size and Spacing-

All documents should use Times New Roman, size 12, 1.5 line spacing, and justified alignment.

Do not add extra space between lines. In Microsoft Word, select “No Spacing” under “Styles” on the “Home” tab.

Example:

- Lord Toulson’s approach, based on public policy considerations, requires the court to directly address those concerns in each case.

b. Titles-

In article titles, capitalise the first letter of each major word.

Do not capitalise prepositions or definite/indefinite articles unless they are the first word or the first word after a colon.

Examples:

- Criminal Jurisdiction over the Internet: Jurisdictional Links in the Cyber Era
- A Concept of Personal Autonomy Fit for Contract Law

c. Headings-

Use no more than four levels of headings. Three levels are usually sufficient.

Formatting by Level:

First-level headings: Centred, numbered with capital Roman numerals (I, II, III), fully capitalised, font size 16, and 4 points larger than body text

Example:

- I. GAZPROM’S RELATIONSHIP WITH TANKERS

Second-level headings: Justified, alphabetically numbered (A, B, C), fully capitalised, font size 12, with the first letter four sizes larger (16 pt).

Example:

- A. RATIONALISING GAZPROM’S “CARVE-OUT”

Third-level headings: Justified, italicised, lowercase Roman numerals in brackets (i), (ii), (iii), font size 12, capitalising major words.

Example:

- (i) Explanation 1: Briggs’ “Auxiliary Jurisdiction” Thesis

Fourth-level headings: Justified, lowercase alphabet letters in brackets (a), (b), (c), font size 12, sentence case.

Example:

- (a) Mutual Trust is Intelligible Content-Wise

Leave one line before each heading.

d. Referring To Subdivisions Using Headings-

When referencing sections or subsections, separate each level with periods. Always capitalise the word “Section” and include the full reference.

Examples:

- “As discussed in Section IV.C.(i), the interpretation remains complex.”
- “See Subsection C in Section II above.”

e. Margins-

2.5 cm margins should be left on the top, bottom, left, and right. This corresponds to the “Normal” setting on Microsoft Word. If your document does not use this setting automatically, you may change it under the “Page Layout” tab.

f. Indentation-

Start each new paragraph on a new line and indent by 1.0 cm.

Do not indent the first paragraph of a new section, but do indent the first paragraph of a subsection.

Example:

- Lord Toulson’s approach, grounded in public policy reasoning, emphasises judicial engagement with those concerns in every case. It is a balancing-oriented method rooted in principle.
- Incorrect: The UNHCR takes privacy policies seriously... The UNHCR does not disclose refugee applicants’ data unless required..

g. Alignment of Headings with Text-

Leave one space between the heading number or letter and the heading text.

Headings of second, third, and fourth levels should be indented by 1.0 cm, aligning with the paragraph indentation.

h. Short Quotations-

Short quotations (under 40 words) should appear within double quotation marks in the same paragraph.

Use ellipses (“...”) to indicate omitted words, with no space before and one space after the ellipsis.

Use square brackets [] to mark inserted or altered words or letters.

If a quotation contains another quotation, use single quotation marks within it.

Example:

- The court noted that “the Royal prerogative... [was] progressively curtailed as Parliament expanded its authority.”

When continuing a sentence with a quotation, put the first letter of the quoted word in lowercase within brackets:

Example:

- The report concludes that “[t]he decision reflects an evolving constitutional balance.”

If starting a sentence with a quotation, capitalise that first letter in brackets:

Example:

- “[T]he doctrine of necessity,” the judge remarked, “cannot justify unlawful acts indefinitely.”

i. Long Quotations-

Long quotations (over 40 words) should appear as a separate indented paragraph, indented by 1.0 cm on both sides.

Do not use quotation marks. Leave a line before and after the quotation, as well as between paragraphs within the quote.

Follow all other short-quotation rules for ellipses or bracketed words.

Example:

- The 2011 Expert Meeting on Complementarities between International Refugee Law, International Criminal Law, and International Human Rights Law stated:

The relocation of acquitted persons unable to return to their homeland due to threats of persecution remains a substantial challenge.

This issue will continue to affect future international justice mechanisms, requiring durable solutions in line with the principles of the rule of law.

j. Numbers-

Spell out numbers in full except in the following cases:

- Dates;
- Numbers above ten;
- Paragraph or page numbers;
- Proper nouns (e.g. 2nd Session of the General Assembly);
- Statutes or legislative provisions;
- Case names;
- Citations (e.g. Justinian's Institutes 4.2.1);
- Numbers within tables.

