Using the Canadian Guide to Uniform Legal Citation

The Canadian Guide to Uniform Legal Citation (McGill Guide) is the style guide most commonly used by Canadian courts, law journals, universities and legal practitioners.

All information contained in this hand-out is based on the Canadian Guide to Uniform Legal Citation, 9th ed (Toronto: Carswell, 2018). The Guide is also known as the McGill Guide because it is produced by the editors of the McGill Law Journal. Note that this hand-out highlights only the most commonly used information from the McGill Guide. If you are in doubt about how to cite a particular item or if you wish to cite an item not addressed in this hand-out, please consult the McGill Guide directly. A copy of the McGill Guide is available at the Research Help Desk on the Main floor of the Library (KE259.C35 2018).

Still in doubt? Consult with your instructor.

LEGAL CITATION – GENERAL RULES

It is important to provide proper citation to sources used when writing academic papers. Most academic papers in law and legal studies require the use of numbered footnotes or endnotes for citation purposes. Footnotes are listed at the bottom of each page, while endnotes appear at the end of the paper.

The first time you cite a work in your paper you should provide a complete citation for the work in a footnote or endnote. Subsequent citations may use ibid or supra. (See the McGill Guide at E-12 to E-13)

Ibid: Abbreviation for Latin word ibidem meaning “in the same place.” Use ibid when referring to the same source as in the immediately preceding reference. Ibid may be used after a supra, or even after another ibid.

Supra: Latin word meaning “above.” Use supra when referring to a source for which you have already provided a full citation (but not the immediately preceding citation).

2. Ibid at para 26.
5. Anand, supra note 3, at 313.

Short forms: You can make a short form for the source – for example, a short form of the case name (see note 4). Provide a short form for a source if you will be referencing the source multiple times, particularly if the title of the source is longer than three words. Place the short form for the source in brackets at the end of the first citation for the source, as in note 1 above. For books and articles, simply use the author’s last name for subsequent references (see note 5).

Pinpoint citation: A citation is necessary to properly credit another source or to identify evidence you are relying on. In most cases, it is not sufficient to simply identify the source as a whole. Rather, it is often necessary to identify the precise page or paragraph number of the source that you are relying on. This is called a pinpoint. The format for a pinpoint paragraph reference is demonstrated in notes 1, 2, and 4 in the example above. The format for indicating a pinpoint page reference is demonstrated in note 5 in the example above. Note that “page” or “p” are not written prior to the pinpoint page reference, but “para” is used prior to a pinpoint paragraph reference.

Avoiding repetition: It is not necessary to repeat information provided in the text in the citation. For example, if the name of the case being cited is provided in the text of your paper, do not repeat the name in the citation.
CITING LEGISLATION

For in-depth instructions on citing legislation see chapter 2 of the McGill Guide.

Bills: Laws are first presented for consideration by the legislature in the form of Bills. These Bills must be debated and finally approved by the legislature and receive royal assent before becoming enforceable statutes.

Federal Bills:
Number, | Title, | Session, | Legislature, | Year, | Clause Pinpoint.


Provincial Bills:
Number, | Title, | Session, | Legislature, | Provincial Jurisdiction, | Year, | Clause Pinpoint.


Statutes: Once a bill has received the necessary legislative approval and royal assent it becomes a statute. Statutes are first collected in Annual Volumes. Periodically, all the statutes in a particular jurisdiction (including all amendments) are collected in a collection of statutes known as the Revised Statutes.

Statutes:
Title, | Statute Volume | Jurisdiction | Year, | Chapter, | other indexing elements, | (session or supplement), | pinpoint.

Annual Volume:
Personal Information Protection and Electronic Documents Act, SC 2000, c 5.

Revised Statutes:
Criminal Code, RSC 1985, c C-46, s 319.

Electronic versions: Federal and provincial governments now publish their statutes electronically on government websites, some of which are official versions. Citations still use the print format, however. For more information, see 2.1.3 of the McGill Guide (E-21 to E-27).

CITING JURISPRUDENCE

For in-depth instructions on citing jurisprudence, see chapter 3 of the McGill Guide.

Cases:
Style of Cause, | main citation | pinpoint, | parallel citation | [short form].

R v Sharpe, 2001 SCC 2 at para 25 [Sharpe].


Neutral Citations: Most courts now publish their decisions with a neutral citation indicating the year of the decision, the court, and a decision number. When available, a neutral citation should always be the main citation. List it right after the name of the case (style of cause); for example, “2001 SCC 2” is the neutral citation for the Supreme Court of Canada’s decision in the Sharpe case listed above. Include a parallel citation to a case reporter only if there are no court-assigned paragraph numbers.

