Nota bene: Thank you for using this style guide when submitting your articles. This will greatly facilitate the layout and proofing process.

Table 1 Information to Include with Your Article

<table>
<thead>
<tr>
<th>Signature</th>
<th>The author must provide on a separate page the following details: name, surname, role or administrative title, affiliation, postal and email addresses. When there is more than one author, provide these details for each.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary and Keywords</td>
<td>Provide a summary in English (150 words) and French (150 words), along with five keywords in each language.</td>
</tr>
</tbody>
</table>

Table 2 Details on Text Presentation

<table>
<thead>
<tr>
<th>Page</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>MS Word (.doc or .docx) or Rich text format (.rtf)</td>
</tr>
<tr>
<td>Size</td>
<td>Letter (216 mm X 279 mm / 8 1/2 in. X 11 in.)</td>
</tr>
<tr>
<td>Numbering</td>
<td>Lower right-hand corner, starting on title page of text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Length</td>
<td>7000 words (excluding references, tables, figures, and notes)</td>
</tr>
<tr>
<td>Font</td>
<td>Times New Roman 12 pts</td>
</tr>
<tr>
<td>Line Spacing</td>
<td>Double (single line spacing for citations and references)</td>
</tr>
<tr>
<td>Alignment</td>
<td>Left</td>
</tr>
<tr>
<td>Titles</td>
<td>Other than the title of the article, there should be no more than three levels for titles: Level 1 Titles Bold Level 2 Titles Italics Level 3 Titles Normal</td>
</tr>
</tbody>
</table>

Capitalization

“Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four letters or more. Capitalize all verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns. When a capitalized word is a hyphenated compound, capitalize both words. Also, capitalize the first word after a colon or a dash in a title.” (Publication Manual of the APA, 2010, p. 101). Also capitalize “major words in article headings and subheadings […], major words in table titles and figure legends […], references to titles of sections within the same article.” (p. 102). See the References section of this document for capitalization in a manuscript’s list of references.

Italics

Words from a foreign language, except those accepted in the Canadian Oxford Dictionary (e.g., mea culpa), and words that the author wishes to emphasize strongly.

Underline

None

Dates

XIXth, 5th and 1st (rather than XIXth, 5th and 1st)

Pagination

Insert the page number in the lower right-hand corner of each page of the article starting with the title page.
### Continuation of Table 2...

<table>
<thead>
<tr>
<th><strong>Accents</strong></th>
<th>If the word or name requires it, even on capital letters.</th>
</tr>
</thead>
</table>
| **Quotation Marks** | - Use double quotation marks to enclose quotations in text.  
- Use single quotation marks within double quotation marks. |
| **Gender** | Avoid sexist bias.  
- Be clear about whether you mean one sex or both sexes.  
- When the masculine pronoun he refers to both sexes, try rephrasing, using plural nouns or pronouns, replacing the pronoun with an article, or simply dropping the pronoun.  
- Use he or she sparingly. |
| **Images/photosographs** | Format: GIF, JPEG or TIFF (300 or 600 points per frame)  
Submit images/photosographs on separate pages and indicate where to insert them within the text (e.g., Insert image # … here).  
They must be copyright free. |
| **Figures and Tables** | Submit Figures and Tables on separate pages and indicate where to insert them within the text (e.g., Insert Table # … here).  
They must be copyright free. |
| **Citing texts** | Three lines or less: Incorporate into text and enclose with double quotation marks.  
More than three lines: Display in a freestanding block of text (indented about a half inch from left margin) and omit quotation marks.  
Languages other than English or French: The original quotation must be translated or its official translation must be found.  
Place the translation in parentheses immediately after the original quotation.  
If the translation has not been previously published add in brackets [loose translation] and if it has been published add [official translation].  
Partial omissions, modifications, explanations, etc.: Place between square brackets ([]). |
| **Notes** | Automatic insertion of footnotes: Use footnotes for explanations and legal citations only. These notes must appear at the bottom of the pages of text and NOT at the end of the document.  
Recall of footnote reference: Place the superscript recall of the footnote reference or the judicial citation immediately after any punctuation except the dash, and the closest possible to the cited text:  
a) After punctuation: […] your text here.  
b) After double quotes: […] and “text you are citing”  
c) Closest possible to citation: […] English and French-speaking psychologists. |
### Table 3 Punctuation and Spacing

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Title</th>
<th>Space before</th>
<th>Space after</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ - * x / = – or others</td>
<td>Arithmetic, en or em dash within text</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>/ or \ [...] - or ,</td>
<td>Forward or backward slash, ellipsis between square brackets, hyphen or decimal comma</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>[</td>
<td>Opening square bracket</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>]</td>
<td>Closing square bracket</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>:</td>
<td>Colon</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Colon used to indicate time (10:30)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>( ‘ “</td>
<td>Opening parenthesis, single quote or double quotes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>) ‘ ”</td>
<td>Closing parenthesis, single quote or double quotes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>; ! ? . or ...</td>
<td>Semi colon, exclamation point or question mark</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>% $ kg, cm, etc.</td>
<td>Percentages, monetary signs or unit symbols</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### References

#### References Within the Body of Text

When the author’s name is not in the sentence

Example:

Empirical studies in Canada (Lalonde & Cameron, 1993)...

Example:

... “quotation” (Lalonde & Cameron, 1993, p. 24)

When the author’s name is in the sentence

Example:

Pettigrew (1998) showed that interethnic friendship was the causal factor most likely to reduce intergroup prejudice.

