

NIGERIAN ASSOCIATION OF LAW TEACHERS (NALT)

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PART II. THE NALT UNIFORM CITATION GUIDE- STYLE OF REFERENCING

The recommended NALT Uniform Citation Guides adopt ‘Footnotes’ style of referencing, whereby Arabic numerals are used (in superscripts) in the body of the essay to identify sources of document consulted, or the issues sought to be clarified and emphasised. This means that, every source cited must be reflected at the foot of each page (with Arabic numeral-1, 2, 3...) to see at a glance, all information concerning the sources referred to with the Arabic numeral in the text.

Some Tips on General Uses of the NALT Uniform Citation Guides

- The Guides use punctuation minimally to reduce the technicalities associated with other styles of referencing. For example, no full stops after abbreviations. E.g., **Laws of Federation of Nigeria can be abbreviated-LFN instead of L.F.N. In citing of cases ‘v’ is used in place of ‘versus’ for parties to litigation.** E.g. *Bankole v Eshugbayi Eleko*
- Where more than one citation is given in a single footnote reference, separate them with semi-colons. E.g., **P. Oche, Oil and Gas in Nigeria; S.S. Shikyil, Legal Methods in Nigeria.**
- Comma is used to separate distinct parts of a book reference, notably between the author and the title. (E.g. **Joash Amupitan, Corporate Governance in Nigeria.**
- If you source a publication online which is also available in hard copy, cite the hard copy version. Hard copy may be more authentic.
- Publication which is only available online should end with the web address in angled< > brackets followed by the date of the most recent access. (E.g. **Graham Greenleaf, ‘The Global Development of Free Access to Legal Information’ (2010) 1(1) EJLT <<http://ejlt.org/article/view/17>> accessed 27 July 2015**
- Colon is used to separate a title from a subtitle, as in the following example *Competition Law: Precedents and Procedures*. Researchers can insert the colon even where the author fails to
- Case names should be in italics and in lower case (except the first letters of the names) including the ‘v’. E.g. *Bankole v Eshugbayi Eleko*
- In case reporting, the date should be in round or square brackets according to the style of the law report series. (E.g. **[1967] 2 NWLR 46. or (1967) 2 NWLR 46.** Researcher is free to choose either of the two but must stick to one chosen for consistency.
- Acts should be cited by their short title, using capitals for the major words. (E.g. **Criminal Procedure Code 2004, Police and Criminal Evidence Act 1985)**
- Statutes are divided into parts, sections, subsections, paragraphs and sub-paragraphs. Use the full form of the part/section etc at the beginning of a sentence or when referring to a part of a statute without repeating the name of the Act. The short form should be used in footnotes. (E.g. **Criminal Procedure Code 2004, becomes-CPC; Police Act becomes PA; Evidence Act 1985 becomes-EAct under footnotes)**

A. Citation of Primary Sources,

These sources include all statutory provisions, legislations, treaties, conventions, e.t.c.

- i. A Statute (Act) should be cited in its **short title form in-text** using **capitals for the first letter of each word**, and without a comma before the year – for example: Police Act and Criminal Evidence Act 1985; Child Rights Act 2003
- ii. If you are referring to an Act a number of times in quick succession, you can provide an abbreviated form of title in the footnotes, as long as the full citation is in the text. E.g. **the Human Rights Act 1998 would become HRA 1998 and** Child Rights Act 2003 becomes CRA 2003 in the footnotes.
- iii. Where the text does not include the name of the Act or the relevant sections in the text, this information should be provided in a footnote. E.g., *Text: The Supreme Court of Nigeria can only consider any matter arising from the Chapter II of the 1999 Constitution; it is not bound by it. The Footnote will be: HRA 1998, s2.*
- iv. Statutes are divided up into parts, sections, subsections, paragraphs and subparagraphs. It may also have schedules. E.g. When referencing, the relevant abbreviations are written thus:

part/parts to be cited as -pt/pts;
section/sections to be cited as -s/ss;
subsection/subsections to be cited as -sub-s/sub-ss;
paragraph/paragraphs to be cited as -para/paras;
schedule/schedules to be cited as -sch/schs.

