The “McGill Guide”


Your Quick Guide to Citing Legal Sources

based on

Canadian Guide to Uniform Legal Citation

Revised August 2019
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A – Introduction

This brief handout highlights only the most commonly used resource types in the Canadian Guide to Uniform Legal Citation, 9th 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 2018. Still not sure? Consult with your professor.

Some of the major changes – not an exhaustive list - between the 8th (2014) and the 9th (2018) editions of the Canadian Guide to Uniform Legal Citation (the ‘McGill Guide’) are listed below. Section numbers of the McGill Guide text are included for reference purposes.

- Improved coverage of Indigenous legal resources such as constitutional documents (sections 2.1.1 and 2.2)
- Use of permanent links or archived URLs for website resources (section 1.6)
- ‘Semi-official’ is no longer a recognized category for case reporters - only ‘official’ (SCR, FCR and Ex CR) and ‘unofficial’ (all other reporters). Database sources, such as CanLII, WestlawNext Canada and Lexis Advance Quicklaw, fall under the ‘unofficial’ category (sections 3.1, 3.7 and 3.8 – see Appendix C of the McGill Guide for a complete list of reporters)
- WestlawNext Canada is formally abbreviated to ‘WL Can’ – check with your professor to see if ‘WLNext Can’ is preferred (section 3.8 and Appendix E)
- When a neutral citation is used, parallel citations to additional case reporters are unnecessary unless there are no court assigned paragraph numbers (sections 3.1 and 3.5) – however, your professor may prefer that you include at least one parallel citation
- Some changes to order of components for citing online materials (sections 1.6, 6.1, 6.12 and 6.19)
- PDF documents found through website sources should indicate (pdf) (section 6.19.1.1)
- Additional examples for social media (section 6.19); Twitter posts now use 24-hour time
- No longer use a period after the author’s name in the bibliographic entry (section 1.1)

Hints & Tips:

- Do NOT superscript e.g. 3rd ed should be 3rd ed.
- Digital Object Identifiers (DOIs) (section 1.6.3): 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 the DOI information
- Journal titles are abbreviated (see Appendix D for list of abbreviations) and not italicized; magazine and newspaper titles are written in full and italicized (sections 6.1, 6.12 and 6.13)

The complete McGill Guide can be found in the Library’s collection under call number KE259.C35 2018. 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) Headings

The bibliography appears at the end of the research paper, beginning on a new page. Divide the bibliography into sections by type of resources used: Legislation, Jurisprudence, and Secondary Material. Divide Legislation and Jurisprudence into subsections if appropriate (e.g. Legislation: Canada; Legislation: Foreign, etc.). Secondary materials can be divided into Secondary Material: Books and Secondary Material: Articles if you have several of each. Use an Other Materials section for resources that do not fit into the other areas. The headings should be in upper case and centered on the page (see example at the bottom of this page).

(ii) Listing items under each section heading

Items listed within each section should appear alphabetically. List legislation (statutes, regulations, etc.) alphabetically by the first significant word in the title. 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).


SECONDARY MATERIAL


The complete *McGill Guide* can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.
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)

Superscripted numbers indicates footnotes. Unless referring to a particular word¹, place the footnote number at the end of the sentence after the punctuation.² When using a direct quote, place the footnote number after “the quotation marks”³ and/or “the punctuation”.⁴

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”.¹

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.²
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.  

(iv) Pinpoints (*McGill Guide* 1.5)

Include a pinpoint as part of a footnote to refer your reader to a specific part of a source such as a page, paragraph (para or paras for singular or plural), section (s or ss for singular or plural), etc. Separate consecutive pinpoints with an en dash (–) and non-consecutive pinpoints with a comma (e.g. at 260 means at page 260 while at 260–263 refers to pages 260 through 263). See the footnotes in the next sections for examples.

(v) Using one source multiple times – Short forms, *Ibid* and *Supra* (*McGill Guide* 1.4)

The first time a source is cited, a full citation should be given. If a source is used again later in the document AND it has a title of more than three words, create a short form for it rather than write out the full citation multiple times. In square brackets at the end of the full citation, place the short form that you are giving to the work. Italicise the short title but not the brackets. As in the *R v Morgentaler* example below, include the date of the decision if multiple cases with the same name are cited (note that the year in the short form is not italicised).

Do not create short forms for secondary materials (books, articles, etc.) that have authors (see the Murray D. Segal and Joel Bakan examples below). Simply use the author's surname (last name) in later references to the same source.

