

# AUTHOR GUIDELINES FOR TEXTBOOKS

April 2017



# Table of Contents

PARTS OF A MANUSCRIPT .....	3
USE OF SENSITIVE LANGUAGE .....	4
PREPARING THE MANUSCRIPT FOR SUBMISSION .....	4
KEY POINTS TO REMEMBER .....	4
Manuscript in Electronic Form .....	5
LAYOUT AND FORMAT .....	7
Subsequent Editions .....	10
THE EDITORIAL PROCESS .....	11
Edited Manuscript .....	11
Author's Alterations to Proofs .....	11
First Proofs .....	11
Second Proofs .....	12
Preliminary Matter .....	12
CASES .....	12
Checking Quotes; Paragraph/Page Numbers .....	13
<b>Please ensure the quoted material is checked for accuracy.</b> .....	14
American Cases .....	14
English Cases .....	14
Judgments Not Published in Print Reporters .....	15
Cross-references .....	15
LEGISLATION .....	15
Canadian Statute Citation .....	15
English Statute Citation .....	17
American Statute Citation .....	18
Amendments .....	18
Regulations .....	18
INDEXING .....	18
BIBLIOGRAPHIC AND FOOTNOTE REFERENCES .....	19
Texts .....	19
Bibliographies .....	20
References .....	21
TO PRINT .....	21
MANUSCRIPT COMPLETION CHECKLIST .....	23
PERMISSIONS GUIDELINES .....	24
Graphic Images, Tables, Charts .....	24

Quotes .....	24
Headnotes.....	25
Newspapers, Magazines, Blogs.....	25
U.S. Government.....	25
Speeches .....	25
How to Complete Permission Forms .....	25
Permission and Release .....	27

## PARTS OF A MANUSCRIPT

Unless otherwise specified in your contract, you are responsible for providing the following with your manuscript:

- Title page
- Detailed table of contents showing simple numbering scheme for main headings and subheadings, the titles of headings and subheadings including all front matter, end matter and appendices
- Preliminary pages (may include dedication, epigraph, foreword, preface, introduction, acknowledgments, etc.)
- Author bio
- All text matter (may include figures, graphs and diagrams, etc.)
- Footnotes (do not use endnotes, do not use supra and infra)
- All end matter (may include appendices, bibliography, afterword, etc.)
- Finalized title of the publication

If you include in your book any written material which is already copyrighted, permission to reproduce this material must be sought. In Canada every piece of writing, whether previously published or not, is covered by the law of copyright for 50 years after the death of the creator.

Canadian government publications, both federal and provincial, are copyrighted by the Crown for 50 years after publication. The exceptions are cases and legislation, which are considered to be in the public domain and for which permission to reproduce is not required.

More detailed guidelines and a form for obtaining permission can be found at the end of this manual. Failing to obtain the necessary permissions could delay publication of your book.

## USE OF SENSITIVE LANGUAGE

Avoid language or content that could be interpreted as offensive to any minority group or any specific group of people. Avoid stereotyping of women, men, ethnic groups, religious groups, *etc.*

## PREPARING THE MANUSCRIPT FOR SUBMISSION

### KEY POINTS TO REMEMBER

Follow these essential Editorial rules in order to avoid costly and time consuming errors:

- Manuscripts are prepared in a word processed form and Canadian spelling is followed. If you are not personally keying the manuscript, please ensure that a copy of these guidelines is given to the person who is, as well as to any Contributors writing portions of the manuscript.
- Ensure the Track Changes function is turned on in the MS Word document prior to making changes in the files; **do not accept your changes** – the editor will need to see where you have made revisions to the text.
- For manuscripts submitted for a subsequent edition the editor will copyedit and research **new material only**. Read through the *entire* previous edition to ensure that all text, footnote references, quoted material, reproduced legislation, case law and websites from the standing copy are up to date and accurate. The editor will not update “legacy” content.
- Manuscript files submitted to LexisNexis are considered final; avoid submitting or replacing revised versions of the files previously transferred to your Content Development Associate. **All corrections should be submitted at the page proofs stage.**
- Refrain from rewriting in any way at the proof stage. Only if a significant change in the law has rendered your writing outdated or there is an error of fact may rewriting in proofs be approved. Keep revisions to a minimum; lengthy revisions

(i.e., more than 3 sentences long), should be provided in a separate insert file (in Word format) clearly indicating its placement in the text. Return the corrected PDF file and Insert files via email attachment at the same time.