For example, if specifying a paragraph or subsection as part of a section, use only the abbreviation for the section in the text. E.g.: paragraph (b) of subsection (1) of section 15 of the Child Rights Act 2003, should be written thus: **Child Rights Act 2003, s15(1)(b) in the text while the footnote would be: CRA 2003 s15(1)(b)**

- v. All courts procedure rules, like the Supreme Court Procedure Rule, High Court Rules, Criminal Procedure Code and Civil Procedure Act can be abbreviated both in the text and the footnote after they have been incessantly used. For example, abbreviation would be: **SCPR, HCR, CPC, and CPA.**

Legislations

Constitution of the Federal Republic of Nigeria *to be cited as CFRN*, 1999; 1989; 1979 and 1963

Legislative Acts/Statutes

Laws of Federation to be cited as LFN 2004

Criminal Code Act Cap 38, Vol. 4 as CCA in force since 1961, also Cap 77, vol. V. (1990) Criminal Justice Release from Custody Special Provisions Act as CJA Cap 40, vol. 4, in force since 1977. Criminal Procedure Act as CPA 41, vol. 4, in force since 1945, Cap 80 (1990) Criminal Procedure (Northern States) Act, Cap 42, Vol. 4, 1960 and Cap 81 (1990).

Evidence Act (EA) Cap E14, vol. 6 1975, Cap 62 1990 Penal Code as PC (Northern States), Federal Provision Act, Cap P3 Vol. 13 1960. Police Act, Cap 359, LFN 1990, Prison Act Cap 366, Child Rights Act 2003 as CRA 2003

B. Citation of Secondary Sources

These include, textbooks, government publications, articles in peer reviewed journals, periodicals (newspapers, magazines e.t.c.); edited works, theses and dissertations, online sources and materials for possible consultation in the course of carrying out research

Text Books

- a. Give the author's name exactly as it appears in the publication, omitting 'post nominal' prefix or titles, such as Mr. Mrs. Dr. Professor Hon. Justice, Rev. Bishop, As he then was, and the like.

Examples. Professor Hajiya (Mrs) Jemima Nasir, *The Law of Contract in Nigeria*, will be cited under footnote as: Jemima Nasir, *The Law of Contract in Nigeria* (Gbile Publishers 2000), while citation under bibliography would be: Nasir, J. This means researchers should try and copy author's name as it is written minus the titles of the authors

Professor M.O.U. Gasiokwu, *Human Rights History, Ideology and Law*; will be cited under footnote as: MOU Gasiokwu, *Human Rights: History, Ideology and Law* (Mono Expression LTD. 2001) while citation under bibliography would be: Gasiokwu, M.O.

- b. **For up to three authors**, insert 'and' between their names as in the following example: D Chalmers and G Davies and G Monti, *European Union Law: Text and Materials* (2nd edn, CU Publication 2010).
- c. For **more than three authors**, give the details of the first author and add '**and others**', in the following format: C. A. Omaka, and others, *Municipal and International Environmental Law*. (LUC Publishers Lagos. 2012) while citation under bibliography would be: Omaka, C. and others.
- d. For books, cite the author's names with initials first, followed by a comma, and then the title of the book in italics. The (edition, publisher and year of publication follow in brackets or parenthesis). If a book has a title and a subtitle not separated by punctuation, add a colon. Typical citation should be in this form: **Author, | title | (additional information, like, 2nd edn, or 'rev edn' | publisher | year)**. *For example: Jerome Gamaliel, Administrative Law (Evan Publications 2009), the first case has no additional information; Thomas Oyelami, The Law of Banking in Nigeria: A critique (1st supp, 7th edn, Sweet & Maxwell 2009). The second citation is with additional information.* Note: no need for place of publication any more)
- e. **To cite a chapter in a book** edited by one or more people, cite the author and title of the contribution in a similar format, as used when citing an article, in a journal, followed by the editor's name (use 'ed' or 'eds'), the title in italics, and the publication information: **Example: Author, | 'title' | in editor (ed), | book title | (additional information, | publisher | year)**. *Example, David Jangkam, 'The Value of Authorship in the Digital Environment' in Clement Francis Kwede and Karen Shaakaa (eds), World Wide Research: Reshaping the Sciences and Humanities in the Century of Information (MIT, 2010), 62-80*
- (Note, page numbers stand alone **without p or pp**. If citing a chapter with a page number, include a comma before the page number. Where possible, specify the range of pages.)
- f. In footnotes, the author's first name or initial precedes their surname (**E.g. Tolulope Ogboru**). In bibliographies, the surname comes first, then the initial, followed by a comma. **E.g. Ogboru, T.O**
- g. Titles of books and similar publications are italicised. The first letter of all major words in a title should be in capitals, minor words such as 'an' 'a' and 'of' do not need to be capitalised unless they begin the title or subtitle. (**E.g. Dominic Asada, Law of Taxation in Nigeria.**)
- h. If there is no individual author, but an organisation or institution, cite them as the author. **E.g., Faculty of Law, Vista book of Reading...**
- i. If there is no author or organisation / institution, start the citation with the title. **E.g., Vista book of Reading in Law...**