In all other situations, write numbers in words for consistency.

Examples:

- The four judges all agreed with the opinion.
- There were one thousand and one reasons cited in the judgment.

k. Dates-

Write dates in the format **DAY MONTH YEAR** without commas separating the month and year.

Add a comma only when both day and year appear together.

Examples:

- 31 July 1984
- November 1889
- The 11 May 1991, judgment was delayed.

Do not use an apostrophe when referring to decades — 1980s is correct, not 1980's.

Always spell out centuries and use BCE and CE instead of BC and AD.

Examples:

- In the twenty-first century, digital jurisprudence evolved rapidly.
- In 412 CE, Justinian reformed legal education.

l. Superscript-

Only footnote numbers should appear in superscript.

Ordinal numbers (e.g. 1st, 2nd, 9th) should remain in regular type. If Word converts them automatically to superscript, undo it (Ctrl + Z) or disable AutoFormat.

Examples:

- Correct: 9th Circuit Court
- Incorrect: 9th Circuit Court

m. Footnotes-

Footnotes must be in Times New Roman, size 10, justified alignment, line spacing 1.0.

Place the footnote number after punctuation unless it refers to a single word, in which case place it immediately after that word.

Leave one space between the superscript number and the start of the footnote text.

When citing:

- Cases: Always include the case name, even if mentioned in the text.
- Articles: Capitalise the first letter of each major word in the title except prepositions and articles (unless the title begins with one).

Example:

- Alison L Young, ‘In Defence of Due Deference’ (2009) 72 Modern Law Review 554.

Refer to OSCOLA for detailed footnoting rules.

n. Hyperlinks-

Remove hyperlinks when citing any website.

o. Spacing between Words and Punctuation-

Use only one space after full stops, colons, and semicolons.

Avoid using two spaces, as it disrupts text formatting during publication.

Insert a single space between consecutive parentheses, but no space between quotation marks.

Examples:

- Correct: (5th Cir 1996) (addressing constitutional validity)
- Incorrect: (5th Cir 1996)(addressing constitutional validity)
- Correct: “The witness stated, ‘I saw the incident occur.’”

p. Author’s Credentials-

The footnote indicating the author’s title, education, and other information should be denoted with an asterisk, not a number. The next footnote should be number one. A brief comment acknowledging those who have helped the Author is acceptable but this should be succinct and not excessively colloquial.

Example: *Lecturer in Law, University of Cambridge. BA (Cantab), BCL (Oxon), LLM (Harvard). I am grateful to the anonymous reviewers for their comments on earlier drafts. Any errors that remain are my own.

q. Listing- Short Lists-

When list items are brief, include them within the paragraph, separated by semicolons.

Each item should be alphabetised in lowercase round brackets, and use “and” before the final item.

Example:

- The report highlights three issues: (a) judicial independence in policy interpretation; (b) inconsistency in administrative review; and (c) legislative accountability in delegated rules.

Long Lists-

If list items are long (about 20 words or more), set them out as numbered paragraphs, each indented by 1 cm.

End each item with a semicolon, placing “and” after the penultimate one.

Example:

- The first concern relates to the unclear limits of legislative intent in administrative discretion;
- The second involves inconsistent judicial reasoning across High Courts; and
- The third concerns the weak enforcement mechanisms in subordinate legislation review.

r. Tables-

Use of Tables-

Tables should only be used when information is too detailed or complex to present clearly in a list or paragraph. They are most effective for comparing information — either within a single table or across multiple tables. Do not use tables unless they serve a clear purpose.

Numbering-

Tables must be numbered by chapter or section in the order they appear (for example, Table II.3).

The table number should be placed above the table, centrally aligned, and written in full capitals, with the first letter four font sizes larger than the text.

This numbering helps readers locate and reference tables easily within the main text.

Example:

- TABLE II.3 Distribution of Case Filings across Judicial Districts

Sizing and Placement-

Avoid splitting a table across pages unless its size makes it impossible to fit on one page.

If a break is necessary, ensure the heading repeats on the next page for clarity.

Formatting-

- Do not use vertical lines in tables.
- Use minimal horizontal lines, keeping a simple “head and tail” structure.

