S I L C

Standard Indian Legal Citation

Working Draft www.silcmanual.org

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INTRODUCTION

Standard Indian Legal Citation is an effort by Indian lawyers and academicians to usher in uniformity in legal citation practices across India. Despite past efforts, the Indian legal community continues to use varying citation standards across the nation. Numerous law schools in India have few, if any, citation guidelines for research and many academic publications resort to the use of foreign citation guidelines. For some time now, academicians and students across India have felt the urgent need for a citation system that takes into account India's rich legal traditions and history, its unique sources of legal information. This is our response.

We present to you a working draft of the SILC Manual. This draft represents the culmination of months of perseverance by the team at SILC to create an India-centric citation system that is easy to use and understand, and that caters to the broader Indian legal community. This working draft is being launched at national law schools and leading legal institutions across the nation. We hope to gain your valuable feedback as you start using this citation system, and hope to continue improving the system as time progresses.

SILC's primary goals include:

- I. Providing a citation system that comprehensively covers Indian legal sources and material, not covered by foreign citation systems.
- II. Providing an easy to use and easy to access citation system that will always be free of cost to everyone.
- III. Introducing uniformity in the citation practices of law journals and law schools across India, and by extension, increase connectivity and understanding between law schools and journals in the nation.

The SILC manual has been developed with the close guidance and support of some of India's leading legal figures as well as international academics, many of whom are members of our advisory panel. We take this opportunity to thank them; this manual is a testimony to their inspiring support to this effort and invaluable guidance. We also apologize for any errors or omissions present in this manual. We hope to gather input on this working draft from as many members of the legal community as possible, and continuously improve SILC.

We see the launch of SILC as an inclusive movement of academicians, professionals, and students from across the nation who support the vision of a single citation norm for India. By using SILC, you are a part of this movement, supporting Indian legal innovation and unity. We hope that together we may bring to life the vision of an Indian legal community that is united through a unique and uniform citation system that we can call our own.

Yours sincerely, The Editors of SILC

CHAPTER - 1: SIGNS AND SIGNALS

SIGNS, SIGNALS, AND ABBREVIATIONS

i. Signs and Signals

a. Ibid:

Ibid is used to refer to an immediately preceding authority, either exactly as it has been cited, or at a different page number. In the first case, only the term 'Ibid', is used, whereas in the latter case, a different page number is alluded to by following 'Ibid', with the word 'at' and the relevant page number.

Example:

- ¹⁰ P.C. Markenda, Law Relating to Arbitration & Conciliation, 98 (6th ed., 2006)
- 11 Tbid.
- ¹²Ibid, at 64. (NOTE: Here 64 is the page number from where the author has taken the cited statement/text).

b. Supra:

When an authority has been fully cited previously by the author, 'Supra' is used to refer to that same authority at a later point. Supra should only be used where it is inappropriate to use Tbid'.

Example:

- ⁴³ V.N. Shukla's Constitution of India, 219 (M.P. Singh, 12th ed., 2013).
- ⁴⁴ S. Sen, The Principle of Common Heritage of Mankind in Outer Space: A Framework of Ambiguity and Ineffectiveness?, 26, 39 in Outer Space Law: From Theory to Practice (Sandeepa Bhat B., 1st ed., 2009).
- ⁴⁵Ibid.
- ⁴⁶Supra 43. (NOTE: Here 43 is the footnote number where the authority was first cited in the paper). ⁴⁷Supra 21, at 991. (NOTE: Here 21 is the footnote number where the authority was first cited in the paper and 991 is the page number from where the author has taken the cited statement/text).

c. See:

When the cited statement is not directly related to the given authority, 'See' needs to be added as a prefix in that footnote.

Example:

²⁴ See R. v. Sinclair (2010) 2 SCR. 310. (NOTE: This may be used while giving an example in the citation. This signal can be used alone or attached with any other signal.)

ii. Abbreviations and Details

a. Dates:

When providing dates, always provide dates in the format of day/month/year.

Example:

- June 3rd, 2012 will be cited as 03/06/2012.
- December 22nd, 2005 will be cited as 25/12/2005.

b. Abbreviating Names:

First names and middle names of authors shall be abbreviated by using the first letter of the name followed by a period. The last name shall be provided in full.