### Citing Cases and Statutes

Please note that LexisNexis does not follow the current version of Canadian Guide to Uniform Legal Citation (the “McGill Guide”). We **retain all punctuation** for case law, legislation *etc.* and apply our own inhouse style. See page 12 for details.

- All case references should be accurate and complete. **Case citations must include:**
  - Case name as shown on Quicklaw
  - date (*i.e.*, year)
  - Quicklaw citation
  - reporting series (volume, report abbreviation, and page number)
  - jurisdiction and court
  - do not use *infra* (below) or *supra* (above) in your manuscript. For online purposes, the full reference must be repeated in the footnotes
  - pinpoint paragraph or page references should be included for all quotations. Where a specific paragraph or page is being referred to, use “at” before the paragraph or page number
  
- Statutes are cited by their official short titles wherever possible. The article “The” is not used, even for jurisdictions that prescribe its use in statute titles. See page 15 for details. **Statute citations must include:**
  - the short title of the Act, which should be italicized
  - an abbreviation for the statute volume (*e.g.*, “R.S.C.” for Revised Statutes of Canada, S.O. for Statutes of Ontario, S.B.C. for Statutes of British Columbia, *etc.*)
  - the year
  - the abbreviation “c.” for chapter and “s.” for section
  
- Where the Canadian Charter is first discussed, it should be cited out in full in the footnote as:

*Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11

## Manuscript in Electronic Form

Files must be prepared using Microsoft Word or Outside Author Tools (track changes or OA XML). The files may be sent via email attachments. **Do not use blackline.** If using blackline cannot be avoided email out the changes in

Word format to yourself, check that the revisions have been registered in the Word file and then email the Word file to your Content Development Associate.

- Separate files for each component of the book (*i.e.*, preliminary matter, each chapter, appendices) to avoid transmitting large data files.
- Always retain copies of the files as submitted.
- Text must be double-spaced and keyed flush left in unjustified form and in 12 point Times New Roman throughout. Only hyphens which are to be typeset and printed should be used – not hyphens which indicated a word break at the end of a line. The return key should only be used at the end of a paragraph.
- Never use the lower-case letter “l” in place of the number “1”, or a capital “O” in place of the number “0”.
- Use tab commands in tables and to indicate new paragraphs, never space over.
- Leave only a single space after a period.
- Footnotes must appear on the page in which the references occur. Do not use endnotes.
- Each chapter or element of the book must start at page 1 and pages should be numbered consecutively (exclusive of front matter, *e.g.*, preface, title page, table of contents, *etc.*).
- It is important to keep in mind that you are producing an electronic or data file that can be manipulated by editors and typesetters, into what will become the printed page. Please keep the data as simple as possible by formatting (*e.g.*, italics, bold face, centering heads, *etc.*) as little as possible. One exception to this is that case and statute names should be italicized, in both the text and footnotes. Use only one typeface (*e.g.*, Times New Roman) and type size throughout the text. Submitting your manuscript without coding will speed up the production process.
- The manuscript files submitted to LexisNexis are considered final; avoid submitting or replacing revised versions of the files previously transferred to your Content Development Associate.

## LAYOUT AND FORMAT

**Spacing and Margins** – Double space all material, including footnotes, leaving at least one-inch margins on both sides and the top and bottom of every page. Chapter openings should be at least three inches from the top of the page. Paragraphs should be indented.

**Length** – To help you calculate the number of pages contracted, use the following formula:

one double-spaced manuscript page divided by 1.5 to yield approximate number of printed pages

Example:

$$100 \text{ ms} \div 1.5 = \text{est. 67 print pages}$$

**Numbering Pages** – Each chapter must be saved as a separate Word file. Manuscript pages should be numbered consecutively (exclusive of front matter, *e.g.*, preface, dedication, table of contents, *etc.*) from “1” to the end of the chapter. Do not number the entire manuscript consecutively from “1” to the end.

**Chapter Titles/Subheadings** – Chapter titles and subheads in the text should be keyed with the first letter of each word capitalized. Exceptions are prepositions, articles and co-ordinate conjunctions. Do not underline chapter titles and subheads.

