Short Guide to Citing the Law

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1. Introduction

This *Short Guide to Citing the Law* has been written for La Trobe University law students. It explains what legal citation is, why it is important, and how to do it.

In pursuit of that last task, it provides a brief summary of the key parts of the *Australian Guide to Legal Citation* (Melbourne University Law Review Association, 3rd ed, 2010), which is the style guide preferred by the La Trobe University Law School.

Legal citation is the method lawyers use to refer to the various materials used in their writing. Of course, legal citation is also used in lawyers’ oral presentations, e.g. in presenting arguments in court, and much the same general principles apply there. But we shall here take written legal citation as our main subject matter.

This guide covers citation of both primary and secondary sources. In the context of legal writing, *primary sources* are those materials which constitute the law that is enforceable in a court of law. Such law comes in two basic forms: (i) legislation made by parliament and other bodies to which parliament delegates a legislation-making power and (ii) cases decided by the courts. *Secondary sources* are all the other materials lawyers might use. These include books, journal articles, news reports, parliamentary debates and government reports.

Good legal citation will clearly and precisely identify for the reader just what material is being discussed or used by the writer. It is essential for lawyers and law students to do this properly. Fortunately, it is a simple and easy-to-learn skill.

Students may find it useful to read this Short Guide in conjunction with the La Trobe Law *Short Guide to Finding the Law*.

2. What is Referencing and Why is it Important?

The terms ‘referencing’ and ‘citation’ are often understood as meaning much the same thing. However, it is useful to distinguish the two, as follows:

- *referencing* is the activity of referring to other works and sources in one’s writing, and
- *citation* is the particular method or style used in referencing.

This guide is primarily concerned with summarising a particular style of legal citation, the *Australian Guide to Legal Citation*. However, it is very important first to appreciate what referencing is in general and why it is important.

There are at least four main functions served by referencing: acknowledgment of one’s sources; supporting one’s claims; contextualising one’s writing; and aiding the
reader.\(^1\) (Not every instance of referring to other works and sources performs all four functions.) It is worth briefly explaining each of these four functions.

**Acknowledging your sources**

Whenever you assert some fact or make a claim about what is the truth of some matter, you are relying either on your own direct knowledge or on information supplied by someone else. If you have relied on someone else's information, then you need to tell the reader this by referring to that source. Failure to acknowledge your use of another’s work will often mean that you are, in effect, claiming that you are the original source for your claim. This misleads the reader and can in some cases lead to charges of plagiarism. The consequences of a finding of plagiarism — in both academic and professional contexts — can be severe. Proper referencing will show the reader your sources and so protect you from allegations of plagiarism.

The La Trobe Law Short Guide to Avoiding Plagiarism and Inadequate Referencing gives you more information and practical advice on avoiding plagiarism.

**Supporting your claims**

In legal writing, whenever you make a claim or assert some fact or policy position, your reader may well think ‘But why should I accept that? What evidence is there for that claim? What authority is there for that assertion?’. If your purpose is to persuade your reader to accept what you say, then you will most often want to provide or at least advert to good reasons for why he or she should agree with you. Very often, the logic of your own argument will play a key role in persuading your reader. However, you will often want to support your claims by referring to other works and materials that provide the evidence or the sources of authority that you need.

In legal writing in particular it is especially important to provide the legal authority for any proposition of law (i.e. a statement of what the law is) that you put forward. Such legal authority will ultimately be a particular decided case or legislative provision. If you say, for example, that it is against the law in Victoria to disturb religious worship, but do not tell your reader the legal source or authority for that claim, then your argument will be notably weakened. (The source you would want to refer to for that claim is: *Summary Offences Act 1966* (Vic) s 21(1).)

**Contextualising your writing**

Few of us write in isolation. It is almost always the case in academic and legal writing that the issues and topics one writes about have already been written about by others. Often it will be important that you be aware of the current discussions in the areas in which you are writing and that you try to connect up with them in your own contribution. Appropriate references in your work to authors who have preceded you can therefore show that you are aware of the existing issues, positions and arguments and that you are situating yourself in relation to them. This contextualising also clarifies the strengths of your claims.

