This guide is based on the 9th edition (2018) of *Canadian Guide to Uniform Legal Citation*. For further explanation and for more examples, please consult the *Guide*, which is available in print. Every effort has been made to ensure that the information in this QuickGuide is accurate and current. However, in case of discrepancies, the *Guide* is the authoritative source for citation information.

### General Rules
The standard for legal writing is to use footnotes. In-text references should only be used in memorandums or factums (sec. 1.2).

The *Canadian Guide to Uniform Legal Citation* requires the following rules to be followed in legal writing:

- **Pinpoint:** A pinpoint is used to cite a specific portion (page, paragraph, section, article, or footnote) of a text. (sec. 1.5).
- **Original source:** Always cite to the original source. The original source varies by type (i.e. legislation, jurisprudence, etc.); consult specific source sections for the original/authoritative source for each document type. (sec 1.7)
- **Online sources:** If content exists in another format, refer to that format first, but include reference to the online source for ease of access - include current and archived URL or a digital object identifier (DOI). (sec 1.6)
- **Introductory Signals:** Introductory signals are used "to indicate the logical relationship between the cited source and the proposition stated in the main text." The default is to use an introductory signal in all cases, except (1) where the source is quoted or (2) the title of the source appears directly for the first time in the text (in the second case the title would not be included in the footnote). Example: See, See generally, see also, Contra, etc. (sec 1.3.6).
- **Short form:** If a source is referenced more than once, create a short form for subsequent references. The style of short form created is dictated by the source type. (sec. 1.4).
- **Subsequent references:**
  - Ibid: If a citation refers to the same source as an immediately preceding citation, use Ibid, and no short form is required. (sec 1.4.2)
  - Supra: To cite a source previously referenced, but not immediately preceding, use: “Short form, supra note X”. Supra refers to the entire source; always reiterate the pinpoint. If the pinpoint varies, include the relevant pinpoint in each citation. (sec. 1.4.3).

### Source Initial Citation Format Source Specific Rules

<table>
<thead>
<tr>
<th>Source</th>
<th>Initial Citation</th>
<th>Format</th>
<th>Source Specific Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Case/Jurisprudence</em></td>
<td>Vriend v Alberta, 1996 ABCA 274 at para 11 [Vriend ABCA].</td>
<td>Style of cause, neutral citation at pinpoint, [short form] (if applicable).</td>
<td>Neutral citation is created by reporting court. Never create a neutral citation if one does not currently exist. Parallel Citation, providing two or more sources is only required if a neutral citation is not available.</td>
</tr>
<tr>
<td>Source</td>
<td>Initial Citation</td>
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<td>Source Specific Rules</td>
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<tr>
<td>Legislation - Statutes</td>
<td>Post Secondary Learning Act, SA 2003, c P-19.5, s.3.</td>
<td><em>Title</em>, statute volume jurisdiction year, chapter, other indexing element, (session or supplement), pinpoint <em>(if applicable)</em>.</td>
<td>Official electronic versions are cited in the same format as print, URL not required. Use official short title, usually found in first section of statute, if one exists. If statute reference includes session or supplement information, include in citation.</td>
</tr>
<tr>
<td>Government Document - Non-Parliamentary Papers</td>
<td>Canada, National Inquiry in Missing and Murdered Indigenous Women and Girls, <em>Interim Report</em>, (Ottawa: Privy Council Office, 2017).</td>
<td>Jurisdiction, issuing body, <em>title</em>, other information (publication information) pinpoint <em>(if applicable).</em></td>
<td>Do not duplicate jurisdiction or issuing body if it is included in another element of the citation. If applicable, include individual/institutional author(s) <em>(which differ from issuing body)</em> and any additional information a reader would need to locate the source <em>(ex: catalogue information, updated date, under review, etc.)</em>, after the title.</td>
</tr>
<tr>
<td>Book</td>
<td>Kevin P. McGuinness, <em>Canadian Business Corporations Law</em>, 3rd ed (Toronto: LexisNexis Canada, 2017) vol 1 at 30.</td>
<td>Author, <em>title</em>, edition <em>(if applicable)</em> other elements <em>(if applicable)</em> place of publication: publisher, year of publication pinpoint <em>(if applicable)</em> *(electronic service) <em>(if applicable).</em></td>
<td>This book example: The volumes are subdivisions of a single title, therefore, the volume is inserted after the publication information. See section 6.2.4</td>
</tr>
</tbody>
</table>
Sample Bibliography/Table of Authorities

Organize bibliographies/tables of authorities into the following sections, respectively: Legislation, Jurisprudence, and Secondary Materials (sec. 1.1, Canadian Guide to Uniform Legal Citation).

**LEGISLATION**


**JURISPRUDENCE**


*Vriend v Alberta*, 1996 ABCA 274.

**SECONDARY MATERIAL: MONOGRAPHS**


**SECONDARY MATERIAL: ARTICLES**


Anatomy of a Citation

This example describes the elements of a statute (legislation) citation.

*Post Secondary Learning Act, SA 2003, c P-19.5, s.3.*

Title of Act  Statute Volume  Jurisdiction  Year  Chapter  Pinpoint

This example describes the elements of a case citation.

*Friend v Alberta, 1996 ABCA 274.*

Neutral Citation (online) = the 274th case in 1996 for the Alberta Court of Appeal

Style of Cause OR Case Name (party names)

Note: In general, a parallel citation is unnecessary where reference is made to neutral citation. However, in the absence of a neutral citation providing at least two sources (main citation & parallel citation) is strongly recommended. (Sec. 3, Canadian Guide to Uniform Legal Citation)