Example:

- Jawaharlal Nehru will be abbreviated as J. Nehru.
- Mahendra Pal Singh will be abbreviated as M.P. Singh.

c. URLs:

When providing a URL in a citation, the URL should be provided in its full form and should, if possible, provide one click access to the referred web page. The URL should always be preceded by the phrase 'available at' and followed by 'last seen on' and the date on which the URL was last accessed.

Example:

■ J.V.M. Sarma & V. Bhaskar, A Road Map for Implementing the Goods and Services Tax, 47(31) Economic & Political Weekly 68, 70 (2012), available at http://www.epw.in/system/files/pdf/2012/47/31/A Road Map for Implementing the Goods and Services Tax.pdf, last seen on 11/11/2013.

CHAPTER – 2: INDIAN SOURCES

CASES

A case citation for a published judgment includes the full name of the case, the citation as per the reporter in which it is published and the first page of the case. In order to cite an un-published judgment, first note the name of the parties followed by the case/appeal number. It should be followed by the name of the Court and the date the judgment was passed in parenthesis. The name of the parties should be separated with a v. The case/appeal number will be the number assigned to the judgment by the Court.

How to cite: Names of the Parties, Citation.

Example:

Kesavananda Bharati v. State of Kerala, AIR 1973 SC 1461, 1480.

Other reporters:

- Charan Lal Sahu v. Union Carbide, (1989) 1 SCC 674.
- Singh v. Punjab, (1980) 2 SCJ 475, 524.
- R. v. Sinclair (2010) 2 SCR. 310.
- Navjot Sandhu and Mohd. Arif v. State of Delhi, 2011 (8) SCALE 328; 2012 (1) ACR 477 (SC); 2012 1 AWC 246 SC; 2012 (2) CGLJ 229; 2011 (3) Crimes 228 (SC); JT 2011 (9) SC 563.

How to cite Unpublished Decisions: Names of the Parties, Appeal Number (Court name, Date).

Examples:

- Mohammed Ajmal Mohammad Amir Kasab v. State of Maharashtra, Criminal Appeal No. 1899-1900 and 1961 of 2011 and Transfer Petition (Criminal) No. 30 of 2012 (Supreme Court, 29/08/2012).
- State of Bihar v. Nirmal Kumar Gupta, Civil Appeal No. 128 of 2013 (Supreme Court, 08/01/2013).
- Rakeysh Omprakash Mehra v. Govt. of NCT of Delhi, W.P. (Crl.) 1188/2009 & Crl. M.A. 9918/2009 (Delhi High Court, 02/01/2013).

i. Securities Appellate Tribunal

Orders of the Securities Appellate Tribunal of India are cited by providing the names of the parties, the application or appeal umber, and in parenthesis 'Securities Appellate Tribunal' and the date of the order. The name of the parties should be separated with a 'v.'.

How to cite: Name of the Parties, Application/Appeal No. (as applicable) (Securities Appellate Tribunal, Date of Order). (NOTE: this is for unpublished cases. Published cases are cited as per the reporter in which they are published.)

Example:

 Sahara India Real Estate Corporation Ltd. v. Securities and Exchange Board of India, Misc. Application No. 133 of 2013 and Appeal No. 206 of 2013 (Securities Appellate Tribunal, 04/02/2014).

ii. Competition Commission of India

Orders of the Competition Commission of India are cited by providing the names of the parties, the case number, and in parenthesis 'Competition Commission of India' and the date of the order. The name of the parties should be separated with a 'v.'.

How to cite: Name of the Parties, Case No. (Competition Commission of India, Date of Order).

Example:

- Ajay Devgn Films v. Yash Raj Films Private Limited, Case No. 66 of 2012 (Competition Commission of India, 05/11/2012).
- DLF City Club Members Welfare Association v. DLF Recreational Foundation Ltd, Case No. 25 of 2013, (Competition Commission of India, 01/07/2013).

LEGISLATIVE MATERIALS

i. Statutes

In order to cite a primary legislation, first mention the Section/ Order/ Rule number, followed by the name of the Statute and the year it was passed. To indicate a section, a capitalized letter 'S.' should be used. To indicate multiple sections, 'Ss'. should be used.