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1 Maurcie Nevile, ‘Literacy Culture Shock: Developing Academic Literacy at University’ (1996) 19 *The Australian Journal of Language and Literacy* 38, 47. See also Jeffrey Barnes, ‘Cite Seeing: Citation in Legal Writing’ (Review Essay) (1998) 16(2) *Law In Context* 144, 150.
Helping your readers find things for themselves

Good referencing enables your readers to find for themselves the materials you have used in your work. In professional and academic writing this is not merely generosity to the reader. Rather, it is an essential part of the co-operative enterprise that is legal and academic work, in which it is to be expected that your readers (who may include judges, other professionals, or fellow researchers) will not just read your words and accept them but will themselves look up the materials you refer to as part of their own pursuit of the subject matter. This is particularly so in relation to primary legal sources such as cases and legislation.

Inadequate referencing that prevents your reader from retrieving the relevant information efficiently — or perhaps at all — is a professional and academic vice. If it happens in professional contexts such as submissions to a court or negotiations with other lawyers, you can expect the judges and your colleagues to view your contribution as lacking professionalism.

Though some of the rules discussed in this guide may seem a little fussy, they all have a role in making the task of finding the material simple and straightforward. For example, once you’ve spent 20 minutes in a pointless search for a non-existent case because the reference given to you put the year in square and not round brackets, you will quickly come to appreciate the importance of the difference between square and round brackets.

3. The Australian Guide to Legal Citation

As noted above, citation is the particular style or method one uses in referring to other works and sources. There are various citation styles in existence, and they all perform much the same task of setting out how to provide sufficient details, in a recognisable format, to fulfil the four main functions of referencing discussed above.

It is particularly important in legal writing to use a citation style that is readily recognised and understood by your reader. This means that it is important to follow agreed or settled citation rules. Many professions and academic disciplines have developed such standard forms of citation. However, there is as yet no single, universally accepted system of legal citation in Australia. There are several recognised conventions in use in the various law journals and law reports, though they all convey much the same information.

One citation style that has become widely used in Australia — especially in academic legal writing — is the Australian Guide to Legal Citation (Melbourne University Law Review Association, 3rd ed, 2010) (‘AGLC’).

The AGLC originated as the style guide for the Melbourne University Law Review and has now been adopted by over 20 legal journals in Australia. It has also been endorsed by Catriona Cook et al., Laying Down the Law (LexisNexis Butterworths, 7th ed, 2009) 429, which is the text used in La Trobe Law School’s first year unit.
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Legal Institutions and Methods and in many law schools across Australia. The AGLC has the best claim to being the most commonly used legal citation style in the country.

The La Trobe University Law School has adopted the AGLC as the preferred guide to legal citation for its students.

The AGLC is available in PDF format from the Melbourne University Law Review website: <http://mulr.law.unimelb.edu.au/go/aglc>. It can be downloaded for viewing but cannot be printed. Print copies can be borrowed from the La Trobe University Library and can be purchased either online from the Melbourne University Law Review Association or from the bookshop at Melbourne University.

4. When Should I Follow the AGLC?

La Trobe Law students should follow the AGLC in their essays, assignments, honours theses, and similar work, i.e. work that is written in the students’ own time and not in a traditional sit-down examination.

Please note, however, that individual subject co-ordinators in the Law School may vary the citation requirements for their particular subjects or for specific pieces of assessment within a subject. If so, then you should find the requirements in the relevant subject learning guide. For example, a co-ordinator may decide to permit an abbreviated form of reference to his or her subject’s main textbook. Alternatively, he or she may decide to require more information than the AGLC requires, such as the date you accessed a website. Unless you are informed otherwise, though, you should treat the AGLC as the ‘default’ legal citation guide.

In examinations, the citation requirements are usually relaxed because of the other constraints under which students are writing. For example, in many examinations abbreviated citation of cases and legislation and other materials may be permitted. Again, consult the relevant subject learning guide and, if still in doubt, the subject co-ordinator.

