

JOLT-I Quick Reference Guide

1. Do not use *Ibid.* We use *Id.* and *Supra* in the following manner-

Supra n. 1. (*Supra* with a capital S and in *italics*; no full stop / dot after *Supra*).

Supra with a page number-*Supra* n. 20, pp. 550-552.
Id.

Id. with a page number-*Id.*, p. 16. (here you see only *Id.* is *italicized*, which is followed by dot and then comma, in case there is a page number to be directed. If there is a range of pages or more page numbers, then write

Id., pp. 16-20.

Kindly note that we do not use 'at page'.

2. Use of 'definite articles'—a, an, the, should be minimized in headings and sub-headings. For example, instead of

Introduction: The Rationale behind the Reform, it should be

Introduction: ~~The~~ Rationale behind ~~the~~ Reform

3. All Headings and Sub-Headings should be in Initial Caps (except connecting words), Also, headings and sub headings do not end with a colon (:)

4. We put a full stop after every footnote. We do not use endnotes *ever*.

5. All laws and enacted legislations--

Name of the Statute/Law, Year, s. (for section) or ss. (for more than one sections).

For example, Designs Act, 2000, s. 22. (or ss. 22-25).

Constitution of India, 1950, Art. 14.

(Kindly note that Art. for Article and s. for Section is acceptable in all major law citation formats now)

We use full form only if the sentence is worded differently or is a speaking footnote, for example,

Article 21 of the Constitution of India is organic and ever evolving.

6. Books

Name of the author, Name of the Book in Small Caps followed by page number (Publication, edition, year) for example,

Upendra Baxi, THE FUTURE OF HUMAN RIGHTS 18 (OUP India, 3rd edn., 2012). Kindly note that Small Caps is not all small; Initial Caps are converted into Small Caps with the result that the first letter of every word is slightly larger.

SMALL CAPS are used for names of books and journals and for nothing else.

7. Edited Book

Klaus J. Hopt & F. Steffek (eds.) MEDIATION: PRINCIPLES AND REGULATION IN COMPARATIVE PERSPECTIVES 151 (OUP, 2012).

Kindly note that (eds.) means there are two authors, for single author use (ed.).

8. Contributions to Edited Books

Najda Alexander, *Mediation Practice in Europe*, in Klaus J. Hopt & F. Steffek (eds.) MEDIATION: PRINCIPLES AND REGULATION IN COMPARATIVE PERSPECTIVES 141 (OUP, 2012).

9. Contributions to Journals

M. Moffitt, *Ten Ways to Get Sued: A Guide for Mediators*, 8 HARVARD LAW JOURNAL 81 (2003).

Here 8 is the volume no. and 81 is the page number; see also, we write the Name of the Article in *Italics* and in *Initial Caps* for Main Words. Further, we do not use quotation marks around the name of articles.

10. Websites

Daniel Erdmann, *Mediation and the Unauthorized Practice of Law*, American Bar Association (Feb. 2, 2002) available at

<http://www.americanbar.org/content/dam/aba/mi>

JOLT-I Quick Reference Guide

[grated/2011_build/dispute_resolution/resolution2002.authcheckdam.pdf](#) (last visited June 24, 2015).

Sriram Panchu, *When Lawyers Stay Away from Court*, The Hindu (June 19, 2013) available at <http://www.thehindu.com/opinion/op-ed/when-lawyers-stay-away-from-courts/article4827463.ece> (last visited Aug. 10, 2014).

1. Kindly note that name of the author has to be mentioned here as well. All material on the Internet is authored by someone, who needs to be identified and acknowledged. Editors are requested to return the manuscript to authors for necessary insertions.
2. Kindly remove the underlining in weblink.
3. There is no colon (:) after *available at...* which is in italics.
4. There would be a comma before, *available at*, but not when there is a closing bracket before it.

11. Command Papers and Law Commission Reports

Law Commission, *Reforming Bribery*, Law ComNo 313 (Jan 2008) paras 12–17.

Vohra Committee Report 1993, *Criminalization of Politics* (Source of publication if any, Year of publication, Page or Para number).

Wolfenden Report 1957, *Report of the Committee on Homosexual Offences and Prostitution*.

12. Newspaper Reports

V. Venkatesan, *Surrogacy and Adoption*, The Hindu (Delhi, 5th May, 2016) 6.

Jane Croft, *Supreme Court Warns on Quality* Financial Times (London, 1st July 2010) 3.

13. Use of See, See also and See generally

See, Law Commission of India, 155th Report on....etc etc; *see also*, etc etc etc.

See generally,

Kindly note that all *see*, *see also* and *see generally* are in *italics* and followed by a comma.