Case Reporters: Judicial decisions are also often collected and published in edited Case Reporters, organized according to either yearly volumes or series. For example, the Supreme Court Reports (SCR) are organized into yearly volumes (every year, volume numbering starts again at 1), while the Dominion Law Reports (DLR) are organized according to series (volume numbering does not restart at 1 every year). The format for citing these two types of Case Reporters is as demonstrated in the Oakes case above – note in particular the use of brackets [ ] vs parentheses ( ), depending on the type of Case Reporter.

CITING JOURNAL ARTICLES

When citing journal articles, include the name of the author as it appears on the first page of the article. In addition, use the abbreviation for the name of the journal in which the article is published. Please see Appendix D in the McGill Guide for a list of law journal abbreviations, and the information on pages E-84 and E-85 for
citing non-law journals. Finally, if you used a database to retrieve the full text of the article, you can include this information at the end. Common law databases include Quicklaw (QL), Westlaw Canada (WL Can) and LexisNexis (Lexis).

Journal articles:
Author, “Title of Article” (Year) Volume: Issue | abbreviated Journal Title | First Page | Pinpoint | (Database Service, if applicable).

Journal article with one author:

Journal article with additional authors:


CITING BOOKS

Books:
Author (as name appears on title page), | Title | edition | (Place of publication: | Publisher, | Year).

Book with a single author:

Book with three authors: authors are separated by a comma and the “&” symbol:

Book with more than three authors include only the first author’s name and “et al”

Essay in an edited collection:

CITING NEWSPAPERS

When citing newspaper articles, cite to the electronic database or the online source where you obtained the article.

Newspaper articles:
Author, “Title of Article”, | Newspaper | (Date) | Page (Database Service, if applicable) OR online: <URL>.


CITING GOVERNMENT DOCUMENTS

Government documents include diverse sources ranging from legislative debates, reports from parliamentary committees, and documents and reports from other bodies such as Officers of Parliament and Commissions of Inquiry. Parliamentary documents are published by a legislative body (either federal, provincial, or territorial); all others are non-parliamentary. See chapter 4 of the McGill Guide.

Debates:
Jurisdiction (if a province), | Legislature, | Title, | Legislative Session, | Volume | Number | (Date) | Pinpoint | (Speaker).

House of Commons Debates, 37-1, No 64 (17 May 2001) at 4175 (Hon Elinor Caplan).
Non-parliamentary Papers:

Jurisdiction, | Issuing Body, | Title, | (Type of document) | (Publication Information) | Pinpoint.


CITING INTERNATIONAL DOCUMENTS

International documents include a wide range of materials from inter-governmental bodies such as the UN, the WTO, and the European Union, case law from international courts such as the International Court of Justice and the European Court of Human Rights, and bilateral and multilateral treaties. See Chapter 5 of the McGill Guide for more information.

Treaties and UN Documents:
While most treaties and UN documents can now be found online, it is preferable to cite to the print version (most of the needed information should be listed on the website), with an optional reference to the electronic source.

Treaties:
Treaty Name, | Parties (if applicable), | Date of Signature, | Treaty Series Reference | Pinpoint | (Date of Entry into Force | other information).


UN Documents (Supplements example):
Author (if applicable), | Title, | UN Body Res or Dec Number, | UN Body’s acronym and OR, | Session Number or Calendar Year, | Supp Number, | UN Doc Number (Calendar Year) | First Page | Pinpoint.


CITING ONLINE MATERIALS

For materials found solely or primarily online including websites, blogs, social media, and podcasts, see section 6.19 of the McGill Guide.

For sources available in both print and electronic form, consult the relevant section of the guide, (e.g., jurisprudence (section 3.8), newspapers (section 6.13)) and add information about the online source at the end of the traditional citation format. Information about online sources (direct URLs, archived URLs, and Digital Object Identifiers (DOI)), can be found in section 1.6 of the McGill Guide.

BIBLIOGRAPHIES

This tip sheet demonstrates the style for footnotes and endnotes. In most cases, however, you will also be expected to include a bibliography at the end of your paper, in addition to your footnotes or endnotes. Your bibliography should be a list of all sources you used in preparing your paper, whether or not you actually cited them, arranged alphabetically by author's last name.

You may wish to further organize your bibliography according to categories of sources; e.g., jurisprudence, legislation, government documents, international documents, and secondary sources. The style is largely the same as that for footnotes and endnotes. For in-depth instructions on creating a bibliography, see pages E-3 to E-4 of the McGill Guide.

NEED MORE HELP?

Writing Services
Centre for Student Academic Support (CSAS)

Location: 4th floor, Library
Telephone: 613-520-2600 x1125
Web site: https://carleton.ca/csas/writing-services/

Research Help Desk

Location: Main floor, Library
Telephone: 613-520-2735
Web site: www.library.carleton.ca