The first time the item is referred to, the footnote would look like this:


When referring to these sources again later in your document, use *ibid* or *supra* to refer back to the earlier references.

*Ibid* is an abbreviation for the Latin word *ibidem*, which means ‘in the same place’. Use *ibid* to refer your reader to the immediately preceding footnote, rather than repeating the full citation. Citing *ibid* at 157 means “in the same item as in the previous footnote, but on page 157”. Using
**Ibid** without a pinpoint refers to the exact spot as in the previous citation. The word *ibid* should be italicized, as in the following example:


*Ibid* can be used to refer to a full citation, a *supra* or another *ibid*.

**Supra** is Latin for ‘above’. Use *supra* to refer back to a previously occurring full footnote that is NOT the one immediately preceding it. Provide the footnote’s short form (or the author if the item is a secondary source), along with *supra* (in italics) and ‘note X’ (X being the footnote number). *Supra* refers to the source alone and NOT to a specific pinpoint. Even if referring to the same pinpoint as in the citation you are directing the reader to, you must include the pinpoint again if relevant.

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

8. Segal, *supra* note 4 at s 82.

**(vi) Permacodes / Archived URLs (McGill Guide 1.6 and 6.19)**

As websites and other online content can change quickly, URLs may change or disappear over time. To help prevent this, include an archived or permanent URL in square brackets after the regular URL whenever possible:

<table>
<thead>
<tr>
<th>Traditional citation, online:</th>
<th>&lt;URL&gt;</th>
<th>[archived URL].</th>
</tr>
</thead>
</table>

The easiest way to create a permanent or archived URL is to use something like the Perma.CC system, found at perma.cc/docs. An account is required to create a Perma Link but a limited number of links may be created for free.

Note that for simplicity and space saving reasons, the archived URL has been left off most online examples in this document.

As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the *McGill Guide* itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
D – Legislation (Statutes)

I. Legislation (McGill Guide 2)

(i) Official versions of statutes (McGill Guide 2.1.1 and 2.1.3)

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 given as 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 or reenacted statutes. As a last resort, refer to annual volumes (only if the statute was enacted or the section added/amended since the last revision date).

The Justice Laws website, www.laws-lois.justice.gc.ca, 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 is not available through the official online source, refer to the printed annual volumes.

A complete list of official Canadian sources is found in the McGill Guide, section 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 could refer to either a print or electronic official version. A URL is not required unless citing to an unofficial version. 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 abbreviation</th>
<th>year, chapter, other indexing elements, (session or supplement), pinpoint. (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Code, RSC</td>
<td>1985, c C-46, form 10.</td>
<td></td>
</tr>
</tbody>
</table>

If the reference includes session or supplemental information, omit the comma after the immediately preceding element as in the Income Tax Act example.

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.

For Indigenous legislative documents (McGill Guide 2.1.1 and 2.2), include any basic, critical information that will allow readers to find the source. If the document title is not in English or French, include a description in parentheses or a translation in square brackets. It is not necessary to translate names of Indigenous nations.

5 Tk'emlups te Secwepemc Property Transfer Tax Law, 2017, s 4, online (pdf): Tk'emlups <tkemlups.ca> [perma.cc/BV5R-L5W3].

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


NOTE about earlier style formatting: earlier citation styles included periods, so you may see citations that look like this:

(ii) Unofficial versions of statutes (*McGill Guide* 2.1.3 and 3.8)

Unofficial versions of statutes are those found through electronic sources such as Lexis Advance Quicklaw (QL), Westlaw Next Canada (WL 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:


(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 without pinpoint information.

(iv) Constitutional statutes (*McGill Guide* 2.2)

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


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 without 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 Residential Tenancies Act 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. Official electronic and print versions are cited in the same manner.

(i) Federal regulations (McGill Guide 2.5)

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.</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:

1Protection 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 (recommended if available),</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.

For revised or unrevised federal regulations produced prior to 2000, only give the last two digits of the year (e.g. for 1995, use 95). For regulations produced 2000 and later, include the four digits of the year.
(ii) Provincial regulations (McGill Guide 2.5)

Unrevised – ‘Ontario Regulations’ is abbreviated to ‘O Reg’; only include the last two digits of the year:

<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:

1O 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:

2RRO 1990, Reg 949, Sched 12.

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

RRO 1990, Reg 949.

As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the McGill Guide itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.

