

## Criminal Practice Directive No. 7

### Citation of Authorities

Effective October 1, 2014

1. The citations included in all factums, written arguments, memoranda of law and other written submissions filed with the Court must comply with the *Citation Guide for the Courts of Saskatchewan*.
2. The *Citation Guide for the Courts of Saskatchewan* is attached to and forms part of this Practice Directive.

Note: This Practice Directive is issued by the Court under the authority of *The Court of Appeal Act, 2000* and Rule 74 of *The Court of Appeal Rules*.

Melanie A. Baldwin, Registrar  
Court of Appeal for Saskatchewan

Explanatory Note: The *Citation Guide for the Courts of Saskatchewan* makes important changes to legal citation in the courts of Saskatchewan. Some of those changes are:

- A requirement to identify an electronic source in the citation under certain circumstances;
- A consistent approach to the use and format of short forms that identify case law or legislation that has previously been cited; and
- A hybrid approach to the use of periods in citations.



# **Citation Guide for the Courts of Saskatchewan**

**2014**

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### Purpose

The purpose of this Guide is to provide a standard set of citation rules for the courts of Saskatchewan. It covers all of the basic citation structures. For citation questions not covered by this Guide, the *Canadian Guide to Uniform Legal Citation* (the McGill Guide) should be consulted. Where this Guide and other style guides differ, this Guide prevails.

### Acknowledgments

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# I. CITATION QUICK REFERENCE GUIDE

This part of the Guide provides a quick reference to the most common kinds of citations. For an expanded explanation, please see the balance of the Guide.

## CASE LAW

### Neutral Citation Available

*Case name*, | Neutral Citation | pinpoint (as needed), | Print Report Citation (if available).

*Gray v Wieggers*, 2008 SKCA 7 at para 4, 291 DLR (4th) 176.

*H.E.K. v M.L.K.*, 2013 SKCA 14.

### No Neutral Citation Available

*Case name* | (year of decision) (as needed), | print report citation | (electronic database where decision obtained) (as needed) | (jurisdiction and level of court) (as needed) | pinpoint (as needed).

*Kieling v Saskatchewan Wheat Pool* (1994), 120 Sask R 239 (CA).

*Harelkin v University of Regina*, [1979] 3 WWR 673 (QL) (Sask CA) at para 5.

## STATUTES – FEDERAL AND PROVINCIAL

*Title*, | Statute Volume (e.g., RSS) | year, | chapter | (session or supplement) (as needed), | pinpoint (as needed).

*The Sale of Goods Act*, RSS 1978, c S-1, s 58.

*Income Tax Act*, RSC 1985, c 1 (5th Supp), s 103.

## SASKATCHEWAN REGULATIONS

### Revised Regulations

*Title*, | RRS | chapter | regulation number.

*The Conseil scolaire francsaskois Election Regulations*, RRS c E-0.2 Reg 4.

*The Slot Machine Regulations*, RRS c S-50 Reg 1.

*The Parks Regulations, 1991*, RRS c P-1.1 Reg 6.

### Unrevised Regulations

*Title*, | Sask Reg number/year.

*The Hospital Standards Regulations, 1980*, Sask Reg 331/79.

## FEDERAL REGULATIONS

### Revised Regulations

*Title*, | CRC, | chapter, | pinpoint (as needed) | (year of revision, optional).

*Civil Service Insurance Regulations*, CRC, c 401, s 5 (1978).

### Unrevised Regulations

*Title* (optional), | SOR/ | year-regulation number, | pinpoint (as needed).

*Citizenship Regulations*, 1993, SOR/93-246, s 7.

## BOOKS

Author(s), | *Title*, | edition (as needed), | volume number (as needed) | (Place of Publication: Publisher, year of publication) | pinpoint (as needed).

Bruce MacDougall, *Estoppel*, 2d ed (Markham: LexisNexis, 2012) at 154.

Michel Bastarache & Andr ea Boudreau Ouellet, *Pr cis du droit des biens r els*, 2d ed (Cowansville, Que:  ditions Yvon Blais, 2001) at 27.

## JOURNAL ARTICLES

Author(s), | "Title of Article" | (year) | volume | Journal or Review Name | first page number | (Electronic Service) (if applicable) | pinpoint (as needed).

Emily Luther, "Justice for All Shapes and Sizes: Combatting Weight Discrimination in Canada" (2010) 48 *Alta L Rev* 167 (QL) at para 12.

## LOOSE-LEAF MATERIALS

Author(s), | *Title*, | loose-leaf (release number) | edition (as needed), | volume number (as needed) | (Place of Publication: Publisher, year of publication) | pinpoint (as needed).

Mark M. Orkin, *The Law of Costs*, loose-leaf (Rel 44, June 2014) 2d ed, vol 2 (Toronto: Canada Law Book, 2014) at para 402.

Tim Quigley, *Procedure in Canadian Criminal Law*, loose-leaf (2014-Rel 1) 2d ed (Toronto: Carswell, 2005).



## WEBSITES

Traditional citation, | online: | Name of Website | <url> | (date accessed).

Tamara M. Buckwold & Ronald C.C. Cuming, *Modernization of Saskatchewan Money Judgment Enforcement Law: Final Report* (Saskatoon: University of Saskatchewan, College of Law, 2005), online: Queen's Printer (Saskatchewan) <[www.qp.gov.sk.ca/orphan/je\\_final\\_report.pdf](http://www.qp.gov.sk.ca/orphan/je_final_report.pdf)> (19 November 2013).