How to cite: S. | Section number/Order Number/ Rule Number, Name of the statute, Year. **Examples:**

- S. 376(2) (g), The Indian Penal Code, 1960.
- Ss. 25, 26 & 27, The Indian Contract Act, 1872.
- Order 1, Rule 3, The Code of Civil Procedure, 1908.
- Rule 7, Depositories (Appeal to Securities Appellate Tribunal) Rules, 2000.

ii. Bills

In order to cite a Bill first mention the name of the Bill, then the year it was drafted, and the current status of the Bill, if available, in parenthesis. If it is unavailable, the author can say so.

How to cite: Name of the Bill, Year (Status of the Bill).

Examples:

- The Competition (Amendment) Bill, 2012 (pending).
- The Prevention of Money Laundering (Amendment) Bill, 2011 (passed by Lok Sabha, 29/11/2012).
- The Rights of Persons with Disabilities Bill, 2012 (draft bill, Sep 2012).
- The Constitution (116th Amendment) Bill, 2012 (pending).
- The Constitution (117th Amendment) Bill, 2012 (passed by Rajya Sabha, 17/12/2012).

iii. The Indian Constitution

In order to cite any Article/Schedule of the Constitution, first mention the criterion followed by its number and the phrase 'the Constitution of India'. To indicate an Article, 'Art.' should be used.

How to cite: Art./Schedule | Article/Schedule number, the Constitution of India. **Examples:**

- Art. 14, the Constitution of India.
- Schedule 9, the Constitution of India.

iv. Parliamentary Committee Reports

Parliamentary Committee Reports are cited by first mentioning the name of the Committee that passed the Report, followed by the House of Parliament that set-up the Committee, the Title of the Report in italics, and the year.

How to cite: Name of the Committee, House of Parliament, *Title of the Report*, Year. **Example:**

• Committee on Agriculture, Lok Sabha, *The Multi-State Co-Operative Societies* (Amendment) Bill, 2010.

v. Reports by Ministries

In order to cite a Report by a Ministry, first mention the name of the Ministry which released the Report followed by the parent Government, i.e. Government of India, and the title of the Report in italics. For Reports available on the internet mention the phrase 'available at' followed by the web address (also known as the Uniform Resource Locator or URL), the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Name of the Ministry, Government of India, *Title of the Report*, URL, last seen on dd/mm/yyyy.

Example:

• Ministry of Finance, Government of India, *Annual Report 2012-13*, available at http://www.finmin.nic.in/reports/AnnualReport2012-13.pdf, last seen on 11/11/2013.

vi. Parliamentary Debates

Parliamentary Debates are cited by first referring to the type of debate followed by the name of the Speaker/Participant, the title of the debate in italics, the House of Parliament which held the debate, and the date of the debate in parenthesis.

How to cite: Type of debate | by/to | Speaker/Participant, *Title of Debate*, House of parliament (Date).

Example:

• Statement by Prime Minister, Statement Regarding Civil Nuclear Energy Cooperation with the USA, Lok Sabha (27/02/2006).

ARTICLES

i. <u>Law Reviews and Journals</u>

Articles published in Law Reviews or Journals are cited by mentioning the name of the author, the title of the article in italics, the volume number of the Law Review/Journal, the full name of the Law Review/Journal, the first page/starting page of the article in the Law Review/Journal, the page number containing the relevant information, and the year of publication of the Law Review/Journal in parenthesis. In case the Law Review/Journal is available on the internet, it is followed by 'available at' and the web address (the URL) and the phrase 'last seen on' and the date the web-source was last seen by the user. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite:

- **Hard copy:** Name of Author(s), *Title of Article*, Volume no. | Full Name of Journal | Starting page, Cited page (year).
- Online: Name of Author(s), *Title of Article*, Volume no. | Full Name of Journal | Starting page, Cited page | (year), URL, last seen on dd/mm/yyyy.

Example:

- C.D. Singh, P. Pranjal & S. Arora, The Protection of Children from the Sexual Offences Act, 2012: A Critique of the Decision to Raise the Age of Consent for Sexual Relations, 3 Journal of Indian Law & Society 286, 300 (2012).
- C.D. Singh, P. Pranjal & S. Arora, The Protection of Children from the Sexual Offences Act, 2012: A Critique of the decision to raise the age of consent for sexual relations, 3 Journal of Indian Law & Society 286, 300 (2012), available at http://jils.ac.in/wp-content/uploads/2012/11/chitwan-prashant-sahil1.pdf, last seen on 11/11/2013.

ii. Magazines (With Volume Number)

Articles published in Magazines (which are available in volumes) are cited by mentioning the name of the author(s), the title of the article in italics, volume number of the Magazine, the issue number in parenthesis, the full name of Magazine, the first page/starting page of the article in the Magazine, the page number containing the relevant information, and the year of publication of the Magazine in parenthesis. In case the Magazine is available on the internet, it is followed by 'available at' and the web address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite:

- Hard copy: Name of author(s), Title of Article, Volume no. (Issue no.) | Full Name of Magazine | Starting page, Cited page (year).
- Online: Name of author(s), Title of Article, Volume no. (Issue no.) | Full Name of Magazine | Starting page, Cited page(year)URL, last seen on dd/mm/yyyy.

Example:

 J.V.M. Sarma & V. Bhaskar, A Road Map for Implementing the Goods and Services Tax, 47(31) Economic & Political Weekly 68, 70 (2012).

- J.V.M. Sarma & V. Bhaskar, A Road Map for Implementing the Goods and Services Tax, 47(31) Economic & Political Weekly 68, 70 (2012) available at http://www.epw.in/system/files/pdf/2012_47/31/A_Road_Map_for_Implementing_the Goods_and_Services_Tax.pdf, last seen on 11/11/2013.
- V. Venkatesan, *Uncertain Principles*, 30(1) Frontline, (Jan 12-25, 2013) available at http://www.hindu.com/fline/fl3001/stories/20130125300110000.htm last seen on 11/11/2013.

iii. Magazines (Without Volume Number)

Articles published in Magazines are cited by mentioning the name of the author(s), the title of the article in italics, the full name of the Magazine, the first page/starting page of the article in the Magazine, the page number containing the relevant information, and the date of publication of the Magazine in parenthesis. If the Magazine is available on the Internet, it is followed by 'available at' and the web address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite:

- Hard copy: Name of author(s), *Title of Article*, Full Name of Magazine | Starting page, Cited page (Date).
- **Soft Copy:** Name of author(s), *Title of Article*, Full Name of Magazine (Date), URL, last seen on dd/mm/yyyy.

Example:

- R. Dixit, *The Incensed and the Insensitive*, The Week 35, 37 (06/01/2013).
- R. Dixit, The Incensed and the Insensitive, The Week (31/12/2012), available at <a href="http://week.manoramaonline.com/cgi-bin/MMOnline.dll/portal/ep/theWeekContent.do?programId=1073755753&content_tld=13134055&tabId=13, last seen on 11/11/2013.

iv. Newspaper Articles (Print Version)

Newspaper Articles (print versions) are cited by mentioning the name of the author(s), the title of the article in italics, the full name of the newspaper, the page number containing the relevant information, and the city edition and the date of publication of the Newspaper in parenthesis. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite: Name of Author(s) (if given), *Title of Article*, Name of newspaper | page number (City edition, date).

Example:

■ T. Jaipuria, In Strong Message to Road Firms, NHAI may Bar GMR from Bids, The Financial Express 1 (Kolkata, 11/01/2013).

v. Newspaper Articles (Online version)

Newspaper Articles (online versions) are cited by mentioning the name of the author(s), the title of the article in italics, the full name of the newspaper, the date of publication of the Newspaper in parenthesis, and the web address (the URL). The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety

How to cite: Name of Author(s) (if given), *Title of Article*, Name of newspaper (date), URL, last seen on dd/mm/yyyy.

Example:

• P. Swami, Runaway Grandmother Sparked Savage Skirmish on LoC, The Hindu (09/01/2013), available at http://www.thehindu.com/news/national/runaway-grandmother-sparked-savage-skirmish-on-loc/article4291426.ece, last seen on 21/12/2013.

