



Desautels Review of Private Enterprise and Law
Style Guidelines for Authors

Authors are asked to follow the *Desautels Review of Private Enterprise and Law's* Style Guidelines in the preparation of manuscripts for submission. Your efforts to format your manuscript in accordance with these guidelines are appreciated by the entire Editorial Team. The Style Guidelines cover the following topics:

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1. *Document Settings*

Page size 6"x9" (15.25cm x 22.86 cm)

Margins

Top = 2.54 cm

Bottom = 2.23 cm

Inside = 1.9 cm

Outside = 1.4 cm

Gutter = .51

Mirror Margins = yes

Apply to whole document

Layout etc.

Different odd and even = yes

Different first page = yes

Header = 1.6 cm

Footer = 1.6 cm

Vertical alignment = top

Apply to = whole document

Paragraph → Tabs

Default tab stops = .25"

Numbering

Titles (has changed from document)

Lists (should probably be retained): use roman numerals, lowercase

Header

Note: different odd/even pages, different first page

2. *Title and Author*

Article Titles should be Goudy Old Style, 20 pt. Options: Bold, Space before/after = 0/10, Centered, Outline Level 1

Example¹

A graphic horizontal line should follow the title. It should be exactly three inches long, centered and be 1.25 pts in weight. The drawing tools may be used to create it (the expanded dialogs will be most useful).

Author names should generally appear in the order provided by the authors, subject to order of precedence. Use Goudy Old Style, 11 pt. Options: All caps, Space before/after = 40/40, Centered, Spacing: expanded by 4.5 pt.

E X A M P L E E X A M P L E S O N

3. *Headings*

Level 1: **I. BOLD AND SMALL CAPS**

Goudy Old Style, 13 pt.

Space before/after; 13/13; Justified; Keep with next; Outline Level 2, Numbering format is aligned left.

This is referred to as a heading.

There should always be a space between the heading and the text.

Level 2: **A. Bold and Title Case**

Goudy Old Style, 13 pt.

Space before/after: 13/0; Justified; Keep with next; Outline Level 3, Numbering format is aligned left.

This is referred to as a sub-heading.

There should be no space between the sub-heading and the text.

¹ This has been set to Body Text for ease of use when managing the document.

Level 3: ***1. Bold Italics and Title Case***

Goudy Old Style, 11 pt.

Space before/after: 11/0; Justified; Keep with next; Outline Level 4, Numbering format is aligned left.

This is referred to as a sub-sub-heading.

Level 4: ***i. Bold and Title Case***

Goudy Old Style, 11 pt.

Space before/after: 11/0; Justified; Keep with next; Outline Level 5, Numbering format is aligned left.

This is referred to as a sub-sub-sub-heading.

Headings “Introduction” and “Conclusion” should be numbered. If renumbering of any headings is required, please check the accuracy of any cross-references.

4. Paragraphs

Note that the Desautels Review as a rule uses 11-point font.

Body Paragraph:

Goudy Old Style, 11 pt.

Space before/after: 0/0; Justified; Indentation: 0.63 cm.

First Paragraph:

Goudy Old Style, 11 pt.

Space before/after: 0/0; Justified

Drop cap:

Goudy Old Style, 51 pt. Use inside a box.

The first letter of every article uses a dropped capital of three lines in height.

Must be inside a text box. Insert drop cap function then adjust the font size as needed.

5. Punctuation

Use serial comma:

Mary Jones, John Smith, and Alex Baker

The Desautels Review uses em dash to indicate an interjection or sudden break. To set off an explanatory note use parentheses or commas instead:

As I was say – I’m sorry to interrupt

Use en dash only between numbers when signifying ‘up to and including’ or where the date range is continuing to present

2000 – 2008, 2008 – present

Hyphens should be used in compound words, and to separate numbers or characters

meta-analysis, 7-10

Use open ellipses:

“Quoted text ... continued quoted text.”

Periods and commas within closing quotation marks, colons and semicolons outside (in body text; in footnotes, follow the citation format)

No periods within abbreviations (in body text; in footnotes, follow the citation format)

However, place periods after abbreviations such as Ltd., Corp., and Inc. (in body text; in footnotes, follow the citation format)

Place periods after the “v” in the style of cause and after the “J” indicating a judge (in body text; in footnotes, follow the citation format)

6. *Abbreviations and short forms*

Upon first use of an abbreviation for a word or phrase, spell out the full term and include the abbreviation or short form in parentheses:

financial technology (fintech)

Upon first use of an acronym, spell out the full term and include the acronym in parentheses without quotation marks, and not bolded, not italicized:

Return On Investment (ROI)

Please note that the United States should be shortened to US (not USA)

7. *Capitalization*

Capitalize only names of people, organizations, programs, documents, etc., not concepts; do not use capitalization for emphasis

The spelled-out version of an abbreviation does not need to be capitalized if it is not a proper noun:

project management (PM)

8. *Numbers and dates*

Spell out numbers under 10, use numerals for numbers 10 and up or if smaller numbers appear in a range with larger ones:

five-year plan

10 years

5 to 15 percent

Use the month-day-year format for dates, with a comma between month and year:

June 19, 2014

Use “percent” where the number is written in full, otherwise, use the percent sign “%.”

five percent

15%

20%

9. *Spelling*

In general, we prefer Canadian spellings for Canadian authors. For all other authors, correct Br./Can. spelling or American spelling is acceptable and ensure internal consistency within the article.