## LIST OF AUTHORITIES/BIBLIOGRAPHY

See Appendix B for examples.

## II. CASE LAW

### A. CANADIAN CASE LAW

#### General Citation Pattern

##### *Neutral Citation Available*

*Case name*, | neutral citation | pinpoint (as needed), | print report citation  
(if available).

*Gray v Wieggers*, 2008 SKCA 7 at para 4, 291 DLR (4th) 176.

Case name      Neutral Citation      Pinpoint      Print Report Citation

##### *No Neutral Citation Available*

*Case name* | (year of the decision) (as needed), | print report citation |  
(electronic database where decision obtained) (as needed – see point 8) |  
(jurisdiction and level of court) (as needed) | pinpoint (as needed).

*Bank of Montreal v Nevin*, [1996] 7 WWR 317 (Sask CA) at 320.

Case name      Print Report Citation      Pinpoint

*Kieling v Saskatchewan Wheat Pool* (1994), 120 Sask R 239 (CA) at 240.

Case name      Print Report Citation      Pinpoint

*Drope & Co. Ltd. v Pantel* (1963), 40 DLR (2d) 455 (QL) (Sask CA) at para 14.

Case name      Print Report Citation/  
Electronic Source (see explanation at point 8)      Pinpoint

## ELEMENTS OF A CITATION

### Use of Periods in a Citation

**1. The case name (commonly known as the “style of cause”)**

*This part of the citation will only include periods in proper names. No other parts of the case name will include periods. Neither the “v” nor the “c” is followed by a period.*

**2. The citation proper**

*This part of the citation will not include periods for abbreviations for print reports, jurisdictions, or court identifiers.*

**3. A pinpoint reference**

*This part of the citation will not include periods to indicate abbreviations for paragraphs and pages.*

**NOTE:** These rules only apply to periods in citations. In the body of a document, abbreviations keep their punctuation: e.g., “The Court made the following statement at para. 25: ...”

**1. Case Name (commonly known as the “style of cause”)**

The case name sets out the names of the parties and identifies how the case is indexed so there is a uniform description of the case name (an issue for cases involving multiple parties). If there are multiple parties named, use the name of the first listed party. For more information see point 3 below.

The names of the parties are in italics, separated by “v” or “c” (no period). The “v” is used in the English version of the judgment and the “c” in the French version. The “v” and “c” are in italics. Do not use “*et al*” in the case name. The names of the parties are followed by a reference to the law report.

*Hunter v Southam Inc.*, [1984] 2 SCR 145.

**2. The Citation Proper**

The citation proper consists of the neutral citation and/or the print report. All citations must include the following:

- the year of decision
- where the decision is available (print report or online database)
- the jurisdiction of the court, and
- the level of court.

If the province or court of origin is clear from the title of the reporter, do not include it in the jurisdiction statement. If it is not clear, then include it in the jurisdiction section. For example, if citing to a Saskatchewan Court of Appeal decision as found in the DLR, put (Sask CA) after the page number. However, if citing to the same case in the Sask Reports, only (CA) is needed.

### 3. “Indexed as” Entry

Since 1986, the editors of the various law reports and databases in Canada have standardized the case name of cases by creating an “indexed as” entry, which indicates how to refer to the decision. This is how the decision must be cited. The SCR began using an “indexed as” entry in volume 2 of 1986:

**YES:** *Ford v Quebec (Attorney General)*, [1988] 2 SCR 712.

**NO:** *Attorney General of Quebec v La Chaussure Brown’s Inc.*, [1988] 2 SCR 712.

For citation purposes, where there is more than one case listed in the case name (e.g., where two or more cases are consolidated), only the first case listed should be used in the “indexed as” entry.

If the “indexed as” entry is not listed in the print report, go to the judgments database of the court that issued the decision.

### 4. Neutral Citation

On January 1, 2000, the Supreme Court of Canada and the Saskatchewan Court of Appeal started using a neutral citation standard for their judgments. Most other Canadian courts and tribunals adopted the same practice around that same time, with the exception of Ontario. The neutral citation permits the immediate identification of any judicial decision regardless of format (electronic or paper) or publisher. The neutral citation contains three parts: the year of the decision; the tribunal identifier; and the ordinal number of the decision (this is the consecutive number for each decision issued by that court that is assigned by the court itself).

The tribunal identifier for Supreme Court of Canada decisions is SCC for the English version and CSC for the French version. The tribunal identifier for Saskatchewan Court of Appeal decisions is SKCA; for Saskatchewan Court of Queen’s Bench decisions, it is SKQB; and for Saskatchewan Provincial Court decisions, it is SKPC.

**Always provide the neutral citation if it is available.** If the decision is very recent, the neutral citation may be all that is available:

*R v Levin*, 2014 SKCA 66.

*Reference re Supreme Court Act, ss 5 and 6*, 2014 SCC 21.

Once the judgment is published in a print report, use the print report citation as a second and parallel citation. Refer to point 10 below, for a priority list of which print report to cite first:

*Westfair Foods Ltd. v United Food and Commercial Workers, Local 1400*, 2004 SKCA 119, 244 DLR (4th) 726.

