

# VLiGTA<sup>®</sup>

# Citation and Formatting Style Guide

[Please take note of the Styling and Citation Guide and use the instructions to edit your manuscript for any publication submitted to the **Indic Pacific Legal Research LLP** & the **Indian Society of Artificial Intelligence and Law**.]

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## Formatting Style for all Drafts Submitted

Line spacing – 1.5

Font: Times New Roman

Paragraph Text – Normal

Text font size – 12 pt

Page size – A4

## Formatting Style & Editorial Guidelines for Blog Articles published in Visual Legal Analytica

- Word limit should not be beyond **2,500 words**. If an article is longer than the prescribed limit, it may be considered to be published in 2 or more parts. We may publish guest articles of word limit beyond as prescribed, which depends on the work's quality.
- We accept or consider submissions in English (UK).
- If footnotes are used, please use the **OSCOLA** Citation Style. We however recommend hyperlinks instead of footnotes wherever possible. Alternatively, we will allow the usage of number-based placeholders in **ISO 690/IEEE citation style**.
- Any article which does not comply with the guidelines, and the basic standards of legal writing, can be rejected from being published.
- It is recommended to mention abbreviations for the first time for any phrase, or term, and use the abbreviations throughout the submission.
- We will explain the ideas in the blog in graphic form, hence kindly ensure that the writing style of the article is simple and lucid.
- **Any student of law, professional or academic in the field of law can submit an article on any legal/policy topic. It is our final and unconditional discretion to accept/reject any article. Interested people can email the article with their name, affiliation and contact details (phone number & E-Mail ID). You may add your social media IDs of X (Twitter), LinkedIn, etc., at your pleasure.**
- **We also accept articles by professionals and scholars in other fields, provided the article does have coherence with the basic aspects of the fields addressed.**
- We accept blogs in languages other than English (we are compatible with Hindi as of now).

- The diagrams available as a part of the content are made by the Editorial Team of VLA. Hence, if an author considers or the Editors consider that a diagram has to be put in the blog article, the author does not require to make diagrams, and can at least suggest the Editors to make and improve those necessary diagrams accordingly.
- It is recommended to mention primary data sources in tabular or infographic form with relevant citations, endnotes or disclaimers.
- The opinions expressed in this digital publication are those of the authors. They do not reflect the opinions or views of Indic Pacific Legal Research LLP or its members.

So, do not wait, and if you feel that you have some legal ideas to discuss, from arbitration to environment to energy laws to security to technology to corporate governance to anything, feel free to send.

Although we specialise in technology law, environmental law, intellectual property, corporate governance, strategic intelligence, legal education & management and international law, we are open to accept pieces of any legal field.

Do try to produce interesting, nuanced and unique ideas in the article you send to us.

You can E-mail your articles at [visual@indicpacific.com](mailto:visual@indicpacific.com).

## Rules of Documentation for AIstandard.io Documentation Files for the Indian Society of Artificial Intelligence and Law

Based on the provided documentation, here are the Rules of Documentation for AIstandard.io documentation files for the Indian Society of Artificial Intelligence and Law:

### Document Structure

- Begin the document with the author, version number, and date.
- Include a title that clearly describes the content of the document.
- List the incumbent members of the committee session.
- Specify the participating entities and professionals.
- Identify the editors of the document along with their affiliations.

### Sections

- Use the `\section*` command for main sections like "Discussion Points for the Committee Session" and "Special Considerations Raised by the Experts".
- Organize the content into relevant sections for better readability and navigation.

### Formatting

- Use the `\textbf` command to bold important terms or phrases.
- Utilize the `\textit` command for italicizing text when necessary.
- Apply consistent formatting throughout the document.

### Content

- Summarize the key discussion points and insights from the committee session.
- Attribute opinions and remarks to specific individuals using their full names.
- Highlight the strategic impact of artificial intelligence in geopolitics and geoeconomics.
- Discuss the special considerations raised by the experts during the session.
- Conclude the document with a summary of the main takeaways and the complexities involved.

## Referencing

- Provide links to any relevant video recordings of the session using the `\section*{Video Links (If any)}` command.
- Use a consistent format for referencing external sources if applicable.

## File Naming and Metadata

- Use a descriptive file name that includes the document type, version number, and date, such as "AISTANDARDIO-REC-0001-2024.pdf".
- Include metadata like the author, title, and keywords within the document properties.

## Language and Tone

- Maintain a formal and professional tone throughout the document.
- Use clear and concise language to convey information effectively.
- Avoid using jargon or technical terms without providing necessary explanations.

## Citation Style

We recommend using the OSCOLA Style of citation, to create footnotes for every reference taken. Here are some basic and advanced rules of citation in OSCOLA, some of which we have modified for tailor-made purposes.

*[Please note: the OSCOLA Citation Style is a property of Oxford University and we have only presented the citation style for reference purposes with modifications.]*

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### Subsequent citations

The first time a source is mentioned, you must give the citation in full.