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E – Jurisprudence

I. Decisions of the courts (*McGill Guide* 3)

(i) Neutral Citations and Case Reporters

Most courts assign a **neutral citation** to each decision indicating the year of the decision, the court/tribunal and a decision/ordinal number (*McGill Guide* 3.1 and 3.5). In *R v Law* below, 2002 is the year, SCC is the Supreme Court of Canada, and 10 is the decision number.

A neutral citation identifies a particular case independent of whatever reporter or electronic source it may be published in at a later point. When available, a neutral citation should always be the main citation (as in the *R v Law* example below). Include a parallel citation to a case reporter only if there are no court-assigned paragraph numbers.

If no neutral citation is available, it is recommended to include at least two sources: a main citation and a parallel citation. The main citation should be the highest source available (an official reporter if available).

<table>
<thead>
<tr>
<th>Style of cause,</th>
<th>Main citation</th>
<th>Pinpoint if using</th>
<th>Parallel citation</th>
<th>[short form].</th>
</tr>
</thead>
</table>

Hierarchy of sources:

Neutral citation

↓

Official reporter (SCR, FCR or Ex CR)

↓

Other sources (online databases and unofficial reporters)

Decisions are often also published in **case reporters** (see a list of common abbreviations in Appendix A of this document or in Appendix C of the *McGill Guide* itself). These multi-volume series tend to 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)

“Official” reporters are published by the Queen’s Printer and apply to federal jurisdictions (*McGill Guide* 3.7). In previous editions, the *McGill Guide* has recognised “semi-official” (e.g. provincial reporters such as Ontario Reports) and “unofficial” reporters (produced by private publishers e.g. Canadian Criminal Cases). The *McGill Guide* no longer differentiates between semi- and un-official reporters. If no official reporter is available, cite those that are a) most widely available, b) general (vs specific) and c) those covering a wide geographic area.
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, Lexis Advance Quicklaw or WestlawNext Canada’s LawSource or CriminalSource) with a neutral citation.

If the reporter volumes are numbered by year of publication, enclose the year in square brackets as in the first R v Askov example below (from SCR). If the reporter is arranged by series as in the CCC example below and the year of the decision is not already part of the citation, include it in parentheses (or round brackets) after the style of cause.

<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 v Askov,</td>
<td>[1990]</td>
<td>2</td>
<td>SCR</td>
<td></td>
<td></td>
<td>1199</td>
</tr>
<tr>
<td>R 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:

1 R v Askov, [1990] 2 SCR 1199.
2 R 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. If there is no neutral citation or the court is not obvious from the citation, include that information e.g. the ONCA in the example below indicates that the case was heard at the Ontario Court of Appeal level.

3 R v Askov (1987), 37 CCC (3d) 289 (ONCA).

As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the McGill Guide itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
(ii) Online database services (McGill Guide 3.8)

Online database sources have the same status or weight as unofficial case reporters for citing. If citing to an online database, it is suggested that you cite freely accessible resources (e.g., CanLII) over commercial subscription services (e.g., Lexis Advance Quicklaw) as that would allow easier access for all readers.

When citing a resource found through an electronic service or source such as Lexis Advance Quicklaw (QL), WestlawNext Canada (WL Can or WLNext Can – check with your professor), Canadian Legal Information Institute (CanLII), or LexUM, include an abbreviation for the name of the service if it is not obvious in the citation. 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>
</table>

The footnote would look like this (note: your professor may prefer that you use ‘WLNext Can’ instead of ‘WL Can’):

1R v Wilkening, 2009 ABCA 9, 2009 CarswellAlta 11 (WL Can).

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

2Kellogg v Black Ridge Gold Ltd, 1993 CanLII 2848.


NOTE: WestlawNext Canada has been known by various names in the past e.g. ‘Westlaw Canada’ and ‘Westlaw eCarswell’. The McGill Guide suggests abbreviating it to ‘WL Can’ but your professor may prefer that you use ‘WLNext Can’.
II. Decisions of administrative bodies and tribunals *(McGill Guide 3.15)*

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


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).

If the decision was found on the tribunal or administering body’s website, the citation would include:

*Style of cause* (date), decision number, online: name of the administrative body <URL>.