**Headings** – Headings in your text should reflect exactly those in the detailed table of contents. Clearly indicate what each level of heading is throughout the manuscript by using a distinct typeface (*e.g.*, bold, all caps, italics, *etc.*) to denote main headings and subheadings. Also provide a simple numbering scheme for the main headings and subheadings to show heading structure (see the numbering example below to ensure standardization). Be consistent with heading styles. Leave at least two extra lines of space above and below all headings. Keep subheadings short and succinct and do not use more than four subheadings. Numbering headings is necessary if subheadings are being cross-referenced elsewhere in the text.

Example:

<b>A. INTRODUCTION</b>	→	H1 main heading
<b>1. Hearing of Motions</b>	→	H2 subheading

<b>(a) Hearing Process</b>	→	H3 subheading
<i>(i) Generally</i>	→	H4 subheading
(A) ORDERS	→	H5 subheading

**Extracts** – Extracts of four lines or more (quotations from case digests, statutes, or any other borrowed material, published or not) should be set off in indented block quotes to indicate that they are not part of the main text. Leave extra space above and below and indent from the left using the indent feature in your word processing package.

**Footnotes** – Footnotes should be created using the automated footnote function in MS Word. Footnotes are to be double-spaced and placed at the bottom of the page where the reference occurs. Begin with “1” for the first footnote in each chapter.

Footnote numbers in the text should be in roman type face in superscript (in the footnote function), should follow punctuation marks, and should be placed outside closing parenthesis. Whenever possible a footnote number should come at the end of a sentence, clause or quotation. Footnotes to a statistical table are keyed below the table.

**Infra/Supra** – Do not use *infra* (below) or *supra* (above) in your manuscript. For online purposes, the full reference must be repeated in the footnotes.

**Ibid.** – The use of “*ibid.*” is permitted to denote the exact same footnote reference directly above.

**Cross-references** – When cross-referencing other portions of your manuscript, include the chapter number, chapter title and the main and subheading that the referenced material falls under. Do not refer to any specific page numbers.

**Tables/Tabular Matter** – Tables should be double-spaced and keyed into the manuscript where appropriate. The word “table” and the number, an Arabic figure, should be keyed on a line above the table, *e.g.*, Table 4.1, 4.2, 4.3, *etc.* The table title is keyed on a line below the number with only initial capital letters, *i.e.*, all words should be capitalized except co-ordinate conjunctions, prepositions and articles. Explanatory matter applicable to the entire table, such as “in millions”, should be enclosed in parentheses below the title. Table number, title and subtitle should be centred. Tables should be numbered sequentially by chapter (in the example above, the number “4” references the chapter number).



Columns in a table must be precisely aligned: column headings and entries must leave no doubt about what belongs with what. Horizontal rules may be used above and below the column heading, within the body of a table to show totals, and at the foot of a table. No vertical rules should be used. If it is necessary to footnote a statistical table, type below the table and indicate by standard reference symbols (*e.g.*, \*, †, ‡, §).

If large or complex tables that have been printed elsewhere are to be used, every attempt should be made to obtain reproducible copies from the original source. Be sure to obtain permission when required and that the copies are of the highest resolution possible (600 dpi is preferred).

Brief tabular matter – not more than four lines and two columns – should be keyed with the text if it does not include vertical lines or braces. Longer lists of one or two columns that may be broken (continued on the next page) should also be keyed with the text.

A source line must appear below the table acknowledging the original material.

Example:

#### **Average Weekly Hours for Employees Paid by the Hour**

Industry	Salaried workers		
	Including overtime	Excluding overtime	Salaried workers
Agriculture, forestry	1,141.30	1,129.00	1.09%
Mining, oil and gas extraction	1,882.74	1,829.42	2.91%
Utilities	1,531.02	1,473.57	3.90%
INDUSTRIAL AGGREGATE	1,083.07	1,071.22	1.11%

Source: Statistics Canada; CANSIM, Table 281-0033.

**Mathematics** – In mathematical expressions set in type, all letters used to represent mathematical terms are set in *italics* and should be underlined. This use of italics for mathematical terms also applies to superscripts and subscripts. Numbers are set in roman and should *not* be underlined.

Likewise, in mathematical tables, figures, diagrams and graphs, the convention of setting letters that represent mathematical terms in italics and numbers in roman type is followed.

Among the few exceptions to the above are:

**Glossaries** – Words to be defined in a glossary should be arranged in alphabetical order and keyed flush left. Each word is followed by a colon. Begin each definition with a capital letter and end with a period. Punctuation and capitalization must be consistent throughout.

**Bibliographic and Reference Lists** – Each item in a bibliographic list should begin flush left (no paragraph indent). All material must be keyed double-spaced, and two blank lines left between items.

