

LexisNexis Journal House Style Guidelines

Author Quick Guide

Introductory remarks

The LexisNexis Journal House Style Guidelines Author Quick Guide (LN Guide) should be used as the primary reference guide for authors of all LexisNexis journals, except the [Australian Journal of Labour Law](#), [Media and Arts Law Review](#), [Journal of Equity](#) and [Journal of Contract Law](#).

All accepted articles will be edited according to the LN Guidelines. We recommend that submissions follow the LN Guidelines as closely as possible. Although compliance with the LN Style is not a consideration in selecting articles for publication, authors will be required to ensure their submission conforms to these rules if it is accepted for publication.

General rules

Article structure

- All articles should include an abstract of approximately 100-150 words.
- Title pages, a table of contents, endnotes, bibliographies, keywords should not be included.

Autobiographical notes

Authors are requested to supply details of their full name and current position, including relevant faculty and any centre affiliations, as part of the attribution. Academic qualifications should not be included. Numerals should not be used as footnote signifiers. For example:

John Smith^{*} and Joanna Dobson[†]

^{*} Adjunct Professor, Faculty of Law, UNSW.

[†] Associate Professor, Faculty of Business and Economics, University of Melbourne.

*For third to sixth authors, use this order of footnote signifiers: [‡], [§], ^{**}, ^{††}

Headings

Heading level	Attributes
Article Title	Sentence case. Centred, not bold. Arial, font size 16.
<i>Author name</i>	Italicised, centred, not bold. Arial, font size 14.
<i>Abstract</i>	Italicised, centred, not bold. Arial, font size 12. No 'Abstract' heading.
Heading level one or I Heading level one	Sentence case. Centred, bold. Arial, font size 14. Use Roman numeral if numbered.
Heading level two or A Heading level two	Sentence case. Centred, not bold. Arial, font 14. Use uppercase letters if numbered.
Heading level three or 1 Heading level three	Sentence case. Left aligned, bold. Arial, font size 13. Use Arabic numeral if numbered.
<i>Heading level four</i> or <i>(a) Heading level four</i>	Sentence case. Left aligned, italicised, not bold. Arial, font size 13. Use lowercase letters enclosed in round brackets if numbered.
<i>Heading level four</i> or <i>(i) Heading level four</i>	Sentence case. Left aligned, italicised, not bold. Arial, font 13. Use lowercase Roman numeral enclosed in round brackets if numbered. Only to be used when absolutely necessary.

Introductory signals for citations

The below should followed with respect to introductory signals. For example:

- See, eg,
- See
- See also
- See especially
- See generally

- Cf
- But see
- See above

Latin phrases such as *ibid* and *contra* should not be used.

The term 'above' will be used in place of 'ibid'.

Abbreviations

Common abbreviations:

Chapter(s)	Ch(s) (for Legislation), ch(s) (for other references)
Article(s)	Art(s)
Example	eg, (abbreviated in footnotes only, spelled out in full in text)
That is	ie, (abbreviated in footnotes only, spelled out in full in text)
Part	Pt
Regulation(s)	reg(s)
Rule	r
Rules	rr
Section	s
Sections	ss
Clause	cl
Clauses	cll
Division(s)	Div(s)
Subdivision(s)	Subdiv(s)
Number(s)	No(s)
Volume(s)	vol(s)

Legislation

Titles of legislation should be italicised, as should short titles. The jurisdiction should appear in brackets and not in italics.

In its first appearance, its full name, year and jurisdiction must always be included.

If an abbreviated form is being used, it must first be included after the full citation.

Title of Legislation Year (Jurisdiction) (Short Title) pinpoint.

Cases

Case names

The case name must be set out in full in the first instance. Abbreviations can be used subsequently:

eg, *Australian Competition and Consumer Commission v Australian Security Investments Commission* can then become *ACCC v ASIC*.

A full case citation must always be included when first mentioned in text.

The citation should not appear in text, but instead set out as a footnote.

The entire case name, including the 'v' must be italicised and the citation should be in Roman.

Subsequently the case citation may be shortened to one of the parties' names only. The abbreviated case name follows on in parentheses immediately after the citation to 'introduce' the abbreviation. The footnote signifier should follow the abbreviated name.

Parallel citations

Where cases are reported in more than one reports series, the authorised version of the law report must be cited in preference to all others. The protocol is as follows:

1. authorised reports series;
2. LexisNexis reports series (if the authorised reports series is a LexisNexis series then no second report series need be included);
3. media neutral citation.

eg, *Bell Group NV (in liq) v Western Australia* (2016) 260 CLR 500; (2016) 331 ALR 408; [2016] HCA 21.

Pinpoint citations

Where a pinpoint refers to a particular law report then it must directly follow that citation:

eg, *DO v R* (2023) 409 ALR 152 at 155; [2023] HCA 16 at [13].

Spence v Queensland (2019) 268 CLR 355 at 459; (2019) 367 ALR 587 at 594;
[2019] HCA 15 at [24].