BOOKS

i. Authored Books

Authored books are cited by mentioning the name of the author(s), the title of the book in italics, the page number containing the relevant information and name of the editor(s), edition number, and the year of publication in parenthesis. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite: Name of Author(s), *Title of Book*, Page Number (Editors(s), edition, Year). **Example:**

- P.C. Markenda, Law Relating to Arbitration & Conciliation, 98 (6th ed., 2006).
- H.V. Hande, Ambekdar & the Making of the Indian Constitution, 73 (1st ed., 2009).

ii. Edited Books

Edited books are cited by mentioning the title of the book in italics, the page number containing the information referred to, and the name of the editor(s), edition number, and year of publication of the book in parenthesis. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite: *Title of Book*, Page Number (Editors(s), Edition, Year). **Example:**

• V.N. Shukla's Constitution of India, 219 (M.P. Singh, 12th ed., 2013).

iii. Edited Books with Articles

Edited books with articles are cited by mentioning the name of the author(s), the title of the article in italics, the number of the first page of the article in the book, the page number containing the information referred to, followed by the word 'in', which in turn is followed by the title of the books. The name of the editor(s), edition number, and year of publication of the book are to be parenthesized. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety

How to cite: Name of Author(s), | *Title of the Article*, | First page, cited page number | in | *Name of the Book* (Editors(s), Edition, Year).

Example:

S. Sen, The Principle of Common Heritage of Mankind in Outer Space: A Framework of Ambiguity and Ineffectiveness?, 26, 39 in Outer Space Law: From Theory to Practice (Sandeepa Bhat B., 1st ed., 2009).

INTERNET SOURCES

i. Websites

Web-resources are cited by mentioning the title of the web-page in italics followed by the name of the website and the web-address (the URL).

How to cite: *Title of Page*, Name of website, URL, last seen on dd/mm/yyyy. **Example:**

 About Us, Kulraj Broadway, available at http://www.hdilbroadway.in/aboutus.html, last seen on 23/12/2013.

ii. Blogs

Blogs are cited by mentioning the name of the author(s), title of the blog-post in italics followed by the name of the blog, the web-address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Author(s), *Title of Blog Post*, Name of Blog, URL, last seen on dd/mm/yyyy. **Example:**

■ G. Loomba, Will the Scourge of Manual Scavenging End: Analyzing the 2012 Bill, JILS Blog, available at http://jilsblognujs.wordpress.com/2013/01/13/will-the-scourge-of-manual-scavenging-end-analyzing-the-2012-bill/, last seen on 21/12/2013.

RESERVE BANK OF INDIA/SECURITIES AND EXCHANGE BOARD OF INDIA/MINISTRY OF CORPORATE AFFAIRS CIRCULARS AND NOTIFICATIONS

Notifications/Circulars published by regulatory authorities like the RBI, SEBI, and MCA are cited by first mentioning the subject/ title in italics, the criterion of notification followed by the date of publication in parenthesis, the web-address (also known as the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Subject/Title, SEBI/RBI/MCA Notification/Circular (date), URL, last seen on dd/mm/yyyy.

Examples:

 Standardisation of Interest Rate Swap Contracts, RBI Notification No. RBI/2012-13/396 (28/01/2013), available at

- http://www.rbi.org.in/scripts/NotificationUser.aspx?Id=7828&Mode=0, last seen on 21/12/2013.
- Guidelines for Providing Dedicated Debt Segment on Stock Exchanges, SEBI Circular CIR/MRD/DP/03/2013 (24/01/2013) available at http://www.sebi.gov.in/cms/sebi_data/attachdocs/1359035278359.pdf, last seen on 21/12/2013.
- Guidelines for Providing Dedicated Debt Segment on Stock Exchanges, SEBI Circular CIR/MRD/DP/03/2013 (24/01/2013) available at http://www.sebi.gov.in/cms/sebi_data/attachdocs/1359035278359.pdf, last seen on 21/12/2013.
- Easy Exit Scheme, 2011, MCA General Circular No. 1/2011 (03/02/2011) available at http://www.mca.gov.in/Ministry/pdf/Circular EES2011 03feb2011.pdf, last seen on 21/12/2013.