Authors' names in an alphabetical list are keyed last name first. See **Bibliographic** and **Footnote References** in this manual.

**Forms** – Forms submitted should be the most current available.

**Graphics** – In submitting graphics images (*e.g.*, figures, graphs, diagrams, charts, *etc.*) bear in mind that the editor is not an expert in your discipline. Therefore, do not expect the editor to make assumptions or to guess about any aspect of your graphics. The graphic image file supplied must be of the highest resolution possible (of at least 600 dpi), grey scale (no colour) and be the final version.

The image file may be sent as a Tagged Image File Format (TIFF), an Encapsulated Postscript (EPS), a JPEG (Joint Photographic Experts Group) or PDF (Portable Document Format). Please note a PDF file cannot be manipulated or altered to improve quality of image.

## Subsequent Editions

If you are submitting a manuscript for the next edition of the book, use the final formatted files provided to you by LexisNexis. You must use the published final files of the current edition for updating purposes and not any other earlier version.

Ensure you turn on the Track Changes function in the MS Word document prior to making changes in the files; **do not accept your changes** – the editor will need to see where you have made revisions to the text.

All footnotes in the files will be functional, that is if footnotes are added or deleted using the automated footnote function in your word processing package, all footnotes will be automatically renumbered in the chapter. For

online purposes, any cross-references containing *supra* (above) or *infra* (below) in the previous edition footnotes must be replaced with the full reference.

**Note:** The editor will copyedit and research the new material only. When you prepare the manuscript for a subsequent edition, it is essential that you read through the *entire* previous edition to ensure that all text, footnote references, quoted material, reproduced legislation, case law and websites from the standing copy are up to date and accurate. The editor will not update “legacy” content.

## THE EDITORIAL PROCESS

### Edited Manuscript

The Content Development Associate charged with manuscript delivery at LexisNexis will confirm receipt of your manuscript and will let you know when the manuscript has been approved. The manuscript is then forwarded to the Editorial team for editing. The manuscript submitted to LexisNexis must be the final manuscript as it is to appear in print, and must include a detailed Table of Contents, in Word format.

You are encouraged to submit a sample chapter for review, if needed, prior to proceeding with completing the entire manuscript. LexisNexis will provide feedback and/or suggestions during a sample chapter review to ensure you are within our guidelines.

An editor will copyedit and research the manuscript (for a new work) and will contact you with an introductory phone call or email, and subsequently with any preliminary queries that come up in the course of the editing. These queries must be dealt with in a timely fashion to ensure that the publication is not delayed. You will be advised of the publication month and approximate timeline of when to expect the first proofs to review. Please advise your editor of your availability to review proofs during this time. The general turnaround time for page proofs review is five business days.

### Author’s Alterations to Proofs

#### First Proofs

First proofs are the typeset and formatted pages of the manuscript after the edit has been finished. When typesetting of the manuscript is complete, you will receive first proofs in PDF format to be carefully read for sense and for content errors, along with potential editorial queries. Please note that LexisNexis does not provide MS Word files for review.

The software requirement to review a PDF document is at minimum Adobe Reader Version XI – you can download this program for free from the Internet. In the PDF file, use the Comment pane to provide your revisions by using the options “Add sticky note” and/r “highlight text” in the Annotations box. Type in your revision in the “sticky note” or “Comment” box with clear instructions of the change and placement within the text.

You must refrain from rewriting in any way at the proof stage. Only if a significant change in the law has rendered your writing incorrect or there is an error of fact may rewriting in proofs be approved. Keep your revisions to a minimum; if you have a lengthy revision (i.e., more than 3 sentences long), provide a separate insert file (in Word format) and indicate where in the text the insert should be placed. If you have several lengthy revisions, ensure each file is properly named.

Generally, you will be given five business days to complete the review. Extensive alterations to the proofs will result in production delays. Note that you will not receive edited manuscript or subsequent proofs for review. Proofreading will occur simultaneously with your review so that you can focus on the content review. Advise the Editor if you will be away at any time during the production of your publication.

## Second Proofs

Due to company policy, you will not be receiving another set of proofs for review. You will receive second proofs only if:

- there are a large number of corrections to the first proofs and the editor believes the alterations made were sufficiently complex to warrant your review; or
- you are preparing the index to the book.

In the interest of time, a 24-48 turnaround will be required to review second proofs.

