

CLCR STYLEGUIDE

NOTE ABOUT THE GUIDE

A Note About this Guide.

Welcome to the CTRCR Style Guide

The guide aims to bring conformity, that shall be seen in all of our publications that shall be a part of our journal. Our objective is to follow established academic guidelines to ensure that the readers receive content identical to the highest standard of academia. This guide shall set a precedent for future editions, that shall be reviewed regularly, to ensure elevation of quality.

This guide is divided into ___parts. Each section comprises of further sub-divisions and examples to prevent ambiguity and to make it convenient.

It is pertinent to note that this style guide is the only and absolute manual that lays down the rules for editors who wish to publish in the CTRCR Journal. No other guide takes precedence over this one.

We are always looking forward to receiving feedback and ideas from students to make this guide more student centric. Students can provide feedback at our official email ID.

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GENERAL TIPS

1. Spellings-

British spelling shall be adhered to.

Ex. The spelling 'labour' shall be preferred over 'labor'.

2. Spelt out words-

All acronyms, abbreviations, and short forms shall be in parenthesis in bold using single quotation marks on the first reference.

Ex:

- a. First instance for the use of an acronym: United States of America ('**U.S.A.**').
- b. First instance for the use of a short form: The Limited Liability Partnership Act, 2008 ('**the Act**').
- c. First instance for the use of a short form in relation to case law: *Kesavananda Bharti v. State of Kerala* ('*Kesavananda Bharti*').

PUNCTUATION

1. Oxford comma: Must be for three or more words/elements

For example: Correct Use 'India, Iran, and Sri Lanka' and not 'India, Iran and Sri Lanka'.

2. Quotation marks:

- a) For terms/words that are to be highlighted, single quotation marks must be used.

Ex: India's standing for 'Enforcing Contracts' in the World Bank Report on Doing Business 2018

- b) For extracts that need to be highlighted, double quotation marks must be used. Further, the extract is to be italicised. If any extract is longer than fifty words, then it is to be in a fresh paragraph and indented by 1 inch (or 2.54 cm) from both sides of the margin.

3. Hyphens (-): Must be used to separate compound words or words with suffixes/prefixes.

The dash (—) must be used to make a strong break in sentence structure.

Ex:

- a. Far-fetched (hyphenated compound word).
- b. He grappled with his time-consuming job for years— only to be fired for a small error

4. Guidance on ellipses:

- a) Please use ellipses with only three dots in order to signify an omission.

Ex: ‘The Prime Minister stated that, “India would promote foreign investment...and also cater to the needs of local businesses...and labour”.’

- b) Kindly refrain the use of ellipses at the end of a quotation.
- c) After adding ellipses or adding emphasis by highlighting or underlining the quoted text, it should be followed by the phrase [emphasis added], which must be in italics and with left hand alignment.

5. Superscript reference marks for footnotes in the text must appear after the punctuation and not before it.

INCLUSIVE LANGUAGE

The journal discourages use of language that promotes or portrays ableism, sexism, heterosexism or racism.

Ex.

- a. Instead of ‘the blacks have always been ignored.’, use ‘the Black people have always been deprived.’
- b. Instead of ‘rights for all, irrespective of their gender- male or female ’, use ‘rights for all, irrespective of their gender’.

NUMBERS

1. Please write numbers between one and ninety-nine along with multiples of ten in words.

Ex:

- a. Four people.

- b. Five million shares.
- c. Twenty-two directors.

2. For percentages-

Numbers must be used, followed by the % symbol.

Ex: “2% of the debt shall be paid.”

3. Dates-

Must be written as: 12th November, 2014.

4. For measurements-

Numerical values must be used (e.g., 12 m) and monetary amounts must be in numbers

Ex: \$500).

5. For decimal values, please use numbers as opposed to words.

6. For statutory provisions (such as sections or sub-sections of a legislation) or paragraph number in a judgement, use numbers as opposed to words

Ex: Section 2 of the Insolvency and Bankruptcy Code, 2016; para 8 of the Supreme Court’s decision in Roe v. Wade.

7. When points are being referred to in the main text, please make use of numbers as opposed to words.

Ex: “Points 1 to 3 of my arguments in the subsequent section demonstrates the intricacies in the court’s ruling”.

TYPEFACES

1. Font-

Roman type should be used throughout, unless otherwise stated below. Roman text is plain text; there is no bolding, underlining, italicizing, special capitalization, or unusual positioning.

2. Italicization-

After adding ellipses or adding emphasis by underlining the quoted text it should be followed by phrase “*emphasis added*” in italics and left alignment.