5. Summary of the AGLC

Students should access and consult the AGLC for themselves, either in print or online. At over 300 pages, the AGLC is not a short document. However, its essentials are fairly easy to grasp. (Indeed, much of its length is due to the clear format and useful examples.) The last nine pages of the AGLC also provide a handy ‘Quick Reference Guide’, which gives examples of the main kinds of legal citation.

Below, we present a summary of the AGLC on the main aspects of legal citation, covering how to cite:

- case law;
- legislation;
- journal articles;
- books;
- Internet materials;
• parliamentary debates (Hansard);
• newspaper articles;
• looseleaf services;
• conference papers; and
• treaties.

There is, of course, a wide range of other types of material that you may cite in your work. You will need to refer to the AGLC for guidance on how to cite other materials.

We stress that this summary is not a substitute for students consulting the AGLC. It is an introductory guide to its main features for the newcomer. It provides brief explanations of the main AGLC rules and some examples. If you have not already done so, you should consult the AGLC directly and become familiar with it.

Where appropriate, the summary below refers to the relevant AGLC rule (e.g. ‘AGLC rule 2.1’) to assist you.

A. Some General Rules

Footnotes

• See AGLC rules 1.1 – 1.4.
• Use footnotes for citations. Do not use endnotes. Do not insert citation details in the text in parentheses. (See AGLC rule 1.1.)
• Within the footnotes, use ‘Ibid’ (meaning ‘the same’) if the source and pinpoint reference in the immediately preceding footnote is the same source and pinpoint being cited in the current footnote. (The ‘pinpoint’ is the particular page, paragraph, chapter, etc to which you refer.) If the source is the same but the pinpoint reference differs, put ‘Ibid’ and then the relevant new pinpoint reference. (See AGLC rule 1.4.1.)
• Do not use ‘id’, ‘op cit’, etc.
• If the source being cited has been cited in an earlier footnote but not in the immediately preceding footnote, then use the author’s surname and ‘above’ to refer to that previous citation, e.g. ‘Smith, above n 6’. (See AGLC rule 1.4.2.)
• Where multiple sources have been cited in a footnote, and in the immediately succeeding footnote you want to cite only one of those sources, then use the ‘above n’ approach. Do not use ‘ibid’ plus the author’s name. (See AGLC rule 1.4.2.)
• When referring to a subsequent passage or footnote, use ‘below’.
• Do not use ‘supra’ and ‘infra’.
• Put a full stop at the end of each footnote.
**Examples**  

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<tr>
<td>4</td>
<td>Ibid.</td>
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<td>5</td>
<td>Ibid 188–9.</td>
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<td>7</td>
<td>Atiyah, above n 3, 15.</td>
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<td>8</td>
<td>See section IV below.</td>
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<tr>
<td>9</td>
<td>For subsequent cases on this issue, see below n 20.</td>
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<tr>
<td>11</td>
<td>Lee, above n 10, 5.</td>
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**Bibliographies**

- See AGLC rule 1.16.
- A bibliography appears at the end of a piece of written work and lists all the material used or relied upon in producing that work, whether cited in the footnotes or not. Note that a shorter form of bibliography lists only the materials actually cited in the footnotes. This short form of bibliography is sometimes called a ‘list of references’.
- If a bibliography is used, group items in alphabetical order, under the following headings (where applicable):
  - A Articles / Books / Reports
  - B Cases
  - C Legislation
  - D Treaties
  - E Other
- Consult the relevant subject learning guide and, if still in doubt, the relevant subject co-ordinator as to whether a bibliography is required for a particular piece of assessment in a subject. Honours theses require a bibliography.
- For articles and books, include the information that is included in footnotes (see below), except that (i) the author’s surname should appear first, followed by a comma and then the author’s first name or initial, and (ii) pinpoint references should not appear.