## Preliminary Matter

The editor will send the preliminary pages (*e.g.*, title page, dedication, foreword, preface, table of contents, *etc.*) to you to review before the book is sent for printing. This step generally takes place near the end of the production process and will require a 24-hour turnaround. Ideally, submit all the preliminary matter at the same time as the chapters to your Content Development Associate.

## CASES

All case references should be accurate and complete. Case citations must include:

- Case name

- date (*i.e.*, year)
- Quicklaw citation
- reporting series (volume, report abbreviation, and page number)
- jurisdiction and
- court

The comma that appears in a case citation should appear before a square bracket date:

*R. v. A. (J.)*, [2011] S.C.J. No. 28, [2011] 2 S.C.R. 440 (S.C.C.)

and after a round bracket date:

*Re Hallett's Estate; Knatchbull v. Hallett* (1880), 13 Ch. D. 696 (C.A.).

Include one or two citations for each case reference only and **ensure that one citation is a Quicklaw citation**. The Quicklaw citation appears first before all other citations. Use Quicklaw to check all styles of cause and case citations.

Note that two citations are separated by a comma, while two separate cases that appear in a footnote are separated by a semi-colon.

Example:

*Dunsmuir v. New Brunswick*, [2008] S.C.J. No. 9, [2008] 1 S.C.R. 190 (S.C.C.); *R. v. Ewanchuk*, [1999] S.C.J. No. 10, [1999] 1 S.C.R. 330 (S.C.C.).

**Please note that LexisNexis Canada does not follow the current version of Canadian Guide to Uniform Legal Citation (the “McGill Guide”). We retain all punctuation for case law, legislation *etc.* and apply our own inhouse style.**

## Checking Quotes; Paragraph/Page Numbers

Pinpoint paragraph or page references should be included for all quotations. Where a specific paragraph or page is being referred to, use “at” before the paragraph or page number:

Example:

*R. v. Giles*, [2008] B.C.J. No. 2830, 257 C.C.C. (3d) 105 at para. 56 (B.C.S.C.)

*Re Grey Electronic Supply Ltd.*, [1974] O.J. No. 1276, 52 D.L.R. (3d) 532 at 534 (Ont. S.C.)

Please ensure the quoted material is checked for accuracy.

## American Cases

American cases are not checked by LexisNexis. To style them for publication, follow the form shown in *The Bluebook: A Uniform System of Citation*, Nineteenth Edition (the Harvard blue book), and place the date at the end of the citation, not at the beginning:

Example:

*Southern Pacific Co. v. Jensen*, 244 U.S. 205 (1917)

## English Cases

Prior to 1947 use *The Digest* (formerly the *English and Empire Digest*) for case citations. For cases dated between 1947 and 1976, use the *Current Law Case Cimator* (Sweet & Maxwell). Softbound supplements are issued to update this work. After the supplement cut-off date, check the *All England Law Reports Current Cumulative Tables and Index*.

A maximum of two citations is included for English cases. For pre-1865 cases include the original citation and the English Reports (E.R.) citation.

For post-1936 cases, include the official court report citation and the *All England Reports* (All E.R.) citation:

original – E.R. or

official – All E.R.

## Judgments Not Published in Print Reporters

To cite a case that has not been reported on Quicklaw, or in one of the print law reports, give the date, the court and the jurisdiction:

Example:

*A. v. B.* (January 3, 1981) (Ont. C.A.).

If you wish to include additional material, such as the docket number or name of the judge, you may do so: the editor will not add or delete this information.

Example:

*A. v. B.* (January 3, 1981), Doc. No., Judge's name (Ont. C.A.).

## Cross-references

It is **not acceptable** to use the words *supra* (above) or *infra* (below) in the footnotes. Due to online requirements, always give the complete citation. Do not refer reader to a page number – use the main or subheading instead.

## LEGISLATION

### Canadian Statute Citation

Statutes are cited by their official short titles wherever possible. The article “The” is not used, even for jurisdictions that prescribe its use in statute titles.