*Arsenault-Cameron v Prince Edward Island*, 2000 SCC 1, [2000] 1 SCR 3.

If a neutral citation is not available, then only cite to one print report. For more details, see point 10 below.

A chart of when various Canadian courts adopted neutral citations is attached as Appendix A.

## **5. Parallel Citations**

Where a neutral citation is available, a parallel citation to a print reporter is required. Where there is no neutral citation, cite to only one print report. For more details, see point 10 below.

## **6. Year of Decision**

When the law report can be located by volume number, place the year of the judgment in round parentheses. The comma separating the case name from the citation goes after the parentheses. In other cases, place the year of the volume in square brackets and the comma separating the case name from the citation before the square brackets:

*R v Latimer* (1994), 124 Sask R 180 (QB).

*Canada (Attorney General) v H.L.*, [2003] 5 WWR 421 (Sask CA).

If the year of the decision is the same as the year of the reporter, do not provide the year of the decision. Where the year of the decision differs from the year of the reporter, it is necessary to indicate both years:

*Busse Farms Ltd. v Federal Business Development Bank* (1998), [1999] 7 WWR 737 (Sask CA).

## **7. Jurisdiction and Level of Court**

Add the name of the court and its jurisdiction, if it cannot be identified from the title of the law report. It is not necessary to identify a level of court or jurisdiction if there is a neutral citation:

*Langford v Langford* (1996), 142 Sask R 51 (QB).

*Goodsman v Saskatchewan Power Corp.* (1997), 145 DLR (4th) 213 (Sask CA) at 217.

*Valley Beef Producers Co-operative Ltd. v Farm Credit Corp.*, 2002 SKCA 100 at para 97, 218 DLR (4th) 86.

When initials are used for the jurisdiction, do not leave a space between the jurisdiction and the court (e.g., BCSC). When an abbreviation is used for the jurisdiction, leave a space between the jurisdiction and the court (e.g., Ont SCJ).

The following table contains abbreviations for jurisdictions:

Jurisdiction	Abbreviation	Jurisdiction	Abbreviation
Alberta	Alta	Nova Scotia	NS
British Columbia	BC	Nunavut	Nu
Federal	Fed	Ontario	Ont
Manitoba	Man	Prince Edward Island	PEI
New Brunswick	NB	Quebec	Que
Newfoundland and Labrador	NL	Saskatchewan	Sask
Northwest Territories	NWT	Yukon	Yu

The following table contains abbreviations for courts:

Court	Abbreviation
Supreme Court of Canada	SCC
Federal Court of Appeal	FCA
Court of Appeal	CA
Federal Court	Fed Ct
Superior Court of Justice (Divisional Court)	Sup Ct (Div Ct)*
Tax Court of Canada	Tax Ct
Court of Queen's Bench	QB
Court of King's Bench	KB
Superior Court of Justice or Superior Court	Sup Ct
Supreme Court	SC
Provincial Court	Prov Ct
Court of Justice	Ct J

\* Where a Divisional Court decision has a neutral citation, it is important to indicate that it is a case from the Divisional Court of the Superior Court of Justice, e.g. 2014 ONSC 941 (Div Ct).

## 8. Pinpoint Reference

Paragraph numbers were added to help the legal profession make the link between the paper and the electronic versions (databases or Internet) of a judgment. A pinpoint is a reference to a particular paragraph or page. If it is not possible to cite to the paragraph number, cite the page.

The following illustrates the year that various law reporting series began adding paragraph numbers:

Reporter	Volume	Year Began Paragraph Numbering
SCR	1	1995
DLR	149	1997
WWR	4	1991
Sask R	All	1980

When a neutral citation is available, place the pinpoint immediately after the neutral citation and before the print report citation (if one is available):

*Gray v Wieggers*, 2008 SKCA 7 at paras 4–6, 291 DLR (4th) 176.

When a neutral citation isn't available, place the pinpoint at the very end of the citation, after the jurisdiction and level of court:

*Farm Credit Corp. v Johnston* (1990), 82 Sask R 161 (CA) at para 17.

*R v Latimer* (1995), 126 DLR (4th) 203 (Sask CA) at 229–30.

### ***Pinpointing from Databases***

Cases with neutral citations are issued with paragraph numbers. If pinpointing to a case without a neutral citation, and the paper version of the print report does not contain paragraph numbers, cite to the page number. If the print report is not available, or if it is more convenient to use a database version of the decision, cite to the paragraph number used by the database and indicate the database used:

*Drope & Co. Ltd. v Pantel* (1963), 40 DLR (2d) 455 (QL) (Sask CA) at para 14.

Paragraph numbering for decisions without neutral citations can sometimes vary between electronic databases. Therefore, the citation should specify the database used to reference the paragraph number:

*Walker v Manitoba Public Insurance Corporation* (1985), 35 Man R (2d) 308 (QL) (CA) at para 5.

Use the following abbreviations for the most frequently accessed databases:

Database	Abbreviation
Quicklaw	QL
Westlaw Canada/WestlawNext Canada/Westlaw	WL
CanLII, the Canadian Legal Information Institute	CanLII

## 9. Short Title

If reference is made to a case that has already been cited, choose the name of one of the parties or a distinctive part of the case name (commonly known as the “style of cause”) for subsequent references. Place it in square brackets at the end of the citation. Do not use “*supra*” in place of the citation or after the short form:

*Gray v Wiegers*, 2008 SKCA 7 at para 4, 291 DLR (4th) 176 [*Gray*].