In subsequent citations, briefly identify the source, and give the footnote number where the full citation can be found. See the example in the Subsequent citation of a case box below.

If a subsequent citation IMMEDIATELY follows the full citation, you can use *ibid.*

See the boxes below for examples of subsequent citations for a case, a piece of legislation and a book.

**Subsequent citation of a case**

Full citation

<sup>1</sup> Phelps v Hillington LBC [2001] 2 AC 619 (HL).

**Subsequent citation immediately after the full citation:**

<sup>2</sup> *ibid.*

...

**Subsequent citation using shortened form of case name and a cross-citation to footnote 1 where the full citation can be found**

<sup>10</sup> Phelps (n 1).

**Subsequent citation of legislation**

Full citation with name of statute and shortened version:

<sup>32</sup> Nuclear Installations Act 1965 (NIA 1965) s 7(1).

...

**Subsequent citation using shortened version of the statute**

<sup>40</sup> NIA 1965, s 12.

**Subsequent citation of a book**

Full citation:

<sup>3</sup> Jonathan Herring, *Medical Law* (OUP 2011) 52.

...

**Authors' surname and cross-citation to footnote number 3:**

<sup>26</sup> Herring (n 3) 125.

**Original source cited again but with different page numbers:**

<sup>27</sup> *ibid* 271-78.

**Books with one author**

Below you will find guidance and examples of how to set out a footnote reference to a book with one author and in the bibliography.

**Footnote**

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Author, *Title* (edition, Publisher | year) page number.

**Example:**

<sup>12</sup> Jonathan Herring, *Medical Law and Ethics* (4th edn, Oxford University Press 2012) 146.

**Books with two or three authors**

Below you will find guidance and examples of how to set out a footnote reference to a book with two or three authors and in the bibliography.

**Footnote**

For two or three authors, all named authors must be included. You must insert an 'and' before the last author's name. To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Author, *Title* (edition, Publisher | year) page number.

**Example:**

<sup>13</sup> Hugh Jones and Christopher Benson, *Publishing Law* (4th edn, Routledge 2011) 32

**Books with four or more authors**

Below you will find guidance and examples of how to set out a footnote reference to a book with four or more authors and in the bibliography.

**Footnote**

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Author, *Title* (edition, Publisher | year) page number.

**Example:**

<sup>12</sup> Roy Goode and others, *Transnational Commercial Law: International Instruments and Commentary* (OUP 2004)

**Chapter in an edited book**

Below you will find guidance and examples of how to set out a footnote reference to a chapter in an edited book and in the bibliography.

**Footnote**

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Author, 'Chapter Title', in Editor (ed), *Book Title* (edition, Publisher | year)

**Example:**

<sup>12</sup> Justine Pila, 'The Value of Authorship in the Digital Environment' in William H Dutton and Paul W Jeffreys (eds), *World Wide Research: Reshaping the Sciences and Humanities in the Century of Information* (MIT Press 2010)

**Editor or Translator**

If there is no author listed, use the editor or the translator in place of the author, adding (ed) or (tr) as appropriate. If there are multiple editors use (eds) or (trs) for multiple translators.

**Footnote**



To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Editor (ed) OR Translator (tr), *Title* (edition, Publisher | year) page number.

**Example:**

<sup>12</sup> Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000) 146.

**Author AND Editor OR Translator**

If a work has an editor or a translator as well as an author you will need to include both in your reference. Start your reference with the author as usual and then include the editor or the translator with the publication information.

**Footnote**

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:**

Author, *Title* (edition, Editor (ed) OR Translator (tr), Publisher | year) page number.

**Example:**

K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998) 66

**Dissertation or Thesis**

To create a reference to a dissertation or a thesis, you should include the Author and the title, followed by the type of thesis, University and year of completion in brackets

**Format:** Author, 'Title' (type of thesis/dissertation, University | year of completion)

**Example:** Javan Herberg, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989).

There is no change in format between a footnote reference and a bibliography entry except that in the bibliography, the author's surname should come first followed by the initial(s).

**Example:** Herberg J, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989).

**Cases with a neutral citation**

Cases published after 2001 will have a neutral citation which must be used.

Cases are numbered consecutively throughout the year and the abbreviation (UKHL, EWCH) indicates which court the case was heard in rather than a law report series.

If a case is subsequently reported in a law report, use a comma to separate the neutral citation from the law report citation.

**Below are examples of how to reference a case with neutral citations as a footnote and in the bibliography.**

### **Footnote**

#### **Format:**

*Name of case in italics* | [year] | court | case number, [year of publication] | **OR** (year of judgement) | volume | report abbreviation | first page.

**Example of a case which has been subsequently reported in a law report series:**

*NRAM Ltd v Evans* [2017] EWCA Civ 1013, [2018] 1 WLR 639.