Secondary sources

Books

Author/s, *Book Title* (edition, Publisher, Year of publication) pinpoint

H Ford and R Austin, *Ford's Principles of Corporations Law* (6th ed, Butterworths, 1992) p 461.

Book chapters and edited books

Chapter Author/s, 'Chapter Title' in Editor/s (Ed/s), *Book Title* (edition, Publisher, Year) Start Page.

H Dunn, 'The Greying of Australia: Consequences of Intervening in Reproduction' in H Caton (Ed) *Trends in Biomedical Regulation* (2nd ed, Butterworths, 1990) p 173.

Journal articles

Author/s, 'Title of Article' (Year) Volume(Issue) *Journal Title*, Start Page,
Pinpoint

R Clarke and G McGrath, 'Newspaper Reports of Bank Robberies and the Copycat Phenomenon' (1992) 25(2) *Australian and New Zealand Journal of Criminology*, p 83.

Advance or forthcoming articles should be cited as:

S O'Donnell, 'Crime Doesn't Pay' (2024) 52(2) *Australian Bar Review* (forthcoming).

Conference papers, public lectures and speeches

Author/s, 'Title of Paper/Lecture/Speech', format presented/delivered at
Conference/Seminar Series Name (Place, Full Date) pinpoint.

G Giudice, 'Industrial Relations Society of the ACT Inc Conference', speech delivered at the
ACT Industrial Relations Society Conference (Canberra, 31 March 2004) p 3.

University working papers

Author/s, *Title of Working Paper* (Working Paper No 123, Department/Research
Centre, University, Year) pinpoint.

A Forsyth, *Re-Regulatory Tendencies in Australian and New Zealand Labour Law* (Working
Paper No 21, Centre for Employment and Labour Relations Law, University of Melbourne,
2001) p 14.

Looseleaf publications

Author/s, *Title* (Publisher, Year, Looseleaf) at pinpoint.

N Williams, *Civil Procedure Victoria* (Butterworths, 1991, Looseleaf) at [7011].

If the looseleaf publication has been accessed online, then 'looseleaf' is replaced with an online
date of retrieval:

R N Howie and P A Johnson, *Criminal Practice and Procedure NSW* (LexisNexis, 2020, online) at
'Proceedings before Magistrates' at [1-025].

Hansard

Jurisdiction, *Parliamentary Debates* (Chamber, Full Date, pinpoint, Name of
Speaker)

Commonwealth, *Parliamentary Debates* (House of Representatives, 3 September 2004, p
11234, J Howard).

Victoria, *Parliamentary Debates* (Legislative Assembly, 16 October 2003, pp 20–21, R Hulls).

Explanatory Memoranda to Bills

Explanatory Memorandum, Bill Citation (Parliament, Year) pinpoint

Explanatory Memorandum, Fair Work Bill 2008 (Cth) (Parliament of Australia, 2008) at [r228].

Reports of parliamentary committees

Name of Committee, *Title of Report* (Parliament, Place of sitting, Year) pinpoint

House of Representatives Standing Committee on Employment and Workplace Relations, *Making it Fair: Pay Equity and Associated Issues Related to Increasing Female Participation in the Workplace* (Parliament of Australia, Canberra, 2009) p 25.

Newspaper articles – Print and online

Author/s, 'Title of Article', *Title of Newspaper*, Full Date

E Connolly, 'Strapped for Cash', *Sydney Morning Herald*, 15 February 2001.

If the author name is unknown:

'Sackings on the Agenda Again', *Workplace Express*, 15 February 2008.

If a newspaper article is sourced online:

D Crowe, 'Business Prepares to take IR Fight to Voters', *Sydney Morning Herald* (Online, 31 August 2023) < <https://www.smh.com.au/politics/federal/business-prepares-to-take-ir-fight-to-voters-20230831-p5e0u6.html> > (accessed 20 November 2023).

Blog post

Author/s, 'Title of Post', *Title of Blog* (Blog Post, Full Date) <URL> (accessed Full Date of Access)

A Blackham, 'Sham Self-Employment in the High Court: Fair Work Ombudsman v Quest South Perth Holdings Pty Ltd', *Opinions on High* (Blog Post, 7 March 2016) <<https://blogs.unimelb.edu.au/opinionsonhigh/2016/03/07/blackham-quest/>> (accessed 14 November 2023).

Media releases

Author/s, *Title of Media Release* (Media Release, Full Date)

B Shorten, K Rudd and M Ferguson, *Pacific and East Timor Workers Helping Australian Farmers and the Tourism Industry* (Media Release, 18 December 2011).

Webpages

Where information is taken directly from a web page, the URL and date accessed should be included. The URL provided should be as specific as possible to the material being cited without being inappropriate for the length of formatting of a footnote.