Example:


When there are three authors or more (first occurrence)

Surname, Surname, & Surname (year)

(In subsequent occurrences, write the Surname of the first author followed by “et al., (year)”)

#### References Within a Bibliography (at the end of the text)

**Nota bene:** All sources referred to in the body of the text and in footnotes must be found in the bibliography at the end of the manuscript. The accuracy of the information therein (names, titles, dates, pages, etc.) are your responsibility.

**One author**
Surname, Name (year). *Title*. City, Country: Publisher.

(More than one work in a year, use a, b, c after year)

Example:

**Translation**

Surname, Name (year). *Title*. Trans. Surname Name. City: Publisher.

Example:

**Text from a collective work**

Surname, Name (year). “Chapter title”. in Name Surname (Eds.), *Title of work* (pp. x-y). City: Publisher.

Example:

**Coauthors**

Surname, Name, and Name Surname (year). *Title*. City: Publisher.

Example:

**Thesis**

Surname, Name, (year). “Title”. Master’s or Doctoral thesis, University name.

Example:

**Details of First Edition**

Surname, Name ([1st year of publication] year of other editions), *Title*, City, Publisher.

Example:

**Journal Article**

Surname, Name (year). “Title”. *Journal name*, vol. X, n° Y (Month/Season), pp. X–Y.

Example:

**Bilingual Bibliographical Reference**

When the title is provided in both languages:
Surname, Name (year). *English title = French title*. City: Publisher.

Example:

**Bilingual Journal Name**
SURNAME, Name (year). “Title of the article”. *Name of the Journal = Nom de la revue*, vol. X, n° Y (month/season), pp. x-y.

Example:

**Collective Work, Symposium Proceedings**
SURNAME, Name (dir.) (year). *Book title*, Symposium Proceedings, Date, City, Publisher.
Online publication: add [Online], [Internet address] consulted on day, month, year.

Example:

**Online Publications**
Write the relevant information as shown in the above examples, and add: [Online] [website address] consulted on date, month, year.

Example:

**Article in a Newspaper**
SURNAME, Name. (year). Title. *Name of Newspaper*. Online: [http://www.newspaper.com]

**References to works or documents on jurisprudence (by-laws and laws)**
Present references to jurisprudence (by-laws and laws) in footnotes (as is done in the field of law), as well as in the references at the end of the manuscript.

Please follow the McGill Law Journal’s *Canadian Guide to Uniform Legal Citation* (7th Edition) regarding the way you cite by-laws and laws. Here are a few practical examples prepared by a lawyer.

**Overall Format for a Law**
Title of the law, L or RL—which means “law” or “revised law”—TERRITORY ABBREVIATED AND CAPITALIZED. (C for Canada, O for Ontario, NB for New Brunswick, etc.), year, c number of chapter for a law published in an annual volume or first letter of the chapter for a revised law, hyphen, number of the chapter, art XX

Examples:
Official Languages Act, RSC 1985, c O-1, art 86 (1)a)(ii)
Inuit Language Protection Act, SNu 2008, c 17.

Overall Format for a Constitution Act
Title of the law (jurisdiction), year, c XXX

Examples:
Constitution Act, 1867 (UK), 30 & 31 Vict, c 3

Citing Bills
Bill. Title of the bill, session number, parliament number, territory, year, article.

Example:
Bill C-232, An Act to amend the Supreme Court Act (understanding the official languages), 1st Session, 40th Parliament, 57 Elizabeth II, 2008.

Citing Jurisprudence
While it is true that the McGill manual contains relatively complex rules, there are some general principles that can easily be respected:

Italicize the name of by-laws: Plaintiff v Defendant. Place a comma after the name of the by-law,

- Followed by the year
  - When the year of the decision is different from the year of publication, place the year of the decision in parentheses followed by the year of publication. Otherwise, only write one or the other.
  - Place the publication year between brackets when it is necessary in the reference, or between parentheses when it is not necessary because there is a cumulative volume (e.g.: [2010] 3 RCS xxx, or (2010) 149 DLR (5d.) xxx).
- Followed by the volume number
- Followed by the main source capitalized and without punctuation
- Followed by the edition number between parentheses, with a period inside the parentheses
- Followed by the page
- Followed by the tribunal when not obvious in the reference, otherwise do not write it.

Examples:
(We know that the SCR stands for the Supreme Court Reports.)
FCFA v Canada, [2011] 1 FCR xxx
(We know that FCR stands for Federal Court Rules.)
Lalonde v Ontario (Commission de restructuration des soins de santé), [2001] 56 OR (3d) 577 (OCA).

(We know that OR stands for Ontario Reports, however, we do not know what Court, so this information should be placed in parentheses at the end, abbreviated and capitalized: Ontario Court of Appeal = OCA.)

Citing a Decision Published Online

When the source of the jurisprudence has a hard copy publication, write the reference to the paper document. When it is only available online, write a neutral reference (a neutral reference is a format that has been in use by the courts in Canada since the end of 2000) followed by the correct Internet reference with the source in parentheses. If there is no neutral reference, write only the reference based on the database information you have and mention the Court to clarify. However, since previous decisions were published on paper and only the most recent decisions are available online before being published on paper, you will rarely have only a neutral reference!

Plaintiff v Defendant, year of tribunal, tribunal, decision number, year from the database (in the case below: New Brunswick Reports), decision number from the data base, database name between parentheses (in the case below: Quicklaw).

Example: