Your Quick Guide to Citing Legal Sources

based on

Canadian Guide to Uniform Legal Citation

The “McGill Guide”

McGill Law Journal,


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A – Introduction

This brief handout highlights only the most commonly used information in the Canadian Guide to Uniform Legal Citation, 8th edition (also known informally as the ‘McGill guide’).

If you are in doubt about how to cite a particular item or if you wish to cite an item not addressed in this handout, please consult the complete text. Copies may be found in the Library under the call number KE259 .C35 2014. Still not sure? Consult with your professor.

Some of the major changes between the 7th (2010) and 8th (2014) editions of the Canadian Guide to Uniform Legal Citation (the ‘McGill guide’) are listed below. Section numbers of the text are included for reference purposes. Please note that this is not an exhaustive list.

- Do NOT superscript e.g. 3rd ed – NOTE: will need to manually change in Word.
- Do not include punctuation when using the introductory signal cf.
- Order of supplement information changed (example in section 1.1): moved to end of the citation.
- Point in Time Citations (section 2.1.2): may include point in time information at the end of the standard citation if required.
- Official electronic sources of legislation are cited in same manner as print – a URL reference is NOT required (section 2.1.3).
- For Canadian/federal sources, use the official electronic version found at <www.laws-lois.justice.gc.ca/eng/>. Use the print revised statute or annual volume if the official version being used is not found online.
- For Ontario sources, use the official electronic version found at <www.ontario.ca/laws>. If the official version is not found online (e.g. prior to 1990), refer to the printed volumes.
- Case known under two names – the Sub Nom Rule (section 3.3.16): use the style of cause provided in the most authoritative source (i.e. official reporter over unofficial reporter), rather than simply using the first reporter in the reference.
- Neutral Citation (section 3.5): traditional citation moved to end of entry if including pinpoint information.
- Online Databases (section 3.8): when citing a case from an online database, indicate by including the database abbreviation in parenthesis if not clear from the citation; no longer need to indicate it as (available on).
- Abbreviate the title of a journal according to Appendix D and the rules listed in section 6.1.6 of the McGill Guide.
- Digital Object Identifiers (DOIs) (section 6.22.5): If available, may add a DOI number to the end of the regular citation (optional) – replace the final period of the citation with a comma and add DOI.
- Books in loose-leaf form (section 6.2.6): no longer include the consultation date; do include the revision number or date in parenthesis with the word ‘loose-leaf’ after the publisher information; use the chapter and page number to pinpoint.
- Books with no place or year of publication (sections 6.2.7 and 6.2.9): simply omit that part of the citation (do not use ‘np’ or ‘nd”).
- Halsbury’s Laws of Canada Online Edition (section 6.5.2.2): the detailed subject heading and subheading code are optional.
- Blog Posts, Twitter, Facebook & YouTube Videos examples (section 6.22.3).

The complete McGill Guide can be found in the Library’s Reference area under call number KE259 .C35 2104. Rules for formats or details not included in this handout can be found in the book itself.
B – Formatting Your Bibliography (McGill guide 1.1)

(i) Heads

The bibliography appears at the end of your research paper, beginning on a new page. The bibliography should be divided into three main sections according to the types of resources used: Legislation, Jurisprudence, and Secondary Material. Secondary materials may be further divided if you wish (or if preferred by your professor), 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 (see example at the bottom of this page). An ‘Other Materials’ section may also be used for resources that do not fit into the other sections.

(ii) Listing items under each section heading

Items listed within each section should appear alphabetically. List legislation (statutes) alphabetically by the first significant word in the name of the statute. Jurisprudence (case law) would appear alphabetically by the style of cause (last name of the person bringing the case, or by the first significant word in the organization’s name). Secondary materials would 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 item’s title.

Indent the second and subsequent lines of citations longer than one line as in the examples below. Items listed within each section should be single spaced.

For additional examples, see the sample bibliography in Appendix B.

LEGISLATION

*Criminal Code*, RSC 1985, c C-46.

JURISPRUDENCE

*Clarke Institute of Psychiatry v Ontario Nurses’ Assn (Adusei Grievance)* (2001), 95 LAC (4th) 154 (OLRB).
*Nisbett v Manitoba (Human Rights Commission)*, 101 DLR (4th) 744 (CanLII).

SECONDARY MATERIAL

C – Footnotes

NOTE: The standard rule in legal writing is to use footnotes, though certain types of documents (memoranda and facta) use in-text citations. This handout focuses on the use of footnotes.

(i) Indicating a footnote in the body of your paper (McGill guide 1.3)

Footnotes are indicated by superscripted numbers. Place the footnote number at the end of the sentence after the punctuation. When using a direct quote, place the footnote number after “the quotation marks” and/or “the punctuation”.

To avoid charges of plagiarism, violation of copyright laws, and as a simple courtesy to readers, identify in footnotes any paraphrasing or quotations taken from other works, and any facts or opinions which are not common knowledge. If you refer in general to another work 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 (McGill guide 1.3)

Footnotes appear at the bottom of the same page as the text they refer to. Set footnotes apart from the body of the text by a horizontal line, and in a smaller font than that of the text. If using Word to prepare your paper, select ‘References’ from the toolbar, then ‘Insert Footnote’.

(iii) Formatting direct quotes (McGill guide 1.8)

Short quotes of four lines or less should be placed in quotation marks and left within the text. Quotes of more than four lines are set below your paragraph and should be indented from both margins, single spaced, and should not have quotation marks.

Sample short quote:

A 1992 survey done by Gallop Canada indicated that more than three quarters of the people asked 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”.  

Sample long quote:

The Supreme Court of Canada appeal was denied in a 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.
Legislative provisions should be indented even if they are less than four lines long. For example:

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. ³

(iv) Using one source multiple times (McGill guide 1.4)

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


²*Ibid* at 260.

If referring to the same source several times in your paper, 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 #*, and the page number to which you are now referring if applicable (Note: the word *supra* is italicized, and the phrase should not be bolded).

Your first use of the item would look like this:

¹ Rodriguez v British Columbia (AG), [1993] 3 SCR 519 [*Rodriguez*].

If you used the case again, but on another page of your paper, this is how the footnote would appear:

⁴*Rodriguez, supra note 1.*
D – Legislation (Statutes)

I. Legislation

(i) Official versions of statutes (McGill guide 2.1.1)

Statutes are organized in two main ways: annual and consolidated/revised. Annual statutes are those produced in any given year. In the past, the federal and provincial governments have published the full, official versions of all laws (statutes) passed in the previous year. These are referred to as ‘statutes of (jurisdiction)’ and are often referred to using an abbreviation. For example, the Statutes of Ontario are abbreviated as SO.

Periodically, all current laws are consolidated into one set of volumes, referred to as ‘Revised Statutes of (jurisdiction)’. For example, Revised Statutes of Ontario or Revised Statutes of Canada, which are abbreviated as ‘RSO’ and ‘RSC’. Canada’s statutes were last consolidated in 1985 and Ontario’s in 1990.

Find legislation in the appropriate jurisdiction’s official electronic versions. If an official electronic version is unavailable, refer to the printed revised statutes and annual volumes and loose-leaf consolidations.

The Justice Laws website, www.laws-lois.justice.gc.ca/eng, is the official source for federal legislation dating back to 2001. If an electronic official version is not available, refer to the latest printed version of the revised statutes whenever possible (last revision: 1985). Use the printed annual volumes if referring to a statute or section that was enacted after the last revision.

Ontario’s e-Laws website, www.ontario.ca/laws, provides official copies of provincial legislation, dating back to 1990 (1990 was the last revision). If referring to legislation that isn’t available through the official online source, refer to the printed annual volumes.

A complete list of official Canadian sources is found in McGill guide 2.1.3.

To cite Quebec legislation currently in force, use the CQLR designation (Compilation of Quebec Laws and Regulations). Use RSQ and SQ for citing historical versions. For more information, see sections 2.1.1, 2.1.3 and 2.3 of the McGill guide.

Official electronic versions are cited in the same way as print sources - the Greenbelt Act, 2005 in the following table could refer to either a print or electronic official version. A URL is not required. Use a statute’s official short title; if not provided, use the title at the head of the statute. Always italicize the title of the statute (as well as titles of regulations, case names, etc.). If the title of the statute includes a year, italicize that as well e.g. Greenbelt Act, 2005. Note that the comma after the title is NOT italicised.

Note: Footnote and bibliography entries for legislation have the same format, except that no pinpoint information is included in a bibliography entry.
Information for footnoting would include the following:

<table>
<thead>
<tr>
<th>Title, (in italics)</th>
<th>statute volume abbreviation</th>
<th>year,</th>
<th>chapter,</th>
<th>other indexing element</th>
<th>(session or supplement), pinpoint. (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Code,</td>
<td>RSC</td>
<td>1985,</td>
<td>c C-46,</td>
<td>form 10.</td>
<td></td>
</tr>
<tr>
<td>An Act Respecting Acupuncture,</td>
<td>CQLR</td>
<td></td>
<td>c A-5.1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The footnotes entries would look like this:

1*Greenbelt Act, 2005, SO 2005, c 1, s 2.*

2*Criminal Code, RSC 1985, c C-46, form 10.*


The bibliographic entries would follow the same format as the footnotes, but wouldn't include pinpoint information:


NOTE about earlier style formatting: earlier citation styles included periods, so you may see citations that look like this: 2*Criminal Code, R.S.C. 1985, c. C-46, s. 745.*

(ii) Unofficial versions of statutes (McGill section 2.1.3 and 6.22.1)

Unofficial versions of statutes are those found through electronic sources such as Quicklaw (QL), LawSource and CriminalSource through Westlaw Next Canada (WLNext Can), Canadian Legal Information Institute (CanLII), or LexUM (LexUM).

When using a statute from one of these sources, include the resource’s abbreviation (as provided above) in brackets at the end of the citation. HOWEVER, wherever possible, the McGill guide suggests that you refer to an official version (found through the Justice Laws or E-Laws websites, or official print versions).

The footnotes would look like this:

1*Criminal Code, RSC 1985, c C-46, s 745 (QL).*
(iii) Bills (McGill guide 2.4)

Use the following format for citing federal and provincial bills, including pinpoint information if relevant:


Bibliography entries follow the same format as footnote entries, but do not include any pinpoint information.

(iv) Constitutional statutes (McGill guide 2.2)

Use the following formats for referencing Canadian constitutional statutes, such as the Canadian *Constitution* and the *Charter of Rights and Freedoms*. Add a pinpoint reference if necessary.

\[1\] *Canada Act 1982* (UK), 1982, c 11.


Note: the *Charter* is not an independent entity, but should be cited as part of the *Constitution Act, 1982*.

If the constitutional statute has changed names over time, use the new title. If necessary, provide the old title in parentheses at the end of the citation.

Bibliography entries follow the same format as footnote entries, but do not include any pinpoint information.
II. Regulations & Statutory Orders

The government may draft regulations, or “additions”, to statutes to provide detail not contained in the statute itself. For example, a regulation for the Tenant Protection Act (TPA) may contain tables referred to in the act itself.

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. 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 federal 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). Official electronic and print versions are cited in the same manner.

(i) Federal regulations (McGill guide 2.5.1)

Consolidated/Revised – ‘Consolidated Regulations of Canada’ is abbreviated to ‘CRC’:

<table>
<thead>
<tr>
<th>Title</th>
<th>CRC,</th>
<th>chapter,</th>
<th>pinpoint / section</th>
<th>year (optional).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection of Privacy Regulations,</td>
<td>CRC,</td>
<td>c 440,</td>
<td>s 2</td>
<td>(1985).</td>
</tr>
</tbody>
</table>

The footnote would look like this:

1 *Protection of Privacy Regulations*, CRC, c 440, s 2 (1985).

The bibliography entry would follow the same format without the pinpoint information:


Unrevised – ‘Statutory Orders and Regulations’ is abbreviated to ‘SOR’:

<table>
<thead>
<tr>
<th>Title (optional),</th>
<th>SOR/</th>
<th>year-regulation number,</th>
<th>pinpoint.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offset of Taxes by a Refund or a Rebate (GST/HST) Regulations,</td>
<td>SOR/</td>
<td>91-49,</td>
<td>s 4.</td>
</tr>
</tbody>
</table>

The footnote would look like this:


The bibliography entry would follow the same format without the pinpoint information:


The complete McGill Guide can be found in the Library’s Reference area under call number KE259.C35 2104. Rules for formats or details not included in this handout can be found in the book itself.
(ii) Provincial regulations (McGill guide 2.5.2)

Unrevised – ‘Ontario Regulations’ is abbreviated to ‘O Reg’:

<table>
<thead>
<tr>
<th>Jurisdiction (Ontario)</th>
<th>Regulation (abbreviated)</th>
<th>number/year,</th>
<th>pinpoint.</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Reg</td>
<td>9/02,</td>
<td>s 3.</td>
</tr>
</tbody>
</table>

The footnote would look like this:

\(^{1}\) O Reg 9/02, s 3.

The bibliography entry would follow the same format without a pinpoint:

O Reg 9/02.

Notice that you do not have to identify the statute to which the regulation applies. Provincial regulations do not include a title.

Revised – ‘Revised Regulations of Ontario’ is abbreviated to ‘RRO’:

<table>
<thead>
<tr>
<th>Revised Regulations of Ontario</th>
<th>year,</th>
<th>Regulation (abbreviated)</th>
<th>regulation number,</th>
<th>pinpoint / section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRO</td>
<td>1990,</td>
<td>Reg</td>
<td>949,</td>
<td>Sched 12.</td>
</tr>
</tbody>
</table>

The footnote would look like this:

\(^{2}\) RRO 1990, Reg 949, Sched 12.

The bibliography entry would follow the same format without a pinpoint:

RRO 1990, Reg 949.
E – Jurisprudence

I. Decisions of the courts (McGill guide 3)

NOTE: this is a very brief overview of jurisprudence or case citation – for more detailed information, see chapter 3 in the complete text found at KE 259 .C35 2014.

A citation for a court case may have many parts, including a neutral citation and one or more citations to a case reporter.

<table>
<thead>
<tr>
<th>Style of cause,</th>
<th>Neutral citation,</th>
<th>Case reporter citation.</th>
</tr>
</thead>
</table>

Many courts assign a neutral citation to each case as they make their decisions (McGill style 3.5 and 3.2). A neutral citation identifies a particular case independent of whatever print or electronic source it might be published in at a later point. 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 in a published source.

The traditional citation indicates in which case reporter(s) the decision has been published. Case reporters are multi-volume series which may have a focus on a particular court (e.g. Supreme Court of Canada cases can be found in the Supreme Court Reports – SCR), jurisdiction (e.g. Ontario cases can be found in the Ontario Reports – OR), or topic (e.g. criminal law cases can be found in the Canadian Criminal Cases – CCC). Case reporters may be arranged in series (1st, 2d, 3d, 4th, 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 a website or an electronic source (such as CanLII, Quicklaw or Westlaw Canada’s LawSource or CriminalSource) with a neutral citation.

Reporters produced by private publishers are generally considered ‘unofficial’ e.g. Canadian Criminal Cases (CCC). Note that a list of abbreviations for commonly-used reporters can be found in Appendix A of this guide.

Formal McGill style suggests that you provide at least two sources for a case, or parallel citations, whenever possible (neutral plus one other, or if there is no neutral, to two reporters), citing to the most authoritative source available. If citing to an online database, it is suggested that you cite freely accessible resources (e.g. CanLII) over commercial subscription services (e.g. Quicklaw) as that would allow easier access for all readers. Most of the examples provided further on in this guide focus on one specific section of the citation, with the exception of the R v Law example above.

Hierarchy of sources:

Neutral citation

↓

Official reporter (SCR, FC or Ex CR);
Semi-official reporter for provincial jurisdictions (e.g. OR)

↓

Other sources (online databases, unofficial reporters, etc.)
(i) Neutral citations (McGill guide 3.2 and 3.5)

A neutral citation is assigned by the court and cannot be changed.

<table>
<thead>
<tr>
<th>Style of cause</th>
<th>core of neutral citation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>year</td>
</tr>
<tr>
<td>$R \text{ v Law,}$</td>
<td>2002</td>
</tr>
</tbody>
</table>

In a footnote, the neutral citation portion would look like this:

$^1R \text{ v Law,}$ 2002 SCC 10.

(ii) Traditional / printed case reporters (McGill guide 3.7)

Reporters are published either in volumes organized by year of publication (e.g. SCR) or in volumes numbered in series (e.g. DLR, CCC). A list of official and semi-official reporters can be found in the McGill guide, section 3.7.2.

If the reporter volumes are numbered by *year of publication*, enclose the year in square brackets as in the first $R \text{ v Askov}$ example below (from SCR). If the reporter is arranged by *series*, no year is needed to identify the reporter volume — if including, enclose the year of the decision in parentheses (or round brackets) as in the second $R \text{ v Askov}$ example below.

<table>
<thead>
<tr>
<th>Style of cause*</th>
<th>(year of decision),</th>
<th>[year of reporter]</th>
<th>volume</th>
<th>reporter</th>
<th>(series) if any</th>
<th>page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$R \text{ v Askov,}$</td>
<td>(1990)</td>
<td>2</td>
<td>SCR</td>
<td></td>
<td></td>
<td>1199.</td>
</tr>
<tr>
<td>$R \text{ v Askov}$</td>
<td>(1987),</td>
<td>37</td>
<td>CCC</td>
<td>(3d)</td>
<td></td>
<td>289.</td>
</tr>
</tbody>
</table>

* The style of cause is always italicised.

The footnotes (without a neutral citation) would look like this:

$^1R \text{ v Askov,}$ [1990] 2 SCR 1199.

$^2R \text{ v Askov (1987),}$ 37 CCC (3d) 289.

Note: 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).

Citations may not indicate the court which heard the case, as in the CCC example above: the case could have been heard in the Ontario Court of Appeal or the Supreme Court of Canada. It is catalogued by the type of law rather than by the court that heard the case. Some professors may prefer that the citation include the court as below, indicating that this case was heard at the Supreme Court of Canada (SCC) level:

$^3R \text{ v Askov (1987),}$ 37 CCC (3d) 289 (SCC).
(iii) Online decisions (McGill guide 3.8)

NOTE: Formal McGill style suggests citing to printed official and semi-official reporters before citing to electronic sources due to the fact that readers may not have database access.

When citing a case found using an electronic service or source such as Quicklaw, Westlaw Canada (LawSource or CriminalSource), Canadian Legal Information Institute (CanLII), or LexUM, you will generally include an abbreviation for the name of the service e.g. QL, WLNext Can or LexUM. The exception is CanLII as the source is obvious from the citation – see example below. For a complete list of abbreviations, see Appendix A.

When citing a published judgment (in a printed reporter) or a judgment with a neutral citation, use the following format:

<table>
<thead>
<tr>
<th>Reference to a printed reporter or neutral citation,</th>
<th>Online database identifier</th>
<th>(abbreviation for electronic service). if not obvious from database citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R v Wilkening, 2009 ABCA 9,</td>
<td>2009 CarswellAlta 11</td>
<td>WLNext Can.</td>
</tr>
</tbody>
</table>

The footnote would look like this:

1\textit{R v Wilkening, 2009 ABCA 9, 2009 CarswellAlta 11 (WLNext Can).}

When citing an unpublished judgment with no neutral citation, use the following formats, depending on which source you are using:

2\textit{Kellogg v Black Ridge Gold Ltd, 1993 CanLII 2848.}

3\textit{Fuentes v Canada (Minister of Citizenship and Immigration), [1995] FCJ no 206 (QL) at para 10.}

4\textit{Underwood v Underwood, 1995 CarswellOnt 88 (WLNext Can).}

NOTE: WestlawNext Canada has been known by various names in the past e.g. ‘Westlaw Canada’ and ‘Westlaw eCarswell’.
II. Decisions of administrative bodies and tribunals (McGill guide 3.14)

Administrative bodies and tribunals are like mini specialized courts that deal with disputes and issues of a specific nature. For example, the Landlord and Tenant Board (LTB) hears matters relating to landlord-tenant disputes. Decisions are generally reported in a reporter (as in the LAC, or Labour Arbitration Cases, example) or through an online service, such as CanLII.

<table>
<thead>
<tr>
<th>Style of cause</th>
<th>year of decision,</th>
<th>reporter citation</th>
<th>page</th>
<th>tribunal abbreviation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re Victoria City Police Board and Policemen’s Union</td>
<td>(1980),</td>
<td>30 LAC (2d)</td>
<td>79</td>
<td>(BCLRB).</td>
</tr>
<tr>
<td>Clarke Institute of Psychiatry v Ontario Nurses’ Assn (Adusei Grievance)</td>
<td>(2001),</td>
<td>95 LAC (4th)</td>
<td>154</td>
<td>(OLRB).</td>
</tr>
</tbody>
</table>

‘BCLRB’ stands for British Columbia Labour Relations Board and ‘OLRB’ stands for Ontario Labour Relations Board.

The footnote would look like this:

1*Re Victoria City Police Board and Policemen’s Union (1980), 30 LAC (2d) 79 (BCLRB).*

The footnote for a case from the Ontario Landlord and Tenant Board tribunal reported in CanLII would look like this:

2*CEL-01531-09 (Re), 2010 CanLII 11940 (ON LTB).*

A case from the Human Rights Tribunal of Ontario reported in CanLII would look like this:

3*Lozier v Ontario Lottery and Gaming Corporation, 2009 HRTO 306 (CanLII).*

A CanLII case from the Immigration and Refugee Board of Canada, with the claimant’s name removed, would look like this:

4*X (Re), 2013 CanLII 95601 (CA IRB).*

The bibliography entries would appear in exactly the same format as the footnote entries, but without the pinpoint information.

NOTE about earlier style formatting: remember that citations creating using earlier McGill formatting will include periods. So you might see cases in this format:

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

The complete *McGill Guide* can be found in the Library’s Reference area under call number KE259.C35 2104. Rules for formats or details not included in this handout can be found in the book itself.
F – Secondary Sources or Commentary

Secondary sources or commentary may be in the form of books, journal articles, conference proceedings, loose-leafs, dictionaries, mainstream newspapers or magazines, etc.

NOTE: The rules for formatting bibliography entries for secondary sources are similar to the rules followed for footnoting except:
- the author/editor’s name will appear lastname, firstname followed by a period
- if there are two or three authors, list the first author’s name as lastname, firstname and the additional author(s) in first/last order
- indent after the first line of an entry

See page 2 of this handout for more information on creating a bibliography. Appendix B includes a sample bibliography.

I. Books (McGill guide 6.2)

(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 (e.g. Smith & Jones). If there are two or three authors, separate the first two names by a comma and the last two names by an ampersand (e.g. Smith, Jones & Green). If there are more than three authors, list only the first author, followed by “et al” (e.g. Smith et al).

Include titles such as ‘The Honourable’, ‘Madame Justice’, ‘Rabbi’, ‘Professor’ or ‘Lord’ if they appear on the title page. Include name suffixes such as ‘Jr’ or ‘IV’, but not author’s degrees or other credentials.

If appropriate, include a pinpoint to a particular page or paragraph.

<table>
<thead>
<tr>
<th>Author(s),</th>
<th>Title of book</th>
<th>edition</th>
<th>(publisher information)</th>
<th>pinpoint.</th>
</tr>
</thead>
</table>

Book with one author – footnote entry, pinpoint to section 130:

Bibliography entry (list the author’s last name first):


Book with two authors – footnote entry:


Bibliography entry (reverse first author’s name and use a period after the final name):


Book with three authors - footnote entry:


Bibliography entry:


Book with more than three authors – footnote entry:


Bibliography entry:


(ii) Edited book (McGill guide 6.2.2.3 and 6.3)

If you are using the entire book, the citation will look very similar to a regular authored book. Place a comma after the editor(s) name and add an abbreviation of the word editor - ‘ed’ or editors - ‘eds’.


If you are using just a chapter or two of the book, your citation would refer to the specific chapter(s), not just the entire book. Include the first page of the chapter and a specific pinpoint page number if applicable, as in the following example.
The complete McGill Guide can be found in the Library’s Reference area under call number KE259.C35 2104.

Rules for formats or details not included in this handout can be found in the book itself.

6Gabriel J Chin, “Race, the War on Drugs and Collateral Consequences of Criminal Conviction” in Christopher Mele & Teresa A Miller, eds, Civil Penalties, Social Consequences (New York: Routledge, 2005) 43 at 45.

In the bibliography, remember to reverse the order of the first name in the entry so that the last name comes first. If referencing an entire collection, as in the Boyle & Percy example below, use a period after the editor designation rather than a comma. Remember to indent the second line in the citation:


Chin, Gabriel J. “Race, the War on Drugs and Collateral Consequences of Criminal Conviction” in Christopher Mele & Teresa A Miller, eds, Civil Penalties, Social Consequences (New York: Routledge, 2005).

(iii) Dictionaries (McGill guide 6.4)

General dictionaries do not require publisher information (see the Oxford and Black’s examples in the table below). Specialized dictionaries are cited as a book: include the author’s name before the title, and the publication information after the edition (as in the Hubert Reid example below).

‘Sub verbo’ is Latin for “under the word”. ‘Sub verbo’ was abbreviated as ‘s. v.’ in earlier style conventions.

<table>
<thead>
<tr>
<th>Title,</th>
<th>edition,</th>
<th>sub verbo (in italics)</th>
<th>“keyword”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Oxford English Dictionary,</td>
<td>2nd ed,</td>
<td>sub verbo</td>
<td>“law”</td>
</tr>
<tr>
<td>Black’s Law Dictionary,</td>
<td>9th ed,</td>
<td>sub verbo</td>
<td>“promissory estoppel”</td>
</tr>
</tbody>
</table>

The footnotes would look like this:

7 The Oxford English Dictionary, 2nd ed, sub verbo “law”.

8Hubert Reid, Dictionnaire de droit quebecois et canadien (Montreal: Wilson & Lafleur, 1994) sub verbo “code”.

The bibliography entry for the item with an author listed would look as follows:

Reid, Hubert. Dictionnaire de droit quebecois et canadien (Montreal: Wilson & Lafleur, 1994) sub verbo “code”.

The bibliography entry for a dictionary with no author listed, such as the Black’s example, would have the same formatting as the footnote entry.
According to McGill, it is generally preferable to cite to print resources rather than online material due to accessibility and stability reasons. If you are using an online resource, cite it according to the type of item. See the examples below for a website, such as Durhaime’s Law Dictionary, or a dictionary that is part of a paid database, such as Barron’s which is available through Quicklaw. See McGill sections 1.6 and 6.4 for more information.

As there are no individual authors, the footnote and bibliographic entries would be formatted in the same way (no pinpoint information included in the bibliographic entry). The footnotes would look like this:

9*Duhaime’s Law Dictionary, sub verbo “estoppel”, online*  

10*Barron’s Canadian Law Dictionary, 6th ed, sub verbo “estoppel” (QL).

(iv) Encyclopedias & encyclopedic digests (McGill guide 6.5)

*Canadian Encyclopedic Digest (CED):*

Print version:

<table>
<thead>
<tr>
<th>CED</th>
<th>(series edition),</th>
<th>volume,</th>
<th>title</th>
<th>section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED</td>
<td>(Ont 4th),</td>
<td>vol 1,</td>
<td>title 2</td>
<td>at § 10.</td>
</tr>
</tbody>
</table>

Online version:

<table>
<thead>
<tr>
<th>CED</th>
<th>edition</th>
<th>(online),</th>
<th>Subject matter [in italics]</th>
<th>(series) [if applicable]</th>
<th>“detailed subject heading &amp; subheadings” [optional]</th>
<th>(CED subheading code) [optional]</th>
<th>section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED</td>
<td>4th</td>
<td>(online),</td>
<td>Actions (Ont),</td>
<td></td>
<td>“Forms and Classes of Action”</td>
<td>(II.5.(a))</td>
<td>at § 3.</td>
</tr>
</tbody>
</table>

Write CED, not the full name of the encyclopedic digest in full. You may not be able to find an edition number if using the online version. Indicate which series you are using: Ontario CED (Ont) or Western CED (West). Hint: to indicate the section number in Word, find the § symbol under the ‘Insert’ tab, then select ‘Symbol’ and ‘Special Characters’.

The first footnote example is for paper and the second is for the online version:

1CED (Ont 4th), vol 1, title 2 at § 10.

2CED 4th (online), Actions (Ont), “Forms and Classes of Action” (II.5.(a)) at § 3.
**Halsbury’s Laws of Canada.** print and electronic (McGill guide 6.5.2 and 6.2.4):

While the McGill guide suggests citing to the entire volume without including the author’s name (see section 6.5.2 for more information), the examples below do include the author information – check with your professor if you are unsure which to follow.

<table>
<thead>
<tr>
<th>Author, Title, edition</th>
<th>Series title and volume # within series</th>
<th>(place of publication: publisher, year of pub)</th>
<th>pin-point.</th>
</tr>
</thead>
</table>

The footnote would look like this for a print volume:


The bibliography citation would look like this:


*Halsbury’s* is also available online through Quicklaw. The document information provided by the electronic source differs from that provided by the paper source – work with the information provided by the source.

The footnote would look like this for an online entry:


The bibliography entry would look like this:

II. Periodicals

The format of the periodical footnote depends on the type of periodical. Below are examples of three common types: journals, magazines and newspapers or newswires.

If there are multiple authors, follow the format for books with multiple authors.

To create bibliographic citations, following the same convention as for books: reverse the first author’s name to lastname, firstname.

(i) Journals (McGill guide 6.1 and 6.22)

Journal articles may be found a) in print format, b) through on online database such as Quicklaw (QL), Westlaw Next Canada (WLNext Can) or one of the other library databases, or c) as a stand-alone e-journal on the journal’s website.

Journal articles found in print format OR through an online database such as Quicklaw or one of the other library databases are cited using ‘traditional’ citation information followed by the database abbreviation or name (if applicable):

<table>
<thead>
<tr>
<th>Author, “title of article” (year)</th>
<th>volume: issue</th>
<th>abbreviation of journal</th>
<th>first page of article</th>
<th>pinpoint</th>
<th>(electronic source or database) if applicable</th>
</tr>
</thead>
</table>

For a list of legal journal abbreviations, see the Canadian Guide to Uniform Legal Citation.

NOTE: journal title abbreviations are not italicized; magazine and newspaper titles are.

The footnote would look like this:


If you found this source electronically and the page numbering of a printed source is reproduced in the electronic source, you can use those page numbers for pinpoint information (as in the example above). If the printed page numbers are not reproduced, you would include a paragraph number, if available, as your pinpoint reference (preceeded by “at para”). Do not use screen numbers to pinpoint an electronic reference as they may differ depending on the format used (e.g. text v. html).
The complete *McGill Guide* can be found in the Library’s Reference area under call number KE259.C35 2104. Rules for formats or details not included in this handout can be found in the book itself.

If the source had no page numbers for the pinpoint information, but did have paragraph numbers, the footnote would look like this:


The bibliography entry would look like this:


If you are using a journal article from an Internet site (not from a database), then you would use the following format (McGill 6.22.2):

<table>
<thead>
<tr>
<th>Traditional citation, online:</th>
<th>(year)</th>
<th>volume: issue (if applicable)</th>
<th>journal</th>
<th>article number</th>
<th>pinpoint</th>
<th>&lt;URL&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Yang, “Stop the Abuse of Gmail!”, online:</td>
<td>(2005)</td>
<td></td>
<td>Duke L &amp; Tech Rev</td>
<td>14</td>
<td>at para 5</td>
<td>&lt;www.law.duke.edu/journals/dltr&gt;</td>
</tr>
</tbody>
</table>

Footnote entries would look like this:


Bibliography entries would look like this:


(ii) Magazines (McGill guide 6.15)

<table>
<thead>
<tr>
<th>Author</th>
<th>“title of article”,</th>
<th>title of magazine</th>
<th>volume: issue</th>
<th>(date)</th>
<th>first page of article</th>
<th>pin-point</th>
<th>(electronic source) if applicable</th>
</tr>
</thead>
</table>

Some magazines, particularly electronic versions, may not have a volume or issue number. Magazine and newspaper titles are italicized; journal title abbreviations are not.

The footnotes would look like this:


The bibliographic entries would look like this:


(iii) Newspapers & newswires (McGill guide 6.16)

<table>
<thead>
<tr>
<th>Author</th>
<th>“title of article”,</th>
<th>newspaper</th>
<th>(date)</th>
<th>page</th>
<th>electronic source (if applicable)</th>
</tr>
</thead>
</table>

NOTE: magazine and newspaper titles are italicized; journal title abbreviations are not.

The complete McGill Guide can be found in the Library’s Reference area under call number KE259.C35 2104. Rules for formats or details not included in this handout can be found in the book itself.
The footnotes would look like this (the first is a print example; the second is from a website and the third is from a library database):


The bibliographic entries would look like this:


(iv) **Editorials and Letters to the Editor (McGill guide 6.16.1)**

<table>
<thead>
<tr>
<th>Author, style of document, newspaper (date) page electronic source (if applicable)</th>
</tr>
</thead>
</table>

The footnotes would look like this:


The bibliographic entries would look like this:


III. Websites (McGill guide 1.6, 5.3 and 6.22.3)

i) General websites (McGill guide 1.6 and 5.3)

Provide as much of a citation as possible according to the guidelines for the related type of print source (magazine, journal, etc.). At the very least, list the page title or section name. Then list the word “online” and the name of the website. Cite the home page of the website.

<table>
<thead>
<tr>
<th>Traditional print citation, [for type of resource/page]</th>
<th>online:</th>
<th>Name of website</th>
<th>&lt;URL&gt;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judicial Appointments,</td>
<td>online:</td>
<td>Department of</td>
<td><a href="http://www.justice.gc.ca/eng">http://www.justice.gc.ca/eng</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justice Canada</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIV/AIDS-related Stigma and Discrimination,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>online:</td>
<td>AIDWYC</td>
<td><a href="http://www.aidwyc.org">http://www.aidwyc.org</a>.</td>
</tr>
<tr>
<td>Canadian Wrongful Convictions Timeline,</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The footnotes would look like this (note that the URL is not a hyperlink):


3Canadian Wrongful Convictions Timeline, online: AIDWYC <http://www.aidwyc.org>.

The bibliography entries would look like this:


(ii) Blog posts (McGill guide 6.22.3.1.1)

<table>
<thead>
<tr>
<th>Author,</th>
<th>“title”</th>
<th>(date),</th>
<th>blog name (blog),</th>
<th>online: &lt;URL&gt;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Geist,</td>
<td>“Posner on Copyright: Restrictive Fair Use a Risk to Creativity”</td>
<td>(2 October 2012)</td>
<td>Michael Geist (blog),</td>
<td>online: &lt;www.michaelgeist.ca/content/view/6645/125/&gt;.</td>
</tr>
</tbody>
</table>

Footnote and bibliography entries would be formatted identically, except that in the bibliography entry the author’s last name would be in lastname, firstname order (e.g. Geist, Michael).

(iii) Blog post comments (McGill guide 6.22.3.1.2)

<table>
<thead>
<tr>
<th>Name or Handle</th>
<th>(date and time), (if available)</th>
<th>online: &lt;URL&gt;, (if available)</th>
<th>comment on</th>
<th>full blog post reference.</th>
</tr>
</thead>
<tbody>
<tr>
<td>petes_PoV</td>
<td>(6 October 2012 at 12:09pm),</td>
<td>online: &lt;news.slash.dot.org/comments.pl?sid=3167773&amp;cid=41568655&gt;,</td>
<td>comment on</td>
<td>Timothy, “Gas Prices Jump: California Hardest Hit” (6 October 2012), Slashdot (blog).</td>
</tr>
</tbody>
</table>

Footnote and bibliography entries would be formatted identically, except that in the bibliography entry the author’s last name would be in lastname, firstname order where applicable. In the example above, both entries would begin with petes_PoV.

(iv) Social media (McGill 6.22.3.2)

Twitter:

<table>
<thead>
<tr>
<th>Name,</th>
<th>“full content of tweet”</th>
<th>(date and time),</th>
<th>online: Twitter &lt;URL&gt;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The White House</td>
<td>“Detailed, thorough timeline from Day 1: The Ongoing Administration-Wide response to the BP Oil Spill <a href="http://bit.ly/aYOIA3%E2%80%9D">http://bit.ly/aYOIA3”</a></td>
<td>(5 May 2010 at 9:00am),</td>
<td>online: Twitter &lt;twitter.com/white-house/status/13433979066&gt;.</td>
</tr>
</tbody>
</table>

Footnote and bibliography entries would be formatted identically, except that in the bibliography entry the author’s last name would be in lastname, firstname order (e.g. Geist, Michael). In the example above, both entries would begin with The White House.
Facebook:

<table>
<thead>
<tr>
<th>Author</th>
<th>“first sentence of post”</th>
<th>(date posted),</th>
<th>posted on</th>
<th>online: Facebook &lt;URL&gt;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Lamarche,</td>
<td>“Should we Reform or Abolish the Senate?”</td>
<td>(14 February 2013),</td>
<td>Canadian Senate Reform,</td>
<td>online: Facebook &lt;www.facebook.com/groups/12997197176063/permalink/129972520509337/&gt;.</td>
</tr>
</tbody>
</table>

Footnote and bibliography entries would be formatted identically, except that in the bibliography entry the author's last name would be in lastname, firstname order (e.g. Lamarche, Ryan).

Videos:

<table>
<thead>
<tr>
<th>Website title/Account name,</th>
<th>“video title”</th>
<th>(date uploaded),</th>
<th>online: &lt;URL&gt;</th>
<th>pinpoint hh:mm:ss.</th>
</tr>
</thead>
</table>

Footnote and bibliography entries would be formatted identically in the above examples. If the item has a person listed as the author, then in the bibliography entry the author's last name would be in lastname, firstname order (e.g. Geist, Michael).
IV. Books in Loose-leaf Form (McGill guide 6.2.6)

“Loose-leaf” items are documents found in a binder format, generally updated on a regular basis. The general footnote/bibliography form is the same as for regular books, except you need to include the word “loose-leaf” and the revision number or date in parenthesis after the publication information. 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 chapter and page numbers to pinpoint.

The footnote would look like this:


The bibliography citation would look like this:


V. Conference Lectures and Seminar Materials (McGill guide 6.13)

A lecture delivered at a conference would be arranged as follows:

<table>
<thead>
<tr>
<th>Speaker, Address</th>
<th>“Title” (if available) or Address</th>
<th>(lecture series or paper)</th>
<th>delivered at the</th>
<th>conference or venue, date),</th>
<th>Publication info or [unpublished].</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Tollefson,</td>
<td>“The Implications of Okanagan Indian Band for Public Interest Litigants”</td>
<td>(Paper)</td>
<td>delivered at the</td>
<td>AGM of the Court Challenges Program of Canada, Winnipeg, 19 November 2005),</td>
<td>[unpublished].</td>
</tr>
</tbody>
</table>

Seminar materials are often published in binders, but do not have regular updates like loose-leaves. You would cite the entire item or just specific chapters, as you would a book.

The footnotes for seminar materials would look like this:


Appendix A

List of Commonly-Used Abbreviations

NOTE: Items cited using older versions of McGill style will include periods as part of the abbreviations (e.g. RSC = R.S.C.; OR = O.R.).

For a complete list of abbreviations, see the McGill text located in the Reference section under call number KE259.C35 2014.

Statutes and Regulations

CRC  Consolidated Regulations of Canada
RRO  Revised Regulations of Ontario
RSC  Revised Statutes of Canada (1985 is most recent)
RSO  Revised Statutes of Ontario (1990 is most recent)
SC   Statutes of Canada
SO   Statutes of Ontario

Law Reporters (official and semi-official sources are indicated as such)

ACWS  All Canada Weekly Summaries
CCC  Canadian Criminal Cases
CHRR  Canadian Human Rights Reporter
CR   Criminal Reports
DLR  Dominion Law Reports (this is an official reporter)
FC   Federal Court Reports (this is an official reporter)
LAC  Labour Arbitration Cases
MPLR  Municipal and Planning Law Reports
NR   National Reporter
OAC  Ontario Appeal Cases
OR   Ontario Reports (this is a semi-official reporter)
OWN  Ontario Weekly Notes
SCR  Canada Supreme Court Reports (this is an official reporter)

Database Abbreviations

CanLII  Canadian Legal Information Institute
Lexis  LexisNexis
LexUM  LexUM
QL   Quicklaw
WLNext Can  Westlaw Next Canada (LawSource or Criminal Source)

Internet Links

Periodicals listing by abbreviation: http://www.westlawecarswell.com/icll/periodicals.asp

Cardiff index to legal abbreviations: http://www.legalabbrevs.cardiff.ac.uk
Appendix B – Sample Bibliography

LEGISLATION

*Criminal Code*, RSC 1985, c C-46 (QL).
O Reg 9/02.
RRO 1990, Reg 949.

JURISPRUDENCE

1196303 *Ontario Inc v Glen Grove Suites Inc*, 2012 ONSC 758 (CanLII).
CEL-01531-09 (Re), 2010 CanLII 11940 (ON LTB).
*Clarke Institute of Psychiatry v Ontario Nurses’ Assn (Adusei Grievance)* (2001), 95 LAC (4th) 154 (OLRB).
*Re Victoria City Police Board and Policemen’s Union* (1980), 30 LAC (2d) 79 (BCLRB).
*X (Re)*, 2013 CanLII 95601 (CA IRB).

SECONDARY MATERIAL

CED 4th (online), *Actions* (Ont), “Forms and Classes of Action” (II.5.(a)).
*Wiltshire, Elaine. “Committed to Climate Change”, The Lawyer’s Weekly 29:30 (11 December 2009) (QL).*

The complete *McGill Guide* can be found in the Library’s Reference area under call number KE259.C35 2104. Rules for formats or details not included in this handout can be found in the book itself.