Use italics for the following:

a) Names of periodicals and journals

Ex. Aditya Singh Chauhan, “Pushing Arbitral Boundaries to pave way for emergency arbitration,” *Indian Journal of Arbitration law*.

b) Books and treatise titles

Ex. Gary Born, *International Commercial Arbitration*

c) Foreign words

Ex. There are various types of arbitration proceedings, one of them being *ad hoc* arbitration.

d) Words to be emphasized in text or notes.

Ex. ‘Every country must, *must* have an independent judiciary.’

3. Quotation-

a) Single quotation marks: to highlight specific terms.

b) Double quotation marks: to mention extracts of Journals, Acts, Reports, etc.

Ex: As per Article 3(2), an applicant for an SVF license “must be a company incorporated in the State, including free zones but excluding Financial Free Zone”.

4. Hyphen-

The following must be hyphenated:

a) A compound word that is ordinarily hyphenated can be separated using a Hyphen.

b) A compound word which if not hyphenated, would cause confusion.

c) A compound word bearing prefixes or suffixes.

5. Ellipses-

An “ellipsis” is a group of three consecutive dots separated from the text and each other by single spaces.

a) Ellipses must be used to denote omission of words within a quoted sentence.

b) Omissions of a complete sentence shall be denoted by ellipses between the final punctuation of the proceeding sentence and first word of the following sentence.

6. Parentheses-

Punctuation shall be inside when a full sentence is under parentheses. However, for incomplete sentences, punctuation shall be outside.

7. Capitalization-

- a) References to names of people, organization, groups shall be capitalized.
- b) Titles, statute and parts thereof shall be capitalized

Ex: Section 5 of Indian Contract Act, 1872.

FORMATTING

1. The font for the main text body must Times New Roman, font size 12, and 1.5 line spacing.
2. The font for the footnotes is to be Times New Roman, font size 10, and single line spacing.
3. Space must be added before and after each paragraph.

LAYOUT (HEADINGS)

Authors are advised and free to make use of different levels of headings so as to provide structure to their content. We would recommend restricting headings to three levels. However, according to the author's discretion and if the article so warrants, a fourth level may be used. The format for headings is as follows:

I. HEADING 1 (BOLD, SMALL CAPITALS, CENTRE ALIGNMENT, TIMES NEW ROMAN, FONT

SIZE 12)

A. Heading 2 (Bold, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 3 (Bold, Italicised, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 4 (Italicised, Left Alignment, Times New Roman, Font Size 12)

REFERENCES AND CITATIONS

The CLCR Journal uses bluebook 21st edition for citations with the following specifications:

1. Cite after Punctuation-

The citation should be added after a punctuation mark generally a full stop, comma, or quotation. If the case name is written in the text, then the foot note should only contain citation, instead of citing the universal format with the name.

Ex: In the case of Union Carbide Corporation v. Union of India¹ it was held that...

Footnote-

¹ AIR 1990 SC 273 (1989) (India).

2. Multiple authorities-

A single opening phrase or sentence should be followed by one or more authorities, with semicolons between them. A new citation sentence should start each time a new phrase introduces a new collection of citations.

Ex: In the case of Rajasthan Breweries Ltd¹ it was inferred by the court...

Footnote-

¹Rajasthan Breweries Ltd. v. The Stroh referBrewery Company, AIR 2000 Del 450.;
D.R. Sondhi v. Hella KG Hueck & Co., (2001) ILR 2 Del 679.

3. Explanatory parentheticals grammar and punctuation-

Explanatory parentheticals should begin with a present participle unless the parenthetical contains a quoted sentence or a short statement. Unnecessary words like "the" can be excluded unless it would lead to confusion. They should take the form of a phrase that begins with a present participle, a quoted sentence, or a short statement. Unless the information inside the parentheses is a quotation that comprises a complete phrase, do not beginning parentheses with capital letters and finishing them with periods.

Ex:

- a. Akhil Reed Amar, Reports of My Death Are Greatly Exaggerated: A Reply, 138 U.Pa. L. Rev. 1651 (1990) (Advocating for the viability of the author and the two-tier theory of federal jurisdiction).
- b. West Bengal v. Anwar Ali Sarkar (1952) SCR 284 (the Supreme Court of India, stated the twin test for reasonable classification).

4. Internal Citation-

Include an internal Quotation by using a phrase such as "Quoting..." set apart by a comma. Quotations consisting of 49 words or less are enclosed within double quotation marks and italicized. Quotations of more than 50 words should be in italics and have left indent, enclosed in double inverted commas. Do not use a parenthetical.

Ex:

a. Less than 49 words

The working group recommendation are "*Therefore, the WG recommends that a definition of group should be provided, so that a case-by-case analysis need not be made to assess the applicability of the framework*".

b. More than 50 words

In these types of cases the report has recommended that

"the WG recommends that an application may be made to the Adjudicating Authority to include companies that are so intrinsically linked as to form part of a 'group' in commercial understanding, but are not covered by the definitions above, as long as it can be demonstrated that this will result in maximisation of value of the insolvent company without destroying the value of the company being included, so that there is overall value maximisation."