C. Articles in Journals

All titles of articles in journal, newspapers, Magazine, chapter in a book e.t.c) should be in single quotation marks (‘’) not double quotation marks (“”) and the first letter of all major words in a title should be in capitals, minor words such as ‘an’ ‘a’ and ‘of’ not need to be capitalised unless they begin the title or subtitle. While the name of journals, newspapers, e.t.c., be italised. **Example: Friday Nwoke, International Labour Law: An Appraisal [2005] (3)(1) *Journal of Public Law and Constitutional Practice*, 40-51**

a. Hard Copy Journals

Author’s name as it appears in the publication followed by a comma, then the title of the article, within single quotation marks. Year of publication, in square brackets, the name of the journal or abbreviation *italised*, the volume in round brackets if any, including issue number in brackets immediately after the volume number. It should be in the form: **author, | ‘title of the article’[[year] | journal name or abbreviation italised| volume/issue /number/ first page of article.** For example: **Alemika, E.I. ‘Criminal Justice System and Respect for Human Rights: Problems and Imperative for Reform’ [2011] (12)(2) *Human Rights Review: An International Human Rights Journal*; 25**

b. Case Notes

Treat case notes with titles as if they were journal articles. Where there is no title, use the name of the case in italics instead, and add (note) at the end of the citation, as in the *following example*: Andrew Ashworth, ‘*R (Singh) v Chief Constable of the West Midlands Police*’ [2006] Crim LR 441

c. Online Journals

If article is published electronically,

- Provide publication details as you would for a hard copy article in a journal
- The citation should be followed by the **web address in angled brackets (< >)** The format for online articles should be: **Author, | ‘title’ | [year] | volume/issue | journal name or abbreviation | <web address> | date accessed.**

Example: Clement Dakas, ‘The Right of Franchise and the Imperative of a Credible Electoral System in Nigeria’ (2010) 1(1) EJLT <<http://ejlt.org/article/view/17>> accessed 27 July 2010

D. Periodicals

Newspapers and Magazines

The author, title of the articles, name of the newspaper in italics and then in brackets the city of publication and the date. Some newspapers have ‘The’ in the title and some don’t. Include it if it is there. Provide **the number of the page** on which the article was published, after the brackets. **Example: J.N. Aduba, ‘Constitutionalism and citizenship: What is the Way Forward?’ *New Era Magazine* (Lagos October 13 2012)10**

If the reference is an editorial, cite the author as ‘Editorial’.

If the item is sourced from the web and there is no page number available, provide the web address and date of access. **For example:** Martin Gasiokwu, ‘Supreme Court Warns on Quality’ *Financial Times* (London, 1 July 2010) 3

Ladi Kigbu, ‘The Great Victim of this Get Tough Hyperactivity is Labour’ *The Guardian* (London, 19 June 2008) <<http://guardian.co.uk/commentisfree/2008/jun19/justice.ukcrime>> accessed 19 November 2009

E. Citation of Cases

Give the following information:

Case name | [year] | court | number | [year] or (year) | volume | report abbreviation | first page. For example: A comma separates the neutral citation and the law report citation (always abbreviated). There are no full stops in the abbreviations (ie do not use U.K.H.L. but rather UKHL).

Use **italics for the name of the case**, with an unpunctuated italic 'v' to separate the names of the adverse parties.

The **neutral citation** is a unique number given by the official shorthand writers to each judgment issued out of all divisions of the High Court. They are a relatively recent development (from 2001), introduced to acknowledge the extensive use of electronic law reports, so many case law citations consist only of the case name and law report.

