

## Index

### A

abbreviations	
acronyms	3, 6
<i>Canadian Charter of Rights and Freedoms</i>	5
capitalization	6
case names	5-6
comma placement	22
contractions	3
creating	4
initialisms	3, 6
italics	6
judicial	1-2
legislation	5
measurement	7
period placement	6-7
places	7-8
punctuation, and quotation marks	5-7
style of cause	4-5
using	4
acronyms	3, 6
amount	10-11
apostrophe	28
articles	3

### B

biased language	38
books	8
brackets	29, 32, 33-34

### C

<i>Canadian Oxford Dictionary</i>	1, 6, 7, 20
capitalization	
abbreviations	6
acronyms	6
courts	15

Crown	16
departments, agencies, boards	15-16
ethnicities, nationalities and other	
groups	18-19
government	15
headings	16-17
initialisms	6
internet	19
jurisdictions	16
legislation	17-18
parties to proceeding	16
quotations	29-31
titles, offices and places	17
<i>Canadian Charter of Rights and Freedoms</i>	5
case names	5-6
coined term	30
colon	24-25
comma	
abbreviations	22
compound predicate	22
compound sentence	22-23
coordinate adjective	23
independent clause	22
non-restrictive clause	23
parentheses, words in	24
parenthetical words	22
restrictive clause	23
serial (Oxford) comma	22
compound predicate	22
compound sentence	22
coordinate adjective	23
contractions	3, 37
court	2, 15

### D

dash	25-26, 41, 47
dates	10-11, 26
decade	11
decimal	10
dollar	11-12

- E**
- e.g. 9, 22
  - ellipses 21, 31-32
  - em dash 25-26, 41, 47
  - en dash 26
  - errors in quotations [*sic*] 33
  - etc. 9, 22
  - exclamation mark 31-32
- F**
- footnotes 24, 43, 47-50
  - foreign words 8
  - formatting
    - headings 41
    - lists 43-45
    - paragraphs 45
    - quotations, block 41-42
    - spacing 42-43
  - fractions 12, 27
- G**
- gender 37-38
  - government agencies 15-16
- H**
- headings
    - capitalization 16-17
    - formatting 41
    - orphaned 42-43
  - hyphens 17, 26-27
- I**
- i.e. 9, 22
  - Indigenous nations, communities and individuals 38-39
  - informational footnote 49
  - initialisms 3
  - internet 19
  - italics
    - abbreviations, and 6
    - case names 8
    - emphasis 8
    - foreign words 8
    - Latin words 8-9
    - primary and secondary sources 8
- J**
- judge 1-2
  - Justice 1-2
- L**
- Latin words 8-9
  - legislation
    - abbreviating 3, 5
    - capitalizing 17-18
    - expressing number in 10
    - italicizing 8
  - lists 43-45
- M**
- measurements 7, 13
  - money 11-12
  - month 10-11
- N**
- non-restrictive clause, comma 23
  - numbers
    - dates 10-11, 26
    - fractions 12, 27
    - general 9-10

- legislation 10  
 measurement 7, 13  
 money 11-12  
 percentages 12  
 time 13
- O**
- orphaned headings 42-43  
 orphans and widows 43  
 Oxford comma 22
- P**
- paragraphs 42, 45  
 parentheses 24  
 percentages 12  
 periods  
   abbreviations 5, 6-7  
   ellipses 21  
   judicial abbreviations 2  
   next to brackets 21  
   style of cause 7, 21  
 periodicals 8, 30  
 place names  
   abbreviations 7-8  
   capitalization 17  
 pronouns 37-38  
 proper noun, adjectives, as 27, 39  
 punctuation  
   apostrophe 28  
   colon 24-25  
   comma 10, 22-24  
   dash 25-26  
   ellipses 21  
   exclamation mark 31, 32  
   hyphen 26-27  
   parentheses 24  
   period 6-7, 21  
   quotation mark 29-31  
   question mark 31, 32  
   semicolon 25
- Q**
- question mark 31, 32  
 quotation marks  
   abbreviations 5-6  
   block quotations 30-31  
   coined terms 30  
   formatting 41  
   generally 29-30  
   nested 30  
   primary and secondary sources 30  
   terms of art 30  
 quotations  
   block quotations 30, 41, 50  
   ellipses 31-32  
   errors in, [sic] 33  
   footnotes 50  
   formatting 33-34  
   generally 29  
   omissions 32  
   punctuation 31  
   quotation within a quotation 30  
   square brackets 29, 32-34
- R**
- rules 3, 10, 17-18
- S**
- “section”  
   expressing numbers 10  
   spelled out 3  
 semicolons 25  
 “shall” and “will”, use of 36  
 short forms 5, 7  
 [sic], errors in quotations 33  
 spacing 42-43  
 spelling  
   *Canadian Oxford Dictionary* 1, 6, 7, 26  
   places 7  
 square brackets 29, 32-34  
 statutes

abbreviating	3, 5	titles of persons	17
capitalizing	17-18		
expressing numbers in	10		
italicizing	8	<b>V</b>	
style of cause			
abbreviation	4-5, 7	verb tense	35-36
punctuation in	7, 21		
<b>T</b>		<b>W</b>	
terms of art	30	“will”, use of	37
time	13		