5. Symbols of internal divisions of authority -

Symbol needs to be used for Section number (§), paragraph number (¶), chapter number (ch), or note number (n). sections of law review pieces are not referred to by the word Section or Part, but by the page number.

6. Author's and editor's name-

When citing the author's or editor's name, provide their full name as it appears on the first page or title page of the cited source. In subsequent references, use only the last name. When a editor's name has to be referred then there should be use of editor's name instead of author's name followed by "ed". The word "and" should be used to separate the names of two authors instead of using "&". When there are three authors, separate the first and second names with a comma, and the second and third names with a comma followed by "and."

7. Using “supra” and “id”

The abbreviation "id." is used as a shortened form to refer to the citation immediately preceding it. The term "supra" is used to refer back to a previously cited authority that has been fully referenced.

Ex:

- a. It is submitted that there is no bar under the Code for the NCLAT to recognise insolvency proceedings as has been held in in the case of SBI v. Jet Airways (India) Ltd.¹ ...since that was in the best interest of the CD as per the court² and the ...w

Footnote-

¹2019 SCC Online NCLAT 1216.

²id.

- b. It is submitted that there is no bar under the Code for the NCLAT to recognise insolvency proceedings as has been held in in the case of SBI v. Jet Airways (India) Ltd¹... The court has in the case of Charan Lal Sahu v Union Carbide² it was held that... In the jet airways case³ it was also said that the that was in the best interest of the CD

Footnote-

¹SBI v. Jet Airways (India) Ltd, 2019 SCC Online NCLAT 1216.

²Charan Lal Sahu v Union Carbide, (1989) 1 S.C.C. 674 (India).

³supra 1.

8. Use of Country Abbreviations

The abbreviation of countries, unless part of the universal format, should only be used when from the context or from the citation, the country is not clear. The use of the abbreviation is to indicate the country to which the case, or legislation, ordinance, etc. belong.

9. Omissions

The name of the author, title, date or any other citation information can be omitted if they are unavailable.

10. Court Cases

Universal Format

[Plaintiff/ Appellant/ Applicant] v. [Defendant/ Respondent], [Citation].

Ex: S. R. Bommai and Ors. v. Union of India and Ors., 1994 AIR 1918.

Rules

- a) The names of the cases should be cited as official names reported.
- b) The citation should only be the official reported citation.
- c) In case of citing a specific page number, add a comma after the citation and mention the page number

Ex: Bachlan Singh v. State of Punjab, (1980) 2 SCC 684, 751.

- d) The format for unreported case judgement:

[Plaintiff/ Appellant/ Applicant] v. [Defendant/ Respondent], Unreported Judgments <main petition/case number> of <year>, decided on <date> (SC), <page>.

Ex: Gopal Oyan vs The State Of Madhya Pradesh, Unreported Judgements 37322 of 2021, decided on 12 May, 2022 (HC).

- e) In cases where the country is not evident from the context, the country should be mentioned in abbreviation after the case citation.

Ex: Guru Nanak Foundation v. Rattan Singh and Sons, AIR 1981 SC 2075 (India).

- f) For citing a concurring or dissenting judgement, it should be cited in a round bracket with judge's last name, followed by J. and whether the judgement is concurring or dissenting.

Ex: A.D.M. Jabalpur v. Shivkant Shukla, (1976) 2 SCC 521, 644 (per Chandrachud, J., concurring) (India).

11. BooksUniversal Format

[Volume Number, if any] [AUTHOR'S NAME], [TITLE OF THE BOOK] [Page Number]
[(Publisher's Name Year of Publishing)]

Ex:

- a. GLANVILLE WILLIAMS, LEARNING THE LAW 75 (Sweet & Maxwell 2014).
- b. AVTAR SINGH, COMPANY LAW 167 (Eastern Book Company 2018).
- c. M P JAIN, INDIAN CONSTITUTIONAL LAW 789 (LexisNexis 2018).

Rules

- a) The author's name and the title of the book should always be in small caps.
- b) The volume numbers should always be written in Arabic numerals.
- c) Secondary titles/subtitles should be included in the cite after a colon.

- d) Each new volume of a multivolume work takes a new full cite when it is cited for the first time.
- e) The title of the book should not be shortened and should be the full title as it appears on the title page of the book.
- f) The page numbers should always be cited.

12. Journal

Universal Format

[Author's name], [*Title of the article*], [Journal Volume Number] [NAME OF THE JOURNAL (abbreviated)] [Starting Page of the Article], [Pages Cited] [(Year)].

