

Table of Contents

| | | |
|----------|---|-----------|
| 1 | Expressing Words and Numbers | 1 |
| 1.1 | Spelling | 1 |
| 1.2 | Justice and Judge | 1 |
| 1.2.1 | Judicial Abbreviations: At the Beginning of a Sentence | 1 |
| 1.2.2 | Judicial Abbreviations: In the Middle or at the End of a Sentence | 2 |
| 1.3 | Courts | 2 |
| 1.4 | Legislative Provisions | 3 |
| 1.5 | Abbreviations | 3 |
| 1.5.1 | General | 3 |
| 1.5.2 | Acronyms | 3 |
| 1.5.3 | Initialisms | 3 |
| 1.5.4 | Contractions | 3 |
| 1.5.5 | Creating Abbreviations | 4 |
| 1.5.6 | Using Abbreviations | 4 |
| 1.5.7 | Abbreviating the Style of Cause | 4 |
| 1.5.8 | Abbreviating Legislation | 5 |
| 1.6 | Abbreviations and Punctuation | 5 |
| 1.6.1 | Quotation Marks | 5 |
| 1.6.2 | Italics | 6 |
| 1.6.3 | Capitalization | 6 |
| 1.6.4 | Periods | 6 |
| 1.7 | Places | 7 |
| 1.8 | Italics | 8 |
| 1.8.1 | Emphasis | 8 |
| 1.8.2 | Primary and Secondary Sources | 8 |
| 1.8.3 | Foreign Words | 8 |
| 1.8.4 | Latin Words | 8 |
| 1.9 | Expressing Numbers | 9 |
| 1.9.1 | General | 9 |
| 1.9.2 | Legislation | 10 |
| 1.9.3 | Dates | 10 |
| 1.9.4 | Money | 11 |
| 1.9.5 | Percentages | 12 |
| 1.9.6 | Fractions | 12 |
| 1.9.7 | Time and Units of Measurement | 13 |
| 2 | Capitalization | 15 |
| 2.1 | Courts | 15 |
| 2.2 | Public Bodies | 15 |

| | | |
|----------|---|-----------|
| 2.2.1 | Government..... | 15 |
| 2.2.2 | Departments, Agencies, Boards, and the Like..... | 15 |
| 2.2.3 | Jurisdictions..... | 16 |
| 2.2.4 | Crown..... | 16 |
| 2.3 | Parties to a Proceeding..... | 16 |
| 2.4 | Headings..... | 16 |
| 2.5 | Titles, Offices, and Places..... | 17 |
| 2.6 | Acts and Codes..... | 17 |
| 2.7 | Legislative Provisions..... | 18 |
| 2.8 | Ethnicities, Nationalities, and Other Groups..... | 18 |
| 2.9 | Internet..... | 19 |
| 3 | Punctuation..... | 21 |
| 3.1 | General..... | 21 |
| 3.2 | Periods..... | 21 |
| 3.3 | Ellipses..... | 21 |
| 3.4 | Commas..... | 22 |
| 3.4.1 | Parenthetical Words..... | 22 |
| 3.4.2 | Abbreviations..... | 22 |
| 3.4.3 | Serial (Oxford) Commas..... | 22 |
| 3.4.4 | Compound Sentences..... | 22 |
| 3.4.5 | Compound Predicates..... | 23 |
| 3.4.6 | Restrictive and Non-Restrictive Clauses..... | 23 |
| 3.4.7 | Coordinate Adjectives..... | 23 |
| 3.4.8 | Commas Relative to Parentheses..... | 24 |
| 3.5 | Parentheses..... | 24 |
| 3.5.1 | Nested Parentheses..... | 24 |
| 3.6 | Colons..... | 24 |
| 3.7 | Semicolons..... | 25 |
| 3.8 | Dashes..... | 25 |
| 3.8.1 | Em Dash (—)..... | 25 |
| 3.8.2 | En Dash (–)..... | 26 |
| 3.9 | Hyphens..... | 26 |
| 3.9.1 | Compound Nouns..... | 26 |
| 3.9.2 | Compound Adjectives..... | 27 |
| 3.9.3 | Series of Adjectives..... | 27 |
| 3.9.4 | Proper Nouns as Adjectives..... | 27 |
| 3.9.5 | Fractions..... | 27 |
| 3.10 | Apostrophes..... | 28 |

| | | |
|----------|--|-----------|
| 4 | Quotations | 29 |
| 4.1 | General | 29 |
| 4.2 | Introducing Quotations | 29 |
| 4.3 | Quotation Marks | 29 |
| 4.3.1 | Nested Quotations | 30 |
| 4.3.2 | Coined Words and Phrases and Terms of Art | 30 |
| 4.3.3 | Primary and Secondary Sources | 30 |
| 4.3.4 | Block Quotations | 30 |
| 4.4 | Punctuation | 31 |
| 4.5 | Ellipses in Quotations | 31 |
| 4.6 | Square Brackets | 33 |
| 4.6.1 | Changes to Quotations | 33 |
| 4.6.2 | Errors in Quotations: [sic] | 33 |
| 4.6.3 | Emphasis | 33 |
| 5 | Word Usage | 35 |
| 5.1 | Verb Tenses in Legal Writing | 35 |
| 5.2 | “Shall” and “Will” | 36 |
| 5.3 | Contractions | 37 |
| 5.4 | Gender | 37 |
| 5.4.1 | Alternatives to Generic Singular Pronouns | 37 |
| 5.4.2 | Gender-Specific Suffixes | 38 |
| 5.5 | Biased Language | 38 |
| 5.6 | Indigenous Nations, Communities, and Individuals | 38 |
| 6 | Formatting | 41 |
| 6.1 | Headings | 41 |
| 6.1.1 | Subheadings | 41 |
| 6.2 | Block Quotations | 41 |
| 6.3 | Spacing | 42 |
| 6.3.1 | Orphaned Headings | 42 |
| 6.3.2 | Orphans and Widows | 43 |
| 6.4 | Lists | 43 |
| 6.4.1 | General | 43 |
| 6.4.2 | In-Line Lists | 44 |
| 6.4.3 | Vertical Lists | 44 |
| 6.5 | Paragraphs | 45 |

| | | |
|-----|------------------------------|----|
| 7 | Footnotes | 47 |
| 7.1 | Footnote Placement..... | 47 |
| 7.2 | Elements of a Footnote..... | 47 |
| 7.3 | Informational Footnotes..... | 49 |
| | 7.3.1 Case 1..... | 49 |
| | 7.3.2 Case 2..... | 49 |
| | 7.3.3 Case 3..... | 50 |
| | 7.3.4 Case 4..... | 50 |
| | Index | 51 |