LAW COMMISSION REPORTS

Law Commission Reports are cited by first mentioning the Report number followed by the phrase 'Law Commission of India Report', the title/ subject of the Report in italics, the page number containing the relevant information and the date of publication of the Report in parenthesis. In case the Report is available on the internet, it is followed by 'available at' and the web address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Report number Law Commission of India Report, *Title/Subject*, cited page number (year), URL, last seen on dd/mm/yyyy.

Example:

181st Law Commission of India Report, Amendment to Section 106 of the Transfer of Property Act, 1882, 8 (2002), available at http://lawcommissionofindia.nic.in/reports/181rpt.pdf, last seen on 11/11/2013.

WORKING PAPERS

Working Papers are cited by mentioning the name of the author(s), the title of the Working Paper in italics, the title of the Working Paper Series, the page number containing the relevant information, the Working Paper number, the Name of the Institution, and the year in parenthesis. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite: Name of Author(s), *Title of Paper*, Title of Working Paper Series, Page Number, Working Paper Number, Name of Institution (Year).

Example:

Dr. S. Bhat & Shyamala D., Euthanasia Regime: A Comparative Analysis of Dutch and Indian Positions, NUJS Working Paper Series, 10, Working Paper Number NUJS/WP/2011/03, National University of Juridical Sciences, Kolkata (2011).

FORTHCOMING PAPERS

Forthcoming Papers are cited by mentioning the name of the author(s), the title of the Working Paper in italics, the title of the journal/ publisher who will be publishing the paper, and the forthcoming volume/ issue number/ month and the year in parenthesis. The first and middle names of the author are to be abbreviated to initials, using only the last name in its entirety.

How to cite: Name of Author(s), *Title of Paper*, Name of Journal/Publisher (forthcoming in Vol./Issue/Month (if known), Year).

Example:

• K. Sanjana, Forest Dwellers as Deemed Homeless, Journal of Indian Law & Society (forthcoming in Vol. 4, 2013).

CHAPTER – 3: INTERNATIONAL SOURCES

CASE LAW

i. <u>United Kingdom Cases</u>

A citation for a published judgment from the United Kingdom includes the full name of the parties, volume number, the name of the Reporter in the abbreviated form, the first page/starting page number of the case in the published case report, the page number containing the relevant information, and the year and the name of the Court in parenthesis. The name of the parties should be separated with a 'v.'

How to cite: Name of the parties, Volume number | Reporter abbreviation | Starting Page, Cited page (Year, Name of the Court).

Example:

R (R) v. Durham Constabulary, 2 All ER 369, 371 (2005, House of Lords).

ii. United States Cases

A United States case citation includes the full name of the parties, volume number, the name of the Reporter in the abbreviated form, the first page/starting page number of the case in the published case report, the page number containing the relevant information, and the year and the name of the Court in parenthesis. The name of the parties should be separated with a 'v.'

How to cite: Name of the Parties, Volume number | Reporter abbreviation | Starting page, Cited page (Year, Name of the Court).

Example:

• Grutter v. Bollinger, 539 U.S. 306 (2003, Supreme Court of the United States).

iii. Cases from Other Jurisdictions

Cases from other jurisdictions are cited as they are cited in their own jurisdiction. Assuming that the name of the law report arrangement referred to does not itself show the court, and the name of the court is not clear from the given citation format, the name of the court should be provided in parenthesis after the citation.

Example:

- R. v. Tang, [2008] HCA 39 (High Court of Australia).
- R v. Big M Drug Mart Ltd, [1985] 1 SCR 295, 300 (Supreme Court of Canada).

STATUTES

i. <u>United Kingdom Statutes</u>

A United Kingdom statute is cited by mentioning the section number, the name of the statute, and 'United Kingdom' in parenthesis. In order to indicate the section number the symbol 'S.' should be used.

How to cite: S. Section Number | Name of the Statute (United Kingdom).

Example:

• S. 10, Financial Services Act 2012 (United Kingdom).

ii. <u>United States Statutes</u>

A statute from the U.S.A. is cited by mentioning the title number of the Code followed by 'U.S.C.', the section number, and 'United States' in parenthesis. In case the name of the legislation is available, it should be cited by mentioning the name of the Code followed by the section number and 'United States' in parenthesis. In order to indicate the section number the symbol 'S.' should be used.