- In the table body, remove unnecessary spaces or tabs; if extra space is required, add a new row instead of pressing “Enter.”
- Italicise table headers, but do not italicise the table’s main content or data.

Headings-

Each table must have a title describing its contents, placed directly above it.

The heading should combine the table number and a descriptive title, with each significant word capitalised (except for prepositions, conjunctions, and articles).

Do not place punctuation at the end of the title.

Examples:

- TABLE III.1 Annual Expenditure by Government Departments
- TABLE IV.2 Comparison of Market Shares in Telecommunications Sector

Column and row headings should also have capitalised initial letters (except for prepositions or articles) and be kept as short as possible

B. Grammar

a. Parallelism-

Ensure words, phrases, or clauses in a series follow the same grammatical pattern. Each part should fit smoothly with conjunctions like and, but, or or. Every item should form a complete and logical unit on its own.

Examples:

- Correct: Law students enjoy reading, analysing, and debating judgments.

- Incorrect: Judges enjoy interpreting laws, to write opinions, and discussing philosophy.

b. Dangling Prepositions-

Avoid ending a sentence or phrase with a preposition. Place the preposition before the object it refers to.

Examples:

- Correct: The agreement under which the parties operated.
- Incorrect: The agreement the parties operated under.

c. Split Infinitives-

Try not to split infinitives- that is, do not insert words between to and the verb, unless revising it makes the sentence sound awkward. Clarity and reading ease should guide your choice.

Examples:

- Correct: The committee aimed to understand fully the amendment's purpose.
- Incorrect: The committee aimed to fully understand the amendment's purpose.

d. Contractions-

Avoid contractions (e.g., don't, can't, won't) in formal writing. Use the full form unless quoting directly.

e. Compound Verbs-

Keep compound verbs or multi-word verbs together when possible. These include phrases like rely on, believe in, or was studying.

Examples:

- Correct: The tribunal had been examining evidence for several days.
- Incorrect: The tribunal had for several days been examining evidence.

f. “Only”-

Place “only” directly before the word or phrase it modifies, to avoid ambiguity.

Examples:

- Correct: The Supreme Court considered only constitutional questions.
- Incorrect: Only the Supreme Court considered constitutional questions.
- Correct: The right to appeal arises only after a final judgment.
- Incorrect: The right to appeal only arises after a final judgment.

C. Word Choice

a. “Among” and “Between”-

Use “between” to describe a relationship involving two things or when referring to several things considered individually.

Use “among” when referring to things collectively or as a group.

Examples:

- An agreement was signed between the two companies.
- Trade negotiations took place between five neighbouring countries.
- The NGO carried out health initiatives among local communities.

b. “And/Or”-

Avoid “and/or” except when it appears in a quotation, as it can cause ambiguity. It could mean “X and Y”, “X or Y”, or “X or Y, or both”.

Be precise and choose the correct expression for your context.

Examples:

- Incorrect: The clause applies to employees and/or contractors.
- Correct: The clause applies to employees and contractors.
- Correct: The clause applies to employees or contractors.

c. “As Long As” and “So Long As”-

Use “as long as” to refer to time or length.

Use “so long as” when stating a condition.

Examples:

- She worked at the firm as long as her contract lasted.
- This rope is not as long as the one we used before.
- Judges may serve so long as they meet ethical and fitness standards.

d. “As Such”-

“As such” cannot replace “therefore” or “accordingly.” It must refer to a specific noun or idea mentioned earlier.

A good test is to replace “as such” with “as [that thing]” - if it still makes sense, the usage is correct.

Examples:

- The Oxford Law Review is managed by postgraduate students. As such, it reflects academic perspectives.
- Incorrect: The city experiences frequent rainfall. As such, residents carry umbrellas.

e. “Claim”-

In legal writing, “claim” should not be used to mean “argue”, “assert”, or “contend.” It properly refers to making a demand for a right, property, or compensation.

Correct Usage:

- She claimed reimbursement under the insurance policy.
- The heir claimed ownership of the ancestral property.
- The plaintiff filed multiple claims for damages.

Incorrect Usage:

- The author claims that the court misapplied the doctrine.

(Correct: The author argues that the court misapplied the doctrine.)

f. “Compare”-

Use “compare X to Y” when showing similarities between things of different kinds.

Use “compare X with Y” when discussing both differences and similarities between things of the same kind.