The year may be enclosed in **square or round brackets**. [] indicates the year the case was reported, so you would use the date to locate the case; () indicates the date of judgment (a case could have been judged in one year but reported the following year) so you would use the volume number to locate the case.

Case Citations with No Neutral Citation

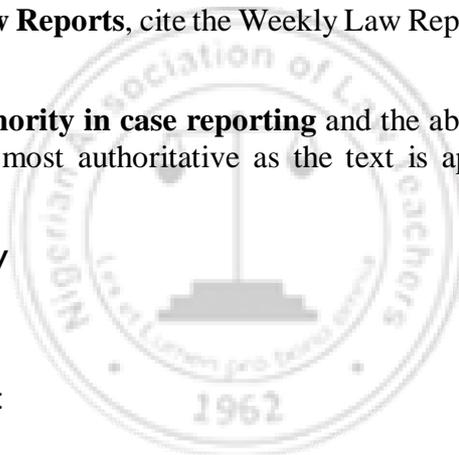
Give the Law Reports citation followed by the court in brackets.

Case name | [year] | volume | report abbreviation | first page | (court)

When the case is **not reported in the Law Reports**, cite the Weekly Law Reports (WLR) or All England Law Reports (All ER).

There is also a **recognised order of authority in case reporting** and the abbreviated form should always be given. The Law Reports series is seen as the most authoritative as the text is approved by the judge involved, before publication:

Law Reports eg. Appeal Court (AC); **Weekly Law Reports** (WLR)
All England Law Reports (ALL ER) Cases Reports; Criminal Appeal Reports
Nigerian Weekly Law Report (NWLR) Most cited case reports in Nigeria



If the name of the case is given in the text, it is not necessary to repeat it in the footnote. However, it is also acceptable to include the full case reference in all footnotes.

An example of how case may look in the body of the text, with the superscript number after the punctuation, is below:

It is well represented in the case law, perhaps most notably in the expression of the no conflict rule advocated by Lord Upjohn in *Phipps v Boardman*,³¹ and in the earlier Court of Appeal decision in *Boulting v Association of Cinematograph, Television & Allied Technicians*.³² In *Boulting* [or in the *Boulting* case], Upjohn LJ said that the rule 'must be applied realistically to a state of affairs which discloses a real conflict of duty and interest and not to some theoretical or rhetorical conflict'.³³ In *Phipps*, Lord Upjohn developed his view of the rule further by adding that there must be a 'real sensible possibility of conflict'.³⁴

The footnotes would then look like this:

- 31 [1967] 2 AC 46 (HL).
- 32 [1963] 2 QB 606 (CA).
- 33 *Boulting* (n32) 638. or
- 33 *ibid* 638.
- 34 *Phipps* (n31) 124.

The numbers at the end of 33 and 34 are 'pinpoints' which show the page number where the quotation can be found.

Where there are multiple parties, **name only the first claimant and ‘others’, and the first defendant and ‘others’**. Where the parties are individuals, **omit forenames and initials**.

Abbreviate common words and phrases eg use **Co for Company**.

Use **Re** in preference to **In Re...**, **In the Matter of...** For example: **Re the Companies Act 1989...** rather than *In the matter of the Companies Act 1989...*

Abbreviate **Ex parte** (on behalf of) to **Ex p** with a capital ‘E’ only if it is the first word of the case name. The ‘p’ has no full stop.

Do not include expressions such as **and another** which may appear in titles in law reports.

Omit descriptions such as **a firm** if the party in question is named, but if only the initial of the party is provided, then the description (such as **a minor**) should be given, at least in the first citation.

Terms indicating corporate status (**Ltd or Plc**) should not be omitted if included in the heading of the report.

Popular names for cases can be used – give the popular name in brackets after the full citation; then use the popular name in subsequent citations.

Examples of these rules are:

Re A (conjoined twins) [2001], Fam 147

Re Bernard L Madoff Investment Securities LLC [2009] EWHC 442 (Ch), [2010] BCC 238

Emerald Supplies Ltd v British Airways plc [2009] EWHC 741 (Ch), [2010] Ch 48 25 *Leigh & Sullivan Ltd v Aliakmon Shipping Co Ltd (The Aliakmon)* [1986] AC 785 (HL).

Subsequent citations would then look like this: 40 *The Aliakmon* (n25).