Statute citations should contain the following elements:

- the short title of the Act, which should be italicized

- an abbreviation for the statute volume (*e.g.*, “R.S.C.” for Revised Statutes of Canada, S.O. for Statutes of Ontario, S.B.C. for Statutes of British Columbia, *etc.*)
- the year
- the abbreviation “c.” for chapter and “s.” for section

Where the Canadian Charter is first discussed, it should be cited out in full in the footnote as:

*Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (U.K.), 1982, c. 11*

Where the year forms part of the official title, the year of the enactment should be included in the citation and then forms part of the title in either the text or footnote:

Example:

*Inter-country Adoption Act, 1998, S.O. 1998, c. 29*

The following abbreviations are used in citing statutes:

	Last Consolidation	Annual
Canada	R.S.C. 1985	S.C.
Alberta	R.S.A. 2000	S.A.
British Columbia	R.S.B.C. 1996	S.B.C.
Manitoba	C.C.S.M. (continuing consolidation – no year required)	S.M.
New Brunswick	R.S.N.B. 2011	S.N.B.
Newfoundland and Labrador	R.S.N.L. 1990	S.N.
Northwest Territories	R.S.N.W.T. 1988	S.N.W.T.
Nova Scotia	R.S.N.S. 1989	S.N.S.
Nunavut	None	S.Nu.
Ontario	R.S.O. 1990	S.O.



Prince Edward Island	R.S.P.E.I. 1988	S.P.E.I.
Quebec	All Quebec legislation (statutes and regulations) is now cited as CQLR (no periods, with comma after CQLR). Do not use R.S.Q. or R.R.Q.	S.Q.
Saskatchewan	R.S.S. 1978	S.S.
Yukon	R.S.Y. 2002	S.Y.

In statute references in the footnotes, the word “chapter” is abbreviated to “c.”, and “section” to “s.” Subsections may be abbreviated to “ss.”, or “subs.” Both are correct, but for style consistency they are not to be used interchangeably within one manuscript.

## English Statute Citation

English statutes are cited in the same way as Canadian statutes with the following exceptions:

**Date:** The regnal year is used for the date when citing a statute passed before or during 1962. When the statute title includes a year, place a comma before the year.

Example: *Supreme Court of Judicature (Consolidation) Act, 1925* (U.K.), 15 & 16 Geo. 5, c. 49, s. 226

The calendar year is used for the date when citing a statute passed during or after 1963. When the statute title includes a year, do not place a comma before the year.

Example: *Coinage Act 1971* (U.K.), 1971, c. 1, s. 1

To confirm that your citations are correct for English statutes, check the softbound annual update volume to the *Current Law Citator*. For further information see the *Tables of Statutes and Index* volume of *Halsbury’s Statutes of England*, covering vols. 1-50 and the yearly continuation volumes. Note that the Tables of Statutes and Index volume contain both an alphabetical and a chronological list of statutes.

See *Halsbury's Statutes of England*, Third Edition, Table of Statutes for Vols. 1-50 for an alphabetical and a chronological list of statutes (not complete) and see also Vol. 32, p. 472, the *Short Titles Act, 1896* (U.K.), 59 & 60 Vict., c. 14 for the revision of statute titles.

## American Statute Citation

American statutes are not checked by LexisNexis. To style for consistency follow the format detailed in *The Bluebook: A Uniform System of Citation*, Eighteenth Edition (the Harvard blue book, Rule 12), and place the date at the end of the citation, not at the beginning:

Example:

*National Environmental Policy Act of 1969* § 102, 42 U.S.C. § 4332 (1994)

## Amendments

All statutory citations are assumed to be “as amended” unless otherwise noted. Ensure all legislation cited is current to include amendments.

**Be sure that the manuscript contains the most recent amendments to statute citations.** Federal legislation should refer to R.S.C. 1985 (unless historical) with amendments to date. Check the Statute Citators, current Bill services, CanLII, LEGISinfo and the *Canada Gazette* for the most recent amendments.

In general, statutory references should not refer to dates prior to the date of the last consolidation. Pre-consolidation dates should appear only in historical discussions of statutes and in references to statutes discussed in the context of a particular case.

**Text:** *Ontario Gaming Act* was first enacted in 1978.

**Footnote:** S.O. 1978, c. 69.

## Regulations

Each jurisdiction cites regulations somewhat differently. Information on citing regulations can be located in Whitehead/Matthewman: *Legal Writing and Research Manual*, 7th ed. (Toronto: LexisNexis Canada, 2012).

## INDEXING

LexisNexis engages experienced, legally trained freelance indexers to prepare the index.

## BIBLIOGRAPHIC AND FOOTNOTE REFERENCES

### Texts

A complete text reference contains the name of the author, the title of the text, the edition, and the location and year of publication, in that order. Add the province or state if the place of publication is not a major city.