Do not use the term “hereinafter” to describe subsequent references to a case. Instead, adopt the simplest form of the case name and use it consistently throughout.

Whatever short form is used, always italicize it. This will also include references to the *Act* or the *Regulation*, if only one *Act* or *Regulation* is being cited.

*The Administration of Estates Act*, SS 1998, c A-4.1 [*AEA*].

*The Automobile Accident Insurance Act*, RSS 1978, c A-35 [*AAIA*].

*Supra* and *ibid* should still be used in footnotes.

## 10. Which Source? Neutral Citations, Reporters and Electronic Databases

The process for deciding how to cite case law follows these two rules:

**RULE #1:** If there is a neutral citation, it must be used. See Appendix A for a list of when various Canadian courts adopted neutral citations.

**RULE #2:** Along with the neutral citation, cite a print report if available. If there is no neutral citation, only cite to one print report.

Selecting which print report to cite should be determined on the basis of the following guidelines:

- 1) all Supreme Court of Canada decisions must be cited to the SCR. If the decision is too recent to be in the SCR, use the neutral citation and if available, a DLR or WWR cite;
- 2) Federal Court and Federal Court of Appeal decisions must be cited to the FCR. If the decision is too recent to be in the FCR, use the neutral citation and if available, a DLR, or another available print cite;
- 3) for civil decisions, cite to the DLR, WWR, Sask R, or other comparable print report. Or, cite to the most applicable topical print report (e.g., RFL, CPC, CBR, ETR);
- 4) for criminal decisions, cite to the CCC, CR, DLR, WWR, Sask R, or other comparable print report.

Cite the full version of a decision, either in print or electronic form. A citation to a summary digest (such as ACWS, WCB, AWLD, or BCWLD) should not be used. See “Judgments in Electronic Form” below.



Each electronic database lists parallel citations for decisions; however, parallel citations can also be located in the *Canadian Abridgment Consolidated Table of Cases*, available in the Court of Appeal Library, the University of Saskatchewan Law Library and the Law Society Libraries in Regina and Saskatoon.

## 11. Judgments in Electronic Form

A judgment may be too recent to have been published in a print report, but all court decisions have a neutral citation. If it has a neutral citation, cite it.

If the judgment is not available in a print report and there is no neutral citation, cite an electronic database (e.g., CanLII, Quicklaw or Westlaw Canada).

If the judgment is available on CanLII as well as Quicklaw or Westlaw Canada, use the freely available CanLII citation in preference to a subscription-based electronic database:

Database	Citation Pattern
CanLII citation	<i>Saskatchewan Student Aid Fund v Olsen</i> , 1995 CanLII 3942 (Sask CA)
Quicklaw citation	<i>R v Otto</i> , [2005] SJ No 275 (QL) (QB) <ul style="list-style-type: none"><li>• always add "QL" to the citation to indicate it is a Quicklaw cite</li><li>• the Quicklaw identifier "SJ" indicates "Saskatchewan judgments."</li></ul>
Westlaw citation	<i>Heredi v Toth</i> , 1995 CarswellSask 416 (WL) (CA) <ul style="list-style-type: none"><li>• add "WL" to the citation to indicate it is a Westlaw Canada or a WestlawNext Canada cite.</li></ul>

## 12. Unreported Judgments without a Neutral Citation

For the purposes of this Guide, a decision is considered unreported if it has no neutral citation and is not published in a print report or a database.

Provide the names of the parties, together with the name of the court, its jurisdiction, the court file number (if possible) and the date on which the judgment was rendered.

The format for citing an unreported decision is as follows:

*Case name* (date) | judicial centre (if available), | docket number (if available) | (jurisdiction and court).

*R v Duchek* (5 February 1997) Yorkton, CR 901-902/94 (Sask QB).

*Williams v Saskatchewan Government Insurance* (25 June 2009) Melfort, QBG 20/2009 (Sask QB).

*R v Noltcho* (9 April 1997) (Sask Prov Ct).

**NOTE:** Saskatchewan Provincial Court decisions: follow the pattern as much as possible. Add any information that might be helpful, e.g., the name of the judge.

## B. FOREIGN CASE LAW

When reference is made to a judgment of a foreign country, the rules of the country of origin are usually followed.

### 1. Britain and the Commonwealth

The rules for citing English cases, like those of other Commonwealth countries, are identical to the Canadian rules.

Cite the *Law Reports* (LR) in preference to the *Weekly Law Reports* (WLR) or the *All England Law Reports* (All ER).

The *Law Reports* are divided into series. Do not refer to the *Law Reports*, but rather to the series.

Abbreviate the series as follows:

Reporter	Abbreviation
<i>Appeal Cases</i> (House of Lords and Judicial Committee of the Privy Council)	AC
<i>Queen's Bench Division</i>	QB
<i>King's Bench Division</i>	KB
<i>Chancery</i>	Ch
<i>Family</i> (1972 to present)	Fam

For example:

*Lindley v Rutter*, [1981] QB 128.

When a judgment is cited in the *English Reports* (ER), the reference to the original report must also be given. When citing a case to the ER, there is generally no need to identify the court:

*Millar v Taylor* (1769), 4 Burr 2303, 98 ER 201.

