

# *Banking and Finance Law Review*

## **Style Guidelines for Authors**

Authors are kindly asked to follow the *Banking and Finance Law Review*'s style guidelines in the preparation of manuscripts for submission to the Editor-in-Chief. Your efforts to format your manuscript in accordance with these guidelines are appreciated by the entire Editorial Team. The Style Guidelines cover the following topics:

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## ***1. Headings***

Level 1: **1. BOLD AND ALL CAPS**

Level 2: **(a) Bold and Title Case**

Level 3: *(i) Bold italics and sentence case*

Level 4: A. Bold and sentence case

Headings “Introduction” and “Conclusion” should be numbered. If renumbering of any headings is required, please check the accuracy of any cross-references.

## ***2. Punctuation***

Serial comma (in body text; in footnotes, use “Mary Jones, John Smith & Alex Baker”)

Open em-dash:

text — other text

Periods and commas within closing quotation marks, colons and semicolons outside (in body text; in footnotes, follow the citation format)

Open ellipses:

“Quoted text ... continued quoted text.”

## ***3. Abbreviations and short forms***

No periods in abbreviations (in body text; in footnotes, follow the citation format)

Upon first use of an abbreviation for a word or phrase, spell out the full term and include the abbreviation or short form in parentheses:

financial technologies (fintech)

Upon first use of an acronym, spell out the full term and include the acronym in parentheses without quotation marks, and not bolded, not italicized:

*Intelligent Robots Development and Distribution Promotion Act* (IRDDPA)

Please note that the United States should be shortened to US (not USA).

#### ***4. Capitalization***

Capitalize only names of people, organizations, programs, documents, etc., not concepts; do not use capitalization for emphasis

The spelled out version of an abbreviation does not need to be capitalized if it is not a proper noun:

machine learning (ML)

#### ***5. Numbers and dates***

Spell out numbers under 10, use numerals for numbers 10 and up or if smaller numbers appear in a range with larger ones:

five-year plan

10 years

5 to 15 percent

Use the day-month-year format for dates, with no comma between month and year:

25 December 2017

Use “percent” where the number is written in full, otherwise, use the percent sign “%.”

five percent

15%

20%

#### ***6. Spelling***

In general, prefer Canadian spellings for Canadian authors. For all other authors, correct Br./Can. spelling or American spelling is acceptable and ensure internal consistency within the article.

Please find some following examples:

-ize (e.g., summarize, centralize)

-mmed / -mming (e.g., programmed, programming)

-lled / -lling (e.g., modelled, modelling)

-our (e.g., behaviour, colour)

## **7. Quotations**

Use double quotation marks (“”) in the first instance for quotations, and single quotation marks for quotations within quotations (‘’). Enclose punctuation marks (i.e., periods, commas, etc.) within the quotation marks:

An official known as a “referee.”

## **8. Citations**

Format footnotes following the guidelines of the 8th edition of the *Canadian Guide to Uniform Legal Citation* (known as the McGill Guide), but with the use of periods within the citations as specified in the 6th edition. An online guide to legal citation is available at <<http://guides.library.ubc.ca/legalcitation>>. Below are some examples from this guide, formatted with the inclusion of periods as required in the *Banking and Finance Law Review*.

### **Biographical Note**

Please include the author’s name at the beginning of the biographical note:

John Doe, Professor, Faculty of Law, University of Manitoba, Canada.

### **Books**

Bruce Ziff, *Principles of Property Law*, 5th ed. (Toronto: Carswell, 2010) at 148-155.

H.G. Beale, ed., *Chitty on Contracts: Specific Contracts*, vol. 2, 30th ed. (London, U.K.: Sweet & Maxwell, 2008).

### **Articles**

Lionel D. Smith, “The Province of the Law of Restitution” (1992) 71:4 Can. Bar Rev. 672 at 675.

### **Cases**

*Kerr v. Baranow*, 2011 SCC 10, [2011] 1 S.C.R. 269.

*Frame v. Smith*, [1987] 2 S.C.R. 99, 42 D.L.R. (4th) 81.

### **Legislation**

*Animal Pedigree Act*, R.S.C. 1985, c. 8 (4th Supp.), s. 3.

*Safe Streets and Communities Act*, S.C. 2012, c. 1.

*Wildfire Act*, S.B.C. 2004, c. 31.

## Previous references

Use “*supra*” and “*ibid.*” to refer to previous footnotes, rather than repeating the entire citation. Avoid using “*infra*” notes for subsequent footnotes. Instead, use the full citation on the first appearance of a source with a “*supra*” being used for repetitions. When referring to the source in the footnote immediately above, use “*ibid.*”; when referring to a source that is not immediately above, use “*supra*” with the note number:

Jones, *supra* note 5 at 50.

*Ibid.* at 53.

*Wildfire Act*, *supra* note 4, s. 2.

*Ibid.*, s. 3.

*Kerr v. Baranow*, *supra* note 3 at para. 6.

*Ibid.* at para. 9.

## Short forms

In general, it is not necessary to establish a short form when using the style of cause, legislation title, or author’s surname in a subsequent reference. Establish short forms in square brackets only when needed to simplify or clarify citations involving previous references (i.e., when citing more than one case or statute with the same name, or when citing more than one work by the same author). Ensure the square brackets are roman, even if the short form is in italics. Use italics for short forms where the referenced material would ordinarily be formatted in italics (i.e., cases, legislation):

*Callidus Capital Corp. v. Canada*, 2018 SCC 47 [*Callidus SCC*].

*Callidus Capital Corp. v. Canada*, 2017 FCA 162 [*Callidus FCA*].

Anthony Duggan, “The Trials and Tribulations of Personal Property Security Law Reform in Australia” (2015) 78.2 Sask L Rev 255 [Duggan 2015].

Anthony Duggan, “Constructive Trusts in Insolvency: A Canadian Perspective” (2016) 94 Can Bar Rev 95 [Duggan 2016].

## When to footnote

Sources should be cited in a footnote in the following circumstances (per the McGill Guide):

1. At the first reference to a source (full citation).
2. At every subsequent quotation from the source (using *supra* or *ibid.* to refer to the earlier citation).

3. At every subsequent reference or allusion to a particular passage in the source (using *supra* or *ibid.* to refer to the earlier citation).

Footnotes may also be used to provide additional information or references (for example, using “see also”).

### **Footnote callouts**

Footnote callouts should be placed after closing punctuation:

“Quoted text.”<sup>1</sup>

In interpreting the *Example Act*,<sup>2</sup> the courts generally ...

The exception is when the text to which the footnote refers is enclosed in parentheses. In this case, the footnote callout should precede the closing parenthesis:

(Text to be cited.<sup>3</sup>)

## **9. Word list**

### **ABC**

anonymization

antitrust

blockchain

chatbot

cryptocurrency

cryptomarket

cyber attacks

cybersecurity

### **DEF**

e.g., (not italicized, follow with comma)

email

EU27

euro/euros

fintech/FinTech

### **GHI**

i.e., (not italicized, follow with comma)

internet

### **KLM**

keywords

macroprudential

member state

### **NOP**

*pari passu*

passporting

procyclical

program/programme

pseudonymization

## **QRS**

skill set

startups

## **TUV**

testbeds

third-party claim (*but* a third party)

## **WXYZ**

wind-up