#### **Complete reference**

James A. Fontana & David Keeshan, *The Law of Search and Seizure in Canada*, 8th ed. (Markham, ON: LexisNexis Canada, 2010)

#### **Incomplete reference**

Schiff. *Evidence in the Litigation Process* (Toronto: Carswell)

A complete reference to articles in journals and reviews includes the name of the author, the title of the article in quotation marks, the date, the volume number, the abbreviated name of the periodical and the page number. Incomplete periodical references are only styled for consistency.

Valerie Steeves & Ian R. Kerr, "Virtual Playgrounds and Buddybots: A Data-MineField for Tweens" (2005) 4 C.J.L.T. 91.

For American periodical abbreviations, see *The Bluebook: A Uniform System of Citation*, Eighteenth Edition.

## Websites

Do not underline websites; include <http://> at the start of URL; precede website with “online” followed by colon and originating source.

### Complete reference

See online: <http://www.lexisnexis.ca>. For further information....

Do not use (QL) or (WLeC) when citing electronic sources.

## Blogs

Author, F.M. (Year, Month, Date of post). Title of blog post [Web log post]. Retrieved from URL of blog post

**Note:** *If a full name is not given, use the author’s screen name or handle instead.*

### Complete reference

Silver, N. (2013, July 15). Senate control in 2014 increasingly looks like a tossup [Web log post]. Retrieved from <http://fivethirtyeight.blogs.nytimes.com/2013/07/15/senate-control-in-2014-increasingly-looks-like-a-tossup/>.

## Bibliographies

Some texts include bibliographies. Generally, each entry in a bibliography should be complete. It is your responsibility to provide complete bibliographic information.

### Text reference in bibliography

Gold, Alan. *The Practitioner’s Criminal Code*, 2016 ed. Markham, ON: LexisNexis Canada, 2015.

### **Periodical reference in bibliography:**

Gelowitz, Mark. "Section 78 of the Police and Criminal Evidence Act." (1990) 106 L.Q.R. 327.

If your manuscript contains a bibliography, check references to books and articles in the endnotes against the bibliography while writing the manuscript.

For additional information on reference format and variations in bibliographic style see *The Chicago Manual of Style*, 16th edition.

### References

You may wish to consult the following works to assist you in the preparation of your manuscript:

*The Chicago Manual of Style*, 16th edition (Chicago: University of Chicago Press, 2010)  
ISBN: 978-0-226-10420-1

Burchfield, R.W. *Fowler's Modern English Usage* (Oxford: Oxford University Press, 2004) ISBN: 978-0-19-861021-2

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Rev. edition (Chicago: University of Chicago Press, 2007)

ISBN: 978-0-226-82336-2 (Cloth)

ISBN: 978-0-226-82337-9 (Paper)

ISBN: 978-0-226-82338-6 (E-book)

TO PRINT

Once the page proofs for all parts of the publication have been finalized, the text and cover files are sent to the printers for printing. The printing process usually takes four to six weeks. Upon publication, you will be notified and sent your complimentary copies of the publication. Please provide the Content Lawyer with your most recent address and notify them of any address changes during the publication process.

## MANUSCRIPT COMPLETION CHECKLIST

*When submitting your finished manuscript, please use this checklist to ensure that all material is included and return it with your manuscript:*

Detailed Table of contents \_\_\_\_\_

Preface \_\_\_\_\_

Any other preliminary pages \_\_\_\_\_  
(*i.e.*, title page, Author bio, dedication, foreword)

All text matter \_\_\_\_\_

All end matter (*i.e.*, appendices, bibliography,  
*etc.*, except Index\*) \_\_\_\_\_

Copies of permission letters \_\_\_\_\_

*Please check that you have done the following:*

Sent complete and final electronic files of the  
manuscript with track changes as separate files \_\_\_\_\_

Numbered all pages consecutively including the footnotes  
(starting at “1” for each new chapter) \_\_\_\_\_

Double-spaced all material \_\_\_\_\_

Reviewed all content for currency/accuracy, including  
“legacy” text \_\_\_\_\_

Replaced any *supra*/*infra* references with full citation \_\_\_\_\_

*\* The index is not the author’s responsibility. LexisNexis will make arrangements for it to be prepared by a freelance indexer. The index cannot be completed until the final paginated proof stage unless the entries are to be referenced to paragraph numbers.*

## PERMISSIONS GUIDELINES

Set out below are the following:

Guidelines to help you determine the materials for which you should request permission to reprint

Instructions on how to complete the permissions request and a blank Permission Form for you to duplicate on your own letterhead

An application for Crown Copyright Clearance to be completed if applying for permission to the Canadian government. Please duplicate and use *one* form for each request.