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:

F – Secondary Sources or Commentary (McGill Guide 6)

Secondary sources or commentary may be in the form of books, journal articles, conference proceedings, loose-leaves, 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 last name, first name (Smith, Al)
- if there are two or three authors, list the first author’s name as last name, first name 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. Al Smith & Sam Jones). If there are three authors, separate the first two names by a comma and the last two names by an ampersand (e.g. Al Smith, Sam Jones & Sylvia Green). If there are more than three authors, list only the first author, followed by “et al” (e.g. Al 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 there is no edition number, do not include a comma between the title and the publisher information. 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 only):


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 using a chapter or two of the book where the author is separate/different from the editor, your citation would refer to the specific chapter(s), not just the entire book (see section 6.3 of the *McGill Guide*). Include the first page of the chapter and a specific pinpoint page number if applicable, as in the following example.

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. 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* 6.3.4)

Cite dictionaries following the general rules for books. As the author of individual entries is generally unknown, refer to the name of the author or editor of the work itself. Include the keyword or word defined in quotation marks as a pinpoint after ‘sub verbo’ which is Latin for ‘under the word’. ‘Sub verbo’ was abbreviated as ‘s. v.’ in earlier style conventions.

The footnote would look like this:


The bibliographic entry would have the name of the author or editor listed in lastname, firstname order.

When using an online dictionary, whether through a website or an online database, include the online information at the end of the traditional citation. See the examples below for a website, such as Duhaime’s Law Dictionary, or a dictionary that is part of a paid database, such as Barron’s which is available through Lexis Advance Quicklaw. See *McGill Guide* sections 1.6 and 6.3.4 for more information.

The footnotes would look like this:


As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the *McGill Guide* itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
(iv) Encyclopedias & encyclopedic digests (*McGill Guide* 6.3.3 and 6.4)

For a general encyclopedia, follow the format for citing a chapter of an edited book. The contributing author of a specific section is not always provided.

*Canadian Encyclopedic Digest (CED):*

Print version:

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

Write CED, not the full name. An edition number may not be available 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: Penal Actions: General” (II.5.(a)) at § 3.

*Halsbury’s Laws of Canada:*

Print version:

<table>
<thead>
<tr>
<th>Halsbury’s Laws of Canada,</th>
<th>Volume</th>
<th>Subject matter</th>
<th>Section</th>
<th>(update), if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halsbury’s Laws of Canada,</td>
<td>vol 17</td>
<td><em>Discrimination and Human Rights</em></td>
<td>at HDH-158 “Marital and Family Status: Overview”.</td>
<td></td>
</tr>
</tbody>
</table>

The footnote would look like this:

3Halsbury’s Laws of Canada, vol 17, *Discrimination and Human Rights* at HDH-158 “Marital and Family Status: Overview”.

---

The complete *McGill Guide* can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.
While the *McGill Guide* suggests citing to the entire volume without including the author’s name (as above), your professor may wish you to include the contributing author’s name. In that case, following a format similar to the example below might be a better fit – it includes some of the formatting elements of a book chapter:

<table>
<thead>
<tr>
<th>Author,</th>
<th>Title,</th>
<th>edition</th>
<th>Series title and volume # within series</th>
<th>(Publishing information)</th>
<th>pin-point.</th>
</tr>
</thead>
</table>

Online version (through Lexis Advance Quicklaw):

<table>
<thead>
<tr>
<th></th>
<th>Subject matter,</th>
<th>“detailed subject heading &amp; subheadings”</th>
<th>(subheading code)</th>
<th>Section (update). if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halsbury’s Laws of Canada (online),</td>
<td><em>Discrimination and Human Rights</em>,</td>
<td>“Marital and Family Status: Overview”</td>
<td>(III.3(7)(a))</td>
<td>at HDH-158.</td>
</tr>
</tbody>
</table>

As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the *McGill Guide* itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
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 6.19)

Journal articles may be found a) in print format, b) through on online database such as Lexis Advance Quicklaw (QL), WestlawNext Canada (WL 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 Lexis Advance 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, first name(s) last name(s)</th>
<th>“title of article”</th>
<th>(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 Appendix D in the McGill Guide. For a title not on the list, see section 6.1.6 of the McGill Guide for abbreviation conventions.

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. If the printed page numbers are not reproduced, you would include a paragraph number, if available, as your pinpoint reference (preceded 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 bibliography entry would look like this:


The complete McGill Guide can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.
If you are using a journal article from an Internet site (not from a database), then you would use the same format as above but add the website information at the end of the citation (*McGill Guide* 6.1 and 1.6). Include a permanent link whenever possible.