Ex: Anne M Teitelman, Julie Tennille, Julia M Bohinski, Loretta S Jemmott and John B Jemmott 3rd, *Unwanted unprotected sex: condom coercion by male partners and self-silencing of condom negotiation among adolescent girls*, 34 (3) ANS. ADV. NURS. SCI. 243 (2011).

Rules

- a) The name of the journal is always in small caps.
- b) The title of the article is italicized.
- c) Secondary titles/subtitles should be included in the cite after a colon.
Ex: Alexandra Brodsky, "*Rape-Adjacent*": *Imagining Legal Responses to Nonconsensual Condom Removal*, 32(2) COLUM. J. GENDER & L. 183, 183 (2017).
- d) The full name of the journal/periodical should only be used when the journal's/periodical's abbreviation is not available.
Ex: Ghadir Shafie and Karma R. Chávez, *Pinkwashing and the Boycott, Divestment, and Sanctions Campaign*, 5 JOURNAL OF CIVIL AND HUMAN RIGHTS 32, 35-39 (2019).

13. Constitution

Universal Format

[ABBREVIATED NAME OF THE COUNTRY] CONST. art [article number], cl. [clause number].

Ex:

- a. INDIA CONST. art. 1, cl. 2.
- b. INDIA CONST. art. 19(c).
- c. US CONST. art. I, § 9, cl 2.

14. Legislation (India)

Universal Format

[act/ordinance name], [year of act/ordinance], § [section number] [(if ordinance, date of ordinance)].

Ex:

- a. The Consumer Protection Act, 2019, §6(2)(a).
- b. The National Food Security Ordinance, 2013, §3 (July 5, 2013).

Rules

- a) All the names, years and dates should be mentioned as published in the Gazette of India)
- b) For State legislation, State gazette should be referred to.

15. Bills

Universal Format

[bill name], [year of Bill], Bill No. [bill number] of [year of bill], § [section number] [(date of bill)].

Ex: The Right to Information (Amendment) Bill, 2013, Bill No. 112 of 2013, §3 (August 5, 2013).

16. Rules and Regulations

Universal Format

[rule/regulation name], [year of rule/regulation], Rule/Reg. [rule/regulation number].

Ex:

- a. Income Tax Rules, 1962, Rule 5.
- b. SEBI (Mutual Funds) Regulations, 1996, Reg. 3.

17. Circulars, Directions and Guidelines

Universal Format

[Name of issuing authority], [circular/direction/guideline name], [circulation/direction/guideline number, if available] (Issued on [date of circular/direction/guideline]).

Ex:

- a. Securities and Exchange Board of India, Master Circular for Depositories, SEBI/HO/MRD/DP/CIR/P/118 (Issued on October 25, 2019).
- b. Reserve Bank of India, Master Directions on Relief/Savings Bonds, RBI/IDMD/2018-19/61 (Issued on July 2, 2018).

18. Notifications and Executive OrderUniversal Format

[Name of issuing authority], [notification/executive order name, if available], [notification/executive order number] (Issued/Notified on [date of notification/executive order]).

Ex:

- a. Ministry of Finance, S.O. 387(E) (Notified on January 27, 2020).
- b. Ministry of Corporate Affairs, CAB Order, F.No. 52/26/Cab-2010 (Issued on June 30, 2011).

19. Internet SourcesOnline-only Sources Format

[NAME OF WEBSITE], [URL] [(last visited Date)].

Ex: Ben & Jerry's, <http://www.benjerry.com> (last visited Oct. 6, 2008).

Dynamic Webpages (such as blogs) Format

[Name of the author], [Name of the article], [NAME OF THE WEBPAGE] [(Date of access, time of access)], [URL].

Ex: Conference Report, German Soc'y for Contemporary Theatre and Drama in English, Mediated Drama/Dramatized Media: From Boards to Screens to Cyberspace (June 17–20, 1999), <http://www.philhist.uni-augsburg.de/cde/conf/1999>.

Online Source that preserves original pagination (such as a PDF) Format

[Name of the author], [Name of the article], [Journal Volume Number] [Name of the Journal (abbreviated)] [Starting Page of the Article], [Pages Cited] [(Year)], [URL].

Ex: Kenneth W. Simons, Retributivists Need Not and Should Not Endorse the Subjectivist Account of Punishment, 109 Colum. L. Rev. Sidebar 1, 3 (2009), http://columbialawreview.org/wp-content/uploads/2009/03/1_Simons.pdf.

20. Foreign Material

For citing any material other than that of India, please kindly refer to <https://www.legalbluebook.com/bluebook/v21/tables/t2-foreign-jurisdictions/> for jurisdiction specific format.