How to cite: Title number | U.S.C. | S. | Section number (United States). **Example:**

32 U.S.C. S. 201(c) (2) (C) (ii) (United States).

How to cite: Name of the Code | S. | Section number (United States).

Example:

■ The Social Security Act (Act of August 14 1935) S. 3(a) (United States).

iii. Statutes from other Jurisdictions

Legislation from another jurisdiction should be cited as it would be in its own jurisdiction, followed by a comma, and the name of the relevant jurisdiction in parenthesis at the end of the citation.

Example:

• S. 21, Social Security Act 1991, (Australia).

CONSTITUTIONS

i. The U.S. Constitution

Provisions of the U.S, Constitution are cited by mentioning the 'U.S. Constitution', the Article number, the section number, and if available, the clause number. The section and clause number are indicated by using 'S.' and 'Cl.'

How to cite: U.S. Constitution | Article | Article number/Amendment number, | S. | Section number, | Cl. (if any) | Clause number (if any).

Example:

- U.S. Constitution, Article III, S. 1, Cl. 1.
- U.S. Constitutional, Amendment XI, S. 1.

ii. Other Constitutions

Constitutions from other jurisdictions are cited as they would be cited in their own jurisdictions. The name of the relevant jurisdiction should be mentioned in parenthesis at the end of the citation if the name of the Constitution is not self-explanatory.

Example:

Australian Constitution s. 41.

UNITED NATIONS SOURCES

i. Verbatim or Summary Records

Verbatim or Summary Records of the United Nations are cited by first mentioning the name of the organ, the record category in italics, the session where the records were made, the supplement number of the record, the U.N. document symbol, the page number containing the relevant information, and the web-address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Name of the organ, *Record Category*, Session, Supplement, U.N. document symbol, Cited page, URL, last seen on dd/mm/yyyy.

Example:

U.N. General Assembly, Official Records, Sess. 56, Suppl. 10, U.N. document A/56/10, 55, (12/09/2001) available at http://www.un.org/documents/ga/docs/56/a5610.pdf, last seen on 12/11/2011.

ii. Resolutions

Resolutions of the United Nations are cited by first mentioning the name of the U.N. organ whose resolution is referred to, the title of the resolution (if available) in italics, the Resolution number, the session where the records were made, the symbol of the U.N. organ of which the record is from, the page number containing the relevant information, and the web-address (the URL) and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: Name of the organ, *Title of the resolution if available*, Resolution, Session or Meeting, U.N. document symbol, Cited page, URL, last seen on dd/mm/yyyy

Example:

- U.N. General Assembly, Capital Master Plan, Res. 65/269, Sess. 65, U.N. Document A/RES/65/269, 4, (14/03/2011) available at http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N10/528/68/PDF/N1052868.pdf?OpenElement, last seen on 12/13/2013.
- U.N. Security Council, Res. 1540 (2004), Meet. 4956, U.N. Document S/RES/1540 (2004), 3, (28/04/2004) available at http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N04/328/43/PDF/N0432843.pdf?OpenElement, last seen on 29/12/2012.

iii. Reports

a. Reports in the Official Records:

Official Reports of the United Nations are cited by first mentioning the title of the Report, the period for which the Report was made, name of the U.N. organ whose resolution is referred to, 'Official Record', the session where the Reports were adopted, the supplement number, the symbol of the U.N. organ of which the Report is from, the page

number containing the relevant information, ,the date mentioned in the Report parenthesis, the phrase 'available at' followed by the URL, and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: *Title of the report,* period if mentioned, Name of the organ, *Official Record,* Session, Supplement, U.N. document symbol, Cited page, (date) URL, last seen on dd/mm/yyyy. **Example:**

Report of the Security Council, August 1, 2012 - July 31, 2013, U.N. General Assembly, Official Record, Sess. 68, Suppl. 2, U.N. Document A/68/2, 14, (30/10/2013) available at http://www.un.org/en/ga/search/view_doc.asp?symbol=A/68/2, last seen on 26/02/2014.

b. Conference Reports:

Conference Reports of the United Nations are cited by first mentioning the title of the Report in italics, the name of the Conference whose Report is being referred to, the name of the country where the Conference was held, the date of the Conference, the U.N. document symbol, the page number containing the relevant information, the web-address (the URL), and the phrase 'last seen on', and the date the web-source was last seen by the user.

