

Style and Citation Guidelines for the IPIC Bulletin

Adopted by the Bulletin Committee on March 1st, 2005

Style Guidelines

Style: Write objectively giving all relevant facts, but not opinions. The audience for the *Bulletin* consists of Canadian intellectual property practitioners of varied levels of experience. Make the article clear and concise, so that everyone can understand it and will want to read the entire article.

Headlines: Headlines should be brief and informative.

Who, What, Where, When, Why/Impact: Articles should include the “Five W’s”. For example, What occurred? When and where did it take place? Why is it important to Canadian intellectual property practitioners?

Review Your Article When you think you're finished: Read your article out loud if possible. Spell-check doesn't catch all mistakes, such as missing words or homonyms.

Word Count: Below are recommended word count examples of different types of articles featured in the *Bulletin*. Submissions may be in English or French. Submission by Government agencies should be sent in both languages, other articles are translated by IPIC.

Word Count	Example
950 words (full page)	Case Summaries, Special features
425 words (1/2 page)	Member Profiles, Committee Reports & Updates
200 words (1/4 page)	Short announcements

Electronic formats Mac Platform Only:

Image files – .eps, .tif or .jpg – line art and images 300 dpi, all grayscale (or CMYK for colour) Adobe Illustrator 11.0 or lower – fonts as outlines and all images included Adobe Photoshop 8.0 or lower, 300 dpi or higher Quark XPress 6.0 or lower – all fonts and support files included.

Photographs: Photographs of authors of case summaries and special features may be requested. Photographs submitted with other articles will be considered. Photographs should be sent electronically or as an original print. Electronic formats can be received as .eps, .tif or .jpg - 300 dpi or higher.

Media: Preferred format is email. CDs or Zip disks may also be accepted.

Conform to the Style Guide: Articles that do not conform to the above guidelines or require major grammatical or content revision may be returned to the writer for revision.

How To Send: Submissions should be sent via email to: csevigny@ipic.ca. Deadlines are as follows:

Issue	IPIC Deadline for submission
January/February Issue	January 25 th
March/April Issue	March 25 th
May/June Issue	May 25 th
July/August Issue	July 25 th
September/October Issue	September 25 th
November/December Issue	November 25 th

Citation Guidelines

Please use the following citation styles when preparing an article for publication in the IPIC Bulletin.

1. Case citations should contain the following information:
 - a) the style of cause (case name) either underlined or italicized;
 - b) either:
 - i) the year of the decision in parenthesis; or
 - ii) if the volume of the reporting series is identified by the year (e.g., the F.C.R. and S.C.R.), the year in square brackets;
 - c) the abbreviated name of the reporting series;
 - d) the start page (and pinpoint page reference, if applicable); and
 - e) the jurisdiction and/or court (unless this is obvious from the name of the reporting series).

For example:

Lever Brothers Ltd. v. General Foods Ltd. (1970), 63 C.P.R. 268 (Reg. T.M.).
RBM Equipment Ltd. v. Philips Electronics Industries Ltd. (1973), 9 C.P.R. (2d) 46 (F.C.A.).
TRW Inc. v. Walbar of Canada Inc. et al. (1986), 10 C.P.R. (3d) 184 (F.C.T.D.).
Canada Wire and Cable Ltd. v. Heatex Howden Inc. (1986), 11 C.P.R. 147 (F.C.T.D.).
Goodyear Tire & Rubber Co. v. Commissioner of Patents, [1979] 2 F.C.R. 401 (T.D.).
Eady v. Tenderenda, [1975] 2 S.C.R. 599.
Wilson v. Roswell, [1970] S.C.R. 865, at 867.

2. Canadian federal statutes may be referred to by their short title (underlined or italicized). For provincial acts, or for federal acts for which an author considers it worthwhile to provide a more complete citation, the statutory reference should include the following information:
 - a) the short title of the act (underlined or italicized);
 - b) the abbreviated volume name and year;
 - c) the chapter number; and
 - d) the section number (if applicable).

For example:

Patent Act, R.S.C. 1985, c. P-4, s. 28
Trade-marks Act, R.S.C. 1985, c. T-13, s. 10
Atomic Energy Control Act, R.S.C. 1970, c. A-19, s. 10(2), as am. S.C. 1974-75-76, c. 33, s. 263.

Subsequent references to a statute may be further shortened to "Act," "Code," etc., which are not italicized. Section references should be preceded by a lower-case "s." or "ss." However, when a sentence begins with a section reference, the words "Section" or "Sections" should be used instead. Article references should be preceded by a lower-case "art." However, when a sentence begins with an article reference, the word "Article" should be used instead.

3. References to books should contain the following information:

- a) the author's name;
- b) the title (italicized or underlined);
- c) the edition (if applicable);
- d) the place of publication, the publisher, and the date of publication, in parentheses; and
- e) the page reference (if applicable).

For example:

G. Fridman, *Sale of Goods in Canada*, 2d ed. (Markham, Ont.: Butterworths, 1970), at 149.

D.R. Shanahan, *Australian Trade Mark Law and Practice* (Sydney: The Law Book Company, 1982), at 121.

4. References to journal articles should contain the following information:

- a) the author's name;
- b) the title (within quotation marks);
- c) the year or date;
- d) the volume number (if applicable);
- e) the abbreviated journal title (italicized or underlined); and
- f) the start page (and pinpoint page reference, if applicable).

For example:

R. Gooderson, "The Interrogation of Suspects" (1970), 98 Can. Bar Rev. 270, at 272.

5. References to articles in books should contain the following information:

- a) the author's name;
- b) the article title within quotation marks, followed by the word "in,";
- c) the book editor's name (if applicable);
- d) the book title (italicized or underlined);
- e) the book edition (if applicable);
- f) the place of publication, the publisher, and the date of publication, in parentheses; and
- g) the start page (and pinpoint page reference, if applicable).

For example:

Kenneth J. Murray, "Computer Software: Canadian and Cross-Border Issues," in Report of Proceedings of the Forty-Fifth Tax Conference (Toronto: Canadian Tax Foundation, 1994), 27:1.