In the UK, judgments of the House of Lords, Privy Council, Court of Appeal and Administrative Court have been released with a neutral citation since 2001, as have those of the other parts of the High Court since 2002. The High Court of Australia adopted the neutral citation system in 1998. Since then, most courts in that country have done the same.

In England, Australia and New Zealand, the year of the decision of a neutral citation is indicated in square brackets:

*R v J.*, [2004] UKHL 42, [2005] 1 All ER 1.

*Luton v Lessels*, [2002] HCA 13, 210 CLR 333.

## 2. United States

There is currently no one uniform standard for neutral citation in the United States. *The Bluebook: A Uniform System of Citation* can be consulted for guidance when dealing with citations for decisions from the United States.

With two exceptions, the rules for citing American cases are similar to the Canadian rules:

- 1) The year of the judgment is placed at the end of the citation:

*Abbatte v United States*, 359 US 187 (1959).

*Adams v Federal Trade Commission*, 296 F2d 861 (8th Cir 1961).

- 2) It is not necessary to indicate the court if it is the highest court of the state. To determine whether the court in question is the highest state court, consult *The Bluebook*:

*People v Dorr*, 265 NE2d 601 (Ill 1971).

*Spalding v Preston*, 21 Vt 9 (1848).

*Northwestern National Insurance Co. v Middenberger*, 359 SW2d 380 (Mo Ct App 1962).

### *US Supreme Court decisions*

It is preferable to cite decisions of the United States Supreme Court to the US reports. Prior to 1875 (volume 91), they were numbered consecutively for each editor. Place this number and the editor's name in parentheses after US:

*Worcester v State of Georgia*, 31 US (6 Pet) 515 (1832).

After 1875, there is no need to worry about the editor's name:

*Mills v Maryland*, 486 US 367 (1988).

### III. STATUTES AND REGULATIONS

#### A. STATUTES

##### General Citation Pattern

*Title*, | statute volume (e.g., RSS) | year, | chapter | (session or supplement) (as needed),  
| pinpoint (as needed).

The format for citing legislation is to first state the short form of the Act, which is identified at the beginning of the statute. The short form is *italicized* followed by a comma, the abbreviation for the statute volume, the year of publication, and the chapter number:<sup>1</sup>

*The Sale of Goods Act*, RSS 1978, c S-1, s 58.

Short Form                      Citation                      Pinpoint

*Income Tax Act*, RSC 1985, c 1 (5th Supp), s 103.

Short Form                      Citation                      Pinpoint

*The Trustee Act, 2009*, SS 2009, c T-23.01, s 14.

Short Form                      Citation                      Pinpoint

##### 1. Saskatchewan Statutes

The Statutes of Saskatchewan were revised in 1978. When citing to these statutes, make sure the abbreviation for the Revised Statutes of Saskatchewan (RSS) is used.

Saskatchewan statutes include the article “The” as part of the English title:

*The Automobile Accident Insurance Act*, RSS 1978, c A-33.

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<sup>1</sup> As noted earlier, abbreviations keep their periods in the body of a document; e.g., “The Court called for a combined approach to s. 241(2) of the *Canada Business Corporations Act*.”

French titles do not begin with an article.

Legislation enacted after 1978 should be cited to the bound volume in which it appears. Use the abbreviation SS, which stands for the *Statutes of Saskatchewan*.

*The Inter-jurisdictional Support Orders Act*, SS 2002, c I-10.03.

*The Personal Property Security Act*, SS 1993, c P-6.2.

## **2. Federal Statutes**

Federal statutes were last revised in 1985. The abbreviation for the Revised Statutes of Canada is RSC. All acts that appeared in the 1985 consolidation, or in one of the supplements (there are five), should be cited as RSC.

Federal statutes do not include the article “the” as part of the title:

*Criminal Code*, RSC 1985, c C-46.

*Divorce Act*, RSC 1985, c 3 (2d Supp).

Acts that do not exist in the 1985 consolidation should be cited to the bound volume in which they appear. Use the abbreviation SC, which stands for the *Statutes of Canada*:

*Corrections and Conditional Release Act*, SC 1992, c 20.

## **3. Statutes of Other Provinces and Territories**

Use the preceding rules when citing statutes from other provinces and territories. Modify the citation for each jurisdiction’s citation series.

Include “The” in the English titles of Acts from these provinces:

- Saskatchewan
- Manitoba
- Newfoundland
- Ontario (pre-1980 statutes).

Do not include “The” in the English titles of the Acts from these jurisdictions:

- Canada
- Alberta
- British Columbia
- New Brunswick
- Northwest Territories
- Nova Scotia
- Ontario (post-1980).

#### 4. Canadian Charter of Rights and Freedoms

The complete citation for the *Charter* is as follows:

*Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

However, it is not necessary to provide the full citation. The first time it is used in a document, it can be referred to as the *Canadian Charter of Rights and Freedoms*. Thereafter, it can be referred to as the *Charter*.

#### 5. Constitution Acts

The complete citation for the Constitution Acts most commonly referred to are as follows:

*Constitution Act, 1867* (UK), 30 & 31 Vict, c 3, reprinted in RSC 1985, App II, No 5.