Footnote entries would look like this:


Bibliography entries would look like this:


If a DOI, or digital object identifier, is provided for a journal article, include it at the end of the traditional citation in place of the URL (*McGill Guide* 1.6.3):


<table>
<thead>
<tr>
<th>Author (if available),</th>
<th>“title of article”,</th>
<th>title of magazine</th>
<th>volume: issue (if available)</th>
<th>(date)</th>
<th>first page of article, pin-point</th>
<th>(electronic source). if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“The Case Against Clones”,</td>
<td>The Economist</td>
<td>(2 February 2013),</td>
<td></td>
<td>online: &lt;www.economist.com&gt;</td>
<td></td>
</tr>
</tbody>
</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. If the article is from a library database, include the database name in brackets at the end of the citation; if the article is from a website, include the online information.

The footnotes would look like this:


The bibliographic entries would look like this:


(iii) Newspapers & newswires (*McGill Guide* 6.13)

<table>
<thead>
<tr>
<th>Author, Title &amp; Source</th>
<th>(date)</th>
<th>Page</th>
<th>Electronic Source</th>
</tr>
</thead>
</table>

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

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* 6.13.1)

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

The footnotes would look like this:


The bibliographic entries would look like this:


As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the *McGill Guide* itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
### III. Websites and Other Online Sources (McGill Guide 1.6, 6.19)

i) **General websites (McGill Guide 1.6 and 6.19)**

<table>
<thead>
<tr>
<th>Author, “Title of the Page/Article”</th>
<th>(date of the page/article), online: <em>Title of the website in italics</em></th>
<th>&lt;URL&gt;</th>
<th>[archived URL]</th>
</tr>
</thead>
</table>

It is likely that some information will not be available. Include what information is available that will allow the reader to find the source. See the sections for journal and magazine articles for additional information.

As websites and other online content can change quickly, URLs may change or disappear over time. To help prevent this, include an archived or permanent URL in square brackets after the regular URL whenever possible:

The easiest way to create a permanent or archived URL is to use something like the Perma.CC system, found at perma.cc/docs. An account is required to create a Perma Link; a limited number of links may be created for free.

Note that for simplicity and space saving, the archived URL has been left off most online examples in this document.

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

1“Afghanistan” (21 March 2006), online: *CBC News Online* <www.cbc.ca/news>.


As the de Bruyn example is a PDF document, include that information after ‘online’ as well as the pinpoint after the date (McGill Guide 6.19.1.1).

The bibliography entries would look the same as the footnotes, with the exception of the de Bruyn example (reverse the first and last name and remove the pinpoint information):

(ii) Blog posts and comments (*McGill Guide* 6.19.1.4)

**Post:**

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

Use the same formatting as for websites but add (blog) after ‘online’. Footnote and bibliography entries are identical, except that in the bibliography entry the author’s last name would be in lastname, firstname order (e.g. Geist, Michael).

**Comment:**

<table>
<thead>
<tr>
<th>Name or Handle</th>
<th>(date and time), online (blog): &lt;URL&gt;, comment on full blog post reference.</th>
</tr>
</thead>
</table>

(iii) Social media and online videos (*McGill* 6.19.1.5)

<table>
<thead>
<tr>
<th>Author, “First sentence of post”</th>
<th>(date posted), other information, online: social medium [in italics] &lt;URL&gt; [add permalink if available].</th>
</tr>
</thead>
</table>

Follow the general format above, adjusting as indicated below for the different platforms. If the first sentence of the post is long, truncate and add ‘…’ to the end.

Footnote and bibliography entries would be identical except for reversing the first and last name of authors (if full names are provided).

Twitter (include the full tweet in quotation marks):


---

The complete *McGill Guide* can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.
Facebook:

1Ryan Lamarche, “Should we Reform or Abolish the Senate?” (14 February 2013), posted on Canadian Senate Reform, online: Facebook <www.facebook.com/groups/12997197176063/permalink/129972520509337/>.

Online Videos (McGill Guide 6.19.1.3):

Always cite the website of origin or the original account (e.g. CPAC, C-SPAN, YouTube) that uploaded the video if it is available. Use the same form as for websites but include the pinpoint after the date and add (video) after ‘online’. Include the author and title of the video – you can omit the author’s name if it is obvious from the title of the website. If including pinpoint time information, include it after the date.


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 supplement/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 6.10)

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 AGM of the Court Challenges Program of Canada, Winnipeg, 19 November 2005)</td>
<td>[unpublished].</td>
<td></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:


As always, follow your professor’s personal preferences for citing. Examples given in this handout are based on the McGill Guide itself – your professor may prefer that you follow different formatting rules for specific resources.