Examples:

- The poet compared the moon to a silver coin.
- We compared constitutional systems of India with those of Canada to highlight structural differences and shared democratic values.

g. “Due To”-

“Due to” means that something is owed or payable to someone. It should not be used to express a cause.

Examples:

- The rent was due to the landlord on the first of every month.
- The damages awarded were due to the plaintiff as compensation.

Incorrect:

- He missed the hearing due to heavy rain.

Correct:

- He missed the hearing because of heavy rain.

h. “E.G.”, “I.E.”, and “Etc.”-

In formal writing, avoid using “e.g.”, “i.e.”, and “etc.” unless they appear in quotations. Instead, use words like “for example”, “that is”, and “and so on”. Always place a comma after “for example” and “that is”.

Examples:

- Scholars have debated several interpretations of natural law, for example, moral realism and positivism.
- This approach emphasises equality, that is, the fair treatment of all individuals.
- Avoid ending a list with “etc.” after using “for example” or similar terms.

i. “The Fact That”-

“The fact that” is often unnecessary. In most cases, “that” alone conveys the same meaning.

Examples:

- The judge noted that the witness changed his statement.

Incorrect: The judge noted the fact that the witness changed his statement.

j. “In Order To”-

“In order to” usually adds no meaning and can be replaced by “to”.

Examples:

- To verify the validity of the contract, the court examined all related documents.

Incorrect:

- In order to verify the validity of the contract, the court examined all related documents.

k. “Imply” and “Infer”-

These words have distinct meanings and should not be confused.

Something “implied” is suggested but not directly stated.

Something “inferred” is deduced from available evidence.

Examples:

- Her tone implied that she was not pleased with the outcome.
- From her expression, we inferred that she disagreed with the decision.

l. “Since” and “While”-

Use “since” to refer to a period of time. If the sentence is not about time, replace “since” with “because” or “given that”.

- Correct: He has been working at the firm since 2018.
- Correct: The committee postponed the meeting, given that several members were absent.
- Incorrect: The committee postponed the meeting, since several members were absent.

Use “while” when referring to simultaneous actions. If there is no such activity, use “although” or “despite.”

- Correct: She listened to music while completing her report.
- Correct: Although she was tired, she continued reading the case file.
- Incorrect: While she was tired, she continued reading the case file.

m. “That” and “Which”-

Use “that” for restrictive clauses (where the clause is essential to the meaning).

Use “which” for non-restrictive clauses (where the clause adds extra, non-essential information).

Examples:

- Our library, which has three reading rooms, remains open till midnight.
- Our library that has three reading rooms is used for research students.

The first sentence refers to one specific library, with extra information.

The second identifies which library you are talking about- it’s essential to meaning.

n. “This”, “That”, “These”, and “Those”-

Do not use these words to refer vaguely to something mentioned earlier. Only use them when clearly referring to a specific and identifiable subject.

- Correct: These findings support the judgment in the previous case.
- Incorrect: This shows how courts interpret equality principles.

o. Author’s Expressions of Opinion-

Avoid using personal lead-ins such as “I believe” or “It seems to me.”

Readers can assume that any analysis reflects the author’s view.

Use these phrases only when expressing a genuinely personal or emotional belief.

Correct: The evidence suggests that delegated powers were misused.

Appropriate (personal view): The author believes judicial restraint is crucial in constitutional interpretation.

p. “Would” and “Will”-

Use “would” for hypothetical or past situations, and “will” for present or future situations.

- Correct: If the amendment were passed, it would increase executive power.
- Correct: The court will issue its verdict tomorrow.
- Incorrect: As technology advances, hackers would exploit new vulnerabilities.

D. Punctuation

a. Commas-

Commas can have either emphatic or grammatical functions.

Emphatic commas depend on writing style and rhythm, while grammatical commas follow set rules to separate clauses and phrases.

If a comma introduces a phrase or clause in the middle of a sentence, it must appear on both sides of that phrase or not at all.

Example:

- Professor Mehta, who advised the Minister on constitutional reform, now teaches at Oxford University.

Incorrect:

- The Legal Studies Forum, unlike the Law Society usually meets monthly.

(A comma should come after “Society.”)

Use an Oxford comma before the final item in a list.

Example:

- The panel included the Chief Justice, the Attorney General, and the Solicitor General.

b. Slashes (/)-

The slash should only appear in fractions or web addresses.

When used to combine words or ideas, it should be replaced with either a hyphen (-) or the word “or”, depending on context.