### Graphic Images, Tables, Charts

Permission is required for reproduction of all or part of any table, chart, photograph, line drawing, map, dictionary definition, drawing, cartoon, music lyrics, or poetry.

If you are using a photograph for a book cover, you must request permission from the photographer and from the people in the picture, unless the photo has been supplied by a stock photo agency with permission.

When the form of a table or a chart has been changed so that it is substantially different from the original table or chart you do not need to obtain permission. You do, however, need to acknowledge the source of this material in a source note.

### Quotes

Permission is required for a single quote of more than 300 words of prose from any published or unpublished work (*e.g.*, texts, journals, reviews, *etc.*). In Canada every piece of writing, whether previously published or not, is copyrighted for 50 years after the death of the creator.

Canadian government publications (federal and provincial) are copyrighted by the Crown for 50 years after publication except for cases and statutes. These materials are in the public domain 50 years after publication or 75 years after creation.



## Headnotes

Permission is required for quotations from case headnotes. (Quotes directly from the case are preferred.)

## Newspapers, Magazines, Blogs

Permission is required for anything from a newspaper, encyclopedia or magazine. Remember newspapers are generally rigid in granting permission and are costly. **Note:** for example, reference to *The Globe and Mail* must read *The Globe and Mail*, Toronto.

## U.S. Government

You do not need to seek permission to reproduce material from the United States Government. However, permission must be requested to reproduce material from *Restatements*.

## Speeches

Permission is not required to quote from a verbal speech. However, the sources must be acknowledged by providing the date and place of the address along with the association or body to whom the speech was given.

## How to Complete Permission Forms

Please prepare the Permission Form as follows (see blank Permission Form on next page) or see “Exhibit B” of the Author Contract:

- Address each request fully on the Form. LexisNexis will follow up delinquent requests
- Describe the extract in the space provided
- Attach a copy of the extract to the Permission Form
- Note on the copy of the extract the page number on which the material appears in your manuscript
- Make two copies of the Permissions Form and accompanying extract:
  - attach one to the letter you are sending out with your permission request
  - send the duplicate copy to LexisNexis, to the attention of your Content Development Associate, once all permission requests have been sent out

**Note:** Permission requests should be sent out no later than two months before the manuscript submission date.

LexisNexis will compare the duplicate Permission Forms with the incoming responses and will follow up with delinquents.

Adherence to the above procedure will ensure that your book will be published without delay. If you have any questions, please do not hesitate to contact us.

EXHIBIT B

Permission and Release

The undersigned grants to LexisNexis Canada Inc. (the "Publisher") the nonexclusive, royalty-free, worldwide right to republish, reproduce, reformat, distribute, and use the items listed below or any portion of them, in a Work entitled \_\_\_\_\_ and in all subsequent editions of the Work or any part of the Work or of any subsequent editions, alone or in combination with any other material, in any and all forms and media in or by which the Publisher may distribute or transmit it or them (check one or more):

- Form(s) (describe) \_\_\_\_\_

\_\_\_\_\_

- Table(s) and/or chart(s) (describe)

\_\_\_\_\_

\_\_\_\_\_

- Photograph(s) and/or illustration(s) (describe)

\_\_\_\_\_

\_\_\_\_\_

- Article(s) and/or excerpt(s) (title and description)

\_\_\_\_\_

\_\_\_\_\_

appearing in (publication) \_\_\_\_\_

- Other (describe) \_\_\_\_\_

\_\_\_\_\_

The undersigned has full power and authority to grant the rights stated above. This grant for publication does not infringe the copyright, trademark, or other proprietary or privacy right of any other party. The Publisher is not responsible for the content, accuracy, or data of the item(s) listed above. The undersigned releases the Publisher from any liability connected with the Publisher's use of the listed item(s).

The undersigned understands that in using the item(s) listed above, the Publisher will cause each document containing the item(s) to bear a credit substantially similar to the following: "© [name of copyright holder][year]. All rights reserved. Reprinted by permission."

Executed as of \_\_\_\_\_ [date]

\_\_\_\_\_

[company or individual name ]

by \_\_\_\_\_

[signature]

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_