How to cite: *Title of the Report*, Name of the Conference, Country where held, Dates, U.N. document symbol, Cited page, URL, last seen on dd/mm/yyyy

Example:

Report of the Global Conference on the Sustainable Development of Small Island Developing States, Global Conference on the Sustainable Development of Small Island Developing States, Barbados, April 25 - May 6, 1994, U.N. Document A/CONF.167/9, (October, 1994), available at http://www.un.org/documents/ga/conf167/aconf167-9.htm, last seen on 29/12/2013.

c. Other Reports:

Other Reports of the United Nations are cited by first mentioning the title of the Report in italics, name of the U.N. organ whose Report is referred to, the session or meeting where the Report was adopted, the U.N. document symbol, the page number containing the relevant information, the web-address (the URL), and the phrase 'last seen on', and the date the web-source was last seen by the user

How to cite: *Title of the Report,* Name of the Organ, Session or Meeting, U.N. document symbol, Cited page, URL, last seen on dd/mm/yyyy.

Example:

Report of the Secretary-General on the Peacebuilding Fund, General Assembly, Sess. 66, U.N. Document A/66/659, 9, (16/01/2012) available at http://www.un.org/ga/search/view_doc.asp?symbol=A/66/659, last seen on 29/12/2013.

iv. Mimeographed/ Masthead Documents

Masthead documents of the United Nations are cited by first mentioning the title of the document, the symbol of the U.N. organ of which the Document is from, the page number containing the relevant information, and the web-address (also known as the URL) followed by 'last seen on', and the date it was last seen.

How to cite: Title of the Document, U.N. Document Symbol, Cited page, URL, last seen on dd/mm/yyyy.

Example:

Note verbale dated 29 April 2013 from the Permanent Mission of Colombia to the United Nations addressed to the Secretary-General, U.N. Document A/67/852, 2, (02/05/2013) available at http://www.un.org/ga/search/view doc.asp?symbol=A/67/852, last seen on 29/12/2013.

v. <u>Press Releases</u>

Press Releases of the United Nations are cited by first mentioning the name of the U.N. organ whose Press Release is referred to, 'Press Release', the title of the Press Release in italics, the U.N. document symbol, the web-address (also known as the URL), and the phrase 'last seen on', and the date the web-source was last seen by the user

How to cite: Name of the Organ, Press Release, *Title of the Document*, U.N. document symbol, URL, last seen on dd/mm/yyyy.

Example:

U.N. Security Council, Press Release, Security Council Press Statement on Bomb Attack in Mogadishu, U.N. Document SC/11170-AFR/2748 (09/11/2013) available at http://www.un.org/News/Press/docs//2013/sc11170.doc.htm, last seen on 27/02/2014.

vi. Sales Publications

U.N. Sales Publications are cited by first mentioning the title of the Publication, 'U.N. Sales, the page number containing the relevant information, and the year of publication in parenthesis.

How to cite: *Title of the Publication,* U.N. Sales, cited page (Year of Publication). **Example:**

■ Economic Survey of Latin America and the Caribbean 2013: Three Decades of Uneven and Unstable Growth, U.N. Sales 13.II.G.3 P, 154 (2013).

vii. Periodicals and Yearbooks

Periodicals and Yearbooks of the United Nations are cited by first mentioning the title of the Publication, the volume number, the part number, 'U.N. Sales', the page number containing the information relied on, and the web-address (also known as the URL). The year of publication should be mentioned at the end in parenthesis.

How to cite: *Title of the Publication*, Volume, Part, U.N. Sales, cited page, (Year of Publication), URL, last seen on dd/mm/yyyy.

Example:

The United Nations Disarmament Yearbook, Volume 37, Part I, U.N. Sales E.13.IX.1, 5, (2012) available at

http://www.un.org/disarmament/publications/yearbook/en/EN-YB-VOL-37-2012-part1.pdf last seen on 29/12/2013.