*Constitution Act 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

However, there is also no need to provide these full citations. The *Constitution Acts* of 1867 and 1982 can be cited as follows:

*Constitution Act, 1867*.

*Constitution Act, 1982*.

### B. PROVINCIAL REGULATIONS

Most Saskatchewan regulations have been revised. If a regulation has been revised, it has a chapter number. If it has not been revised, it has a “Sask Reg” number followed by the abbreviated year.

#### 1. Revised Regulations

A citation to the revised regulations includes the title, *Revised Regulations of Saskatchewan* (RRS), the chapter number, and the Regulation number.

The citation pattern for revised provincial regulations is as follows:

*Title*, / RRS | chapter | regulation number.

*The Conseil scolaire fransaskois Election Regulations*, RRS c E-0.2 Reg 4.

*The Slot Machine Regulations*, RRS c S-50 Reg 1.

*The Parks Regulations, 1991*, RRS c P-1.1 Reg 6.

**NOTE:** 1991 is included in the third example because it is part of the title of the regulation. Because there was never a consolidation of the regulations, a year is not attached to the “RRS.”

## 2. Unrevised Regulations

A citation to an unrevised regulation includes the title, the Sask Reg number and the year it came into force.

Citation pattern for unrevised provincial regulations is as follows:

*Title*, | Sask Reg number/year.

*The Hospital Standards Regulations, 1980, Sask Reg 331/79.*

## C. FEDERAL REGULATIONS

Federal regulations were last revised in 1978 in the *Consolidated Regulations of Canada, 1978*. Therefore, if the regulation existed in the 1978 consolidation, cite to the CRC.

### 1. Revised Regulations

*Title*, | CRC, | chapter, | pinpoint (as needed) | (year of revision, optional).

*Civil Service Insurance Regulations, CRC, c 401, s 5 (1978).*

If the regulation came into force after the consolidation, cite to the SOR (Statutory Orders and Regulations) number.

### 2. Unrevised regulations

*Title* (optional), | SOR/ | year-regulation number, | pinpoint (as needed).

*Canadian Turkey Marketing Quota Regulations, 1990, SOR/90-231, s 7.*

In this example, the “90” represents the year the regulation came into force. More recent years will be represented by four digits:

*Children’s Sleepwear Regulations, SOR/2011-15.*

## IV. SECONDARY SOURCES, GOVERNMENT DOCUMENTS AND INTERNATIONAL MATERIALS

### A. BOOKS

Keep the periods in the author's name and in the title, but do not include periods in the remainder of the citation.

#### General Citation Pattern

Author(s), | *Title*, | edition (as needed), | volume number (as needed) | (Place of Publication: Publisher, year of publication) | pinpoint (as needed).

Randal N. Graham, *Statutory Interpretation: Theory and Practice* (Toronto: Emond Montgomery Publications, 2001).

Richard Tremblay, *L'essentiel de l'interprétation des lois* (Cowansville, Que: Éditions Yvon Blais, 2004).

S.M. Waddams, *The Law of Contracts*, 3d ed (Toronto: Canada Law Book, 1993).

The Honourable William A. Stevenson & The Honourable Jean E. Côté, *Civil Procedure Encyclopedia*, vol 2 (Edmonton: Juriliber, 2003).

#### 1. Author

- List the author's name as it is presented on the title page of the book.
- Include titles (e.g., Madam Justice) if they appear on the title page. Do not include degrees or credentials.
- Include up to three authors, separating the first two authors' names with a comma and the last two with an ampersand (&).
- If there are more than three authors, include only the first author's name and *et al* (in italics but no periods).
- In a list of authorities or bibliography, place the surname first. See Appendix B for examples.

#### 2. Edition Statement

- Abbreviate the word edition to "ed" and omit the period.
- Abbreviate the edition as follows: 1st, 2d, 3d, 4th, 5th, 6th, 7th, 8th, 9th, 10th, etc.

#### 3. Place of Publication

- Indicate the place of publication as it appears on the title page or the copyright page on the other side of the title page.
- If more than one place of publication is listed, include the first place only.
- If no place of publication is listed, write "np" without a period.
- If the province, state, or country is needed to identify the place of publication, include it.



- If a location could be confused with another, provide additional information (e.g., London, Ont and London, UK)

#### 4. Publisher

- Write the publisher's name as it appears on the title page.
- Omit the definite article "the," even if it is the first word of the name.
- Omit terms that identify corporate status – Ltd., Inc., etc.
- If no publisher is listed, write "no publisher."

#### 5. Year

- Use the most recent copyright date, unless a year of publication is given.
- Do not cite the year of printing.
- If no year is listed, write "nd."

#### 6. Pinpoint Reference

A pinpoint is a reference to a particular paragraph or page. Where it is possible to cite to either the page number or the paragraph number, cite to the paragraph.

- Place the pinpoint after the publication information.
- Begin references to page numbers or paragraph numbers with "at."
- Paragraph pinpoints can be "at para" or "at paras" or use the paragraph symbol ¶ (also known as a pilcrow):

Ronald C.C. Cuming & Roderick J. Wood, *Saskatchewan and Manitoba Personal Property Security Acts Handbook* (np: Carswell, 1994) at 453–54.

Michel Bastarache & Andréa Boudreau Ouellet, *Précis du droit des biens réels*, 2d ed (Cowansville, Que: Éditions Yvon Blais, 2001) at 27.