If in doubt, check with your professor.
Appendix A

List of Commonly-Used Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC</td>
<td>Consolidated Regulations of Canada</td>
</tr>
<tr>
<td>RRO</td>
<td>Revised Regulations of Ontario</td>
</tr>
<tr>
<td>RSC</td>
<td>Revised Statutes of Canada (1985 is most recent)</td>
</tr>
<tr>
<td>RSO</td>
<td>Revised Statutes of Ontario (1990 is most recent)</td>
</tr>
<tr>
<td>SC</td>
<td>Statutes of Canada</td>
</tr>
<tr>
<td>SO</td>
<td>Statutes of Ontario</td>
</tr>
</tbody>
</table>

Statutes and Regulations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACWS</td>
<td>All Canada Weekly Summaries</td>
</tr>
<tr>
<td>CCC</td>
<td>Canadian Criminal Cases</td>
</tr>
<tr>
<td>CHRR</td>
<td>Canadian Human Rights Reporter</td>
</tr>
<tr>
<td>CR</td>
<td>Criminal Reports</td>
</tr>
<tr>
<td>DLR</td>
<td>Dominion Law Reports</td>
</tr>
<tr>
<td>FCR</td>
<td>Federal Court Reports (this is an official reporter)</td>
</tr>
<tr>
<td>LAC</td>
<td>Labour Arbitration Cases</td>
</tr>
<tr>
<td>MPLR</td>
<td>Municipal and Planning Law Reports</td>
</tr>
<tr>
<td>NR</td>
<td>National Reporter</td>
</tr>
<tr>
<td>OAC</td>
<td>Ontario Appeal Cases</td>
</tr>
<tr>
<td>OR</td>
<td>Ontario Reports (in previous editions, this was a ‘semi-official’ reporter)</td>
</tr>
<tr>
<td>OWN</td>
<td>Ontario Weekly Notes</td>
</tr>
<tr>
<td>SCR</td>
<td>Canada Supreme Court Reports (this is an official reporter)</td>
</tr>
</tbody>
</table>

Law Reporters (official sources are indicated)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACWS</td>
<td>All Canada Weekly Summaries</td>
</tr>
<tr>
<td>CCC</td>
<td>Canadian Criminal Cases</td>
</tr>
<tr>
<td>CHRR</td>
<td>Canadian Human Rights Reporter</td>
</tr>
<tr>
<td>CR</td>
<td>Criminal Reports</td>
</tr>
<tr>
<td>DLR</td>
<td>Dominion Law Reports</td>
</tr>
<tr>
<td>FCR</td>
<td>Federal Court Reports (this is an official reporter)</td>
</tr>
<tr>
<td>LAC</td>
<td>Labour Arbitration Cases</td>
</tr>
<tr>
<td>MPLR</td>
<td>Municipal and Planning Law Reports</td>
</tr>
<tr>
<td>NR</td>
<td>National Reporter</td>
</tr>
<tr>
<td>OAC</td>
<td>Ontario Appeal Cases</td>
</tr>
<tr>
<td>OR</td>
<td>Ontario Reports (in previous editions, this was a ‘semi-official’ reporter)</td>
</tr>
<tr>
<td>OWN</td>
<td>Ontario Weekly Notes</td>
</tr>
<tr>
<td>SCR</td>
<td>Canada Supreme Court Reports (this is an official reporter)</td>
</tr>
</tbody>
</table>

Database Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CanLII</td>
<td>Canadian Legal Information Institute</td>
</tr>
<tr>
<td>Lexis</td>
<td>LexisNexis Academic</td>
</tr>
<tr>
<td>LexUM</td>
<td>LexUM</td>
</tr>
<tr>
<td>QL</td>
<td>Lexis Advance Quicklaw</td>
</tr>
<tr>
<td>WL Can</td>
<td>WestlawNext Canada * Note: your professor may wish you to use ‘WLNext Can’</td>
</tr>
</tbody>
</table>

Internet Links

Periodicals listing by abbreviation: www.westlawecarswell.com/icll/periodicals.asp
Cardiff index to legal abbreviations: www.legalabbrevs.cardiff.ac.uk

The complete McGill Guide can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.
Appendix B – Sample Bibliography

LEGISLATION

*Criminal Code*, RSC 1985, c C-46.
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: Penal Actions: General” (II.5.(a)).

The complete *McGill Guide* can be found in the Library’s collection under call number KE259.C35 2018. Rules for formats or details not included in this handout can be found in the book itself.