**[For all jurisdictions, kindly check out their referencing styles. In the case of Indian courts, SCC, SCR and AIR are the prominent sources of case citation. For High Courts in India, and subordinate courts, it may be a reference to a petition or application with number and other details. Hence, we recommend you to cross-check with the original court documents before citing them.]**

### **Print Journal Articles**

**[You can use the full name of the Journal / Magazine with ISSN and do not require to make abbreviation.]**

To cite a print journal use the following **format**:

Author, | 'title' | [year] | journal name or abbreviation | first page of article

**[OR]**

Author, | 'title' | (year) | volume | journal name or abbreviation | first page of article

Use [ ] if the date of publication is needed to find the article eg. there is no volume number.

Use ( ) if the date of publication is NOT needed to find the article eg. there is a volume number.

The bibliography is the same format as the footnote except that the author is now listed surname first followed by their initials, page numbers are not included and there is no full stop at the end of the reference.

**Examples of citations in a footnote:**

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440.

Alison L Young, 'In Defense of Due Deference' (2009) 72 MLR 554.

**Example of citations in a bibliography:**

Craig P, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

Young AL, 'In Defense of Due Deference' (2009) 72 MLR 554

**Pinpointing in a journal article**

When pinpointing (referring to a specific page in an article) put the first page of the article followed by a comma, a space and the page of the pinpoint.

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64.

Pinpointing is **not** used in the bibliography.

**Square brackets or round brackets**

Square brackets [ ] are used when the year is crucial to identify the relevant volume of the journal (e.g. when there is no volume number).

Round brackets ( ) are used when the year is not necessary to identify the relevant volume of the journal (e.g. if there is a volume number in addition to the year).

In most cases journal titles have both a volume number and a year so round brackets will normally be used.

**Online Journal Articles**

**[You can use the full name of the Journal / Magazine with ISSN and do not require to make abbreviation.]**

- If an article/pdf/ebook is available anywhere in print format, you should cite it as you would a printed piece of work (even if you have read it online).

- However if the article is only available online, use the same format as for print journals but at the end of the citation add the web address within < > marks and the date you most recently accessed the article.
- In general only include the web address when the document is only available online, when the web address is especially helpful for finding the document and when the web address is static (eg. not a result of a search in a database).

**An example of a footnote for an online article:**

James Gobert, 'The Corporate Manslaughter and Corporate Homicide Act 2007: Thirteen Years in the Making but was it Worth the Wait?' (2008) 71 MRL 413 <<http://www.jstor.org/stable/25151209>> accessed 15 Jan 2014.

The bibliography is the same format as the footnote except that the author's last name comes first, only the author's initial(s) are used and there is no full stop at the end of the citation.

**An example of the bibliography for an online article:**

Gobert J, 'The Corporate Manslaughter and Corporate Homicide Act 2007: Thirteen Years in the Making but was it Worth the Wait?' (2008) 71 MRL 413 <<http://www.jstor.org/stable/25151209>> accessed 15 Jan 2014

**Blogs**

To reference information from a blog, you should include the author's name, the entry title and then the blog name and publication date in brackets. You should end with the URL and accessed date.

**Format:** Author, 'Entry Title' (*Blog Name*, publication date) <URL> accessed date.

**Example:** R Moorhead, 'Solicitors First' (*Lawyer Watch*, 25 March 2011) <<http://lawyerwatch.wordpress.com/2011/03/25/solictions-first/>> accessed 13 April 2011.

If no author is named, use the name of the organisation producing the blog. If no person or organisation can be identified as being responsible for the blog, begin your footnote with the title of the blog. If there is no publication date you can omit it, but always give the access date.

There is no change in format between a footnote reference and a bibliography entry.

**Websites, in general**

To reference information from a website, you should include the author's name, the webpage title and then the website name and publication date in brackets. You should end with the URL and accessed date.

If there is no date of publication on the website, give only the date of access

**Format:** Author, 'Webpage' (*Website*, publication date) <URL> accessed date.

**Example in a footnote:** Simon Myerson, 'Applying Yourself to Pupillage' (*LawCareers.net*, 5 April 2011) <[www.lawcareers.net/Information/Feature/Detail.aspx?r=1355](http://www.lawcareers.net/Information/Feature/Detail.aspx?r=1355)> accessed 12 April 2011

**Example in the bibliography:** Myerson S, 'Applying Yourself to Pupillage' (*LawCareers.net*, 5 April 2011) <[www.lawcareers.net/Information/Feature/Detail.aspx?r=1355](http://www.lawcareers.net/Information/Feature/Detail.aspx?r=1355)> accessed 12 April 2011

If the author of a website is an organisation e.g. Solicitors Regulation Society, there is no difference between the footnote and the bibliography.

If there is no named author, use the name of the organisation responsible for the webpage. If there is no name person or organisation, you can begin your reference with the title of the webpage.