**Examples**  

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Citing quoted material

- See AGLC rule 1.3.
- It is sometimes the case that the material you want to cite is itself quoted in the book or article that you actually have in front of you. For example, you may be reading Smith and see that she quotes a passage from Palam, and it is the quote from Palam that you want to cite in your own work.
- In such cases, you should normally try to get hold of the original text (here Palam) so that you will be able to cite it directly. However, sometimes it is not reasonably feasible to locate the original text, and so you will need to make do with the original text as it has been quoted in the secondary text (here Smith).
- Where this is the case, you should give as full a reference (following AGLC style) to the original text as you can glean from the secondary text, then use the words ‘quoted in’, and then give the normal reference to the secondary text.
- Providing this information allows your reader to know what the original text is that you are citing and to try to obtain it themselves, rather than rely on your second-hand quotation.
- It is misleading and potentially deceptive to cite only the original source (Palam) as if you have consulted it directly when you have only consulted the secondary source (Smith). To do so is inadequate and risks charges of plagiarism because you are not revealing your actual source.
- It also may not be adequate simply to say ‘Palam, as cited in Smith’ where you give proper details of Smith but no further available information about Palam. This practice would be acceptable only if Smith him or herself had failed to provide the appropriate information about the source of the Palam quotation.
- You can use ‘ibid’ in the usual way to refer back to previously cited material from which the currently cited material was taken.

**Examples**


B. Cases

Reported Cases

- See AGLC rule 2.
- A reported case is a case which has been published in a law report series (whether in print, online or both). What is published in such reports is usually the judgment or decision of the court, which is embodied in the orders the court makes, together with the judge’s (or judges’) reasons for that judgment or decision. Explanatory ‘headnotes’ written by someone working for the law report series usually precede the reasons for judgment.

- The details which must be included are:
  - **Case name** — Cite only the first plaintiff and first defendant. Use italics for the names of the parties.
  - **Year** — If the volumes of the law report are organised by year, put the relevant year in *square brackets*: [ ]. If the reports are organised by volume number (i.e. the year is not an essential part of the citation of the relevant law report), put the year the case was decided in parentheses, i.e. *round brackets*: ( ). Note that some reports have changed from one system to the other. For example, for volumes of the Victorian Reports prior to the year 2000, put the year in square brackets; from 2000 onwards use round brackets.
  - **Volume number** — As noted, many reports are organised by volume number. However, even where a law report series is organised by year, some years may have two or more volumes per year. For example, [1996] 2 VR is the second volume of the Victorian Reports for the year 1996.
  - **Report series** — Use the abbreviation for the name of the report series, not the full title. The report itself should indicate the relevant abbreviation. Lists of report series and their abbreviations are to be found in the Appendix to the AGLC and in Peter Butt (ed), *Butterworths Concise Australian Legal Dictionary* (LexisNexis Butterworths, 4th ed, 2011), Appendix B. (Note: AustLII is *not* a law report series. Cases appearing on the AustLII website are *unreported*. See further below.)
  - **Page** — Put the page at which the case report begins.
  - **Pinpoint** — Use this when you are referring to a specific page of the reported decision. Please note that, with regard to reported cases, the pinpoint reference is the *page* number, not the *paragraph* number. The paragraph number *may* be added after the page number, but it is not necessary. If identifying the particular judge being cited, put their name in round brackets after the pinpoint.
Examples

| Neal v The Queen (1982) 149 CLR 305. |
| Cream Holdings Ltd v Banerjee [2005] 1 AC 253, 255. |

Unreported Cases

- See AGLC rule 2.8
- A case is unreported if it not published in a law report series.
- Always check (using CaseBase or FirstPoint) to see if the case has been reported. If a reported version is available, use the reported version in preference to the unreported decision. If it is reported in an authorised series, use the authorised reports (for example: Commonwealth Law Reports, Federal Court Reports, Victorian Reports).
- Note: a case appearing on the AustLII website may well have been reported. What appears on the AustLII website is the unreported version of the case.