Name of Website, *Web Page Title* <URL> (accessed Full Date)

Department of Immigration and Citizenship, *Visas, Immigration and Refugees: Students — Conditions for Working while Studying*

<http://www.immi.gov.au.ezp.lib.unimelb.edu.au/students/students/working_while_studying/conditions.htm> (accessed 14 September 2012).

If the source being cited from a website is not a publication with a readily available title, author, etc, the URL can simply be preceded by 'available at':

eg, LexisNexis Rule of Law Impact (Webpage) available at: <www.lexisnexis.com/aus/rule-of-law/measuring-the-rule-of-law.page> (accessed 14 October 2016).

The type of internet source (Blog Post, Report, Forum Post, Social Media post etc) should be specified in brackets after the title.

International materials

UN conventions and other conventions

Most conventions of the UN are catalogued using the United Nations Treaty System. Where the treaty is available on UNTS, the UNTS volume number should be indicated. The Year is the year of entry into force, **not** the year of adoption or the year that an instrument was opened for signature.

Convention title Year of EIF (UNTS vol no) (Short Title)

International Covenant of Economic, Social and Cultural Rights 1976 (UNTS 3) (ICESCR)

Where a convention does not have an UNTS number, the following rule applies. This will likely be the case for regional conventions from bodies such as the OAU or the EU.

Convention Title Year

Geneva Convention for the Amelioration of the Condition of Wounded, Sick and Shipwrecked Members of the Armed Forces at Sea 1949

Other international material

Other international materials should be cited using the appropriate rule for the source type eg, case, report.

Documents of the UN including General Comments by UN Treaty Bodies are catalogued using a UN Document Number. The UN Doc Number should be included in the citation where used:

Author, Document Title (UN Doc No, Full Date).

CESCR, General Comment No 23 (2016) on the Right to Just and Favourable Conditions of Work (UN Doc E/C 12/GC/23, 27 April 2016).

Other source types

Reports and policy statements

*Author/s, Report Title (Year) Report Type No 123 (Publisher, Place)
pinpoint*

AIRC, Annual Report of the President of the Australian Industrial Relations Commission 1 July 2002 to 30 June 2003 (AIRC, Melbourne) p 5.

Attorney-General's Department, *Australia's Human Rights Framework* (2010) (Australian Government, Canberra) p 9.

ABS data

Australian Bureau of Statistics, *Data Set Name* (Cat No, ABS, Canberra, Date) pinpoint

Australian Bureau of Statistics, *Labour Market Summary, October 2011* (Cat No 6105.0, ABS, Canberra, October 2011).

Submissions

Where the submission is made on behalf of an organisation, both should be indicated, even where they are identical.

Where a submission is made by an individual in their personal capacity (including anonymous submissions), the organisation should be omitted. Submissions by academics and experts should indicate the university or organisation with which they are affiliated.

Submissions may not have an official title. If this is the case, the submission title should indicate the inquiry or consultation round to which the submission was made.

Author/s, *Submission Title* (Organisation, Place, Year) pinpoint

Victorian Government, *Final Submission – Productivity Commission Inquiry* (Victorian Government, Melbourne, 2003) p 8.

J Mills and L Zhang, *Submission to the Department of Immigration and Citizenship Strategic Review of the Student Visa Program* (United Voice, Melbourne, 2011) p 5.

Subsequent references

Subsequent footnote references may be shortened.

Author/s surname (n X) pinpoint

Dunn (n 26) p 181.

Williams (n 3) at [7013].

Do not use the word 'ibid' to refer to a preceding footnote, even if it is referring to the footnote directly above.

Only add 'at' before pinpoints if they refer to cases, explanatory memoranda and looseleaf pubs. See examples:

¹ H Ford and R Austin, *Ford's Principles of Corporations Law* (6th ed, Butterworths, 1992) p 461.

² Above.

³ Above p 470.

⁴ *Jones v Jones* (2004) 230 CLR 27; (2004) 100 ALR 126; [2004] HCA 5.

⁵ Ford and Austin (n 1) p 463.

⁶ N Williams, *Civil Procedure Victoria* (Butterworths, 1991, Looseleaf) at [7011].

⁷ Explanatory Memorandum, Fair Work Bill 2008 (Cth) (Parliament of Australia, 2008) at [r228].

⁸ Jones (n 4) at [100].

⁹ Above at [150].

¹⁰ Williams (n 6) at [7013].

¹¹ Above at [7010].

¹² Explanatory Memorandum (n 7) at [r229].

¹³ Above at [r227].

Plain English and respectful and inclusive language

- LexisNexis advocates plain English writing.
- Avoid using masculine or feminine pronouns in generic statements that encompass both genders.
- Using 'Aboriginal and Torres Strait Islander' is often best practice when referring to Aboriginal and Torres Strait Islander people generally, unless where reference is being made specifically to Aboriginal peoples or to Torres Strait Islander peoples. Using 'First Peoples' and 'First Nations' is also generally acceptable. They should always be pluralised.
- 'Aboriginals' or 'Aborigines' are generally considered to be outdated terms and are no longer considered acceptable.