

Intellectual Property Forum Style Guide

1. Please use **Microsoft Style** as follows:

- (a) **Times New Roman 12 for body text.**
- (b) **No use of double spacing between fullstops and the start of a new sentence.**
- (b) **Single line spacing** – see images below:
use hard paragraph returns for line spacing (as shown in red)

blocks deciding which pair of spikes it should wear. ¶

Has the High Court Opened the Door to Privacy?¶

It has long been assumed that Anglo-Australian common law does not contain a cause of

please don't use the following double line spacing style between paragraphs

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2. All text to be **justified left** (i.e. ragged right).
All text including title headings, authors' names etc to be left-aligned.

3. **Headings**

Title headings to be in 18pt (non-bold) – upper and lowercase (not caps).

Secondary headings to be 12pt bold (upper & lowercase).

Third level headings to be 12pt bold / italics (upper & lowercase).

Fourth level headings to be 12pt italics (upper & lowercase).

In each heading level, the main words are to be capitalised, but not the secondary words. **Note also: generally, headings should not be numbered.**

4. **Apostrophes and quotation marks** to be curled rather than straight.

5. No headers or footers.

6. Endnotes to be used NOT Footnotes. The *Australian Guide to Legal Citation: Fourth Edition* to be used for referencing in endnotes. It is available at the following web address:
<<https://www.usc.edu.au/media/19143539/aglc4.pdf>>.

Each endnote to end with a fullstop. Each endnote within Body Copy is to fall after all punctuation:
e.g. a nice kid.² / a nice kid.)² / a nice kid.”² / a nice kid, ² / a nice kid; ²

7. Endnotes should not state: “Ibid”, “Above n.1” or “Above n.4” etc as this can lead to errors in the editing process if endnotes are amended. Therefore, full citations must be given for each endnote.

8. **Bullet Points**

For full sentences or stand-alone ideas, each bullet point to begin with a capital, and to end in a fullstop, with a single line spacing between each.

EXCEPT: (i) where bullets are contained within quotes, then they must be left as is; and
(ii) for a list of words or ideas that complete a sentence, each bullet point to begin with a lower case, and to end in a semicolon (or a semicolon plus the word ‘and’ after the penultimate bullet point and a full stop after the final bullet point), with no spacing between each. For example:
“She had a choice of:

- eggs that were brown and speckled;
- milk that was freshly bought; and
- cheese that was blue and veiny.”

9. **Quotation Marks**

Direct quotes, and where it is “necessary” to highlight words, these are to be surrounded by double quotation marks, never single quotation marks. HOWEVER, if a direct quote refers to another quote, that other quote is to be surrounded by single quotation marks. For example: “Although no submissions were made concerning the ground of lack of utility, the Court also found ‘no basis to reject the claimed invention’ on that ground.”

10. **Passages of Direct Quotes** - to be indented, in italics, WITHOUT the use of quotation marks.

11. **Web addresses / email addresses** should be enclosed within pointed brackets (“<>”), not underlined and the font colour to be set to black. The date of retrieval should not be included after the web address / email address.

12. **Reports of Cases**

To be written as: *Sydney Markets Limited v Sydney Flower Market Pty Limited* [2002] FCA 124 (22 February 2002) – i.e. the initial aspect to be written in italics, and the remainder in non-italics – the date to be in square brackets.

Use of v to indicate versus in reporting of cases – no fullstop after the v – v to be italicised. No dashes either side of v, however there should be a single-letter space either side i.e. *Sydney Markets Limited v Sydney Flower Market Pty Limited*.

13. **Acts**

The name of the Act is to be shown in italics, however the date and associated information are to be in non-italics: *Copyright Act* 1968 (Cth).

14. **Section References**

Section references to follow the name of the Act by a single-letter space and written as: s.158 (lowercase “s” followed by a fullstop and no space).

Example: *Copyright Act* 1968 (Cth) s.12.

Multiple sections written as: ss.2–3 (using an “en dash” rather than a hyphen with no space between sections).

Note: subsections written as: s.3(1)(c) – no spaces.

15. **Journals, Book Titles, Papers etc.**

In referring to the Journal by name, *Intellectual Property Forum*, when used in the body of an article it is to be written in italics. Similarly, with book titles, movie titles and song titles.

16. **Abbreviations**

e.g. and i.e. to be written with fullstops. Abbreviations such as WIPO (no fullstops).

17. **Dollar** values are to be written thus: AU\$2,000.

18. References to **Justices**, such as Wilson J to be written without the use of fullstops.

19. The **middle initial** of a person’s name to be written without fullstop.

20. **Mr, Mrs, Ms** to be written without fullstops.
21. Where **three dots** are used to separate sections of a sentence ... there is to be a space either side of the group of three dots.
22. Where **a dash** is used to separate text – use an “en dash” rather than a hyphen, with a space either side.
23. **Images for use in documents.** Images can be imbedded in documents as a guide to placement. In addition, all images should be supplied as separate JPG or TIFF files. All files should be high resolution images, 300dpi (dots per inch) or a minimum of 600KB in file size – the larger the better. Please note: screen resolution images taken from websites (72dpi) are generally unacceptable for print reproduction. Print reproduction requires a resolution four times greater than screen resolution.