Please find some following examples:

-ize (e.g., summarize, centralize)

-mmed / -mming (e.g., programmed, programming)

-lled / -lling (e.g., modelled, modelling)

-our (e.g., behaviour, colour)

10. Quotations

Use double quotation marks (“”) in the first instance for quotations, and single quotation marks for quotations within quotations (‘’). Enclose punctuation marks (i.e., periods, commas, etc.) within the quotation marks:

An official known as a “referee.”

11. Citations

The referencing style of Desautels Review publications conforms to the Canadian Guide to Uniform Legal Citation 9th edition (McGill Guide). Authors that do not adhere to the rules set out in the McGill Guide may be asked to re-format their manuscript. Improper citations may significantly delay publication. The UBC has an online version of the McGill Guide: <https://guides.library.ubc.ca/legalcitation>. While not comprehensive, it covers the basics and is a helpful resource.

Some tools are available that help automate the citation process. Legal Citations Assistant (a free Google Doc Add-on) is specifically designed to enable semi-automated citations of legal references in conformity with the McGill Guide. Microsoft Word users could try Zotero to help automate this process.

Biographical Note

Please include the author’s name at the beginning of the biographical note:

John Doe, Professor, Faculty of Law, University of Manitoba, Canada.

Books

Bruce Ziff, *Principles of Property Law*, 5th ed (Toronto: Carswell, 2010) at 148-155.

HG Beale, ed, *Chitty on Contracts: Specific Contracts*, vol 2, 30th ed (London, UK: Sweet & Maxwell, 2008).

Articles

Lionel D Smith, “The Province of the Law of Restitution” (1992) 71:4 Can Bar Rev 672 at 675.

Cases

Frame v Smith, [1987] 2 SCR 99, 42 DLR (4th) 81.

After the parallel citation, include the jurisdiction and court in parentheses unless it is evident from the title of the reporter.

Kerr v Baranow, 2011 SCC 10.

Generally, when a neutral citation is available, including a parallel citation is unnecessary.

Legislation

Animal Pedigree Act, RSC 1985, c 8 (4th Supp), s 3.

Safe Streets and Communities Act, SC 2012, c 1.

Wildfire Act, SBC 2004, c 31.

Previous references

Use “*supra*” and “*ibid*” to refer to previous footnotes, rather than repeating the entire citation. Avoid using “*infra*” notes for subsequent footnotes. Instead, use the full citation on the first appearance of a source with a “*supra*” being used for repetitions. When referring to the source in the footnote immediately above, use “*ibid*”; when referring to a source that is not immediately above, use “*supra*” with the note number:

Jones, *supra* note 5 at 50.

Ibid at 53.

Wildfire Act, *supra* note 4, s 2.

Ibid, s 3.

Kerr v Baranow, *supra* note 3 at para 6.

Ibid at para 9.

Short forms

In general, it is not necessary to establish a short form when using the style of cause, legislation title, or author’s surname in a subsequent reference. Establish short forms in square brackets only when needed to simplify or clarify citations involving previous references (i.e., when citing more than one case or statute with the same name, or when citing more than one work by the same author). Ensure the square brackets are roman, even if the short form is in italics. Use italics for short forms where the referenced material would ordinarily be formatted in italics (i.e., cases, legislation):

Callidus Capital Corp v Canada, 2018 SCC 47 [*Callidus SCC*].

Callidus Capital Corp v Canada, 2017 FCA 162 [*Callidus FCA*].

Anthony Duggan, “The Trials and Tribulations of Personal Property Security Law Reform in Australia” (2015) 78:2 Sask L Rev 255 [Duggan 2015].

Anthony Duggan, “Constructive Trusts in Insolvency: A Canadian Perspective” (2016) 94 Can Bar Rev 95 [Duggan 2016].

When to footnote

Sources should be cited in a footnote in the following circumstances (per the McGill Guide):

1. At the first reference to a source (full citation).
2. At every subsequent quotation from the source (using *supra* or *ibid* to refer to the earlier citation).
3. At every subsequent reference or allusion to a particular passage in the source (using *supra* or *ibid* to refer to the earlier citation).

Footnotes may also be used to provide additional information or references (for example, using “see also”).

Footnote callouts

Generally, footnote callouts should be placed after closing punctuation:

“Quoted text.”¹

However, there are several exceptions to this rule. Footnotes can be placed immediately after words/terms, names of cases, and legislation before punctuation.

In interpreting the *Example Act*², the courts generally ...

If a case name/legislation is merely mentioned without being discussed, place the footnote immediately after the case name/legislation. If the sentence goes on to discuss the case/legislation, place the footnote at the end of the sentence.

In *R v Stinchcombe*, the Court held that ...³

12. *Word list*

It is recommended that authors provide 5-10 keywords for their article. This assists with indexing articles on the website and improves searchability.

Keywords: amortization; broker; easement; implied contract; labour union; startup; patent; principal; whistleblower