



COURT OF QUEEN'S BENCH OF ALBERTA

NOTICE TO THE PROFESSION

CITATION OF AUTHORITIES

1. This Notice to the Profession clarifies and recommends the practice and procedure for the citation of authorities and applies to all proceedings at the Alberta Court of Queen's Bench [the "Court"].
2. The Court officially adopts the *Canadian Guide to Uniform Legal Citation*, 7th ed (Toronto: Carswell, 2010) [*McGill Guide*, 7th edition] for the recommended use of the Bar and Bench whenever an authority is cited in written or oral submissions. This Notice to the Profession prevails where the *McGill Guide*, 7th edition is inconsistent with its directions.
3. Use bold for the style of cause. Italicize the names of the parties and the letter "v" between parties. Do not use "*et al*" for multiple parties.
4. For Canadian cases, use the neutral citation first, where available, otherwise cite to a printed law reporter or an electronic source. The phrase "(available on ...)" is not required after the neutral citation. Do not cite to summaries, headnotes or digests.
5. After the first citation, parallel citation to official or semi-official printed law reporter is optional, prior to an electronic or unofficial source. Do not exceed two sources. If desired or required, insert the judge's name followed by "J" for Justice, "CJ" for Chief Justice, "ACJ" for Associate Chief Justice, and "JA" for Justice of Appeal, without periods.
6. If you are making a pinpoint citation to a particular statement, cite to the paragraph number, when available; otherwise, cite accurately to the page number in the printed reporter. Where

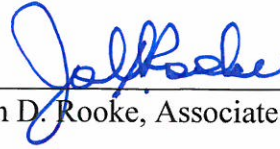
your source is an electronic database and the paragraph numbers differ between electronic sources and a printed reporter, you should confirm the source used by adding “QL”, “WL” or “CanLII” at the end of the citation, when that source is non-obvious from the citation.

7. Provide the full citations of statutes and regulations in accordance with the *McGill Guide, 7th edition*. This direction is optional when citing the *Alberta Rules of Court*. Use the lowercase letter “r” and not the capital letter “R” when referring to a particular rule. Avoid using the phrase “New Rules” except when comparatively relevant.
8. Only capitalize “Judge” or “Justice” when referring to a judge by name; use the lower case “judge” or “justice” in the descriptive process. Refer to members of this Court as “Mr Justice” or “Madam Justice” (as appropriate) or “Justice,” in addition to the continuing use of “My Lord” or “My Lady” (as appropriate). Capitalize “Court” when referring to a specific court and use the lower case “court” as a descriptive term.
9. When citing cases, use the following format:
 - (i) reported case: *R v Cooper*, 2002 ABCA 156, 303 AR 399.
 - (ii) reported case with pinpoint reference: *R v Cooper*, 2002 ABCA 156 at para 3, 303 AR 399.
 - (iii) unreported (in printed or electronic format) case:
True North Land v Hamilton (5 September 1996), Calgary 9601-05486 (Alta QB).
10. For secondary sources, use the following format:
 - (i) Book: Lewis N Klar, *Tort Law*, 5th ed (Toronto, Ont: Carswell, 2012).
 - (ii) Journal article: David J Mullan, “*Dunsmuir v New Brunswick*, Standard of Review and Procedural Fairness for Public Servants: Let’s Try Again!” (2008) 21 Can J Admin L & Prac 117.
11. When subsequently referring to a cited authority and it is either necessary to distinguish it from similarly named authorities or appropriate and convenient for readability, create a short name in square brackets.
12. The print in your written submissions should be 12-point font for all text, including citations. Use one and a half spaced lines, excluding quotations from authorities or enactments that should be single-spaced and, if more than four lines, indented by at least one-inch margin.
13. The contents of your Book of Authorities should match the authorities cited in your submissions, especially in reference to the paragraph or page numbering. Avoid duplicating

authorities referenced in another party's earlier book of authorities and cite to it, when relevant. The Court recommends the use of joint book of authorities by parties.



Neil C. Wittmann, Chief Justice



John D. Rooke, Associate Chief Justice