CLCR STYLEGUIDE
NOTE ABOUT THE GUIDE

A Note About this Guide.

Welcome to the CTRCR Style Guide

The guide aims to bring conformity, that shall be seen in all of our publications that shall be a part of our journal. Our objective is to follow established academic guidelines to ensure that the readers receive content identical to the highest standard of academia. This guide shall set a precedent for future editions, that shall be reviewed regularly, to ensure elevation of quality.

This guide is divided into parts. Each section comprises of further sub-divisions and examples to prevent ambiguity and to make it convenient.

It is pertinent to note that this style guide is the only and absolute manual that lays down the rules for editors who wish to publish in the CTRCR Journal. No other guide takes precedence over this one.

We are always looking forward to receiving feedback and ideas from students to make this guide more student centric. Students can provide feedback at our official email ID.

GENERAL TIPS

1. Spellings-

British spelling shall be adhered to.

<u>Ex.</u> The spelling 'labour' shall be preferred over 'labor'.

2. Spelt out words-

All acronyms, abbreviations, and short forms shall be in parenthesis in bold using single quotation marks on the first reference.

Ex:

a. First instance for the use of an acronym: United States of America ('**U.S.A.**').

b. First instance for the use of a short form: The Limited Liability Partnership Act, 2008 ('**the Act**').

c. First instance for the use of a short form in relation to case law: *Kesavananda Bharti v. State of Kerala* ('*Kesavananda Bharti*').

PUNCTUATION

1. Oxford comma: Must be for three or more words/elements

For example: Correct Use 'India, Iran, and Sri Lanka' and not 'India, Iran and Sri Lanka'.

2. Quotation marks:

a) <u>For terms/words</u> that are to be highlighted, single quotation marks must be used.

Ex: India's standing for 'Enforcing Contracts' in the World Bank Report on Doing Business 2018

b) <u>For extracts</u> that need to be highlighted, double quotation marks must be used. Further, the extract is to be italicised. If any extract is longer than fifty words, then it is to be in a fresh paragraph and indented by 1 inch (or 2.54 cm) from both sides of the margin.

3. Hyphens (-): Must be used to separate compound words or words with suffixes/prefixes.

<u>The dash</u> (—) must be used to make a strong break in sentence structure.

Ex:

a) Far-fetched (hyphenated compound word).

b) He grappled with his time-consuming job for years— only to be fired for a small error

4. Guidance on ellipses:

a) Please use ellipses with only three dots in order to signify an omission.

Ex: 'The Prime Minister stated that, "India would promote foreign investment…and also cater to the needs of local businesses…and labour".'

b) Kindly refrain the use of ellipses at the end of a quotation.

c) After adding ellipses or adding emphasis by highlighting or underlining the quoted text, it should be followed by the phrase [emphasis added], which must be in italics and with left hand alignment.

5. Superscript reference marks for footnotes in the text must appear after the punctuation and not before it.

INCLUSIVE LANGUAGE

The journal discourages use of language that promotes or portrays ableism, sexism, heterosexism or racism.

Ex.

a. Instead of 'the blacks have always been ignored.', use 'the Black people have always been deprived.'

b. Instead of 'rights for all, irrespective of their gender- male or female ', use 'rights for all, irrespective of their gender'.

NUMBERS

1. Please write numbers between one and ninety-nine along with multiples of ten in words.

   Ex:

   a. Four people.
   b. Five million shares.
   c. Twenty-two directors.

2. For percentages-

   Numbers must be used, followed by the % symbol.

   Ex: "2% of the debt shall be paid."

3. Dates-

   Must be written as: 12th November, 2014.

4. For measurements-

   Numerical values must be used (e.g., 12 m) and monetary amounts must be in numbers
   Ex: $500).

5. For decimal values, please use numbers as opposed to words.

6. For statutory provisions (such as sections or sub-sections of a legislation) or paragraph
   number in a judgement, use numbers as opposed to words
   Ex: Section 2 of the Insolvency and Bankruptcy Code, 2016; para 8 of the Supreme
   Court's decision in Roe v. Wade.

7. When points are being referred to in the main text, please make use of numbers as
   opposed to words.
   Ex: "Points 1 to 3 of my arguments in the subsequent section demonstrates the
   intricacies in the court's ruling".

TYPEFACES

1. Font-

Roman type should be used throughout, unless otherwise stated below. Roman text is plain
text; there is no bolding, underlining, italicizing, special capitalization, or unusual
positioning.

2. Italicization-
After adding ellipses or adding emphasis by underlining the quoted text it should be
followed by phrase "*emphasis added"* in italics and left alignment.
Use italics for the following:
a) Names of periodicals and journals

<u>Ex.</u> Aditya Singh Chauhan, "Pushing Arbitral Boundaries to pave way for emergency arbitration," *Indian Journal of Arbitration law.* b) Books and treatise titles

<u>Ex.</u> Gary Born, *International Commercial Arbitration* c)

Foreign words

<u>Ex.</u> There are various types of arbitration proceedings, one of them being *ad hoc* arbitration.

d) Words to be emphasized in text or notes.

<u>Ex.</u>   'Every   country   must,   *must*   have   an   independent   judiciary.'

3. Quotation-

a) Single quotation marks: to highlight specific terms.

b) Double quotation marks: to mention extracts of Journals, Acts, Reports, etc.

<u>Ex:</u> As per Article 3(2), an applicant for an SVF license "must be a company incorporated in the State, including free zones but excluding Financial Free Zone".

4. Hyphen-

The following must be hyphenated:

a) A compound word that is ordinarily hyphenated can be separated using a Hyphen.

b) A compound word which if not hyphenated, would cause confusion.

c) A compound word bearing prefixes or suffixes.

5. Ellipses-

An "ellipsis" is a group of three consecutive dots separated from the text and each other by single spaces.

a) Ellipses must be used to denote omission of words within a quoted sentence.

b) Omissions of a complete sentence shall be denoted by ellipses between the final punctuation of the proceeding sentence and first word of the following sentence.

6. Parentheses-

Punctuation shall be inside when a full sentence is under parentheses. However, for incomplete sentences, punctuation shall be outside.

7. Capitalization-

a) References to names of people, organization, groups shall be capitalized.

b) Titles, statute and parts thereof shall be capitalized Ex: Section 5 of Indian Contract Act, 1872.

FORMATTING

1. The font for the main text body must Times New Roman, font size 12, and 1.5 line spacing.

2. The font for the footnotes is to be Times New Roman, font size 10, and single line spacing.

3. Space must be added before and after each paragraph.

LAYOUT (HEADINGS)

Authors are advised and free to make use of different levels of headings so as to provide structure to their content. We would recommend restricting headings to three levels. However, according to the author's discretion and if the article so warrants, a fourth level may be used. The format for headings is as follows:

I. HEADING 1 (BOLD, SMALL CAPITALS, CENTRE ALIGNMENT, TIMES NEW ROMAN, FONT

SIZE 12)

A. Heading 2 (Bold, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 3 (Bold, Italicised, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 4 (Italicised, Left Alignment, Times New Roman, Font Size 12)

REFERENCES AND CITATIONS

The CLCR Journal uses OSCOLA 6th edition for citations.