

Citing Legal Sources

Quick Reference

This *Quick Reference* to citing legal sources provides guidance on creating citations for the most commonly used legal sources. It follows the **Canadian Guide to Uniform Legal Citation**, 7th ed (Toronto: Carswell, 2010), also known as the **McGill Guide**, which is the style guide most commonly used by Canadian courts, law journals, universities and legal practitioners.

For more information on how to cite legal sources, refer to the *McGill Guide* which is available at the North Campus Library or the Social Science Library (KE259.C35 2010). Chapter and section numbers are included in this *Quick Reference* in brackets where possible. If in doubt, consult your instructor.

Footnotes and Endnotes (1.3)

The first time you cite a work in your paper, provide a complete citation for the work in a footnote (listed at the bottom of each page) or endnote (listed at the end of the paper). Subsequent citations may use *ibid* or *supra*.

Using one source multiple times (*Ibid* (1.4.2) and *supra* (1.4.3))

If your footnote is referring to the **same source in the immediately preceding footnote**, use *ibid* as a short form rather than repeating the full citation. *Ibid* may be used after a *supra* or another *Ibid*.

¹Joel Backan et al, *Canadian Constitutional Law*, 3d ed (Toronto: Emond Montgomery, 2003).

²*Ibid*.

If your footnote is referring to an **already cited source that is not immediately preceding** it, use *supra* as a short form. To use *supra*, the first time you cite a source in your paper, give the full citation and at the end in square brackets place the short form that you are giving to the source; it can either be a short form of the case name or a short form of an article using the author's last name.

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

²Sanjeev Anand, "A Case for Upholding the Child Pornography Law" (1999) 25 CR (5th) 312.

³Rodriguez, *supra* note 1.

⁴Anand, *supra* note 3 at 313.

Short forms: In notes 3 and 4 of the preceding example, the term *supra* is preceded by a short form for the source – either a short form of the case name (note 3) or a short form of the article using the author's last name (note 4).

Pinpoint citation: Identifies the precise page or paragraph number that you are relying on from the source. The format for indicating a pinpoint **paragraph** reference is **para** followed by the paragraph number, e.g., *Ibid* at para 26. The format for indicating a pinpoint **page** reference is **at** followed by the page number.

¹*Rodriguez, supra* note 1 at 313.

Citing Legislation (2)

Bills (2.5)

A bill is a proposed law or piece of legislature. It must pass a first reading, second reading, committee stage and third reading in both the House of Commons and the Senate before it can receive Royal Assent and become an act of parliament (a statute).

Federal Bills Format:

Bill Number, *Title*, Session, Legislature, Year, Clause Pinpoint.

Federal Bills Example:

¹Bill C-26, *An Act to establish the Canada Border Services Agency*, 1st Sess, 38th Parl, 2005, cl 5(1)(e).

Provincial Bills Format:

Bill Number, *Title*, Session, Legislature, Provincial Jurisdiction, Year, Clause Pinpoint.

Provincial Bills Example:

¹Bill 21, *An Act to regulate Retirement Homes*, 2nd Sess, 39th Leg, Ontario, 2010.

Statutes (2.1)

Once a bill has received the necessary legislative approval and royal assent, it becomes a statute (law). Each year, the government publishes the full, official versions of all laws (statutes) passed in that particular year which are referred to as 'statutes of [jurisdiction]', for example, Statutes of Ontario (SO) and Statutes of Quebec (SQ). Periodically, all current laws are consolidated into one set of volumes, referred to as 'revised statutes of [jurisdiction]'. For example, Canada's statutes were consolidated in 1985 (RSC) and Ontario's in 1990 (RSO).

Statutes Format:

Title, Statute Volume Abbreviation, Jurisdiction Year, Chapter, Pinpoint.

Statutes of (jurisdiction) Example:

¹*Greenbelt Act*, SO 2005, c 1, s 2.

Revised Statutes Example:

¹*Criminal Code*, RSC 1985, c C-46, s 319.

Electronic versions (2.1.6)

Cite **official electronic versions** the same way as official paper sources. For official electronic versions of Ontario legislation, use Ontario's e-Laws website (<<http://www.e-laws.gov.on.ca>>) and for federal legislation use, the Department of Justice's website, (<<http://laws.justice.gc.ca>>).

Cite **unofficial electronic versions** the same way as official paper sources but also include the resource's abbreviation in brackets at the end of the citation. For example, (QL) for Quicklaw.

Citing Jurisprudence (3)

For more information on citing jurisprudence, see chapter 3 of the *McGill Guide*.

When possible, provide at least two sources in your citation to make sure that information is appropriately identified and accessible to other users. See section 3.1 in the *McGill Guide* for a hierarchy of sources.

Neutral Citations (3.5): Most courts now provide a neutral citation that indicates the year of the decision, the court and a decision number. Neutral citations are used to identify cases independently from a published source. A neutral citation should **always** be followed by a citation to a case reporter.

Example of neutral citation:

¹*R v law*, 2002 SCC 10.

Case Reporters: Judicial decisions are also published in edited Case Reports. Case reporters may focus on a particular court, jurisdiction, or topic. They may be arranged by series, or by volume and year. Some decisions are published in more than one reporter.

Example (with neutral citation):

¹*R v law*, 2002 SCC 10, [2002] 1 SCR 227.

Example (when neutral citation is not available):

¹*Gordon v Goertz*, [1996] 2 SCR 27, at para 13, 134 DLR 4th 321, [Gordon].

Citing Journal Articles (6.1)

Use the author's name as it appears on the front page of the article. If there are multiple authors, follow the format for books with multiple authors.