Unreported Cases

If a case has not been reported in a law report series, you should cite the case using a neutral citation, if one is available. Where it isn’t, cite the case as follows, omitting first names and abbreviating ‘Limited’:

Names of parties (Court Date of Judgment) For Example: *Scott v Process Mechanical Ltd* (Bradford County Court 20 July 2006) *Source: 2010*

Guides on Quotations

There are various ways of presenting quotations. There are short and long quotations. In quoting verbatim, there is need to use the exact words of the original. If there are mistakes in the originals, show this by using the word [sic].

Short Quotation.

If the quote is mid-sentence in the text which is not more than three lines long, it must be in single quotation marks. Punctuation follows the closing quotation mark, unless it is an essential part of the quotation (such as a question or exclamation mark). The footnote marker comes last after both the closing quotation mark and the punctuation. **For example: The Chief Justice explained that this power ‘is not limited to defence against aggression from a foreign nation’. 61**

Quotations within short quotations take double quotation marks. (“ ”)

Long Quotations

- In quotations which are longer than three lines is indented both left and right, with no further indentation of the first line. For example, a long quotation would be indented thus:

Children or young person found destitute, or is found wandering without any settled place of abode and without visible means of subsistence, or is found begging or receiving alms, whether or not there is any pretence of singing, playing performing or offering anything for sale, or is found loitering for the purpose of so begging or receiving alms...slavery, prostitution or immorality of any kind.

- Also, no need for quotation marks, except for single quotation marks around quotations within quotations. Leave a line space either side of the indented quotation.
- When a quotation begins in the middle of a sentence in the text, the first letter of the quotation should be capitalised if the quotation itself is a complete sentence, but not otherwise.
- **When a quotation begins at the start of a sentence in the text**, the first letter should be capitalised with square brackets around it if it was not capitalised in the original text.
- **When text is missing from the quotation**, or if it ends mid-sentence in the original text, use an ellipsis (...) to indicate that some of the original text is missing. Leave a space between an ellipsis and any text or punctuation, except quotation marks.
- **If a quotation is incorporated in to the text**, then no more than a comma at most is needed to introduce it.
- For example: Alubo raises the question, 'What is the point of dissent, after all, at least on the highest court of the jurisdiction, is the law simply is whatever the majority on that court says it is?' Usually, a colon is used to introduce an inverted quote.
- **If you add your own emphasis in a quotation to strengthen your argument**, put (**emphasis added**).

BIBLIOGRAPHY:-

Bibliography is the systematic listing of published work consulted-(books journals, magazines, news papers, theses, dissertation , and e.t.c.) by the researchers, arranged in a specific or alphabetical order containing information such as author, title, volume/edition, place of publication, publisher and year of publication. For project work either at undergraduate or post graduate the use of 'References' or '**bibliography**' is preferable because work cited may limit researchers to listing only materials cited to the exclusion of other materials consulted in the course of the research work. Therefore, NALT is favourably disposed to 'references' or 'biblography' whichever one is chosen faculty must instruct students to stick to it.

Items in bibliographies take the same format with the footnote citations, **except in the following**:

- a) The author's surname should precede his or her initial(s), with no comma separating them, but a comma after the final initial; Example: Alemika E.I.,
- b) Only initials should be used and not forenames;
- c) Titles of unattributed works should be preceded by a double em-dash (--).
- d) Works should be presented in alphabetical order of author surname, with unattributed works being listed at the beginning of the bibliography in alphabetical order of first major word of the title.

A **citation in a footnote** would look like this: 1.Bunmi Lar, *Risk Regulation and Administrative Constitutionalism* (Dede Publishing 2007).

In **bibliography**, it would look like this: Lar B, *Risk Regulation and Administrative Constitutionalism* (Dede Publishing 2007)

If citing several works by the same author, list the author's works in chronological order, beginning with the oldest, and in alphabetical order of the first major word of the title within a single year. After the full citation of the first work, replace the author's name with a double em-dash (--). Examples

-- 'Varieties of Responsibility' (1967) 83 LQR 346

-- 'Punishment and Responsibility' (OUP 1968)

Works by more than one author should be presented in alphabetical order under the first author's name, but place them after any titles by that author as a sole author.

If first author has more than one co-author, arrange the co-authored works in alphabetical order of co-author surname, and if you citing more than one work by the same first author and co-author's name, arrange the works in chronological order, repeating the co-author's name each time.