Example

- (Correct): The public–private partnership model.
- (Incorrect): The public/private partnership model.

c. Punctuation and Quotation Marks-

Punctuation marks belong outside quotation marks unless they are part of the quoted material. This rule ensures clarity and consistency.

Examples:

- The judge asked, “Do you wish to make a statement?”

The Court noted that “administrative discretion has limits”, referring to several leading cases.

d. Quotation Marks-

Use double quotation marks by default.

Use single quotation marks only for quotations within quotations or within citations.

Always use smart quotes that curve toward the quoted text rather than vertical, uniform marks.

To enable smart quotes in Microsoft Word, go to Tools → AutoCorrect Options → AutoFormat and ensure “Smart Quotes” is turned on.

- Smart quotes: “ ”
- Not smart quotes: " "

e. Hyphenated Words-

Compound phrases used as adjectives are usually hyphenated. A general rule: if two or more words act together as a single adjective before a noun, use a hyphen.

Examples:

- Twentieth-century reforms
- Well-argued judgment
- Short-term contract
- Court-approved settlement

Hyphenate fractions and written numbers as well.

Examples:

- two-thirds
- fifty-eight

The word e-mail is always written with a hyphen.

f. Possessives-

Form the possessive of a singular noun by adding 's, even if the noun ends with s. A few exceptions exist- such as ancient proper nouns ending in es or pronominal possessives, but they are rare.

Examples:

- Court's decision
- James's appeal
- The Sharmas' residence (correct, as Sharmas is plural)

Incorrect:

- Courts' decision
- James' appeal
- The Sharmas's residence

When two or more nouns share possession of the same item, add 's only to the last noun.

Examples:

- Rao and Mehta's joint opinion
- Judges Ahuja and Banerjee's dissenting views

g. Plurals-

For letters and words referred to as words or symbols, italicise them and add a roman s to form the plural.

Example:

- The writer used three *but*s in one sentence.

For numbers and acronyms, simply add s.

Example:

- He submitted five RTIs yesterday.

For abbreviations of titles ending in a period, add s within the period unless confusing—then add 's.

Examples:

- Drs Rao and Menon will present the report.
- The document lists two R. Kapoor, Esq's.

When forming plurals of italicised words, use a roman s without an apostrophe.

Example:

- Several *Times of India* papers were spread across the table.

h. Consecutive Adjectives Preceding a Noun-

Use commas between adjectives that equally describe a noun. If the adjectives are coordinate, both modify the noun directly.

Example:

- She presented a fair, balanced argument.

No comma is needed if the adjectives form a compound description of a noun.

Example:

- He delivered a strong constitutional argument. (Strong modifies constitutional argument as one unit.)

i. Distinguishing Hyphens, En Dashes, And Em Dashes-

There are three kinds of horizontal punctuation marks that can appear between words: the hyphen (-), the en dash (–), and the em dash (—).

The hyphen is used to form compound words (such as high-speed train) and to separate non-consecutive numbers (such as phone numbers 9985-943017). It should not be used elsewhere.

The en dash, whose length matches a printer’s “N”, replaces the word “through”. It is used for inclusive ranges, like pages 245–47 or the years 2015–2020. Writers often mistakenly use a hyphen in footnotes when an en dash is needed—so check carefully.

The em dash, the length of a printer’s “M”, indicates a strong break in a sentence. For instance: The Constitution—India’s supreme law—ensures fundamental rights for every citizen. The em dash is the only appropriate dash in this kind of sentence.

There should be no spaces before or after a hyphen, en dash, or em dash.

To create these dashes:

- The hyphen is the key between 0 and = on your keyboard.
- The en dash and em dash can be inserted by going to “Insert” → “Symbol” → “(normal text)” font and selecting the correct symbol labeled “en dash” or “em dash”.

- You can assign shortcut keys such as Alt+N (en dash) and Alt+M (em dash). On Windows, Alt+0150 gives an en dash and Alt+0151 gives an em dash.

j. Placement and Italicisation of Full Stops And Commas-

Always ensure that full stops and commas are correctly placed, and italicised when required. It's possible to see the difference between an italicised comma (*,* *,*) or full stop (*.* *.*) and a regular one.

If unsure whether punctuation marks are italicised, zoom in on your document or highlight the punctuation only to check whether italics is selected in Microsoft Word.

