New Zealand Law Style Quick Reference Guide

The conventions of style recommended in this Guide are widely used in New Zealand. There are other conventions that may be used by academic journals. It is recommended that you always adopt the style of the journal in which you are seeking to publish. In the absence of clear direction to the contrary, the conventions in this Style Guide are appropriate defaults.

**REPORTED CASES**

**RULE 3.2**

**WHERE A NEUTRAL CITATION IS AVAILABLE**


**WHERE A NEUTRAL CITATION IS NOT AVAILABLE**

- *Taylor v New Zealand Poultry Board* [1984] 1 NZLR 394 (CA) at 398.
- *Boat Park Ltd v Hutchinson* [1999] 2 NZLR 74 (CA).

**UNREPORTED CASES**

**RULE 3.3**

**WHERE A NEUTRAL CITATION IS AVAILABLE**

- *Pue v R* [2005] NZSC 55.
- *Attorney-General v X* [2007] NZCA 388 at [70].

**RULE 3.4**

**WHERE A NEUTRAL CITATION IS NOT AVAILABLE**

- *R v Reekie* CA339/03, 3 August 2004 at [35].

**STATUTES**

**RULE 4.1**

- Crimes Act 1961, s 59.
- Counter-Terrorism Act 2008 (UK), s 92.

**BILLS**

**RULE 4.2**

- Judicial Matters Bill 2008 (216-1) (explanatory note) at 5.
- Unit Titles Bill 2008 (212-2) (select committee report) at 4.

**SECONDARY LEGISLATION (STATUTORY INSTRUMENTS – REGULATIONS, RULES AND ORDERS)**

**RULE 4.3**

- Costs in Criminal Cases Regulations 1987, reg 3.
- Court of Appeal (Civil) Rules 2005, r 14.
### PAPERS AND REPORTS

**RULE 5.4**  

### TEXTS

**RULE 6.1**  


### ESSAYS AND CHAPTERS IN EDITED BOOKS (WHERE EACH ESSAY OR CHAPTER HAS AN IDENTIFIED AUTHOR)

**RULE 6.2**  


### ONLINE COMMENTARIES AND LOOSELEAF TEXTS

**RULE 6.3**  
Simon France (ed) *Adams on Criminal Law – Evidence* (looseleaf ed, Thomson Reuters) at [ED1.01(2)].

Mathew Downs (ed) *Cross on Evidence* (online ed, LexisNexis) at [1.2].

### JOURNAL ARTICLES

**RULE 6.4**  
Peter Watts “Birks’ Unjust Enrichment” (2005) 121 LQR 163 at 165.


### INTERNET MATERIALS

**RULE 7.1**  


### TREATIES

**RULE 10.1**  

General Rules

Inclusive Language
Avoid gender-specific language unless it is necessary, eg “a reasonable person” not “a reasonable man.”

Numerals and Dates
- Figures should be used for 10 upwards, except where a sentence begins with a number, in which case it should be spelt out in words.
- Dates should be written: 25 December 1978.
- Write page and paragraph number ranges out in full: 360–365 (not 360–65); [32]–[38] (not [32]-[8]).

Use of Italic (or Underlining when handwritten)
Italics should be used for case names, titles of books, names of journals, names of newspapers, titles of government reports and where emphasis is given to part of a quoted passage in the text.

Punctuation and Capitalisation
- Abbreviations and contractions (such as Mr, Ms, J(J), etc) do not normally take a full stop.
- Full stops are omitted in the citation of law reports, names of cases (including the “v”, titles and abbreviations of journals and the initials of authors).
- The following words should be capitalised: Act, Bill, Cabinet, Crown, Her Majesty, the Queen, Director-General, Governor-General, his Honour, her Honour, their Honours, Parliament and State (when referring to States in international law, but not otherwise).
- The following words should not be capitalised: chair(man)(woman)(person), court (unless referring to a specific court, eg the High Court), government, judge, minister, parliamentary, police and state (when referring to the state as a domestic legal concept).

Quotations (New Zealand Law Style Guide 1.2.2)
- Short quotations (fewer than 30 words) remain part of the text and are enclosed in double quotation marks.
- A quotation within a short quotation should be enclosed within single quotation marks.
- Longer quotations should be inset from both left and right margins in a smaller font and single spaced. They are not placed within quotation marks. Insert a colon at the end of the text immediately preceding the quotation. Place the footnote number immediately after the colon, preceding the quotation. Include a blank line between the preceding text and the quotation and between the end of the quotation and any following text.
- A quotation within a long quotation should be enclosed within double quotation marks.
- Enclose any alteration of the original in square brackets.
- If any part of the original text is omitted from a quotation, indicate this by an ellipsis (...) eg: “Lord Diplock ... expressed the remarkable view that the [Judicature Act 1873] effected a ‘fusion’ of law and equity so that equity as a distinct jurisprudence disappeared from English law.”

Footnotes
- The first time a source is cited, provide full citation details.
- For subsequent references, repeat the case name or last name of the author and then write “, above n x,” followed by the pinpoint citation. Provide the title or an abbreviated form of title where the previous footnote contains more than one work by that author or by authors with the same last name.
- When citing the source that was the only source cited in the immediately-preceding footnote, use “At” followed by the pinpoint citation. Where the previous footnote contains multiple sources, use the “above n x,” format, as this requires the name or author of the source to be identified.
Bibliography
The bibliography is located at the end of written assignments and should be grouped according to type of source. Pinpoint references (page numbers) may be necessary in footnotes, but should not be used in the bibliography. The bibliography should be laid out as follows:

Bibliography

Cases
(Cases should be divided by jurisdiction. New Zealand cases should be listed first, followed by cases from other jurisdictions alphabetically ordered. Within each jurisdiction the names of cases should be listed alphabetically.)

Statutes
(Statutes should be divided by jurisdiction. New Zealand statutes should be listed first, followed by statutes from other jurisdictions alphabetically ordered. Within each jurisdiction the names of statutes should be listed alphabetically.)

Treaties
(to be listed in year order)

Books
(names of authors, editors, translators to be listed by first name then last name and arranged alphabetically by surname, e.g. David Smith)

Articles Journal Articles
(names of authors to be listed by first name then last name and arranged alphabetically by surname, e.g. David Smith)

Reports

Parliamentary materials

Other sources