Victor Di Castri, *The Law of Vendor and Purchaser*, loose-leaf (2013-Rel 10) 3d ed, vol 2 (Toronto: Carswell, 1988) at para 689.

## B. EDITOR OR REVISER OF THE TEXT OF ANOTHER

### General Citation Pattern

Editor, | ed, | *Title*, | edition | (Place of Publication: Publisher, year of publication) | pinpoint (as needed).

If the author's name is part of the title, treat the editor as the author, followed by "ed":

H.G. Beale, ed, *Chitty on Contracts*, 31st ed (London: Sweet & Maxwell, 2012).

## C. COLLECTIONS OF ESSAYS

### General Citation Pattern

Author of essay, | "Title of Essay" | in | editor (as needed), | ed, | *Title of Book* |  
(Place of Publication: Publisher, year of publication) | first page of essay | pinpoint  
(as needed).

David Wright, "The Crown and Remedies" in Jeff Berryman & Rick Bigwood, eds, *The Law of Remedies: New Directions in the Common Law* (Toronto: Irwin Law, 2010) 469 at 471.

- Place the name of the author and the title of the essay before the collection.
- Follow the name(s) of the editor(s) of the collection by "ed" or "eds," placed between commas. Some collections have no named editor. Do not provide any editor in such cases.
- Provide the title of the collection in italics.

## D. LOOSE-LEAF MATERIALS

Indicate the source is in loose-leaf format after the title.

### General Citation Pattern

Author(s), | *title*, | loose-leaf (release number) | edition (as needed), | volume number  
(as needed) | (Place of Publication: Publisher, year of publication) | pinpoint  
(as needed).

Mark M. Orkin, *The Law of Costs*, loose-leaf (Rel 44, June 2014)  
2d ed, vol 2 (Toronto: Canada Law Book, 2014) at para 402.

Tim Quigley, *Procedure in Canadian Criminal Law*, loose-leaf (2014-Rel 1)  
2d ed (Toronto: Carswell, 2005).

Peter W. Hogg, *Constitutional Law of Canada*, loose-leaf (2013-1) 5th ed,  
vol 1 (Toronto: Carswell, 2007) at 5–20.

- Include the release number, which can include a date, generally located at the front of the binder.
- Cite to the year of publication that appears on the copyright page of the loose-leaf volume.
- Pinpoint to a loose-leaf volume via paragraph references where available rather than page references since the former remain consistent over the life of a volume.

## E. JOURNAL ARTICLES

Keep the punctuation (periods) in the author's name and in the title of the article, but do not include periods in the remainder of the citation.

### General Citation Pattern

Author(s), | "Title of Article" | (year) | volume | Journal or Review Name | first page number | (Electronic Service) (if applicable) | pinpoint (as needed).

Jaime Carlson *et al*, "On the Road to Fairness: Redesigning Saskatchewan's Administrative Tribunal System" (2010) 73 Sask Law Rev 309 at 311.

- If a journal is organized by volume number, indicate the year of publication in parentheses.
- If a journal is organized by year rather than by volume number, provide the year in square brackets.

### 1. Halsbury's Laws of Canada

*Halsbury's Laws of Canada, Debtor and Creditor*, 1st ed (Markham: LexisNexis, 2010) at para HDC-6.

### 2. Journal Articles in Electronic Services

If citing to an article found in an electronic source such as Quicklaw, WestlawNext Canada, or HeinOnline, without pinpointing, use the traditional citation.

If pinpointing to the page number of an article found in an electronic source where the original journal's page numbers are displayed (such as in the PDF version), there is no need to indicate the name of the electronic source used.

Indicate the electronic source used when pinpointing to a paragraph number. This is done because at times, database providers add paragraph numbers to the online version of an article where they don't exist in the print version:

Jaime Carlson *et al*, "On the Road to Fairness: Redesigning Saskatchewan's Administrative Tribunal System" (2010) 73 Sask Law Rev 309 (QL) at para 22.

### 3. Online Journals

#### *General Citation Pattern*

Traditional citation, | online: | (year) | volume:issue (as needed) | journal | article number | pinpoint | <url>.

Robert Danay, "The Medium is Not the Message: Reconciling Reputation and Free Expression in Cases of Internet Defamation," online: (2010) 56:1 McGill Law Journal < <http://lawjournal.mcgill.ca/userfiles/other/5885046-Danay.pdf>>.

## F. WEBSITES

### General Citation Pattern

Traditional citation, | online: | name of website | <url> | (date accessed).

Tamara M. Buckwold & Ronald C.C. Cuming, *Modernization of Saskatchewan Money Judgment Enforcement Law: Final Report*, (Saskatoon: University of Saskatchewan, College of Law, 2005), online: Queen's Printer (Saskatchewan) <[www.qp.gov.sk.ca/orphan/je\\_final\\_report.pdf](http://www.qp.gov.sk.ca/orphan/je_final_report.pdf)> (19 November 2013).

## G. HANSARD

### 1. Provincial

#### General Citation Pattern

Jurisdiction, | Legislature, | *Title*, | number of Legislature and Session | (date) | pinpoint | Speaker (if desired).

Saskatchewan, Legislative Assembly, *Debates and Proceedings (Hansard)*, 24th Leg, 1st Sess (7 June 2000) at 1626 (Mr. Toth).