Medium neutral citation

- If the case is not reported, use the medium neutral citation, if it is available. Medium neutral citations were introduced by the courts in the 1990s so that any decided case could be referred to using a uniform style, no matter what medium it appears in. Most earlier cases do not have medium neutral citations. An exception is the High Court of Australia — all of its reported decisions going back to 1903 have now been given medium neutral citations.
- If the unreported decision was found on an electronic database, do not cite the database. (The same unreported decisions can often be found on different databases.) The medium neutral citation is sufficient.
- The details which must be included are:
  - Case name — Put in italics.
  - Year — Put in square brackets.
  - Unique court identifier — Use ‘VSC’ for decisions from the Victorian Supreme Court, ‘VSCA’ for decisions from the Victorian Supreme Court, Court of Appeal, ‘HCA’ for the High Court of Australia, etc. (the case itself should identify the relevant unique court identifier).
  - Judgment number — This will be the judgment number allocated by the court for the relevant year. (In the example below, the case is the Victorian Supreme Court’s 193rd judgment for the year 2005.)
  - The judgment date — in parentheses (round brackets).
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Pinpoint — Refer to the paragraph number of the reasons for judgment, not the page number. Use square brackets.

Example | R v Karageorges [2005] VSC 193 (14 June 2005) [22].

Without medium neutral citation

- Most unreported cases from before the mid-1990s do not have a medium neutral citation. In that case, you must provide the following details:
  - Case name — Put in italics.
  - The word ‘Unreported’, the name of the court, the name(s) of the judge(s), and the judgment date — Use parentheses (round brackets).
  - Pinpoint — Refer to the page number of the reasons for judgment if there is no paragraph number.

Example | R v Tompkins (Unreported, Supreme Court of Victoria, Court of Criminal Appeal, Young CJ, Lush and Brooking JJ, 15 August 1978) 23.

C. Legislation

Statutes (Acts of Parliament)

- See AGLC rule 3.1.
- For Acts, the details which must be included are:
  - Title of the Act — Put in italics.
  - Year — Put in italics.
  - Jurisdiction — Use abbreviation and round brackets.
  - Pinpoint — Identify the particular section, paragraph, part, schedule, etc. (See AGLC rule 3.1.4 for the appropriate abbreviations for pinpoint references to Acts.)

Examples | Criminal Procedure Act 2009 (Vic) s 128.
Workplace Relations Act 1996 (Cth) sch 1A.
Delegated legislation

- See AGLC rule 3.3.
- Citation of delegated legislation should follow the same style as for primary legislation. (See AGLC rule 3.3.2 for the pinpoint reference abbreviations for delegated legislation.)

Example | Magistrates’ Court Civil Procedure Rules 1999 (Vic) r 503.

D. Journal Articles

- See AGLC rule 4.
- The details which must be included in the footnote are:
  - *Author(s)* — Give the first name(s) and family name(s) if known, then comma. If first name(s) not known, use initials. If there are more than three authors, identify only the first one and then put ‘et al’ (meaning ‘and others’).
  - *Title of the article* — Put in single quotation marks. Capitalise the first letter of each word in the title except articles (‘the’, ‘a’, ‘an’), conjunctions (e.g. ‘and’, ‘but’, etc.) and prepositions (e.g. ‘on’, ‘with’, etc.).
  - *Year* — Put in round brackets.
  - *Volume of journal* — Most journals are organised by volume number. Where this is not the case and the journal is organised by year, leave out the volume number and put the year in square brackets.
  - *Title of the journal* — Put in italics, in full (in contrast to the use of abbreviated title for law reports, above).
  - *First page of article*
  - *Pinpoint* — Cite the particular page referred to.

Examples

• Journal volumes are sometimes made up of separate ‘issues’. Where a journal restarts the page numbering at page 1 with each issue, it is necessary to include the issue number as well as the volume number, in round brackets immediately after the volume number.

Example

• Many journals now appear in print and online.
• If you are citing an article from a journal that appears both in print and online, and you obtained your particular copy online, then you should still cite the journal using the above conventions for print versions.
• If the relevant journal appears only in an online version, follow AGLC rule 4.9.

Example

E. Books

• See AGLC rule 5 and rule 1.14.2.
• The details which must be included in the footnote are:
  o Author(s) — Give the first name(s) and family name(s) if known. If first name(s) not known, use initials. If there are more than three authors, identify only the first one and then put ‘et al’ (meaning ‘and others’). If it is an edited book, put ‘ed’ or ‘eds’ in round brackets after the names.
  o Title — Put in italics. Capitalise the first letter of each word in the title except articles (‘the’, ‘a’, ‘an’), conjunctions (e.g. ‘and’, ‘but’, etc.) and prepositions (e.g. ‘on’, ‘with’, etc.).
  o Publisher — Include the publisher’s name (inside round brackets with edition number and year of publication). Do not include the place of publication.
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- **Edition number** — Include, inside the round brackets, the edition number, but only if it is *not* the *first* edition.
- **Year of publication** — Include inside the round brackets.
- **Pinpoint** — Put particular page and/or paragraph [in square brackets] or chapter (abbreviated as ‘ch’) as appropriate.