Abbreviate the journal title using the list of abbreviations in Appendix D of the *McGill Guide*. If the abbreviation is not found, use the full title of the journal

If an article is retrieved from one of the full text legal databases, include the database abbreviation at the end of your citation. Commonly used databases include Quicklaw (QL), Westlaw Canada (WL Can), and LexisNexis (Lexis).

Format:

Author, "Title of Article" (Year) Volume number:issue Abbreviated journal title First page of article Pinpoint (Electronic source if applicable).

From a printed journal:

¹Roderick A Macdonald, "The Fridge-Door Statute" (2001) 47 McGill LJ 11 at 14.

Full-text article from a database:

¹Roderick A Macdonald, "The Fridge-Door Statute" (2001) 47 McGill LJ 11 at 14 (QL).

Citing Books (6.2)

Format:

Author (as name appears on front page), *Title* (Place of publication: Publisher, Year).

Book with a single author:

¹H Patrick Glenn, *Legal Traditions of the World* (Oxford: Oxford University Press, 2000).

Book with three authors: authors are separated by a comma and the “&” symbol:

¹Kathleen Stewart, Drew Dowling & Laurie Priske, *How to Survive the First Semester* (Oshawa: Thomson, 2004) at 135.

Book with more than three authors include only the first author’s name and “et al”:

¹Joel Backan et al, *Canadian Constitutional Law*, 3d ed (Toronto: Emond Montgomery, 2003) at 125.

Article in an edited collection:

Format:

Author of article (as name appears on front page), “Title of Article” in Editor (as name appears on title page), ed(s), *Title of Book* (Place of publication: Publisher, Year).

Example:

¹Gabriel 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.

Citing Newspapers (6.16)

Format:

Author, “Title of Article”, *Newspaper* (Date) Page (Electronic Service / Source if Applicable).

Example:

¹Bill Curry, “PM, premiers work out deal on aboriginal health care”, *The Globe and Mail* (26 November 2005) A4 (CPI.Q).

Citing Government Documents (4)

Government documents include a variety of diverse sources and can be applied to documents directly published by a parliamentary body. See chapter 4 in the *McGill Guide* for more detailed instructions and examples.

Parliamentary Papers (4.1)

Debates Format:

Jurisdiction, Legislature, *Title*, Legislative Session, Volume or Number (date) Pinpoint (speaker).

Debates Example:

¹Ontario, Legislative Assembly, *Official Report of Debates (Hansard)*, 37th Parl, 2nd Sess, No 53 (18 October 2001) at 2819 (Julia Munro).

Non-parliamentary Papers (4.2)

General Format:

Jurisdiction, Issuing Body, *Title*, Volume (publication information) Pinpoint (Additional information).

General Example:

¹Alberta, Office of the Child and Youth Advocate, *2009-2010 Annual Report*, (Edmonton: Child and Youth Advocate, 2011) at 44.

Reports Published Separately (4.1.7)

Jurisdiction only needs to be listed if it is a province.

Format:

Jurisdiction, Legislature, Issuing body, *Title* (date) Pinpoint (Chair if applicable).

Example:

¹House of Commons, Standing Committee on Agriculture and Agri-Food, *The future role of the government in agriculture* (June 2002) at 10 (Chair: Charles Hubbard).

International Materials (5)

There is no general form when citing international materials. For resources not described in this section, consult section 5 of the McGill Guide for more information.

Treaties and Other International Agreements (5.1.1)

Include the complete title of the treaty.

If names of signatories/parties are in the title, shorten them to reflect common usage but do not abbreviate (United States **not** United States of America and **not** US).

If names of signatories/parties are not in the title, include the shortened names after the title, between commas.

Format:

Title, Parties (if applicable), Date of signature, Treaty series reference, Other source (Other information (optional)).

Example:

¹*Treaty Relating to Boundary Waters and Questions Arising with Canada*, United States and United Kingdom, 11 January 1909, 36 US Stat 2448, UKTS 1910 No 23.

Charter of the United Nations Documents (5.1.2.1)

The Charter of the United Nations does not require a full citation. Cite the charter as:

¹*Charter of the United Nations*, 26 June 1945, Can TS 1945 No 7.

International Court of Justice (5.2.2)

Rules or Acts Format:

Title, [volume number], name of publication, first page or document number.

Example:

¹*Travel and Subsistence Regulations of the International Court of Justice*, [1947] ICJ Acts & Doc 94.

Citing Online Materials (6.21)

For materials found online, provide a full citation for the type of source (e.g. government document) and then insert "online: name of website <url>" as in the Privacy Commissioner example below.

¹Office of the Privacy Commissioner of Canada, *Protecting Your Privacy on the Internet: Canada's New Privacy Laws* (Fact Sheet) (Ottawa: Office of the Privacy Commissioner of Canada, 2004), online: Privacy Commissioner
http://www.privcom.gc.ca/fsfi/02_05_d_13_e.asp.

Bibliographies (1.1)

A bibliography is a list of all the sources you have cited within the body of your paper, listed in alphabetical order. In most cases, you will be expected to include a bibliography at the end of your paper in addition to your footnotes or endnotes.

Your bibliography should be divided into 3 main sections: jurisprudence, legislation, and secondary sources. If a source does not fit into a defined section, a residual section entitled 'other materials' can be used.

Consult with your professor if you have any further questions.

Need More Help?

Contact the Library:

Web site: <http://www.uoit.ca/library/index.php>

North Campus Library: 905.721.8668 ext. 2390

Social Science Library: 905.721.8668 ext. 5644