

# Law books guide

The general guidelines also apply to most aspects of Law books, but in addition, please see the below information on style and legal tables (if applicable).

## Style

- Footnote referencing is acceptable for Law books. A bibliography is also acceptable but may not be necessary if full reference details are included in the footnotes
- Use an appropriate legal citation style for the content of the book and ensure it is used consistently. Further resources can be found as follows:

OSCOLA [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)

Bluebook <https://www.legalbluebook.com/>

The Chicago Manual of Style <https://www.chicagomanualofstyle.org/home.html>

The Canadian (McGill) Guide to Legal Citation <https://lawjournal.mcgill.ca/cite-guide/>

The Australian Guide to Legal Citation <https://law.unimelb.edu.au/mulr/aglc/about>

- It may also be helpful to include a List of Abbreviations. This should be supplied with the manuscript and included in the prelims. See the [front matter guide](#)
- For a more detailed style guide, please get in touch with your Editorial contract

## Legal tables (if applicable)

If required, legal tables should be submitted with the manuscript as Word files and referenced in the table of contents.

- The legal tables for your book will be prepared at the same time as the first proofs are being read
- When the production editor knows the schedule for your book you will be asked to confirm the arrangements made with your editor for tabling:
  - Either to prepare your own tables, add page numbers to the tables provided with the manuscript
    - If you prepare your own tables, you will be advised of any length restrictions and given a return date for the tables.
  - Or for Taylor & Francis to arrange for a professional freelance tabler to compile/add page numbers to the tables for you

- If the tables are prepared by a freelancer they will be sent to you for approval before they are typeset and the cost of compilation will usually be charged to your royalties account.

### Table of cases

- All entries must be in strict alphabetical order
- Each new entry should begin on a new line
- Entries for names beginning with Saint or Mac should go in alphabetical order as if they were spelt out, even if they are contracted to St or Mc
- Use minimum numbers for page spans, i.e. 36–7, 207–8, but for teens repeat the teen digit, i.e. 114–15. Use a single hyphen to indicate an en rule in page spans
- Do not include entries which appear in the notes or prelims, except where there is lengthy argument which is really an extension of the text. If you do need to include a citation which is within the notes, add 'n' plus the note number after its page reference, e.g. 48n2
- For sub-entries (i.e. for the Table of Statutes) please list these on a new line, indented, under the main entry. A sample is given below
- Please present the case/statute/legislation exactly as it appears in the text, and check its accuracy in both places against a legal database, i.e. case names in italics
- Please ensure the correct usage of brackets is instated: () or []

### Table of legislation

- A table of legislation can be divided into jurisdictions as follows: UK law, European law, Australia Commonwealth, Commonwealth countries and other countries.
- Acts of Parliament are arranged chronologically. Within each calendar year the Acts are arranged in chapter order, except that Private Acts and Church Assembly Measures and Bills are placed, in that order, after the Public General Acts of the same year.
- The calendar year should be stated first, followed by short title, regnal years (if appropriate; applies to Acts before 1963) and chapter number.
- Generally the table should be divided between general references to the Act and specific references to particular sections, etc. and their subdivisions. In this case the table will be set in two columns separated by a two-em space.
- Section, etc. numbers are put on the same line to save space whenever they are discussed on identical pages (or paragraphs) and the correct sequence of the subdivisions can be
- maintained. Section, etc. numbers are linked with an en dash only when those sections are discussed together; they must not be linked merely because more

than two are consecutive. Tables of Statutes should also include references to the level of subsections, and Schedule paragraphs, where appropriate.

- Page or paragraph numbers are linked with an en dash wherever the identical item is cited on more than two consecutive pages. Where paragraph numbers contain en dashes, the tabler will use an underscore to indicate to the typesetter the inclusion of a string of location references.
- The table should give reference to every page where the Act is cited in the work.
- Pages or paragraphs where sections, etc. are set out verbatim should be differentiated from the other references by setting them in bold.
- Parts of Acts should be listed before all section references (unless they are parts of Schedules in which case they follow Schedules), and Schedules to Acts follow sections.
- Commonwealth, European or Irish legislation may be put in a separate table. In the case of isolated references, however, they should be placed at the very end of the references for any year. Commonwealth and other foreign legislation will sometimes need to be in a different style.
- Continuation lines should be used where appropriate at the start of a new column.
- Legislation from the Scottish Parliament should be placed at the very end of the references for any year. Acts of the Scottish Parliament should always be given their asp number, e.g. Sea Fisheries (Shellfish) Amendment (Scotland) Act 2000 (asp 12). Legislation emanating from the Scottish Parliament should not be confused with legislation emanating from Westminster but affecting Scotland, which will have a chapter number and be included in the main section of the tables with all other UK legislation.

### Table of Statutory Instruments and Rules of Court (if applicable)

Generally the rules are the same as for statutes.

- The table will be set out in two columns.
- Rules of Court (RSC/CCR/CPR) should be dealt with in a separate table unless there are insufficient references to justify this.

If you are compiling legal tables that are unusual, please discuss with your production editor.

See the following pages for example of typeset legal tables. Please note this is provided to show how the final, typeset version will look rather than the Word version you need to submit to us.

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