E. Miscellaneous

These are a collection of miscellaneous rules by which authors are expected to abide. The general rule will be stated at the beginning of each section with examples (if any) detailing the application of the rule (underlined)

a. Acronyms-

Always spell out the full form of an acronym the first time it appears, followed by the abbreviation in brackets. Avoid using full stops between letters and do not use quotation marks around the acronym.

Example: The National Human Rights Commission (NHRC) was formed in 1993. The NHRC investigates cases of human rights violations across India.

b. Salutations And Titles-

Write salutations and judicial titles using the correct abbreviations without periods. Use “Mr” for Mister, “Mrs” for Missus, “Ms” for Miss, and “Dr” for Doctor. Judicial titles should also be abbreviated consistently: “Justice” as “J”, “Lord Justice” as “LJ”, “Master of the Rolls” as “MR”, “Chief Justice” as “CJ”, “President” as “P”, “Deputy President” as “DP”, “Justice of the Supreme Court” as “JSC”, “Chancellor” as “C”, and “Vice-Chancellor” as “V-C”.

The plural forms are “JJ” for Justices, “LJJ” for Lords Justices, and “JJSC” for Justices of the Supreme Court. Note that you should not place full stops after these abbreviations.

Example: “Mr Justice Bhatia” should be written as Bhatia J, not Bhatia J. Abbreviations used in other legal systems should follow the same principles.

c. Prefixes-

Do not use a hyphen with prefixes such as “anti”, “co”, “de”, “inter”, “intra”, “multi”, “non”, “para”, “pre”, “pro”, “re”, “semi”, “super”, or “un”, unless the following word is capitalised or already hyphenated.

Example: “non-Indian”

Use a hyphen only when it is needed to clarify meaning or to avoid confusion between words that look the same but have different meanings.

Examples:

- “re-enact” (to enact again, not simply to act out)
- “re-cover” (to cover again, not to regain health)

d. Unfamiliar Words and Terms Of Art-

Use quotation marks only when first introducing an unfamiliar term or technical phrase. Do not repeat the quotation marks in later references to the same term.

Example: The court applied the concept of “constructive notice” to determine liability. Constructive notice requires that a person should have known about a fact through reasonable diligence.

e. Foreign Words-

Foreign words not currently absorbed into the English language should be italicised.

Examples:

- “cestui que trust”
- “ius gentium”
- “lex mercatoria”

f. Capitalisation-

“Article”, “Section”, “Schedule”, “Paragraph” etc.-

Words such as article, section, schedule, and paragraph that refer to parts of legislation or international instruments should not be capitalised.

Example: Article 21 protects the right to life and personal liberty under the Indian Constitution.

“Court”-

When referring to a specific named court, capitalize Court. Also, use Court (capitalized) when it stands for a particular court’s full name, such as the Supreme Court of India. Use lowercase court in general references. Examples:

- The Supreme Court ruled that the ordinance was unconstitutional.
- The court noted that the evidence was insufficient.
- The Court of Justice of the European Union delivered its judgment.
- The Delhi High Court dismissed the appeal.

“Government”-

Use Government (capitalised) when referring specifically to the executive branch; use lowercase government when referring collectively to all branches.

Examples:

- The Government introduced a new industrial policy.
- The structure of government ensures separation of powers.

“Justices”-

The word Justices should be capitalised when referring to judges of a superior court.

Example: The Justices unanimously agreed with the reasoning of the Chief Justice.

“Prime Minister” and other titles of offices

Titles of office should not be capitalised unless referring to a specific person or formally to an office.

Examples:

- The president addressed the cabinet today.
- The President met the Justices at the official residence.
- The last three prime ministers served full terms.

“States”-

Capitalise States when referring collectively to the individual states of a country, but not otherwise.

Examples:

- The Constitution was ratified by all the States.
- Similar reforms were adopted by several states, including Gujarat and Maharashtra.

g. Gender-

Gender-neutral pronouns- that is, “they” or “them”- should be used when referring to persons whose gender is unknown or hypothetical persons, unless the context otherwise demands. In other circumstances, authors are encouraged, but not required, to use gender-neutral language. Care, however, should be taken in relation to legal terms of art.

Example: “The man on the Clapham omnibus.”

h. Names of Books and Journals-

Titles of books and journals should always be italicised in both the text and citations. In the main text, you may include “the” before the title if it fits naturally, but it should not be capitalised or italicised.

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