

Banking and Finance Law Review

Style Guidelines for Authors

Authors are kindly asked to follow the *Banking and Finance Law Review*'s style guidelines in the preparation of manuscripts for submission to the Editor-in-Chief. Your efforts to format your manuscript in accordance with these guidelines are appreciated by the entire Editorial Team. The Style Guidelines cover the following topics:

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1. Headings

Level 1: **1. BOLD AND ALL CAPS**

Level 2: **(a) Bold and Title Case**

Level 3: **(i) Bold italics and sentence case**

Level 4: **A. Bold and sentence case**

2. Punctuation

Serial comma (in body text; in footnotes, use “Mary Jones, John Smith & Alex Baker”)

Closed em-dash:

text—other text

Periods and commas within closing quotation marks, colons and semicolons outside (in body text; in footnotes, follow the citation format)

3. Abbreviations and short forms

No periods in abbreviations (in body text; in footnotes, follow the citation format)

Upon first use, spell out the full term and include the abbreviation or short form in parentheses and quotation marks, and bolded:

financial technologies (“**fintech**”)

Intelligent Robots Development and Distribution Promotion Act (“**IRDDPA**”)

US (not USA) for United States

4. Capitalization

Capitalize only names of people, organizations, programs, documents, etc., not concepts; do not use capitalization for emphasis

The spelled out version of an abbreviation does not need to be capitalized if it is not a proper noun:

machine learning (“**ML**”)

5. Numbers and dates

Spell out numbers under 10, use numerals for numbers 10 and up or if smaller numbers appear in a range with larger ones:

five-year plan

10 years

5 to 15 percent

Use the day-month-year format for dates, with no comma between month and year:

25 December 2017

6. Spelling

In general, prefer Canadian spellings

-ize (e.g., summarize, centralize)

-mmed / -mming (e.g., programmed, programming)

-lled / -lling (e.g., modelled, modelling)

-our (e.g., behaviour, colour)

7. Citations

Format footnotes following the guidelines of the 8th edition of the *Canadian Guide to Uniform Legal Citation* (known as the McGill Guide), but with the use of periods within the citations as specified in the 6th edition. An online guide to legal citation is available at <<http://guides.library.ubc.ca/legalcitation>>. Below are some examples from this guide, formatted with the inclusion of periods as required in the *Banking and Finance Law Review*.

Books

Bruce Ziff, *Principles of Property Law*, 5th ed. (Toronto: Carswell, 2010) at 148-155.

H.G. Beale, ed., *Chitty on Contracts: Specific Contracts*, vol. 2, 30th ed. (London, U.K.: Sweet & Maxwell, 2008).

Articles

Lionel D. Smith, “The Province of the Law of Restitution” (1992) 71:4 Can. Bar Rev. 672 at 675.

Cases

Kerr v. Baranow, 2011 SCC 10, [2011] 1 S.C.R. 269.

Frame v. Smith, [1987] 2 S.C.R. 99, 42 D.L.R. (4th) 81.

Legislation

Animal Pedigree Act, R.S.C. 1985, c. 8 (4th Supp.), s. 3.

Safe Streets and Communities Act, S.C. 2012, c. 1.

Wildfire Act, S.B.C. 2004, c. 31.

Previous references

Use “*supra*” and “*ibid.*” to refer to previous footnotes, rather than repeating the entire citation. When referring to the source in the footnote immediately above, use “*ibid.*”; when referring to a source that is not immediately above, use “*supra*” with the note number:

Jones, *supra* note 5 at 50.

Ibid. at 53.

Wildfire Act, *supra* note 4, s. 2.

Ibid., s. 3.

Kerr v. Baranow, *supra* note 3 at para. 6.

Ibid. at para. 9.

8. Word list

ABC

anonymization

antitrust

blockchain

chatbot

cyber attacks

cybersecurity

DEF

fintech

GHI

KLM

macroprudential

member state

NOP

procyclical

pseudonymization

QRS

skill set

startups

TUV

testbeds

WXYZ