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<th>Two authors:</th>
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<th>Three authors:</th>
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<th>More than three authors:</th>
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<th>Edited book:</th>
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- For chapters in an edited book, give the author and title of the chapter (in single quotation marks) as well as the information for the book, followed by the page at which the chapter starts and the pinpoint. (See AGLC rule 5.5.)

F. Internet Materials

- See AGLC rule 6.15.
- If you have obtained material from a website and it is not published in print elsewhere, then it is necessary to cite it in a way that enables the reader to access the material in the same way you did.
- You should cite:
  - **Author** — Same as for articles and books, in section D and E above.
  - **Document title** — Put in italics.
  - **Date** — Provide the full date of the most recent update of the relevant webpage or, if this is not available, the date the document was created, if identifiable. The AGLC does not require you to provide the date you accessed the relevant site. (Note that this may be a particular point on which the La Trobe Law School’s subject co-ordinators may well specify a variation from the AGLC rules and require the date of access.)
  - **Website name** — Provide the name of the website or of the organisation whose website the document appears on. Where the author’s name is identical to the name of the website, you should not include the latter.
  - **Pinpoint reference** — If you are able to give a pinpoint reference, do so. If the material accessed is a PDF document or similar (and so is a distinct document with its own pages), provide the relevant page number. If the material is simply a webpage in HTML format or similar and has distinct paragraph or section numbers, then use square brackets [ ] to identify the relevant paragraph or section.
  - **Uniform resource locator** — Place the URL in pointy brackets < >. You may also like to make the URL a hyperlink in your document.

### Examples


  `<http://www.arm.arc.co.uk/legalBasis.html>`.

- **Judicial College of Victoria, Victorian Sentencing Manual** (1 April 2005) [10.13.2]  
• The first example above is a webpage with no specified individual author, so the name of the organisation whose website it is should be cited as the author, and so the website name is not needed. The pinpoint reference is to the third section of the HTML document on that page. Neither the date of the creation of that particular document nor the date of its latest update appears to be ascertainable. However, the latest date for the website as a whole appears to be 2009 (insofar as copyright for 2004–2009 is asserted), and so the date of 2009 is given in the citation.

• The second example is an individually authored document that is online in HTML format, is divided into sections and has an identifiable year date Therefore, it is possible to cite the individual author (Anthony Gifford), provide the document’s date (the document is stated to be a paper given at a conference 27–29 April 1993), and give a pinpoint reference to the relevant section (section 5).

• The third example above is an online publication with an institutional rather than individual author. (Again, because the author name and the website name are the same, the latter is not included after the date.) It is divided into numbered sections, and so it is possible to give a pinpoint reference to the section you are citing (section 10.13.2). That section was last updated on 1 April 2005.

• The fourth example above is a PDF document accessed via the URL, and so it is possible to give a pinpoint reference to the page of the PDF document being cited (page 10). The document is dated October 2010.

• Though many journals are now available online, if you access an electronic copy of the print version of a journal, you should simply cite the article as you would for the print copy (as described in section D above). You should not give the URL of the online version of the journal.

• Similarly, much of the case law and legislation you will use you will access via the Internet. Again, for these legal materials, use the citation style described in sections B and C above, even when you access the material via the Internet. For example, if you access the High Court case of Lowndes v The Queen via the online version of the CLRs (say, via Legal Online), do not give the URL of that website, but just give the citation as in section B above: Lowndes v The Queen (1999) 195 CLR 665.

