

MACQUARIE UNIVERSITY

DIVISION OF LAW

Style Guide for Research Projects

Students undertaking a Research Project should present their papers using the following guidelines:

1. **Font to Use:** 12 point
2. **Font Style:** Times New Roman
3. **Spacing:** 1 ½ spaces
4. **Referencing and footnoting:**

Footnoting and referencing are essential skills that students need to attain at an early stage in their degrees. Failure to footnote can be considered to be plagiarism. You are required to consistently adopt a clear style guide and provide citations to the sources that you use.

The Department of Business Law uses the Australian Guide to Legal Citation. It can be found on the Macquarie University Library Website...Study and Research Guides...- 13 Presenting Information and citing References.....Australian Guide to Legal Citation

Types of References

When you research materials for your research project, you will need to locate primary and secondary sources. Primary sources include cases, statutes and original documents. Secondary sources include textbooks and journals.

Journals

These contain articles on specific topics. Such articles contain the results of research and explore a range of perspectives various legal issues. Some journals can be found electronically. Some journals are refereed and others are not. Other experts in the field have reviewed those that are before they are published. Those that are not are considered not to be as credible.

Articles from journals should be cited as follows:

- Stokes R, “Councillors’ conflicts of interest in Development Assessment: Lessons from Warringah” 9 *LGLJ* 165.

In this example, “9” refers to the volume, “*LGLJ*” is the official abbreviation for the “Local Government Law Journal”, and “165” is a reference to the page number at which the article commences.

As with books, in footnotes you can use “ibid” and “id” but it is not advisable to use other Latin maxims. The better way of repeating a footnote is as follows:-

- Stokes R, “Councillors’ conflicts of interest in Development Assessment: Lessons from Warringah” 9 *LGLJ* 165.

- Stokes, n 4 at 167.

Textbooks

Textbooks are a credible source of information though they are not always as up to date as journals.

Books should be cited as follows:

P Blazey-Ayoub, J Conomos, J Doris *Concise Evidence* Federation Press Australia 1996

Newspapers/Television Reports

These are primary sources of information and generally provide useful up to date information and perspectives on a particular topic.

- Christie M, “Greenpeace faces law of the ancient mariner”, *Sydney Morning Herald* (15May2004)

Internet Websites

Websites are a very popular point of research however as everyone has the ability to put an article on the Internet care should be taken to ensure that the information comes from a credible source. Usually government websites are reliable however they can often be out of date and so caution is needed when citing such information.

Information used from the Internet should be cited in the following manner:

Christie M, “Greenpeace faces law of the ancient mariner”, *Sydney Morning Herald* (15May2004), <http://www.smh.com.au/articles/2004/05/14/1084289890950.html>, viewed on 31 May 2004.

Cases

Cases are decisions that come from superior courts. Apart from decisions in Australia there are important decisions that should be referred to in England, America and Canada.

Provide the case name, then the citation. Where a case is cited in the text of your work, the citation should immediately follow the case name, rather than being placed in a footnote. Only one citation is necessary in situations where a case is reported in more than one report.

Examples:

Minister for Immigration and Ethnic Affairs v Teoh (1995) 183 CLR 273.

A specific judgment should be referred to as follows: *United Mexican States v Cabal* (2001) 183 ALR 645 at 656, per Gleeson CJ, McHugh and Gummow JJ.

Where a media neutral citation is used (e.g., for cases extracted from www.austlii.edu.au) then “at” references should be to paragraphs: *Scott v Davis* [2000] HCA 52 (5 October 2000) at [4].

Legislation

Statutes that have been passed by Parliament and they take superiority over cases. Acts, Regulations and delegated legislation should be cited as follows:

Crimes Act 1900 (NSW), s 931A. A complete reference to the legislation, and not just the section number, should be provided in each footnote.

Commonwealth legislation can be found online at: www.scaleplus.law.gov.au

NSW Legislation can be found online at: www.legislation.nsw.gov.au
Commonwealth, NSW and other legislation can be found online at: www.austlii.edu.au

7) Use of Headings:

In your research project you may use frequent headings to introduce new areas and sub areas for your project.

8) Bibliography:

This must be included, using the following headings as a guide:-

- a. Books
- b. Articles
- c. Websites
- d. Cases
- e. Legislation
- f. Newspapers and Other Sources e.g. interviews, television reports