- This pattern may be used to cite any government debates, minutes, reports and so on.

### 2. Federal

#### General Citation Pattern

*Title*, | Parliament and Session | (date) | pinpoint | (Speaker) (if desired).

*House of Commons Debates*, 37th Parl, 1st Sess (17 May 2001) at 4175 (Hon. Elinor Caplan).

## **APPENDIX A: ADOPTION OF NEUTRAL CITATIONS BY CANADIAN COURTS<sup>2</sup>**

Court Identifier	Court	Date Introduced
SCC	Supreme Court of Canada	2000
FC	Federal Court of Canada - Trial Division	February 2001
FCA	Federal Court of Canada - Appeal Division	February 2001
ABCA	Alberta Court of Appeal	1998
ABQB	Alberta Court of Queen's Bench	1998
BCCA	British Columbia Court of Appeal	1999
BCSC	Supreme Court of British Columbia	2000
MBCA	Manitoba Court of Appeal	March 2000
MBQB	Court of Queen's Bench of Manitoba	April 2007
NBCA	Court of Appeal of New Brunswick	May 2001
NBQB	Court of Queen's Bench of New Brunswick	2002
NFCA	Supreme Court of Newfoundland & Labrador, Court of Appeal	2001
NLSCTD	Supreme Court of Newfoundland & Labrador, Trial Division	July 2003
NSCA	Nova Scotia Court of Appeal	September 1999
NSSC	Supreme Court of Nova Scotia	December 2000
NUCA	Court of Appeal of Nunavut	May 2006
NUCJ	Nunavut Court of Justice	2001
NWTCA	Court of Appeal for the Northwest Territories	December 1999
NWTSC	Supreme Court of the Northwest Territories	October 1999
ONCA	Court of Appeal for Ontario	2007
ONCJ	Ontario Court of Justice	2004
ONSC	Ontario Superior Court of Justice	2010
PESCAD	Prince Edward Island Supreme Court, Appeal Division	2000

<sup>2</sup> Neutral citations adopted in January of the indicated year unless otherwise indicated.

Appendix A: Adoption of Neutral Citations

<b>Court Identifier</b>	<b>Court</b>	<b>Date Introduced</b>
PESCTD	Prince Edward Island Supreme Court, Trial Division	2000
QCCA	Court of Appeal of Quebec	2005
QCCS	Superior Court of Quebec	2006
SKCA	Court of Appeal for Saskatchewan	2000
SKQB	Saskatchewan Court of Queen's Bench	1999
SKPC	Provincial Court of Saskatchewan	2002
YKCA	Yukon Court of Appeal	March 2000
YKSC	Supreme Court of the Yukon Territory	March 2000

## APPENDIX B: LIST OF AUTHORITIES/BIBLIOGRAPHY

The following is provided as an example of a “List of Authorities” and how entries are ordered alphabetically.

The only differences between in-text or footnoted citations and citations listed in a List of Authorities or Bibliography is that all pinpoint references are removed in a List of Authorities and the author’s surname is placed first for any secondary sources. End the entry with a period.

### LIST OF AUTHORITIES

#### *Statutes*

*Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

*Citizenship Regulations*, 1993, SOR/93-246.

*Divorce Act*, RSC 1985, c 3 (2d Supp).

*The Administration of Estates Act*, SS 1998, c A-4.1.

*The Automobile Accident Insurance Act*, RSS 1978, c A-33.

*The Conseil scolaire fransaskois Election Regulations*, RRS c E-0.2 Reg 4.

*The Hospital Standards Regulations*, 1980, Sask Reg 331/79.

*The Inter-jurisdictional Support Orders Act*, SS 2002, c I-10.03.

*The Personal Property Security Act*, SS 1993, c P-6.2.

#### *Case Law*

*Canada (Attorney General) v H.L.*, [2003] 5 WWR 421 (Sask CA).

*Gray v Wiegers*, 2008 SKCA 7, 291 DLR (4th) 176.

*Millar v Taylor* (1769), 4 Burr 2303, 98 ER 201.

*Northwestern National Insurance Co. v Middenberger*, 359 SW2d 380 (Mo Ct App 1962).

*Williams v Saskatchewan Government Insurance* (25 June 2009) Melfort, QBG 20/2009 (Sask QB).

#### *Secondary Sources*

Buckwold, Tamara M. & Cuming, Ronald C.C. *Modernization of Saskatchewan Money Judgment Enforcement Law: Final Report*, (Saskatoon: University of Saskatchewan, College of Law, 2005), online: Queen’s Printer (Saskatchewan) <[www.qp.gov.sk.ca/orphan/je\\_final\\_report.pdf](http://www.qp.gov.sk.ca/orphan/je_final_report.pdf)> (19 November 2013).

Hogg, Peter W. *Constitutional Law of Canada*, loose-leaf (2013-1) 5th ed, vol 1 (Toronto: Carswell, 2007).

Luther, Emily. “Justice for All Shapes and Sizes: Combatting Weight Discrimination in Canada” (2010) 48 Alta L Rev 167.

Appendix B: List of Authorities/Bibliography

MacDougall, Bruce. *Estoppel*, 2d ed (Markham: LexisNexis, 2012).

Tremblay, Richard. *L'essentiel de l'interprétation des lois* (Cowansville, Que: Éditions Yvon Blais, 2004).