• **A word of warning about using material from the internet.** You should be especially careful when citing material from the internet. A lot of it is unreliable or inappropriate for academic or professional purposes, particularly where it is not subject to an editorial or refereeing process. Just because something rates highly on a Google search does not mean that it is relevant or reliable for your purposes. Too many law students seriously weaken the
quality of their work by not taking a critical and informed approach to their online research. You need to think carefully and with discrimination about what you are accessing, why you are accessing it, and what sort of authority can be claimed for it.

G. Parliamentary Debates (Hansard)

- Hansard is the name given to transcripts of parliamentary proceedings/debates.
- See AGLC rule 6.1.1. For other types of government documents, see rules 6.1.2 – 6.1.9.
- For parliamentary debates, the details which must be included are:
  - Jurisdiction — Not abbreviated.
  - The words ‘Parliamentary Debates’ — Put in italics.
  - Chamber of the House
    - For Victorian Parliament, either Legislative Council or Legislative Assembly.
    - For Commonwealth Parliament, either House of Representatives or Senate.
  - Date — Date of the passage cited.
  - Page reference
  - Name and position of speaker — Put in parentheses.

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<thead>
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<th>Examples</th>
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<tr>
<td>Victoria, <em>Parliamentary Debates</em>, Legislative Assembly, 1 June 2000, 2144 (John Thwaites, Minister for Health).</td>
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H. Newspaper Articles

- See AGLC rule 6.5.
- The details which must be included in the footnote are:
  - Author(s) of article
  - Title of article — Use single quotation marks.
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- **Newspaper title** — Put in italics; include the word ‘The’ in the title of the newspaper if the word ‘The’ appears in the masthead, e.g. ‘The Age’ and ‘Herald Sun’.

- **Place of publication** — Put in parentheses.

- **Date**

- **Pinpoint**

|----------|----------------------------------------------------------------------------------------------------------------------------------|

- If the newspaper article is obtained from an online source such as Factiva do not give the web address in the citation. Simply cite the newspaper article using the above conventions.

## I. Looseleaf Services

- See AGLC rule 6.4.

- The details which must be included in the footnote are:
  - **Publisher**
  - **Title** — Put in italics.
  - **Volume number**
  - **Date** — Because the content of looseleaf services changes, it is particularly important to record the currency of the service being consulted. If you are using the print version you can check on the currency of the paragraph as it is printed on the page (the most recent service number or the date of the last update). If you are using the online version and neither the service number nor the date of the last update is available, then use the date of access instead (see second example below).
  - **Paragraph number** — To create the Paragraph (¶) symbol in Word, go to Insert, then Symbol.

| Examples | CCH, *Australian and New Zealand Equal Opportunity Law and Practice*, vol 1 (at 11-5-00) ¶58-370. |
J. Conference Papers

- See AGLC rule 6.11.
- The details which must be included in the footnote are:
  - Author(s) — Give the first name(s) and family name(s) if known, then comma. If first name(s) not known, use initials.
  - Title of the paper — Put in single quotation marks.
  - Paper presented at [name of conference], [location of conference], [full date] — Put in parentheses.
  - Pinpoint
  - Web address — if the paper is available online.

Examples

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title of the paper</th>
<th>Pinpoint</th>
<th>Web address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anil Hargovan</td>
<td>‘Should Directors Owe an Independent Duty to Consider the Interests of Creditors?’ (Paper presented at the 11th Annual Corporate Law Teachers’ Association Conference, Victoria University, Melbourne, 13 February 2001).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

K. Treaties

- See AGLC rule 7.
- The details which must be included in the footnote are:
  - Treaty title — Put in italics.
  - ‘opened for signature’ and date.
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- **Treaty series citation** — for example, United Nations Treaty Series, abbreviated to UNTS.
- ‘entered into force’ and date — Put in parentheses.
- **Pinpoint**

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Disclaimer: While the information in this booklet is as accurate as we could make it at the time of writing (February 2011), users should confirm its accuracy for themselves, and should not rely on it as their sole source of information and advice.

As with the two previous editions, this third edition of the La Trobe Law Short Guide to Citing the Law was written by Mr Dennis Warren and Dr Steven Tudor, with valuable assistance from other staff members of La Trobe University’s School of Law, including in particular Mr Jeffrey Barnes and Dr Savitri Taylor.

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